

## Query and Confirmation for the Compliance with Social minimum Requirements

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WMF Group GmbH strives for long-term partnerships with customer and suppliers, based on respecting the mutual interests. In this meaning we form our commercial relations according to principles of fair trade and promote a sustainable development in ecological, economic and social regard.

WMF Group GmbH takes social responsibility and act ethically in accordance with the international social standards SA 8000 and expects from its partners the same. The social standards (Social Accountability 8000) are based on the principles of international Occupational Health and Safety Standard laid down in the conventions of the International Labour Organization (ILO), the United Nations Universal Declaration of Human Rights and the Convention on the Rights of the Child

### **General Information of the Company**

Company Name and Address:

Contact Person and Function:

Products shipped to WMF Group GmbH:

**Questions to confirm the Social Standards** (please mark with a cross)

- |   | <b>Yes</b>               | <b>No</b>                | <b>Comment</b> |
|---|--------------------------|--------------------------|----------------|
| 1. Are you familiar in your company with social standards (like BSCI and / or SA 8000)? | <input type="checkbox"/> | <input type="checkbox"/> |                |
| 2. Is your company audited/ certified in terms of adhering to social standards          | <input type="checkbox"/> | <input type="checkbox"/> |                |

If you checked this question 2 with "Yes", please send us a copy of your audit or certification report.

If question 2 is answered with "No", please answer the following questions.

- |  | <b>Yes</b>               | <b>No</b>                | <b>Comment</b> |
|--|--------------------------|--------------------------|----------------|
| 3. Do you have a written health and safety policy composed by high-level management in accordance with SA 8000?  | <input type="checkbox"/> | <input type="checkbox"/> |                |
| 4. Does your company comply with the following standards and guarantees that all products delivered to WMF Group GmbH are manufactured and purchased in accordance with SA 8000? |                          |                          |                |

- |  | <b>Yes</b>               | <b>No</b>                | <b>Comment</b> |
|--|--------------------------|--------------------------|----------------|
| 4.1 Prohibition of child labour (SA 8000/1.)   | <input type="checkbox"/> | <input type="checkbox"/> |                |
| 4.2 Prohibition of forced labour (SA 8000/2.)  | <input type="checkbox"/> | <input type="checkbox"/> |                |
| 4.3 Provision of a healthy and safe working environment (SA 8000/3.)   | <input type="checkbox"/> | <input type="checkbox"/> |                |
| 4.4 The right to freedom of association (SA 8000/4.)   | <input type="checkbox"/> | <input type="checkbox"/> |                |
| 4.5 Avoidance of discrimination (SA 8000/5.)   | <input type="checkbox"/> | <input type="checkbox"/> |                |
| 4.6 Prohibition of physical punishment, mental or physical compulsory measures and verbal abuse (SA 8000/6.) | <input type="checkbox"/> | <input type="checkbox"/> |                |
| 4.7 Compliance with maximum working hour regulations (SA 8000/7.)  | <input type="checkbox"/> | <input type="checkbox"/> |                |
| 4.8 Compliance with minimum wage regulations (SA 8000/8.)  | <input type="checkbox"/> | <input type="checkbox"/> |                |

- |  | Yes                      | No                       | Comment |
|--|--------------------------|--------------------------|---------|
| 5. Are your suppliers and sub-suppliers audited / certified in terms of adherence to social standards? | <input type="checkbox"/> | <input type="checkbox"/> |         |

If you checked this question with "Yes", please send us a copy of your audit or certification report.

If question 5 is answered with "No", please answer the following question:

- |   | Yes                      | No                       | Comment |
|---|--------------------------|--------------------------|---------|
| 6.1 Do you confirm that your company also expects compliance with SA 8000 from your own suppliers, sub-suppliers or home workers?                             | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 6.2 Have you been asked by other customers to confirm that these or other social standards from your company, your suppliers or sub-suppliers are adhered to? | <input type="checkbox"/> | <input type="checkbox"/> |         |

If you checked question 6.2 with "Yes", please answer what social standards did this involve?

- |  | Yes                      | No                       | Comment |
|--|--------------------------|--------------------------|---------|
| 7. WMF Group GmbH is authorized to review compliance with SA 8000 minimum requirements any time, allowed in the context of company and warehouse inspections. Your company will provide us all necessary evidence and information on demand. | <input type="checkbox"/> | <input type="checkbox"/> |         |

For the WMF Group GmbH it is crucial that in case of the non-compliance or violation of the social standards will take all required corrective measures in order to improve the situation and to fulfill the requirements within an adequate time period, literally as fast as possible. You are obliged to inform your business partner within the WMF Group GmbH immediately and without being asked for, according to our standards SA 8000 and additionally you are held to inform about the corrective measures in a sufficient way.

In case of ongoing non-conformity of these social standards and if your company is not taking appropriate actions to achieve the target, WMF Group GmbH is in the legal right to stop the business relationship or put it on hold. In this case for example, WMF Group GmbH maintains the right to cancel orders without further consequences or to terminate the business relation extraordinarily.

Name:

Date:

Signature:

Contact Person:

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Managing Director:

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