

# Integrity Self-Assessment Tool

Assessment Area/s	Yes	Continuous Improvement Plans in place	Needs Assistance
<b>Books of Accounts and Tax Compliance</b>			
1. We maintain books of accounts, fully report income, and accurately report expenses.			
2. We file accurate corporate tax returns and pay the correct taxes.			
<b>Anti-corruption and Anti-bribery Policies</b>			
1. We have policies on anti-corruption and anti-bribery. They are:			
a. Uploaded in our website			
b. Circulated within the organization			
<b>Labor Rights</b>			
1. Our employees:			
a. Receive minimum wage/pay as mandated by our laws			
b. Work under humane and productive working conditions, in which case, there is a limit to overtime			
c. Are provided with a healthy and safe working environment			
<b>Whistleblowing Program</b>			
1. We have a whistleblowing policy and/or commit to cascade in our organization the associated whistleblowing mechanisms afforded by a business partner to our representatives			
2. We report timely, in good faith, any concerns that may arise in connection with the three assessment areas above.			
3. We inform our officers and employees that they will not be subject to retaliation as a result of raising a concern in good faith.			

Assessment Area/s	Yes	Continuous Improvement Plans in place	Needs Assistance
<b>Contact Person and Training</b>			
1. We have an Integrity Officer or its equivalent who performs the following:			
a. Lead and implement an integrity program* within our organization and/or serves as the central point of contact for our business partners to ensure our continued compliance with the business partner's integrity program*;			
b. At least once a year, attend or send a representative at integrity trainings conducted by an accredited external training provider or by a business partner as part of their Third Party integrity program*;			
c. Ensure that the members of our organization are kept up-to-date on any developments related to our integrity program* as well as that of our business partners; and,			
d. Allocate a budget in implementing this integrity program*.			
2. Our supplier contracts contain clauses that require our suppliers to have integrity policies and practices in place.			

\*Integrity Program refers to processes and activities with clear leadership from the owner(s) and management that allow the company to meet the integrity standards set out in the Integrity Self-Assessment Tool in the areas of: (1) Books of Accounts and Tax Compliance; (2) Anti-Corruption and Anti-Bribery Policies; (3) Labor Rights; (4) Whistleblowing; (5) Contact Person and Training