

A photograph of two children on a rocky coastline. A girl in a teal shirt and yellow pants stands on a rock, holding sticks and gesturing. A boy in a dark hoodie sits on a higher rock. The ocean and a blue sky with clouds are in the background.

BEST PRACTICE POLICY

VIVO BEST PRACTICE TOOL

BUSINESS ACCOUNTABILITY

COMPANY INFORMATION

- Company name
- Head office address
- Business ownership structure
- Company registration number and VAT number
- Date of company incorporation
- Number of direct employees
- Average number of part-time/seasonal workers
- Number and use of any additional premises
- Is the majority of the Company's ownership local to the company's headquarters?

CONTACT DETAILS

- Contact person
- Job Title
- Email address / Telephone number

SOCIAL, LABOUR & COMMUNITY

It is expected that Vivobarefoot's partners will comply with Vivobarefoot's Code of Conduct as a absolute condition of doing business. Vivobarefoot's Code of Conduct can be found here for reference: [LINK](#)

1. Does your company have a formal, written value/mission statement? *(see above Vivo Mission statement for reference)*. If yes, please provide your value or mission statement for reference
2. Does your company have a formal sustainability policy? If yes, please provide your policy document for reference

4. EMPLOYEE WORKING HOURS & TRAINING

3. Are working hours less than 48 hours per week for all employees?
4. Are overtime hours less than 12 hours per week for all employees?
5. Are policy and practices in place to minimize employee accidents/injuries/sick days?
6. Are injury/accident/lost days/absentee days measured and publicly reported?

7. Are employees provided additional services (day care, counseling, fitness classes etc.)?
8. Are measures taken to provide ergonomic workplaces?
9. Is continuous job training provided to broaden skills within the workforce?
10. Is additional training provided to encourage continuing professional development?
11. Is there a programme in place for internal assessment and promotion?

4. COMPENSATION

- Are Living wages paid in all facilities?
- Does your organization verify that it meets or exceeds living wages or fair wages for employees as identified by a third party? (note that living wages are different from minimum wages)? If so, please describe this process
- What percentile is the Company's average employee compensation as compared to relevant associated industry compensation?
- Does your organization offer a bonus scheme or other non-financial incentives for all employees?
- What compensation do employees receive if they are unable to work due to illness?
- Do you monitor and report on the gender pay split within your organisation?

4. BENEFITS

- Is health insurance offered to all employees?
- Is health insurance offered to employee's families?
- What % of health insurance premiums is paid by the Company for individual coverage?
- What % of health insurance premiums is paid by the Company for family coverage?
- Are additional benefits provided, such as dental and life insurance etc.?
- Does the Company offer short-term and long-term disability, paid by employer?
- Is there an employee retirement or pension plan available for all employees?
- Does the Company match employee retirement plan/pension contributions, and if so to what threshold level?
- Is paid leave offered to employees for charitable, community or nature engagement days?
- Are free or subsidised onsite meals provided to employees during working hours?
- Do you offer free or subsidised travel to work schemes?
- Do you provide assistance or encourage cycle/walk to work schemes?

4. COMMUNITY

- Does your purchasing policy prioritise purchasing decisions across operations and your supply chain from within your country of operation?

- What % of expenditures (other than labour) are sourced from within your country of operation?
- What % of materials or products purchased from your significant suppliers (on currency basis) have third-party social or environmental certifications or approvals? *E.g. GOTS, GRS, Oeko-Tex, ISO 14001*
 - 0%
 - 1-19%
 - 20-39%
 - 40-60%
 - >60%
- Do you consider banking with banking providers who operate environmental and social investment initiatives?
- Does your company give time, resources, or make charitable contributions to local institutions?
- Are there other initiatives, community involvement, charitable activities your company would like to highlight?

4. DIVERSITY

- Is there a Policy for active recruitment of those considered within a minority group? (*ethnicity, race, gender, religion, sexual orientation or disability*)
- Is your company majority owned by individuals who are within a minority group, or from other underrepresented populations? *e.g. Alaskan Native, Lesbian/Gay/Bi & Transgender, Indigenous Communities*
- Does your company have any diversity certifications? *e.g. MSDUK, NMSDC, CAMSC*
- Is your company located in designated low-income areas? or does it have intentional programmes to provide employment to individuals with chronic barriers to employment?
- What is your % split of management by their identified gender?
- What % of management are from minority groups?
- What is your % split of employees by their identified gender?
- What % of employees are from minority groups?
- What % of employees are residing in low-income communities?

ENVIRONMENT

1. ACCOUNTABILITY

- Do you have an Environmental Policy?
- Are there selected employees responsible for the implementation and monitoring of environmental management? If so, do these employees report into senior management?
- Do you operate social, environmental and animal welfare practices within your operations and supply chain (where applicable)? *e.g. management systems, audit standards, agricultural principles and/or capacity building programmes and initiatives*

- If audits and/or site visits are conducted, how often, at which sites and to which standards?
- Are the reports from the environmental audits/site visits disclosed and transparent?
- Are your suppliers actively engaged on environmental issues?
- Are your suppliers environmentally audited?

2. FACILITIES

- Does the Company maintain an indoor environmental quality that ensures a comfortable workspace?
- Are green indoor spaces and areas to relax away from work stations available for employees to use?
- Are green outdoor spaces that promote biodiversity and access to nature available for employees to use (where possible)?
- Does the Company use substitution, recycling, and recovery to reduce material usage at facility?
- Is the majority of facility square footage from existing buildings and near public transportation?
- Where applicable, are electric charging points available for employee and/or corporate car charging?
- Do Policies exist to reduce, minimize and ultimately strive towards net-zero corporate carbon emissions?
- Are offsets credits purchased to reduce emissions footprint of facilities and travel?

3. INPUTS: ENERGY

- Is Energy usage measured and monitored annually?
- What % of energy is used from renewable energy production on site?
- What % of energy is purchased through renewable energy tariffs?
- Are initiatives in place to increase energy efficiency and promote the use of renewable energies?
- Has the Company reduced its reliance on non-renewable energy annually?

4. DESIGN & DEVELOPMENT

- Are sustainability impacts accounted for in process design (materials, manufacturing, transportation, use & re-disposal)?

5. TRANSPORTATION

- What % of Company (or supplier) fleet uses alternative fuel (Hybrid, Electric, Biodiesel, etc. for shipments dictated by Company -- customer specified shipments to be excluded)?

- Does the Company use strategic route planning for Company fleet (for shipments dictated by Company -- customer specified shipments to be excluded)?

- **MANUFACTURING ENVIRONMENTAL FOOTPRINT**

6.1. INPUTS: MATERIALS (raw materials, componentry and finished materials)

- Does the Company conduct a Material audit (all materials used in product and manufacturing)?
- Is material usage measured and monitored?
- Is there an annual reduction of non-recyclable materials?
- Is there an annual reduction of virgin synthetic materials and plastics? With a timebound goal to eliminate where applicable?
- Where applicable, are the leather materials you use sourced from Wild Hide farming practices?
- Is there an annual reduction of toxic products or waste, with a target of zero use?
- Is the % of recyclable materials used in manufacturing process increased annually?
- Is the % of recycled content in materials increased annually?
- Are non-toxic materials used for cleaning of tanks and building maintenance?

6.2. INPUTS: WATER

- Does the Company conduct a water audit (all water used in product and manufacturing)?
- Is there an annual reduction of water use (per unit manufactured)?
- Is the % of water harvested on site or recycled improved annually?
- What is the % of water recycled vs. total water used at facility?

6.3. OUTPUTS: WATER

- Does your facility/facilities utilise an effluent treatment plant for wastewater treatment (ETP)? If so, what is the capacity of the ETP?
- Is outgoing wastewater quality measured and monitored annually in line with legal requirements and/or best practice?
- Are emissions of toxic substances in wastewater measured and monitored?
- Are initiatives in place to decrease toxic substances in wastewater?
- Is there an annual reduction of toxic wastewater emissions?

6.4. OUTPUTS: EMISSIONS

- Are direct Greenhouse Gas Emissions (CO₂, CH₄, N₂, HFCs, PFCs, SF₆) measured and monitored annually in line with legal requirements and/or best practice?
- Are use and emissions of VOC's & ozone-depleting substances measured and monitored annually?
- Are initiatives in place to decrease toxic air emissions?
- Is there an annual reduction of toxic air emissions?

6.5. OUTPUTS: SOLID WASTE

- Is waste production measured and monitored annually?
- Is there an annual reduction of common waste?
- Is there an annual reduction of industrial waste?
- Is there an active reclaim project to recycle end products?

6.6. OUTPUTS: HAZARDOUS WASTE

- Do you have all necessary permits for the storage and disposal of hazardous waste?
- Is hazardous waste properly removed, safely contained, and monitored?
- Is a list/inventory of all chemicals used onsite complete and up-to-date?
- Is there a strategy and management system in place to facilitate the reduction and elimination of hazardous waste?

6.7. DISCLOSURE

- Are you prepared to disclose evidence for all of the above environmental impacts?
- If the collection and collation of evidence is required, are you prepared to collate this information?
- Vivobarefoot is working towards radical transparency over our business operations and supply chain. In support of this, we encourage our supply chain partners to do the same. Do you regularly disclose your sustainability impacts and efforts publically? If yes, through which communication platforms?

6.8. PACKAGING

- Does your product use any form of packaging?
- Is your packaging material made from recycled content? If so, what % of recycled content does it contain?
- Is your packaging material recyclable?
- Do you offer a packaging collection scheme for your packaging materials?
- Is there an annual reduction in the material type and volume of packaging used?
- Do you plan to eliminate all packaging in future?

6.9. CONTINUOUS IMPROVEMENT

- Can you demonstrate continuous improvement either through environmental audits and/or site visit findings, projects or community engagement initiatives, that display a genuine effort to progress to higher levels of environmental management?

6.10. MAJOR INCIDENT MANAGEMENT

- Do you have a major incident management system in place which includes an emergency plan that complies with all applicable legislation? Have all employees been sufficiently trained on the emergency procedures and is functioning equipment readily available for use at all times?

6.11. CONTAMINATED LAND, SOIL & GROUNDWATER POLLUTION PREVENTION

- Do you meet all legal requirements and hold all relevant, up-to-date permits governing contaminated land, soil and groundwater pollution prevention?

6.12. LAND USE & BIODIVERSITY

- Do you meet all legal requirements, hold all relevant, up-to-date permits and meet all legal specifications governing land use and biodiversity?

6.13. QUALITY

- Does your company use an established methodology or quality manual requirements to manage quality assurance issues?
- Is your company subject to regular quality assurance reviews or audits by any 3rd parties or any of your other client/customer organizations?
 - If yes, please list which 3rd party and what processes are audited/reviewed
- Does your company contract out work to third parties? If yes, please detail all third parties below

BUSINESS PRACTICE

6.14. CERTIFICATIONS/ASSOCIATIONS/MEMBERSHIPS

- Is the Company a member of a broad environmentally focused association (Ceres, EMR, SBN, etc.)
- Are your offices or facilities certified to any environmental standards (ISO 14001 etc.)
- Does your company or any of the products that you sell have any 3rd-party social or environmental certification or approvals? (e.g. Certified Organic, Fair Trade, Cradle2Cradle etc.)
 - If yes, please list which third party certifications you have

6.15. DOES YOUR COMPANY ENGAGE IN ANY OF THE FOLLOWING PRACTICES?

- Does your Company produce or use any substances or materials that are of concern from a human or environmental health perspective?
 - If yes please list the substances or materials of concern
- Does the Company employ workers under the age of 15 (or other minimum work age covered by the International Labor Organization Convention No. 138)?
- Does the Company employ workers who are currently prisoners/incarcerated?
- Has the Company experienced an operational or on-the-job fatality?
- Have Company's sites experienced accidental discharges to air, land, or water of hazardous substances?
- Have construction or operation of facilities resulted in physical resettlement or economic displacement involving 5,000 or more people near their facility?
- Has construction or operation of business involved large-scale land acquisition?
- Has construction or operation of business involved large-scale land conversion and/or degradation?
- Has construction or operation of business involved the construction or refurbishment of dams?
- Does the company operate or source from conflict areas?

- Are all sites free of regulatory problems, liabilities or fines for environmental issues?
- Do facility locations avoid impacting local habitats or biodiversity?
- Has the company had any material fines or sanctions in the last five years regarding the issues indicated below?
 - Diversity and equal opportunity
 - Employee safety or workplace conditions
 - Environmental issues
 - Financial reporting
 - Geographic operations or international affairs
 - Investments or loans
 - Labor issues (internal and supply chain)
 - Marketing
 - Political contributions
 - Product safety
 - Taxes
 - Animal welfare
 - Bribery, fraud, corruption

6.16 ETHICAL MARKETING

- Does your company have an ethical marketing policy? If so, is it inclusive of the below requirements?
 - A commitment to honest and straightforward communications
 - A commitment to no misleading statements, concealment of overstatement
 - A commitment to valuing diversity and avoiding negative or insensitive messaging
 - Care when featuring or addressing children

6.17 GRIEVANCE MECHANISM

- Does your company operate an internal grievance mechanism that provides a clear and transparent framework to all employees for how you address grievances?