



Section A: SECTION 1 Basic Information

A1. **Organization Name:**

HONG KONG NANYA CURRENCY EXCHANGE LIMITED

A2. **Country:**

- Afghanistan
- Albania
- Algeria
- Andorra
- Angola
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas, The
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize
- Benin
- Bhutan
- Bolivia



- Bosnia and Herzegovina
- Botswana
- Brazil
- Brunei
- Bulgaria
- Burkina Faso
- Burma
- Burundi
- Cambodia
- Cameroon
- Canada
- Cabo Verde
- Central African Republic
- Chad
- Chile
- China
- Colombia
- Comoros
- Congo, Democratic Republic of the
- Congo, Republic of the
- Costa Rica
- Cote d'Ivoire
- Croatia
- Cuba
- Curacao
- Cyprus
- Czechia
- Denmark
- Djibouti





- Dominica
- Dominican Republic
- East Timor
- Ecuador
- Egypt
- El Salvador
- Equatorial Guinea
- Eritrea
- Estonia
- Eswatini
- Ethiopia
- Fiji
- Finland
- France
- Gabon
- Gambia, The
- Georgia
- Germany
- Ghana
- Greece
- Grenada
- Guatemala
- Guinea
- Guinea-Bissau
- Guyana
- Haiti
- Holy See
- Honduras
- Hong Kong





- Hungary
- Iceland
- India
- Indonesia
- Iran
- Iraq
- Ireland
- Israel
- Italy
- Jamaica
- Japan
- Jordan
- Kazakhstan
- Kenya
- Kiribati
- Korea, North
- Korea, South
- Kosovo
- Kuwait
- Kyrgyzstan
- Laos
- Latvia
- Lebanon
- Lesotho
- Liberia
- Libya
- Liechtenstein
- Lithuania
- Luxembourg





- Macau
- Macedonia
- Madagascar
- Malawi
- Malaysia
- Maldives
- Mali
- Malta
- Marshall Islands
- Mauritania
- Mauritius
- Mexico
- Micronesia
- Moldova
- Monaco
- Mongolia
- Montenegro
- Morocco
- Mozambique
- Namibia
- Nauru
- Nepal
- Netherlands
- New Zealand
- Nicaragua
- Niger
- Nigeria
- North Korea
- Norway





- Oman
- Pakistan
- Palau
- Palestinian Territories
- Panama
- Papua New Guinea
- Paraguay
- Peru
- Philippines
- Poland
- Portugal
- Qatar
- Romania
- Russia
- Rwanda
- Saint Kitts and Nevis
- Saint Lucia
- Saint Vincent and the Grenadines
- Samoa
- San Marino
- Sao Tome and Principe
- Saudi Arabia
- Senegal
- Serbia
- Seychelles
- Sierra Leone
- Singapore
- Sint Maarten
- Slovakia





- Slovenia
- Solomon Islands
- Somalia
- South Africa
- South Korea
- South Sudan
- Spain
- Sri Lanka
- Sudan
- Suriname
- Swaziland
- Sweden
- Switzerland
- Syria
- Taiwan
- Tajikistan
- Tanzania
- Thailand
- Timor-Leste
- Togo
- Tonga
- Trinidad and Tobago
- Tunisia
- Turkey
- Turkmenistan
- Tuvalu
- Uganda
- Ukraine
- United Arab Emirates





United Kingdom

United States of America

Uruguay

Uzbekistan

Vanuatu

Venezuela

Vietnam

Yemen

Zambia

Zimbabwe

A3. Website:

<https://www.cne.hk/?mod=index>

A4. Name of Chief Executive Officer:

zhengzhnfu

A5. Email Address:

ny@cne.hk



A6. Phone:

+85262211296

A7. Name of contact person responsible for completing this assessment:

zhengzhenfu

A8. Email Address:

nyce@cne.hk

A9. Phone:

+85252652924

A10. Name of contact person responsible for corporate social responsibility initiatives:

zhengzhenfu



A11. Email Address:

A12. Phone:

A13. Is your organization a member of the International Trade Council?

Unknown

Yes

No

A14. Is your organization a member of any other chamber of commerce?

Unknown

Yes

No

Section B: SECTION 2 Organizational Overview

B1. Primary activity of your organization

Manufacturer

Wholesaler

Retailer

Service Provider

Media

Non-Profit

Government

B2. Year established

Please provide a year established. If unknown please use the closest guess. If earlier than 1900 please select 1900.

2019

▼



- 2018
- 2017
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- 1902
- 1901
- 1900

B3. Number of employees:

- 0 - No Employees
- 1 - 5
- 6 -10
- 11 - 20
- 21 - 50
- 51 - 100
- 101 - 200
- 201 - 500
- 501+

B4. Describe your organizations products and/or services using a maximum of 2 paragraphs

Business scope: issuing digital currency "HKC" and digital asset trading platform.

B5. Are you an exporter of products and/or services?

- Yes
- No

B6. Are you an importer of products and/or services?

- Yes
- No



B7. How frequently is the company business plan updated?

- A minimum of 2 times per year
- A minimum of 1 time per year
- As often as necessary
- Rarely
- Never
- Unknown
- Not Relevant - No Employees
-

Section C: SECTION 3 Product and/or Service Offerings

C1. Does your organization regularly analyze all external and internal issues that are relevant to the purpose and strategic direction of the company?

- Yes
- No
- Unknown

C2. How often does your product or service offering(s) solve the customers' problems and meet their expectations?

- Always
- Almost Always
- Sometimes
- Rarely
- Never

C3. How frequently does your organization deliver new value-adding ideas to your customers to keep them engaged?

- Regularly
- Sometimes
- Rarely
- Almost Never
- Never



C4. Does your product or service offering(s) encourage innovation by the customer through versatility, usability, and efficiency?

Yes

No

Unknown

C5. Does your organization have someone whose job description includes product and/or service innovation as a key function?

This does not have to be a primary role/job title.

Yes

No

Unknown

C6. Does your pricing and service strategy match with the availability of your target customers resources?

Yes

No

Unknown

C7. Does your organization provide the right number of discounts and at the right price?

Yes

No

Unknown

C8. Does your organization look to respond constructively to customer-facing reversals and setbacks (e.g., identifies lessons learned, looks for other opportunities to succeed)?

Yes

No

Unknown

C9. What percentage of your customers return for repeat business?

76-100%

50-75%

26-50%

11-26%

5-10%

Less than 5%



C10. What is the primary reason for your customers not returning for repeat business?

If your product and/or service offering is a one-time purchase (e.g. a house) then select "One time purchase". For all others please select the MAIN reason why customers may not return for a second purchase.

- One-time purchase
- Heavy Competition
- Lack of Marketing
- Lack of Convenience
- Lack of Customer Service
- Long Wait Times
- Lack of Innovation
- Staffing

C11. How often does your organization monitor the activities of your competitors?

- Always
- Almost Always
- Sometimes
- Rarely
- Never

C12. Does your organization have automated alerts setup to receive email whenever your organization's name, product(s) and/or service(s) are mentioned online?

e.g. Google Alerts will automatically email you when your name is mentioned. If you do not yet have this set up then it is recommended as the service is provided by Google free of charge.

- Yes
- No
- Unknown
- Not Relevant

C13. Does your organization have automated alerts setup to receive email whenever your competitors' name(s), product(s) and/or service(s) are mentioned online?

e.g. Google Alerts will automatically email you when your name is mentioned. If you do not yet have this set up then it is recommended as the service is provided by Google free of charge.

- Yes
- No
- Unknown
- Not Relevant



C14. Do you ask new customers why they chose your organization over a competitor?

If Government organization select 'Not Relevant'

Yes

No

Not Relevant

C15. Are your competitors delivering more or less value to their customers compared with your organizations offer and your deliverables?

If Government organization select 'Not Relevant'

Yes

No

Not Relevant

C16. Does your organization maintain control over all outsourced business processes?

Yes

No

Unknown

C17. Does your organization have adequate control over outsourced processes to ensure conformity to all customer requirements?

Yes

No

Unknown

C18. Is your organization's website professional, visually pleasing, and effective at generating customer revisits?

Yes

No

Unknown

C19. Is your organization's brand name and/or key product(s) / service(s) registered as a trademark?

Yes

No

Unknown



C20. How often does your organization analyze its' existing product / service offerings to ensure relevance to customers changing needs?

- A minimum of 2 times per year
- A minimum of 1 time per year
- As often as necessary
- Rarely
- Never
- Unknown

Section D: SECTION 4 Quality Policy and Procedures

D1. Does your organization have a Quality Policy in place?

- Yes
- No
- Unknown

D2. Does the scope of the Quality Policy include all products and services and justification for any exclusion?

- Yes
- No
- Unknown
- Not Relevant - No Quality Policy

D3. Are all management, staff, contractors and sub-contractors aware of the Quality Policy?

- Yes
- No
- Unknown
- Not Relevant - No Quality Policy

D4. Is your organization's Quality Policy regularly updated?

- Yes
- No
- Unknown
- Not Relevant - No Quality Policy



D5. Has your organization established Quality objectives that are consistent with the Quality Policy?

Yes

No

Unknown

Not Relevant - No Quality Policy

D6. Does your organization have a set of documented quality objectives?

Yes

No

Unknown

Not Relevant - No Quality Policy

D7. Has your organization established Quality objectives that are measurable?

Yes

No

Unknown

Not Relevant - No Quality Policy

D8. Is regular monitoring of the Quality objectives undertaken within your organization?

Yes

No

Unknown

Not Relevant - No Quality Policy

D9. Does your organization have a Quality Manual?

Yes

No

Unknown

D10. Does your organization maintain a set of documented procedures for all processes within your organization?

Yes

No

Unknown



D11. Has your organization established quality objectives that are relevant to the products and/or services provided by your organization?

- Yes
- No
- Unknown

Section E: SECTION 5 Human Resource Management

E1. Is there a person whose job responsibility requires them to handle overall human resources management within your organization?

This may be the CEO, General Manager, Accountant, Human Resources Manager, Customer Service Manager or other person whose role it is to understand and provide overall human resource management within your organization.

- Yes
- No
- Unknown

E2. Do all employees receive a written job description prior to starting work?

- Yes
- No
- Unknown
- Not Relevant - No Employees

E3. How frequently are employee job descriptions updated?

- A minimum of 2 times per year
- A minimum of 1 time per year
- As often as necessary
- Rarely
- Never
- Unknown
-

E4. Does your organization ensure that all employees are competent on the basis of appropriate education, training or experience?

- Yes
- No
- Unknown
- Not Relevant - No Employees



E5. Where applicable, does your organization take actions to assist employees to acquire the necessary competence, and evaluate the effectiveness of those actions?

Yes

No

Unknown

Not Relevant - No Employees

E6. Are all employees aware of the relevance and importance of their activities and how they contribute to the achievement of your organization's objectives?

Yes

No

Unknown

Not Relevant - No Employees

E7. Are adequate human resources in place to ensure compliance with the customer and applicable regulatory and statutory requirements?

Yes

No

Unknown

E8. Do all employees receive a recent company business plan prior to starting work?

Yes

No

Unknown

Not Relevant - No Employees

E9. Do all employees receive a recent company Quality Policy prior to starting work?

Yes

No

Unknown

Not Relevant - No Employees

Not Relevant - No Quality Policy



E10. Do all employees receive induction (training) prior to starting work?

Yes

No

Unknown

Not Relevant - No Employees

E11. Does your organization regularly monitor and assesses employee performance, conduct formal performance appraisals and give timely feedback?

Yes

No

Unknown

Not Relevant - No Employees

E12. Does your organization have an environment in which individuals are equally respected and recognized for their perspectives and contributions?

Yes

No

Unknown

Not Relevant - No Employees

E13. Does your organization emphasize cooperation and a team approach to work?

Yes

No

Unknown

Not Relevant - No Employees

E14. Do the managers of your organization work to inspire, motivate, and guide employees toward goal accomplishment?

Yes

No

Unknown

Not Relevant - No Employees



E15. Do the managers of your organization work to develop leadership in others through coaching, mentoring, and rewarding?

Yes

No

Unknown

Not Relevant - No Employees

E16. Does your organization create an environment that encourages, recognizes, and rewards risk-taking, creativity, and innovation?

Yes

No

Unknown

Not Relevant - No Employees

E17. Does your organization seek and makes use of feedback from employees?

Yes

No

Unknown

Not Relevant - No Employees

E18. Does your organization invest time and energy in the self-development and growth of its employees?

Yes

No

Unknown

Not Relevant - No Employees

E19. Does your organization adhere to all applicable Human Resource laws and regulations?

Yes

No

Unknown

Not Relevant - No Employees



E20. Does your organization have an anti-slavery policy?

Yes

No

Unknown

Not Relevant - No Employees

E21. Does your organization offer its employees a healthy balance between personal life and work?

Yes

No

Unknown

Not Relevant - No Employees

E22. Does your organization have documented policies promoting equal rights of employment for men, women, the disabled, veterans, the sick, pregnant mothers, homosexuals, those of different ethnicities and/or different religions?

Yes

No

Unknown

Not Relevant - No Employees

E23. Does your organization recognize and reward team members based on performance?

Yes

No

Unknown

Not Relevant - No Employees

E24. Does your organization attempt to resolve interpersonal and inter-group conflict constructively through mediation wherever possible?

Yes

No

Unknown

Not Relevant - No Employees



E25. Does your organization promote taking timely and appropriate corrective/disciplinary actions with employees?

Yes

No

Unknown

Not Relevant - No Employees

E26. Does your organization support programs and activities that promote employee wellbeing and balance?

Yes

No

Unknown

Not Relevant - No Employees

Section F: SECTION 6 Document Management

F1. Does your organization maintain a document control procedure?

Yes

No

Unknown

F2. Does the procedure define the controls needed to approve documents for adequacy prior to issue?

Yes

No

Unknown

Not Relevant - No Document Control Procedure

F3. Does the procedure define the controls needed to review and update as necessary and re-approve documents?

Yes

No

Unknown

Not Relevant - No Document Control Procedure



F4. Does your organization maintain a document management system?

Yes

No

Unknown

Not Relevant - No Document Control Procedure

F5. Does your organization store all external documents within the document management system?

This may be a CRM or ERP system or may be a stand-alone document management system

Yes

No

Unknown

Not Relevant - No Document Control Procedure

F6. Does your organization store all external documents within the document management system?

i.e. including documents which require scanning such as bills of lading, contracts, receipts, petty cash vouchers etc

Yes

No

Unknown

Not Relevant - No Document Control Procedure

F7. Are all employees trained in the use of the document management system?

Yes

No

Unknown

Not Relevant - No Document Control Procedure

Not Relevant - No Employees

F8. Does your organization have a documented process to control access to sensitive documents?

Yes

No

Unknown



F9. Do your organization have and use a records retention schedule for paper and electronic documents?

- Yes
- No
- Unknown

F10. Are all paper documents copied and backed up offsite on a regular basis?

- Yes
- No
- Unknown

F11. Are all electronic documents copied and backed up offsite on a regular basis?

- Yes
- No
- Unknown

F12. Are all workflow processes copied and backed up offsite on a regular basis?

- Yes
- No
- Unknown

F13. Are all cloud stored documents copied and backed up offsite on a regular basis?

i.e. Dropbox, OneDrive etc

- Yes
- No
- Unknown
- Not Relevant - No Cloud Storage Used

F14. Are all microfilm or microfiche records backed up offsite on a regular basis?

- Yes
- No
- Unknown



F15. Are all emails archived and backed up offsite on a regular basis?

Yes

No

Unknown

F16. Does your organization have a standard methodology for naming directory folders, subfolders and files?

Yes

No

Unknown

F17. Does your organization the metadata fields within Microsoft Office products?

Yes

No

Unknown

Section G: SECTION 7 Customer Service

G1. Is there a person whose job responsibility requires them to handle overall customer service management within your organization?

This may be the CEO, General Manager, Accountant, Human Resources Manager, Customer Service Manager or other person whose role it is to understand and provide overall management for customer service within your organization.

Yes

No

Unknown

G2. What percentage of your employees receive customer service training?

All

Almost All

Most

Some

Few

None

Unknown

Not Applicable - No Employees



G3. Does your organization consistently respond to customers promptly, effectively and efficiently?

Yes

No

Unknown

G4. Is there a documented process for customers to provide feedback and suggestions?

Yes

No

Unknown

G5. Are all customer service employee emails available for management to review at any time?

Yes

No

Unknown

G6. Are all customer service employee phone conversations recorded and available for management to review at any time?

Yes

No

Unknown

G7. Does your organization read and respond to customer feedback and suggestions promptly, effectively and efficiently?

Yes

No

Unknown

G8. Do you have a regular customer survey to gauge overall customer satisfaction?

Yes

No

Unknown



Section H: SECTION 8 Risk Management

H1. Is there a person whose job responsibility requires them to handle overall risk management within your organization?

This may be the CEO, General Manager, Accountant, Human Resources Manager or other person whose role it is to understand and provide overall management for risks within your organization.

Yes

No

Unknown

H2. Does your organization have a written Risk Management Plan?

Yes

No

Unknown

H3. How often is the Risk Management Plan updated?

Bi-Annually

Annually

Quarterly

Rarely

Never

Unknown

H4. Are all employees aware of the Risk Management Plan?

Yes

No

Unknown

Not Applicable - No Risk Management Plan

H5. Is there a documented process for employees to provide input into the Risk Management Plan?

Yes

No

Unknown

Not Applicable - No Risk Management Plan



H6. Are all major suppliers aware of the Risk Management Plan?

Yes

No

Unknown

Not Applicable - No Risk Management Plan

Section I: Section 9 Business Continuity Management

I1. Does your organization have a written Business Continuity Plan (BCP)?

Yes

No

Unknown

I2. How often is the Business Continuity Plan updated?

Bi-Annually

Annually

Quarterly

Rarely

Never

I3. Are all employees aware of the Business Continuity Plan?

Yes

No

Unknown

Not Applicable - No Business Continuity Plan

I4. Is there a documented process for employees to provide input into the Business Continuity Plan?

Yes

No

Unknown

Not Applicable - No Business Continuity Plan



Section J: Section 10 Accounting and Finance

J1. Are budgets prepared for all significant activities in sufficient detail to allow meaningful monitoring of subsequent performance?

Yes

No

Not Applicable - Less than 5 Customers

Unknown

J2. Is there a ceiling, up to which variations from the budget may be incurred without obtaining prior approval?

Yes

No

Not Applicable - Less than 5 Customers

Unknown

J3. Are plans and budgets of all activities realistic, based on valid assumptions, and developed by knowledgeable individuals?

Yes

No

Unknown

J4. Is the financial accounting and reporting system computerized?

Yes

No

Unknown

J5. Do invoice-processing procedures require: (i) Copies of purchase orders and receiving reports to be obtained directly from issuing departments? (ii) Comparison of invoice quantities, prices and terms, with those indicated on the purchase order and with records of goods received? (iii) Comparison of invoice quantities with those indicated on the receiving reports? (iv) Checking the accuracy of calculations? (v) Checking authenticity of invoices and supporting documents (vi) Checking authenticity of the bank account that funds will be deposited in to?

Yes

No

Unknown



J6. Do controls exist for the preparation of the payroll? Are changes (additions/deductions/modifications) to the payroll properly authorized?

Yes

No

Unknown

Not Applicable - No Employees

J7. Is the accounting policy and procedure manual updated regularly?

Yes

No

Unknown

Not Applicable - No Manual

J8. Are there written policies and procedures covering all routine financial management and related administrative activities?

Yes

No

Not Applicable - No Employees

Unknown

J9. Do policies and procedures clearly define conflict of interest and related party transactions (real and apparent) and provide safeguards to protect your organization from them?

Yes

No

Not Applicable - No Employees

Unknown

J10. Is the entity financial statement audited regularly by an independent auditor?

Yes

No

Not Applicable - Less than \$50k USD in annual revenue

Unknown



J11. Do you pay your suppliers on time?

- Always
- Almost Always
- Sometimes
- Rarely
- Never
- Unknown

J12. Is the staff adequately trained to maintain the accounting system?

- Yes
- No
- Not Applicable - No Employees
- Unknown

Section K: SECTION 11 Facilities Management

K1. Is there a person whose job responsibility requires them to supervise facilities management within your organization?

- Yes
- No
- Not Applicable - No Employees / Serviced Office etc
- Unknown

K2. Is the premises wheel-chair accessible?

- Yes
- No
- Not Applicable - No Employees
- Unknown

K3. Are there clearly labelled fire exits in all levels of your organization's premises?

- Yes
- No
- Unknown



K4. Is the certification and testing of all elevators and escalators current and up to date?

Yes

No

Not Applicable - No Employees

Unknown

K5. Is there a pre-defined area that employees can rest during break time?

Yes

No

Not Applicable - No Employees

Unknown

K6. Is there a regular check on office equipment's (i.e. chairs, table, bins, drawers, etc.)?

Yes

No

Unknown

K7. Is office cleaning being done on a regular basis?

Yes

No

Not Applicable - No Employees

Unknown

K8. Is pest control being done on a regular basis?

Yes

No

Not Applicable - No Employees

Unknown

K9. Is any air conditioning and/or heating being check on a regular basis?

Yes

No

Not Applicable - No Employees

Unknown



Section L: SECTION 12 Conservation and Energy Efficiency

L1. Are all lights are turned off when daylight is adequate?

Always	<input checked="" type="checkbox"/>
Almost Always	<input type="checkbox"/>
Most of the Time	<input type="checkbox"/>
Sometimes	<input type="checkbox"/>
Rarely	<input type="checkbox"/>
Never	<input type="checkbox"/>
Unknown	<input type="checkbox"/>

L2. Are lights are always kept off in vacant or rarely used rooms?

Always	<input type="checkbox"/>
Almost Always	<input checked="" type="checkbox"/>
Most of the Time	<input type="checkbox"/>
Sometimes	<input type="checkbox"/>
Rarely	<input type="checkbox"/>
Never	<input type="checkbox"/>
Unknown	<input type="checkbox"/>

L3. Do motion sensors shut off security lights when areas are vacant?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>
Unknown	<input type="checkbox"/>

L4. Are all office fridges, freezers, microwaves and cookers energy rated?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
Not Relevant	<input type="checkbox"/>



L5. Are all industrial fridges, freezers and commercial electronics etc energy rated?

- Yes
- No
- Unknown
- Not Relevant

L6. Are all office computers, screens etc turned off when not in use?

- Always
- Almost Always
- Most of the Time
- Sometimes
- Rarely
- Never
- Unknown

Section M: SECTION 13 Recycling and Waste Reduction

M1. Does your organization have a policy of purchasing environmentally friendly products wherever feasible to do so?

- Yes
- No
- Unknown

M2. Does your organization have a preference to deal with suppliers who have their own recycling and waste reduction policies?

- Yes
- No
- Unknown

M3. Does your organization formally encourage the re-use of boxes, envelopes and packaging material wherever possible?

- Yes
- No
- Unknown



M4. Does your organization maintain a recycling bin in the premises?

Yes

No

Unknown

M5. Are all recycling bins maintained and emptied regularly?

Yes

No

Unknown

M6. Are meeting agendas and information are sent electronically instead of providing printed copies?

Yes

No

Unknown

Not Relevant - No Meeting Agendas

M7. Does your organization mandate double-sided printing on non-essential documents?

Yes

No

Unknown

M8. Does your organization reduce unwanted paper mail by regularly removing names from printed mailing lists?

Yes

No

Unknown

M9. Does your organization encourage the use of scratch paper made from one-sided printed paper?

Yes

No

Unknown

M10. Does your organization have a documented policy of sending any electronic waste and disused batteries for EHS recycling?

Yes

No

Unknown



M11. Does your organization have a shared supplies area to limit wasting extra quantities of ordered items?

Yes

No

Unknown

Not Relevant - No Employees

M12. Does your organization have a documented policy requiring the segregation of different types of waste to minimize contamination?

Yes

No

Unknown

Section N: SECTION 14 Health and Safety

N1. Does your organization have designated employee with a clear responsibility for Health and Safety?

Yes

No

Unknown

Not Applicable - No Employees

N2. Are all relevant organization Health and Safety manuals available, up to date and signed?

Yes

No

Unknown

Not Applicable - No Employees

N3. Does your organization train all staff on their relevant Health and Safety responsibilities?

Yes

No

Unknown

Not Applicable - No Employees



N4. Are your accident reports completed correctly and reported where appropriate?

Yes

No

Unknown

Not Applicable - No Employees

N5. Have all management and employees been trained on what to do in the event of a fire?

Yes

No

Unknown

N6. Have all management and employees been trained on what to do in the event of a natural disaster?

Yes

No

Unknown

N7. Does your company have a regular fire and earthquake drills?

Yes

No

Unknown

N8. Do you have a valid fire risk assessment?

Yes

No

Unknown

N9. Does your organization have a regularly maintained, fully stocked first aid kit readily available?

Yes

No

Unknown



N10. Are your first-aid personnel adequately trained?

Yes

No

Unknown

Not Applicable - No Employees

Section O: SECTION 15 Corporate Social Responsibility

O1. Does your organization have designated employee with a clear responsibility for Corporate Social Responsibility?

Yes

No

Unknown

Not Applicable - No Employees

O2. Does your organization have a document identifying its main, economic, social and environmental impacts?

Yes

No

Unknown

O3. Does your organization have a Corporate Social Responsibility strategy that defines its commitments?

Yes

No

Unknown

O4. Does your organization link corporate responsibility issues to employee performance reviews/appraisals?

Yes

No

Unknown

Not Applicable - No Employees



O5. Does your organization clearly communicate its Corporate Social Responsibility priorities?

Yes

No

Unknown

O6. Does your organization have action plans and programs to lower its environmental impacts?

Yes

No

Unknown

O7. Does your organization maintain a monitoring system, measuring the main environmental impacts, especially resource usage and carbon emissions?

Yes

No

Unknown

O8. Does your organization have a training program in place to help employees implement its environmental policy and action plan?

Yes

No

Unknown

Not Applicable - No Employees

O9. Does your organization have a community engagement action plan?

Yes

No

Unknown

O10. Does your organization actively participate in CSR associations and forums and/or engage with any local NGOs?

Yes

No

Unknown



O11. Does your organization offer volunteering time, invest in, or otherwise materially support, any local community initiatives?

Yes

No

Unknown

O12. Does your organization offer apprenticeship schemes to facilitate skills development within the local community?

Yes

No

Unknown

Section P: SECTION 16 Physical Security

P1. Does your organization have designated employee with a clear responsibility for physical security?

Yes

No

Unknown

Not Applicable - No Employees

P2. Are all doorways sufficiently illuminated?

Yes

No

P3. Is perimeter lighting adequate?

Yes

No

P4. Is there an emergency lighting system?

Yes

No

P5. Is there a master key system?

Yes

No

P6. Is a record of keys, key changes and faults maintained?

Yes

No



P7. Are locks changed when keys lost?

Yes

No

P8. Does the facility have alarm systems?

Yes

No

Unknown

P9. Are alarm systems centrally managed?

Yes

No

Unknown

P10. Does the alarm system link to an outside security service / police force?

Yes

No

Unknown

P11. Are all external doors covered by alarms?

Yes

No

P12. Are all ground floor windows covered by alarms?

Yes

No

P13. Are any internal doors covered by alarms?

Yes

No

P14. Are the alarms linked to CCTV?

Yes

No

Unknown



P15. Does the facility use CCTV cameras to monitor external entry points to the building?

- Yes
- No
- Unknown

P16. Do the cameras have low light capability?

- Yes
- No
- Unknown

P17. Is CCTV footage archived?

- Yes
- No
- Unknown

P18. Is the camera feed live monitored?

- Yes
- No
- Unknown

P19. Are all employees encouraged to challenge unescorted visitors in their area?

- Yes
- No
- Unknown
- Not Applicable - No Employees

P20. Do employee vehicles have passes / markings?

- Yes
- No
- Unknown
- Not Applicable - No Employees



P21. Is the parking area illuminated?

Yes

No

Unknown

Not Relevant - No Parking Offered

P22. Do facility guards have a distinctive uniform?

Yes

No

Unknown

Not Relevant - No Guards

P23. Do guards check employee ID?

Yes

No

Unknown

Not Relevant - No Guards

P24. Do guards conduct entry and exit searches of personnel / vehicles?

Yes

No

Unknown

Not Relevant - No Guards

P25. Do guards have written instructions for their posts?

Yes

No

Unknown

Not Relevant - No Guards

P26. Do visitors enter via a different route to employees?

Yes

No

Unknown

Not Relevant - No Employees



P27. Is all visitor access via reception?

- Yes
- No
- Unknown
- Not Relevant - No Employees

P28. Is a register of visitors maintained?

- Yes
- No
- Unknown
- Not Relevant - No Employees

P29. Are visitors prevented from moving around unescorted?

- Yes
- No
- Unknown
- Not Relevant - No Employees

P30. Do employees display identification badges?

- Yes
- No
- Unknown
- Not Relevant - No Employees

Section Q: SECTION 17 Information Technology / Cyber Security

Q1. Does your organization have designated employee with a clear responsibility for the security of all Information Technology systems?

- Yes
- No
- Unknown
- Not Relevant - No Employees



Q2. Are all IT systems used by your organization securely configured and maintained?

Yes

No

Unknown

Q3. Does your organization use an up-to-date virus protection program for all computers?

Yes

No

Unknown

Q4. Is there a documented process in place to keep software on the IT systems up to date?

Yes

No

Unknown

Q5. Does your organization ensure Security Awareness throughout your organization?

Yes

No

Unknown

Q6. Does your organization comply with the statutory obligations under the applicable Data Protection Acts within its state/region and country?

Yes

No

Unknown

Q7. Does your organization have cyber security policies, procedures, and standards based on industry standards?

Yes

No

Unknown



Q8. Does your organization protect sensitive information received from a third-party firm during transmission between the owning third-party as well as other parties with whom that data is shared (i.e. Encryption, SSL/TLS connections)?

Yes

No

Unknown

Q9. Are all devices that store or process a third-party firm's sensitive information protected from the Internet by a firewall?

Yes

No

Unknown

Q10. Does your organization perform cyber security audits by external 3rd parties at least annually?

Yes

No

Unknown

Q11. Do users that can access devices that stores, or process sensitive information have a unique user name and complex password to access the system?

Yes

No

Unknown

Not Relevant - No Employees

Q12. Do all devices that store or process sensitive information at a minimum have access control that is configured on a least privilege model (a person only has access to the data/device that they need)?

Yes

No

Unknown

Q13. Are all laptop devices that store sensitive information encrypted?

Yes

No

Unknown



Q14. Do all mobile devices (e.g. smartphones, tablets) that store sensitive information at a minimum have configuration management provided by a centrally managed infrastructure including the ability to remote wipe the device?

Yes

No

Unknown

Q15. When you must share sensitive information with other companies, do you require those companies to follow policies, and procedures for cyber security based on industry standards?

Yes

No

Unknown

Q16. Does your organization require 2-factor authentication for remote access (e.g. token used in addition to a username and password for VPN login)?

Yes

No

Unknown

Not Relevant - No Remote Access

Q17. Does your organization have capabilities of detecting and blocking malicious e-mail prior to delivery to the end user?

Yes

No

Unknown

Q18. Does your organization have a formal process to respond to cyberattacks?

Yes

No

Unknown



Q19. Does your organization perform phishing e-mail testing of its employees?

Yes

No

Unknown

Not Relevant - No Employees