# Tool 1A.1: Checklist for establishing and communicating a supply chain policy

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| Is the policy consistent with the requirements of the COP standard?   * Make sure, as a minimum, it covers all risks from Annex II of the OECD Guidance:   + Serious human rights abuses associated with the extraction, trade and transport of minerals;   + Direct or indirect support to non-state armed groups;   + Direct or indirect support to public or private security forces who illegally control mine sites, transport routes and upstream actors;   + Bribery and fraudulent misrepresentation of the origin of materials, or taxes, fees and royalties paid to governments. * Include a commitment in the policy to the 5 due diligence steps outlined in the OECD Guidance. |  |
| Is the supply chain policy documented?   * The policy should be written down. * Include an effective date for the policy. * Ensure that you have a process for keeping the policy up to date (e.g. it’s reviewed if there is a change in your sourcing practices) |  |
| Is the supply chain policy publicly available?   * Can all interested parties (business partners, consumers, other external stakeholders) access your policy easily? * If you have a website, is the policy posted there? * Do employees working with suppliers and buyers have access to it? * Are there examples of you having shared it with stakeholders? |  |
| Have you communicated the policy internally?   * Is it endorsed at the highest level of your organisation? * Have you identified which of your employees needs to understand it and ensured they do so (eg, via internal communications, training) ? * Have you set out when to review this policy to ensure it is up to date? |  |
| Have you integrated/referenced the supply chain policy into relevant supplier contracts and agreements?   * Do you have examples of including this in contracts? |  |