

Sedex[®]

Member



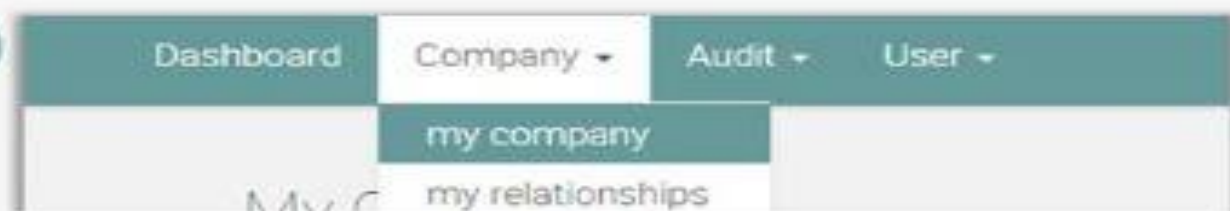
How to apply the global SAQ

Global SAQ

Steps to complete Global SAQ

- 1 Go to Company > my company and scroll to the bottom of the page
- 2 The option for the Global SAQ will be at the bottom of the page, above your registered sites – click on the grey button “SAQ” to get started
- 3 Click on “Edit” at the bottom of the page and fill in all relevant details

1



2



3



Use the Global SAQ to fill in company level and policy questions to be able to apply the answers to multiple sites – saving time and showing consistency

Steps to complete Global SAQ

- 4 Click on "Save" to save your answers
- 5 Select your answer(s) by ticking the relevant boxes from the appearing drop down menu.

4

2000000113: Do you have a written policy on the prevention and elimination of child labour? Please select all applicable answers.

No

Yes, it requires that we comply with legislation

Yes, it requires monitoring of performance

HEALTH AND SAFETY

BUSINESS ETHICS

ENVIRONMENT

Save Cancel

5

LABOUR

HEALTH AND SAFETY

2000000211: Do you have a written policy on health and safety? Please select all applicable answers.

Yes, it requires monitoring of performance

Yes, it requires continuous improvement

Yes, it requires that all employees and stakeholders meet our health and safety standards

Don't know

2000000212: If yes, what does the policy cover? Please select all areas that are covered:

Fire safety

Use of personal protective equipment

Machinery and tools

Hazardous materials including chemicals and pesticides (processing, storage, handling, use and disposal)



TIP: To select multiple answers from a drop down menu, press the "Ctrl" button on your keyboard and click on the applicable answers.



Steps to apply Global SAQ

- 6 To apply, either click on "Apply to all sites" at the bottom of the Global SAQ page
- 7 Or tick the individual boxes in the column "Global SAQ Applied" in your sites' list on the Company > my company page

6

HEALTH AND SAFETY

BUSINESS ETHICS

ENVIRONMENT

Edit Apply to all sites Remove from all sites

7

SITES INFORMATION			
SITE NAME	COUNTRY	GLOBAL SAQ APPLIED	ACTION
Wal supplier 1 test	China	Not Applicable	
Before launch 01	India	<input type="checkbox"/>	<input type="button" value="Initiate an Audit"/> <input type="button" value="Delete"/>
Friday 01	Indonesia	<input checked="" type="checkbox"/>	<input type="button" value="Initiate an Audit"/> <input type="button" value="Delete"/>
PT. Tejo	Indonesia	<input checked="" type="checkbox"/>	<input type="button" value="Initiate an Audit"/> <input type="button" value="Delete"/>



When applying Global SAQ answers, all previous answers to these questions will be overwritten