| Question | | | | Response | | |
| --- | --- | --- | --- | --- | --- | --- |
| Part 1 – General information | | | | | | |
|  | **General** | Your business (entity) name  *Please ensure this name is entered accurately.* | |  | | |
|  | **General** | Registered address | |  | | |
|  | **General** | Business registration number | |  | | |
|  | **General** | Tax ID | |  | | |
|  | **General** | Registration number for goods and sales taxes (e.g., VAT) | |  | | |
|  | **General** | Contact telephone number, including country code | |  | | |
|  | **General** | Email address (include all email addresses we may need) | |  | | |
|  | **General** | Which of the following best describes your company or organisation? | | Select. | | |
| Part 2 - Supplier information | | | | | | |
|  | **Ethics** | Is your organisation certified to ISO 37001? (anti-bribery) or similar?  *If ‘Yes’, please attach a copy of your certificate.*  **Note:** ISO 37001 is required if you will engage with Government/ Public Officials on behalf of Mott MacDonald. | | Select. | | |
|  | **Ethics** | **If ‘No’ to question 9**  Please confirm you have an anti-bribery and corruption management system.  This should include ‘Yes/ No’ confirmation of the following:   * Do you have an anti-bribery policy? * Do you train your employees on anti-bribery? * Is the frequency of your employee anti-bribery training annual and/ or more frequent than annual? * Do you have a gifts and hospitality register? * Do you have an anti-bribery reporting mechanism in place?   *This is required if you will engage with Government/ Public Officials on behalf of Mott MacDonald.*  If 3/5 or fewer of the anti-bribery sub questions above are answered with ‘No’, please read our Business Integrity policy and Our Code and confirm that all individuals involved in the project or where appropriate, all individuals employed have read the business integrity policy and our code and adhere to it.  [Our policies - Mott MacDonald](https://www.mottmac.com/about-us/our-policies)  [Our code - Mott MacDonald](https://www.mottmac.com/about-us/our-code) | | Select.  Select.  Select.  Select.  Select.  Select.  Select. | | |
|  | **Ethics** | Which country is your organisation incorporated and/ or registered in? | |  | | |
|  | **Ethics** | Is the supplier a subsidiary of another organisation and is the ultimate beneficial owner of the counterparty known? | | Select. | | |
|  | **Ethics** | **If ‘Yes’** **to question 12**  Please list all parent companies, including entity name, registered business address and country of incorporation. | |  | | |
|  | **Ethics** | Do you conduct due diligence on your immediate suppliers on any of the following matters?  **If ‘None of the above’**  Please confirm that all individuals involved in the project or where appropriate, all individuals employed have read the Business Integrity policy and Our Code and adhere to it.  [Our policies - Mott MacDonald](https://www.mottmac.com/about-us/our-policies)  [Our code - Mott MacDonald](https://www.mottmac.com/about-us/our-code) | | Select all that apply: | | |
|  | Fraud | |
|  | Health & safety | |
|  | Anti-bribery, corruption & sanctions | |
|  | Environmental, social and governance (including carbon and human rights | |
|  | Privacy & data protection | |
|  | Information/ cyber security | |
|  | None of the above | |
|  | | |
| Select. | | |
|  | **Ethics** | Does your organisation have a Code of Conduct or Code of Ethics that is applicable to all employees?  *If ‘Yes’, please attach the relevant documentation*.  Are you and/ or your employees trained annually or must certify annually to your Code?  Please review the Mott MacDonald Our Code – Delivering with PRIDE. Does your Code contain equivalent expectations and standards as set out in the Mott MacDonald Our Code – Delivering with PRIDE?  [Our code - Mott MacDonald](https://www.mottmac.com/about-us/our-code) | | Select.  Select.  Select. | | |
|  | **Ethics** | In the last three years, has your organisation and/ or board members (or parent or subsidiary) been the subject of either an adverse decision by a court and/ or an enforcement action by a regulatory body, including international financial institution in relation to any of the following: | | Select all that apply | | |
|  | Sanctions | |
|  | Immigration | |
|  | Human rights (including modern slavery) | |
|  | Corruption | |
|  | Health & safety | |
|  | Safeguarding | |
|  | Environment | |
|  | Employment or labour legislation (including pay or equality, diversity, or inclusion legislation e.g., sexual harassment) | |
|  | Processing of personal information | |
|  | Tax | |
|  | Other (provide details) | |
|  | None of the above | |
| If ‘Other’, add text here. | | |
|  | | |
|  | **Ethics** | Is your company affiliated with any company, organisation or individual that is the subject of sanctions imposed by the UK, US, EU, UN or other country following the Russian invasion of Ukraine?  This may include:   * anyone with a leadership role within your organisation, * company registration in Russia, Ukraine or Belarus, * partial or wholly owned by a company or other organisation legally registered in Russia, Ukraine or Belarus, * your relationship with Mott MacDonald involves any project that has Russian investment.   *If yes, please provide details.* | | Select. | | |
| If yes, add details here. | | |
|  | **Tax evasion** | Can you confirm that you have reasonable procedures in place to prevent the facilitation of tax evasion by persons who would be regarded as associated persons of the Company for the purposes of the Criminal Finances Act 2017? | | Select. | | |
|  | **Environment** | Does your organisation implement an environmental management system?  *Please attach a copy* | | Select. | | |
|  | **Climate** | Does your organisation have a science-based carbon emission reduction target and a carbon reduction Net Zero plan?  *Please provide evidence to support your response(s)* | | Select. | | |
| Select all that apply | | |
|  | Yes, a near term science-based emission reduction target | |
|  | Yes, a long-term science-based emission reduction target | |
|  | Yes, a carbon emissions reduction or net zero plan in place | |
|  | We also disclose emissions annually and monitor progress | |
|  | No, but plan to set a science-based target in the next couple of years | |
|  | No, none. | |
|  | | |
|  | **Health & safety** | Are you undertaking work outside an office environment (site-based work), or providing facilities management services?  *If yes, questions 22 – 24 must be answered,*  *If no, questions 22 and 23 must be answered* | | Select. | | |
|  | **Health & safety** | Which H&S certification(s) (such as ISO 45001) does your organisation hold?  *Attach a copy of relevant certification.*  If you do not have health and safety certification, does your organisation have both a health and safety policy and management system?  *If ‘Yes’ please provide a copy of the contents table of your health and safety management system, including a summary of the aspects relevant to your services* | | List here or N/A | | |
| Select. | | |
|  | **Health & safety** | Provide details of your source of competent health and safety advice. This could be internal or external and should be proportionate to the level of risk. | | Add text here. | | |
|  | **Health & safety** | In the last three years, has your organisation had any injuries or ill health conditions which were reportable to the enforcing body?  *If ‘Yes’, please summarise the details and explain what action was taken.* | | Select.  If ‘Yes’, add text here. | | |
|  | **Health & safety** | **If you are not based in North America or South America, please proceed to Question 27.**  Please provide the following data for your organisation for the year to date (YTD) AND for the **past three years**: Failure to provide requested information may delay the ability of your organisation to conduct business with Mott MacDonald.   * Number of hours worked * Average number of employees * Experience modification rate (EMR) * North America Industrial Classification System (NAICS) * OSHA recordable cases * Loss workday case rate (LWCR) * Restricted workday case rate (RWCR) * Days away, restricted, transferred rate (DART) * Total recordable incident rate (TRIR) | | List here | | |
|  | **Health & safety** | **Additional - for US subcontractors only**  Please provide OSHA 300/ 300a logs from the last three years. | |  | | |
|  | **Quality** | Is your organisation certified to ISO 9001?  *If ‘Yes’, please attach a copy of your certificate* | | Select. | | |
|  | **Operations, quality** | Does your organisation have a service continuity plan in place?  *If ‘Yes’, please attach a copy of your service continuity plan.* | | Select. | | |
|  | **Labour & employment** | Please confirm that all labour utilised within your organisation or through your supply chain is employed in accordance with applicable legislation.  This should specifically include confirmation that within your organisation:   * The employees freely choose to work for you. * That no child labour is used. * That staff are not subject to harsh or inhumane treatments or working conditions. * Workers are not required to pay any recruitment fees. * Workers are free to retain their passports / ID cards / bank cards etc. | | Select. | | |
|  | **Labour & employment** | Is it your policy as an employer or/ and service provider to comply with your statutory obligations under the equality legislation that applies in the country in which you operate? | | Select. | | |
|  | **Information security** | Will the organisational unit that will be delivering goods or services to Mott MacDonald be handling information or data on behalf of Mott MacDonald? | | Select. | | |
|  | **Information security** | Is the organisational unit that will be delivering goods or services to Mott MacDonald certified to any of the following standards:  *If ‘Yes’, please attach a copy of your certificate(s).*  **Note**, some clients may require Cyber Essentials Plus and/or ISO 27000, if you are unsure of the need for either certification, please raise this with your Mott MacDonald point of contact for due diligence. | | Select. | | |
| Select all that apply | | |
|  | Cyber Essentials Plus | |
|  | ISO 27000 series | |
|  | None of the above | |
|  | | |
|  | **Information security** | **If ‘None of the above’ to Question 32**  Does the organisational unit follow a globally recognized standard regarding information security? | | Select. | | |
|  | **Information security** | Does your organisation have a privacy and data protection policy?  **If ‘No’**, please read Mott MacDonald’s Privacy and data protection policy and confirm adherence.  [Our policies - Mott MacDonald](https://www.mottmac.com/about-us/our-policies) | | Select.  Select. | | |
|  | **Information security** | Will the organisational unit that will deliver goods or services to Mott MacDonald utilise IT equipment (laptops, etc.) provided by Mott MacDonald?  **If ‘No**’, please raise this with your Mott MacDonald point of contact for due diligence.   * **If ‘Yes’**, has Mott MacDonald’s Information security management system (ISMS) Requirements document been explained to the organisational unit? | | Select.  Select. | | |
|  | **Insurances** | Please self-certify which of the following insurances you have: | | Select all that apply | | |
|  | Public and products liability (PPL)/ Commercial general liability (CGL)/ Supplier liability (TPL) or equivalent. | |
|  | Professional indemnity (PI)/ Errors and omissions (E&O)/ Professional liability (PL) or equivalent. | |
|  | Workers compensation insurance (WC) Employers’ liability insurance (EL) or equivalent (where required by law). | |
|  | Other (e.g., cyber, airside liability, provision of professional services, motor vehicle, drones, etc), where related to the goods/ services to be provided to Mott MacDonald | |
|  | None of the above | |
|  | | |
|  | **Insurances** | **If ‘Yes’ to Professional Indemnity (PI) and equivalent.**  Where relevant, does your professional indemnity insurance policy contain any limitation of exclusion in relation to the following:   * Cladding and/ or facades * Fire safety * Energy from waste * Asbestos * Pollution and/ or contamination   *If ‘Yes’, please provide details.* | | Select.  If ‘Yes’, add text here. | | |
|  | **Insurances** | **If ‘Yes’ to Public Liability and equivalent.**  Where relevant, does your public liability indemnity insurance policy contain any limitation of exclusion in relation to the following:   * Asbestos * Pollution and/ or contamination   *If ‘Yes’, please provide details.* | | Select.  If ‘Yes’, add text here. | | |
| **Part 3 - Declaration** | | | | | | |
| **Name** | | | **Signature** | | | **Date** |
| Responsible person (supplier). | | | Responsible person (supplier). | | | Add the date. |