

Supplier/ Sponsor Declaration of Compliance



Page 1 of 1
Revision No. 01

SP-ADB-9.0 F3 (11 March 2016)

Asian Development Bank (ADB) promotes the sustainability of the annual meeting of its Board of Governors, in coordination with the Host Country.

As one of the Suppliers/ Sponsors of the annual meeting, it is important for ADB and the Host Country that you commit compliance to legal and other related requirements applicable to the services and/ or products you provide for the meeting, including the requirements of ADB's Events Sustainability Management System (ESMS).

We hope that you will return the signed Declaration to us.

I/ We support ADB's initiatives for the sustainability of its Annual Meeting and acknowledge our responsibility to the environmental, economic, and social development of the community where we operate.

We shall work hand in hand with ADB, relevant government bodies, our employees and other business partners to ensure that environmental, economic and social standards are maintained during the annual meeting. We agree to prevent pollution, promote local economy, respect the rights of our employees, community members and other partners, and commit to comply with the following:

- Shall comply with all applicable laws and regulations on the environment, labor, human rights and health and safety in the country and to ADB's ESMS requirements and its continual improvement;
- Shall provide a safe and healthy working environment and shall take adequate steps to prevent injury and ill health that may occur in the course of our work;
- Shall ensure that our employees and contractors are paid wages and benefits that meet at least the legal standards;
- Shall not engage in or support the use of child and forced labor, corporal punishment, mental and physical coercion in all our operations;
- Shall not engage in or support discrimination in any form nor allow behavior, gestures, language and physical contact that are sexually coercive, threatening, abusive and exploitative; and
- Shall adhere to business ethics and promptly inform ADB of any relevant business relationships with other suppliers and contractors.

We agree to participate in ADB's monitoring activities, particularly to evidence its conformity with the ESMS and its requirements. This is also to confirm that I was/ we were oriented earlier about ADB's ESMS and its key requirements relevant to me/ us during the provision of my/ our products and services.

This is to confirm further that ADB is not and will not be held liable in any legal issues that may arise from my/ our current operations and services, if any.

Date and signature over printed name

Company Name

Address & Contact Number

Supplier/ Sponsor Sustainability Survey



Asian Development Bank (ADB) promotes the sustainability of the annual meeting of its Board of Governors, in coordination with the Host Country.

As one of the Suppliers/ Sponsors of the annual meeting, it is important for ADB and the Host Country that you support ADB's Events Sustainability Guiding Principles, Policy and initiatives, including the effective implementation and maintenance of its Events Sustainability Management System (ESMS).

In this regard, please help us to continually improve the sustainability of the Annual Meeting and the effectiveness of ADB's ESMS by completing and returning the completed questionnaire to us.

SUPPLIER/ SPONSOR GENERAL INFORMATION

| | |
|---------------------|--|
| Name: | Type of organization, please tick where appropriate: <input type="checkbox"/> Private <input type="checkbox"/> Government <input type="checkbox"/> Local <input type="checkbox"/> Others, specify <input type="checkbox"/> NGO <input type="checkbox"/> Joint-venture <input type="checkbox"/> Multinational |
| Address: | |
| Nature of Business: | |

| SUSTAINABILITY REQUIREMENTS | DESCRIPTION | EXISTING | ON-GOING / PLAN | N/A | REMARKS (for ADB use) |
|---|--|----------|-----------------|-----|-----------------------|
| 1. Management system standard | Certification to management system standard: | | | | |
| | <input type="checkbox"/> ISO 9001, Quality Management System <input type="checkbox"/> ISO 14001, Environmental Management System <input type="checkbox"/> OHSAS 18001, Occupational Health & Safety Management System <input type="checkbox"/> ISO 20121, Events Sustainability Management System <input type="checkbox"/> ISO 22000/ HACCP, Food Safety Management System <input type="checkbox"/> ISO 26000/ SA 8000, Corporate Social Responsibility/ Social Accountability <input type="checkbox"/> Others, specify: | | | | |
| 2. Environmental programs | Do you have program(s) on: | | | | |
| | <input type="checkbox"/> Resource conservation, i.e., water, electricity, paper, etc <input type="checkbox"/> Reduction in GHG emission, i.e., use of renewable energy (solar, wind, geothermal, etc), carbon offsetting, etc <input type="checkbox"/> Waste management including proper collection and disposal, i.e., reduce, re-use, recycle, waste segregation, etc <input type="checkbox"/> Wastewater treatment facility <input type="checkbox"/> Others, specify: | | | | |
| 3. Health and safety programs | Do you have program(s) on: | | | | |
| | <input type="checkbox"/> Workplace Safety, i.e., 5S, Chemical, Electrical/ Mechanical, Defensive Driving, use of Personal Protective Equipment (PPE), etc <input type="checkbox"/> Wellness Programs, i.e., Nutrition, TB prevention, Drug-Free, Sports/ Gym, Weight reduction, etc <input type="checkbox"/> Vaccination, i.e., Flu, Hepa A/B, Cervical, anti-tetanus, etc <input type="checkbox"/> Incident/ Near-miss reporting and investigation <input type="checkbox"/> Others, specify: | | | | |
| 4. Human rights/ Labor practices | Do you have policy and program(s) on: | | | | |
| | <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Child Labor/ Young Worker/ Person with Disability (PWD) <input type="checkbox"/> Discrimination/ Gender Sensitivity/ Capital Punishment, etc <input type="checkbox"/> Wages & Benefits/ Working & Overtime Hours <input type="checkbox"/> Others, specify: | | | | |

Supplier/ Sponsor Sustainability Survey



| SUSTAINABILITY REQUIREMENTS | DESCRIPTION | EXISTING | ON-GOING / PLAN | N/A | REMARKS (for ADB use) |
|---|--|----------|-----------------|-----|----------------------------------|
| 5. Business ethics | Do you have policy and program(s) on: | | | | |
| | <input type="checkbox"/> Disclosure of information, i.e., intellectual property, no misrepresentation of condition in the supply chain, etc <input type="checkbox"/> Integrity and transparency, i.e., fair competition, no improper advantage/ bribery, privacy and information security, etc <input type="checkbox"/> Others, specify: | | | | |
| 6. Other economic and social development programs | Do you have program(s) to promote: | | | | |
| | <input type="checkbox"/> Use of local manpower resources <i>Kindly indicate below local manpower</i> <input type="checkbox"/> Less than 25% <input type="checkbox"/> 25-49% <input type="checkbox"/> 50-74% <input type="checkbox"/> 75% and above | | | | |
| | <input type="checkbox"/> Use of local produce/ supplies & materials <i>Kindly indicate below use of local produce/supplies & materials</i> <input type="checkbox"/> Less than 25% <input type="checkbox"/> 25-49% <input type="checkbox"/> 50-74% <input type="checkbox"/> 75% and above | | | | |
| | <input type="checkbox"/> Local tourism/ trade, i.e., organizes local tours, showcase local handicraft, local food fair, etc <input type="checkbox"/> Accessibility of facility to PWDs, senior citizens, etc <input type="checkbox"/> Others, specify: | | | | |
| | | | | | |
| 7. Awards/ Recognition | Tick and indicate below awards/ recognition you have received in the last 3 years : | | | | |
| | <input type="checkbox"/> Environmental <input type="checkbox"/> Health and Safety <input type="checkbox"/> Labor <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Others, specify: | | | | |
| 8. Legal compliance | <input type="checkbox"/> Has the company ever been prosecuted in the last 2 years for not complying with legislation or regulations applicable to your operations, products or services that relates to quality, environment, health and safety, labor, etc? | | | | |
| | <i>If yes, indicate below the nature and resolution status:</i> | | | | STATUS (Closed, On-going) |
| | <input type="checkbox"/> Quality | | | | |
| | <input type="checkbox"/> Environmental | | | | |
| | <input type="checkbox"/> Health and Safety | | | | |
| <input type="checkbox"/> Labor-related | | | | | |
| <input type="checkbox"/> Others, specify: | | | | | |

-Thank you for your cooperation! -

Signature over printed name

Position

Date