

**BOI Environmental & Social Assessment Questionnaire [ESAQ]
SME**

Customer Information

Customer Name:	Customer ID
Business Address (Town, City and State)	
Site Address:	Site Contact Tel Num. & E-mail Address:
Company Status: Start-up <input type="checkbox"/> Existing <input type="checkbox"/>	Sector:
Product(s):	Production capacity:
Domestic / Export Market (Specify Countries)	
Name of Assessor:	Assessment Date:

Where “Yes” is noted, please provide details, including attached supporting documents.

A Environmental Assessment

1.	What form of pollution does the business generate? <i>Please tick all that apply below.</i> Air Pollution () Water Pollution () Noise Pollution () Radioactive (Nuclear) Pollution () Soil Pollution () Light Pollution () Others			
2.	What efforts have/are been/being made to address / reduce the levels of pollution generated? Response:			
3.	What form of waste does the business generate and how are these currently managed? Liquid Waste Solid Waste Organic Waste Hazardous Waste Non-Hazardous Waste Response:			
4.	Where waste water is generated, is this treated before disposal?	<u>Yes</u>	<u>No</u>	
5.	How are other form of potentially hazardous exposures managed? <i>E.g. Chemical Hazards, pesticides e.t.c.</i> Response:			
5.	Could the company’s activities have potentially adverse impact on any of the following? <i>Please pick all that apply</i> If yes, please describe efforts and activities being adopted to prevent/mitigate such impact. Also, describe how you manage your immediate community reaction to such.	<u>Yes</u>	<u>No</u>	<ul style="list-style-type: none"> • Local Human settlement () • Local ecological area () • Site of cultural importance () • Other.....
	Response:			

B Environmental & Social Management System [ESMS] Yes No Additional Comment

1.	Does the company have an Environmental, Social & Governance Policy?			
2.	Are there staff responsible for the ESMS? <i>If yes, please attach job description</i>			
3.	Are staff trained on the business ESMS?			
4.	Does the company have an Occupational Health and Safety (OHS) Policy?			
5.	Does the company have procedures for resolving employee complaints and a grievance management procedure?			
6.	Do you conduct regular environmental and social assessment to identify risks and impacts relevant to your business operations and activities?			
7.	Does the company have a procedure for assessing suppliers / contractors for E&S performance?			
8.	Does the company have an Emergency Management Process			
9.	Does the business have a Human Resources policy?			

10.	Does the company carry out periodic (at least annually) Environmental and Social Risk & Impact Assessment by a licensed expert?			
11.	Does the business carry out an Internal Audit of the ESMS process and related activities?			
C	Health & Safety Assessment	Yes	No	Additional Comment
1.	Has there been any pollution, hazardous exposure or event that resulted in community health and safety incidents or damage to the natural environment? <i>If yes, please describe how it was managed.</i>			
2.	Do all new employees, contractors and visitors have an orientation on safety procedures?			
3.	Are Personal Protective Equipment in use? <i>Where applicable, please mark the ones used in the adjacent column</i>			<input type="checkbox"/> Rubber Gloves; <input type="checkbox"/> Jumpsuits; <input type="checkbox"/> Face Shield; <input type="checkbox"/> Goggles; <input type="checkbox"/> Hearing protection; <input type="checkbox"/> Hard Hats <input type="checkbox"/> Respirator; <input type="checkbox"/> Safety Glasses; <input type="checkbox"/> Hard Toed shoes; Others:.....
4.	Are fire extinguishers, sand buckets, fire alarm, sprinklers etc. available around the facility?			
5.	Are fire equipment serviced periodically?			
6.	Do you conduct fire drills within all your facilities? <i>If yes, how often?</i>			
7.	Do you have an accident/incident record book?			
8.	Have there been any work related accident (injuries or deaths) experienced in the last two years?			
9.	Does the facility have an adequately stocked First Aid Box and/or Medical Facilities			
10.	Are there Emergency Exits? <i>If yes, please explain if labeled and free from obstruction</i>			
11.	Are work tools or premises inspected periodically for defects? <i>Kindly clarify frequency of inspection</i>			
12.	Are trainings on HS conducted for employees? <i>If yes, kindly state frequency and examples of trainings.</i>			
13.	Are there employees dedicated to Health, Safety and Environment functions? <i>If yes, attach job descriptions.</i>			
D	Labour & Human Rights Assessment	Yes	No	Additional Comment
1.	What is the age of the youngest staff?			
2.	What is the minimum wage earned by employees on the facility?			
3.	Has the company been sanctioned for any labour malpractices in the past?			
4.	Is there a contractual agreement with employees / site workers regarding hours of work, wages, overtime, and other conditions of service?			
5.	Are there set criteria for employee / site worker selection? <i>If yes, kindly list some</i>			
E	Social Assessment	Yes	No	Additional Comment
1.	Does the land acquisition process involve taking possession of land from local indigenes?			
2.	Were local indigenes resettled and rehabilitated to a state mutually considered not to be lower than their previous state before possession of their land?			
3.	Does the company's activities adversely impact the indigenous people's ability to carry on their day-to-day social and commercial activities? <i>If yes, please describe what is being done to address the impact.</i>			
4.	Does the company hold relevant government approval for the land where it carries out its businesses?			
F	Community Impact & Relations	Yes	No	Additional Comment

1.	Has there been any complaint or protests about noise or activities, from the facility, by the host community? <i>If yes, please provide details and how it was solved?</i>			
2.	Has the company ever had negative media mention? <i>If yes, what efforts were made to minimize the ESG impact</i>			
3.	Has the company initiated any CSR related activities?			
4.	Does the company employ local indigenes in its operation?			
5.	Does the company outsource services to local indigenes or engage local indigenous vendors?			
6.	Are there employees designated to interact with and engage the local community from time-to-time? <i>If yes, please attach job description and details of engagement in the period</i>			
G	Environmental Regulatory Compliance and Liability	Yes	No	Additional Comment
1.	Does the company comply with the national labour laws?			
2.	Does the company comply with applicable national environmental and social laws and regulations?			
3.	Does the company have all required HSE & ESG permits and approvals?			
4.	Is the company involved in any activity on the BOI exclusion list attached below? <i>Where applicable, please provide details of such activities</i>			
5.	Has the Company paid excess charges or fines/penalties for non-compliance with HSE regulations and standards in the last two years? <i>(please attach copies of most recent inspection report)</i>			
6.	Is the Company exposed to potentially significant HSE liabilities, such as those arising from land / groundwater contamination, related to the Company's past or ongoing operations? If yes, specify magnitude			

Where above requirements do not exist, please define actions to be taken to address issues and to achieve compliance