



Est. 1892

TongaatHulett®

GENERAL INFORMATION

INFORMATION REQUIRED	DETAILS
Company/entity name:	
Registration number and date of registration:	
Physical address:	
Telephone numbers:	
Names and identification numbers of directors and/or principals:	
Names and identification numbers of shareholders:	
Current engagements with Tongaat Hulett (Contracts, agreements or once-off purchase order) and value of transaction	
Duration / period of engagement (Start and End date where applicable)	

QUESTIONNAIRE

1. Child Labour	
Does your company have a policy that prohibits the use of Child Labour? If YES, please attach your signed and approved Child Labour Policy. If you do not have the required supporting documents, please attach a signed declaration stating that you do not make use of child labour.	YES/NO
2. Forced Labour	
Does your company have a policy that prohibits physical abuse, forced Labour or human trafficking? If YES, then please attach your signed and approved Forced Labour/ Human Trafficking policy/procedures. If you do not have the required supporting documents, please attach a signed declaration stating that workers are allowed to leave the employment site at the end of their shift and free to leave their employment upon giving reasonable notice.	YES/NO
3. Freedom of association and collective bargaining	
3.1 Does your company have an employee Grievance Policy? If YES, please attach your signed and approved Grievance Policy. If you do not have the required supporting documents, please attach a signed declaration stating that employees are aware that they can escalate any issues with management should they arise.	YES/NO
3.2 Does your company have Labour Partners, who represent the employees i.e. Bargaining Council / Union Representatives? If YES, please attach list of Labour Partners utilised. If NO, then Please attach signed declaration stating that you do not make use of Labour Partners.	YES/NO
3.3 Does your company use Labour Brokers? If YES, please attach a list of Labour Brokers utilised.	YES/NO

4. Non-discrimination	
4.1 Do you pay remuneration that is in line with the industry and local labour market or laws, to all your employees irrespective of race, gender and nationality?	YES/NO
4.2 Are your recruitment and workplace policies accommodative of youth, women and disabled prospective employees?	YES/NO
<p>If YES, then please attach your signed and approved Anti-Discrimination policy. (Anti-Discrimination Policy/Procedures may include issues pertaining to hiring, compensation, access to training, promotion, termination or retirement based on race, nationality, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation).</p> <p>If you do not have the required supporting documents Please attach a signed declaration stating that your company does not practice discrimination in a way.</p>	
5. Indigenous rights	
5.1 Do you consider local sourcing in your processes (Human resource, Goods and Services)?	YES/NO
5.2 Does your company have programs that focus on local development within the area of your operations?	YES/NO
<p>If YES, then please attach an example of a receipt from local sourcing.</p> <p>If you do not have the required supporting documents please attach a signed declaration stating that you consider local sourcing in your processes.</p>	

I, (full names)hereby confirm the accuracy of the information submitted above.

Capacity:

Signature: Date:

(Duly authorised for and on behalf of the company)