

New Year's Eve (NYE) Events Ethical Sourcing Question (TOTAL 2% Weighting)

Ethical sourcing – tender phase **Explanation and Response Requirements**

Principles of ethical sourcing is one overall 2% question in several parts = TOTAL 2% Section Weighting

We are committed to adopting responsible and ethical business practices, and exercising human rights due diligence to identify and address human and labour rights risks in our supply chains, in line with the UN Guiding Principles on Business and Human Rights.

Through our tender process, we aim to select suppliers who are most aligned with what we believe best practice to be, and who share our goals for responsible sourcing. We understand that supply chains of both goods and services inherently carry risks of exploitation, and we do not expect them to be entirely free of abuses. What matters most to us is working with partners who acknowledge these risks and are willing to take meaningful steps to address them.

Our approach is based on cooperation, trust, and a continuous exchange of knowledge to drive improvement together. Following contract award, we will continue this dialogue during contract management, asking more detailed questions about your human rights due diligence policies and monitoring progress over time.

Guidance and scoring criteria

Our ethical sourcing tender section is designed to recognise and reward bidders who can demonstrate alignment with best practice. Overall:

- No minimum score is required to pass. Bidders cannot fail this section, and no minimum number of points is needed to progress. We are committed to working with our suppliers to support improvement over time where needed.
- A maximum of five (5) points can be achieved across the entire ethical sourcing section.
- Points are awarded if bidders can evidence best practice, as detailed below.
- The total number of points achieved will determine the evaluation outcome (e.g., unacceptable, poor, satisfactory, etc.), as shown in the table.

Link between points and evaluation outcome

0 points = Unacceptable (0)
1 point min. = Poor (4)
3 points min. = Meets requirements (9)
4 points min. = Good (16)
5 points = Outstanding (25)

Questions are structured as 'Yes/No' (Y/N) rather than open-ended responses. Each question is assigned a specific weighting in terms of points, which is shown next to the question. To obtain the point(s) associated with a question, bidders must select 'Y', and provide all required supporting evidence as specified within the question. Selecting 'N', or failing to supply the necessary evidence, will result in zero points for that item. More guidance is available after each question.

New Year's Eve Events Framework

Bidder name: [please add]

1. Risk assessment		
<i>Total available points: 1.5</i>		
Have you provided a completed risk assessment and supplier list table (Annex 1), which includes:		
• A list of products, materials and services that this contract entails	Info only	[Y/N]
• A list of products, materials and services at risk for human and labour rights abuses	0.5 points	[Y/N]
• The reasons why those are at risk, including any risk assessments you have conducted	0.5 points	[Y/N]
• A provisional list of sub-suppliers providing each product, material and service, including legal names and addresses	0.5 points	[Y/N]
Evidence and guidance: To answer this question, please complete the Risk Assessment and Supplier List table (Annex 1). For each sub-question above, select 'Y' or 'N' based on the information you have provided in the Annex. Points will only be awarded where a 'Y' response is fully supported by the corresponding evidence in the Annex. Please note that selecting 'N', or failing to provide the required supporting evidence, will result in zero points being awarded for that item.		

2. Risk management		
<i>Total available points: 1.5</i>		
Have you provided a completed risk management table (Annex 2), including your policies and processes to exercise human rights due diligence in relation to:		
• Selecting prospective suppliers	0.3 points	[Y/N]
• Assessing current suppliers	0.3 points	[Y/N]
• Assessing your supply chain (tiers 2+)	0.3 points	[Y/N]
• Responding to identified risks or allegations	0.3 points	[Y/N]
• Providing remedy if human or labour rights abuses are found	0.3 points	[Y/N]
Evidence and guidance: To answer this question, please fill in the Risk Management table (Annex 2). For each sub-question above, select 'Y' or 'N' based on the information you have provided in the Annex. Points will only be awarded where a 'Y' response is fully supported by the corresponding evidence in the Annex. Please note that selecting 'N', or failing to provide the required supporting evidence, will result in zero points being awarded for that item.		

3. Labour		
<i>Total available points: 1</i>		
Are you intending to use third-party / temporary / agency labour ('external labour') for this contract?	Info only	[Y/N]
• If Y, have you provided a provisional % of external labour, and a provisional list of recruitment agencies you will be using and why?	1 point	[Y/N]
• If N, have you provided an overview of how workers are informed of their rights during recruitment and onboarding?		[Y/N]

Evidence and guidance:

Please select 'Y' or 'N' to the overarching question. Your selection will determine the specific evidence you are required to provide. Once you have provided the relevant information below, please select 'Y' or 'N' in the associated sub-question. Please note that selecting 'N' for the sub-question, or failing to provide the required supporting evidence, will result in zero points being awarded for that item.

If initial answer is Y:

To receive the point, please provide all of the following:

- Provisional percentage of external labour: [please insert %]
- Provisional list of recruiters and reason for using them:
 - [Recruiter 1; reason for use]
 - [Recruiter 2; reason for use]
 - [etc]

After completing these fields, please select 'Y' or 'N' in the sub-question to confirm whether all required evidence has been provided.

If initial answer is N:

Please provide an overview of how workers are informed of their rights during recruitment and onboarding. You may include supporting evidence (e.g., documents or links); however, you must clearly indicate the specific sections or page numbers that contain the relevant information. General or unreferenced documents will not be reviewed. Please select 'Y' or 'N' in the sub-question to confirm whether the necessary information has been provided.

[Please provide overview – 250 words max]

4. Recruitment: Employer Pays Principle*

*For more information, visit: [IHRB - Responsible Recruitment Gateway](#)

Total available points: 1

Do you have a publicly available policy, which:

• Expressly prohibits charging of recruitment fees and costs to workers?	0.4 points	[Y/N]
• Specifies that recruitment fees and costs should be borne by the employer?	0.3 points	[Y/N]
• Extends this requirement to your supply chain?	0.3 points	[Y/N]

Evidence and guidance: If you meet the requirement, please select 'Y' and provide a link to the relevant policy, clearly indicating where the requested information can be found (e.g., specific page numbers or sections). Please note that selecting 'N', or failing to provide the required supporting evidence, will result in zero points being awarded for that item.

[please provide document link(s) and specific page/section references]

Annex 1 – Risk Assessment and Supplier List			
1. Please provide an overview of products, materials and services that this contract entails			
[300 words max]			
2. From the products, materials and services above, please identify those at risk for human and labour rights abuses (covering the entire supply chain), and fill the table below with the information required, adding more rows if needed.			
Product / material / service	Why at risk, including any risk assessment undertaken [100 words max per row]	Provisional supplier(s) legal name	Provisional supplier(s) address or Open Supply Hub ID

Annex 2 – Risk Management				
Please fill in the table below. If you have more than one policy or process relating to each row, feel free to include additional rows where needed. Please note that the 'Future plans' column is optional and does not contribute to the scoring, whereas all other fields must be completed for each row in order to receive the corresponding point.				
Policy / process (incl. link if available)	Frequency of use	% supplier base used with	Results / stats / examples / actions taken as consequence	Future plans (if applicable)
<i>Policy / process to select prospective suppliers:</i> [please insert name of policy/process and relevant links]				
<i>Policy / process to assess current suppliers:</i> [please insert name of policy/process and relevant links]				
<i>Policy / process to assess your supply chain (tiers 2+):</i> [please insert name of policy/process and relevant links. E.g. supply chain mapping efforts, assessments, audits etc]				
<i>Policy / process to respond to identified risks or allegations:</i> [please insert name of policy/process and relevant links]				
<i>Policy / process to provide remedy if human or labour rights abuses are found:</i> [please insert name of policy/process and relevant links]				