



JYSK SOP

amfori

Scope

This Standard Operation Procedure describes the rules and procedures for amfori BSCI (Business Social Compliance Initiative) and amfori BEPI (Business Environmental Performance Initiative).

BSCI: Describes the amfori BSCI audit scheduling process, audit remediation, changes in BSCI data, producer creation and how to upload SA8000 certificates to amfori Sustainability Platform.

BEPI: Describes the amfori BEPI site classifications, Risk Assessment and improvement activities procedures.

Change-log

Section	Changes
1.2	Update regarding creating producer (manufacturer) with SITE amfori ID in JYSK supplier portal.
1.3	Update in relation to update in 1.2.
2.3	JYSK 10225 has been updated.



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1 amfori General

1.1 Producer creation and supply chain linkage

Producers must be linked to JYSK as a business partner in the supply chain on the amfori Sustainability Platform.

To achieve this the supplier must:

1. Send their Site amfori ID to amfori@JYSK.com, so JYSK can connect them

OR

2. (if they're not registered at amfori BSCI or amfori BEPI)

- a. Fill out the template for Producer Registration (available for download as [JYSK 10224](#)) and send to amfori@JYSK.com. **Note:** The form must be filled out digitally.
- b. Accept the invitation send by e-mail to establish a business relation with JYSK and register as a new company to create a profile.

Every company, even with several branches, should only register once with amfori and create a site for each branch so that there is always only one business ID with the corresponding site IDs. Multiple registrations are not welcome.

1.2 ~~Assigning SITE amfori ID to a product~~ Creating producer (manufacturer) with SITE amfori ID in JYSK supplier portal

~~From 01.04.23 on, every new product must be assigned to a SITE amfori ID. This applies to **all** producers regardless of the country of production.~~

~~The supplier must assign the Site amfori ID in the Product Information Form (PIF) when the product is created.~~

Every producer must be created on the JYSK supplier portal. This applies to **all** producers regardless of the country of production.

When creating a producer in JYSK supplier portal, we only accept producers with a SITE amfori ID that contains only one address. If multiple initiatives are used, such as BSCI, BEPI and QMI, then all audits must be done on the same Site amfori ID.

The supplier must assign the producer in the Product Information Form (PIF), when the product is created.

1.3 Changing ~~SITE amfori ID~~ producer for an existing article

Changing the ~~SITE amfori ID~~ producer on an existing article is only possible under certain conditions:

1. The ~~SITE amfori ID~~ producer has changed before the first order is placed.
2. The existing ~~ID~~ producer was demonstrably wrong (misstatement)
3. Extension or change of building at the same location with the same address.

Everything else can be changed within the existing SITE amfori ID:

1. If the company or the site information of the producer changes, such as the company name or classification, then the producer needs to update the company information themselves at amfori
2. If the change of address is only "cosmetic", without a physical change of location, then the producer can directly edit the information at amfori

All changes to the producer (SITE amfori ID) for other reasons require a new article number without exception.

2 amfori BSCI (Business Social Compliance Initiative)

2.1 Audit scheduling

Audits are scheduled through the amfori Sustainability Platform. If JYSK should make the audit request, the supplier must ensure that the producer is linked to JYSK on the amfori Sustainability Platform and that JYSK has RSP (responsibility) of the producer.

To initiate an audit the supplier must send the following information to amfori@JYSK.com

1. Site amfori ID of the producer
2. Time range (the starting date must be at least 2 weeks ahead and the period between the starting date and completion date at least 4 weeks)
3. Full or follow up audit
4. Audit company

The details of the audit, such as price and time must be coordinated between the supplier/producer and the auditor.

Note: JYSK has a price agreement with SGS for BSCI, BEPI and SA8000 audits, which can be used by all suppliers to JYSK (see [JYSK 10223](#)).

2.1.1 Semi-announced audit method

For audits initiated by JYSK, the semi-announced audit method will be chosen by default when making the audit request. This means that the producer will be aware that an audit will take place but is not notified of the exact date. Exceptions to this can only be made under special circumstances, e.g. if immediate remediation is needed.

2.2 Audit remediation

The audit result will be visible in the amfori Sustainability Platform 10 days after the audit takes place.

The supplier must ensure that findings in the audit is handled and corrected no matter the audit result.

2.2.1 Immediate remediation

If an audit results in a D or E rating or is labelled zero tolerance, the producer must have a follow-up audit within 6 months to assess continuous improvement.

2.3 Continuous Improvement

The function Continuous Improvement on the amfori platform is mandatory if an audit result is C or worse. This has also been specified by amfori. The Continuous Improvement must be completed no later than 40 days after the audit result is uploaded, as the function is time limited. Information and instructions are available in [JYSK 10225](#).

2.4 Capacity building

amfori BSCI offers trainings to producers in the form of online trainings as well as workshops through amfori Academy. The trainings are free for the producers and can be used for both preparation as well as remediation.

2.5 SA8000

SA8000 certificates ([Link](#)) can replace the BSCI audits only if the producer is registered on the amfori Sustainability Platform.

The SA8000 certificate must be uploaded into the BSCI-platform as a replacement for BSCI audits.

The supplier must ensure that JYSK has RSP of the producer and send the SA8000 certificate to amfori@JYSK.com for upload.

If the SA8000 certificate is not uploaded to the BSCI-platform, the producer is considered to have an invalid audit.

2.6 Further information

For further information on the BSCI system, audit scheduling or audit result see the [BSCI System Manual](#) and the [Guide for the amfori Sustainability Platform](#).

3 amfori BEPI (Business Environmental Performance Initiative)

3.1 Site Classification

Site classification consists of the following sections:

- Site address and contact details
- Water Stress Situation
- GICS Classification (main activity)
- GS1 Classification (optional)
- amfori Process Classification (optional by amfori, required by JYSK)
- NACE Classification (optional)

It is very important the classifications are done correctly, as they are influencing further data collection. Further information on the site details can be seen below and under [Site Details Guidance for Business Partners](#) and under [amfori BEPI Guidelines for Business Partners](#) (p. 9-10).

3.1.1 Water Stress Situation

Water stress measures the competition among different users for available water resources. When filling out the question about water stress, a link to a map that shows water stress for all locations is available. So, if in doubt whether your site is situated in a water stress region, please use the map to find the answer to it. This classification of the site is mandatory for the next steps on the platform.

3.1.2 GICS Classification (main activity)

Business partners are required to classify their sites on amfori Sustainability Platform according to their core business activity.

[The Global Industry Classification Standard \(GICS\)](#) is a common global industry classification standard. The GICS classification includes the following tiers: Sector, Industry Group, Industry and Sub-Industry. The list of all tiers and their descriptions can be found [here](#).

3.1.3 amfori Process Classification

Completing amfori Process Classification is optional on the amfori platform, but a requirement from JYSK, as it will be used for better understanding of sites' environmental performance and allocation of products' emissions.

Based on the Global Industry Classification Standard (GICS) classification done for the site, a list of production processes is generated. From this list the relevant production processes for the site need to be selected. A process is relevant when it has been used in the past 12 months for production at the site. This classification of the site is mandatory for the next steps on the platform.

If the suitable processes for the site are not available in the list, please contact amfori under info@amfori.org to add these processes to the list.

3.2 Risk Assessment (RA)

RA questionnaire is no longer mandatory in the countries with BEPI auditing capacities. However, it is still recommended to do Risk Assessment as audit preparation.

The risk assessment questions can be found in [risk assesment questionnaire](#).

In countries without auditing capacities RA is still mandatory to be completed for each site until auditing capacities become available.

The validity of a RA is **12 months**, after which a new RA needs to be available on the sustainability platform.

To initiate a RA for a site, the supplier needs to send the SITE amfori ID to amfori@JYSK.com. JYSK will then request the RA.

You can find your requested RAs under *My Risk Assessment -> Ongoing*.

A guidance for how to fill in the RA can be found in [Guide for the amfori Sustainability Platform](#).

Once the RA is submitted, it is not possible to make any changes. When filling out the RA it is possible to save the progress and continue working on it at a later point. Please use this function to review and make sure that you have answered the questions correctly.

3.3 Environmental Due Diligence Questionnaire

All producers must fill out the Environmental Due Diligence Questionnaire, which can be found as a self-assessment activity on the amfori Sustainability Platform. JYSK is subject to The German Supply Chain Due Diligence Act (LkSG), and the Environmental Due Diligence Questionnaire consists of 8 environmental questions relevant specifically for LkSG.

How to find the Self-Assessment Questionnaire on the amfori Sustainability Platform:

1. Under the Monitoring section choose Self-assessments
2. Select the relevant site amfori ID, then press "Next"
3. Under the Initiative select "BEPI", and under the Monitoring activity select "Environmental Due Diligence Questionnaire".
4. Press "Create self-assessment".

3.4 Audits

3.4.1 Audit scheduling

Audits are scheduled through the amfori Sustainability Platform. If JYSK should make the audit request, the supplier must ensure that the producer is linked to JYSK on the amfori Sustainability Platform and that JYSK has RSP (responsibility) of the producer.

To initiate an audit the supplier must send the following information to amfori@JYSK.com.

1. Site amfori ID of the producer.
2. Time range (the starting date must be at least 2 weeks ahead and the period between the starting date and completion date at least 4 weeks).
3. Full or follow up audit.
4. Audit company (see the list of available companies [here](#)).

The details of the audit, such as price and time must be coordinated between the supplier/producer and the auditor.

Note: JYSK has a price agreement with SGS for BSCI, BEPI and SA8000 audits, which can be used by all suppliers to JYSK (see [JYSK 10223](#)).

3.4.2 Fully announced audit method

For audits initiated by JYSK, the fully announced audit method will be chosen by default when making the audit request. This means that the producer will be made aware of the exact date the audit will take place.

3.4.3 Audit remediation

The audit result will be visible in the amfori Sustainability Platform 10 days after the audit takes place.

The supplier must ensure that findings in the audit is handled and corrected no matter the audit result.

3.4.4 Audit validity

The validity of the audit is determined by the overall result. For more details on audit validity and follow-up audit options, please refer to [amfori BEPI system manual part 2](#).

3.5 Capacity Building

amfori BEPI offers trainings to producers in the form of online trainings as well as workshops through amfori Academy. The trainings are free for the producers.

3.6 Further Information

For further information on the site classification see [Site Details Guidance for Business Partners](#) and for more information on procedures for BEPI see [Guide for the amfori Sustainability Platform](#).

For further information on audit validity, process, duration, and grading, see [Environmental Monitoring Explained - Guidance for Business Partners](#).

For audit preparation check list, see [How to prepare for Environmental Monitoring - Checklist for Business Partners](#).