



Norwegian Red Cross

## Partner Self Declaration Form

### *For ethical and Responsible Procurement*

Filling out this form is mandatory by all institutions who seek to become a partner (including a business partner or a supplier of goods or services) of the Norwegian Red Cross (with org.no. 864 139 442) or any Red Cross organization in Norway (also hereafter together referred to as NorCross).

### **I) How to fill out this form:**

Please provide the answers in the column on the right hand side.

This form is meant to help NorCross assess which companies it can work with either as a business partner or use as a supplier. NorCross is a humanitarian organization whose work is driven by a desire to help others. It is committed to, and bound by, the fundamental principles of the International Red Cross and Red Crescent Movement and acts as the guardian of the Geneva Conventions. The questions below are meant to uphold NorCross' strict standards.

When the questions in section III) ask for details, please refrain from naming specific individuals or persons involved. NorCross has no need or want for more personal data than what is absolutely necessary when assessing the use of a partner.

### **II) General Information:**

a) NAME Individual/Entity (hereafter the “Company”)	
b) Previous and/or other trade names	
c) The Company’s place of Registration, Organizational/business number and date of registration. All these documents must be attached with the offer.	<b>Example:</b> <b>Organizational number:</b> <b>Date of registration:</b>
d) Official Business/Office Address (Country, County/City, Street and Postal Code)	<b>Official Business Address:</b> <b>Office address:</b>
e) Email and Office Phone numbers (landline and mobile)	<b>E-mail:</b> <b>Phone:</b>
f) Name of the owner/proprietor and Key management employees	Owner 1: _____ Owner 2: _____ Key management 1: _____ Key management 2: _____ Key management 3: _____
g) Brief description of the supply capacities.	
h) Project and Location.	

### III) Please answer the questions below:

<p>1. Does the Company send or receive donations to any political parties?</p>	
<p>2. Please describe/provide copies of the Company's policies regarding:</p> <ul style="list-style-type: none"> <li>• Environmental and Social Ethics</li> <li>• Code of Conduct</li> <li>• Health, Safety and Environment i(HSE) at work</li> <li>• Anti-Bribery, Corruption and Fraud mechanism</li> <li>• Child-Labor</li> <li>• Anti Money-laundering</li> <li>• Sexual Exploitation</li> </ul> <p><i>Copies of the policies may either be sent as an attachment to this self-declaration form or a link to an available online version can be inserted into the right hand side column.</i></p>	
<p><b>Human rights</b></p>	
<p><i>Reference to human rights in this self-declaration form includes the internationally accepted basic human rights laid down in international human rights law, such as the right to life and liberty, freedom from slavery and torture and freedom of opinion and expression.</i></p>	
<p>3. Have the Company, its business partners, suppliers or sub-contractors been reported, investigated for or found guilty of violations of human rights?</p>	
<p>4. Have there been any cases of internal reports of violations of human rights in the Company?</p>	
<p>5. What internal routines, mechanisms or personnel training does the Company employ in order to prevent and expose such violations?</p>	
<p>6. What internal routines, mechanisms, personnel training or due diligence processes does the Company employ in order to prevent the use of business partners, suppliers or sub-processors that violate human rights.</p>	
<p><b>Unethical business practices</b></p>	
<p><i>Examples unethical business practices for the purpose of this self-declaration form include but are not limited to nepotism, money-laundering, child-labor, terrorism and human-rights breaches.</i></p>	
<p>7. Have the Company, its decision makers, suppliers or sub-contractors been reported, investigated or found guilty of unethical business practices?</p>	
<p>8. Have there been any cases of internal reports of unethical business practices in the Company?</p>	

9. What internal routines, mechanisms or personnel training does the Company employ to prevent and expose unethical business practices?	
10. What internal routines, mechanisms, personnel training or due diligence processes does the Company employ to prevent the use of business partners, suppliers or sub-contractors that use unethical business practices?	
11. To your knowledge, have the Company, its business partners or any of their staff ever been convicted of a criminal offence or been investigated for a criminal offence that may be of consequence to NorCross or reflect negatively on NorCross' work?	
<b>Employment and labor law</b>	
12. Are the Company's staff, sub-contractors and/or contracted personnel legally employed by their respective employers and working in conditions that provide for the level of health, safety and environment (HSE) required by national law?	
13. Have the Company or any of its sub-contractors been reported, investigated for or found guilty of breaching national or international regulations concerning pay or working conditions?	
14. To your knowledge, have the Company, suppliers or sub-contractors used child labor or forced labor and/or practiced discrimination?	
15. What internal routines, mechanisms or personnel training does the Company employ to prevent and expose violations of employment or labor law?	
16. What internal routines, mechanisms, personnel training or due diligence processes does the Company employ to avoid the use of business partners, suppliers or sub-contractors that violate employment or labor law?	
<b>Corruption</b>	
<i>Examples of corruption and related practices for the purpose of this self-declaration form include but are not limited to bribery, fraud, as well as persons who abuse their power in a trusted position for personal gain or persons who has or can demand, receive or accept an offer of undue advantage in connection with the performance of a position, office or the performance of assignments.</i>	
17. To your knowledge, have the Company or its business partners, suppliers or sub-contractors been involved in any incidents of bribery, corruption, and/or fraud? If yes, please describe.	
18. Have the Company or its business partners, suppliers or sub-contractors ever been reported, investigated or	

found guilty of corruption or related practices?	
19. What internal routines, mechanisms or personnel training does the Company employ to prevent its employees from and expose whether its employees are abusing power in a trusted position?	
20. What internal routines, mechanisms, personnel training or due diligence processes does the Company employ to avoid the use of business partners, suppliers or sub-contractors that might abuse power in a trusted position?	
<b>Unjust or deceptive trade practices</b>	
<i>Examples of unjust or deceptive trade practices for the purpose of this self-declaration form include but are not limited to arrangements with competitors to set prices in a tender or market.</i>	
21. Has the Company ever been reported, investigated or found guilty of illegal unjust or deceptive trade practices?	
22. What internal routines, mechanisms or personnel training does the Company employ to prevent and expose the use of deceptive trade practices?	
23. What internal routines, mechanisms, personnel training or due diligence processes does the Company employ to avoid the use of business partners, suppliers or sub-contractors that might use unjust or deceptive trade practices?	
<b>Humanitarian interests</b>	
24. What internal routines, mechanisms, personnel training or due diligence processes does the Company employ to verify that the Company's business partners and supply chain do not contain elements that could contradict with international ethics and human rights such as Modern Slavery, Environmental damages or any conflict of interests?	
25. Has the Company i) done business with a party involved in an armed conflict, or ii) done business with a party located in an area under armed conflict on the time of business, or iii) purchased goods or services stemming from a location under armed conflict on the time purchase?	
26. Does the Company have any previous experience with humanitarian agencies? If so, please provide the name of the organizations, date from when cooperation began and description of the project(s) or the services provided.	

References	
27. Please provide two business references	<p><b>Reference 1</b>            Business name:            Contact person:            Contact details:</p> <p><b>Reference 2</b>            Business name:            Contact person:            Contact details:</p>

*Self Declaration Form for partners and other suppliers to Red Cross in Norway last updated 26<sup>th</sup> March 2020.*

*This document is annex 2 to Standard sale terms for suppliers to Red Cross in Norway.*

*Signed version of this document shall be sent as PDF to to Red Cross in Norway at the following e-mail address: [innkjop@redcross.no](mailto:innkjop@redcross.no).*

Name of the Legal Representative: .....

Position: .....

Date and place: .....

Signature: .....

Stamp or notarial act if needed by local law of the partner (not needed for partners registered in Norway):

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