

Instrument

What is it?

Why use it?

Policy and organisation

1

- **Maturity Assessment Tool**
- **Maturity Improvement Plan**
- **Model international RBC policy**

- Questionnaire on the performance of due diligence within a company. This is completed annually by the companies.
- Template to formulate SMART objectives to improve the performance of due diligence within the company.
- Example text for international RBC/due diligence policy.

- Self-assessment for companies to determine their level of implementing due diligence and to monitor progress.
- Improving the company's due diligence implementation.
- Conducting due diligence starts with having a policy. This is also a requirement according to the OECD guidelines.

Risk Analysis

2

- **List of due diligence information template**
- **Overview of sources for analysing supply chain risks**
- **Heat map**

- Template in which companies indicate who their suppliers/customers are, which materials they purchase and what the origin location is.
- Overview of available instruments and information sources (paid and free) in the field of international RBC risks.
- Tool to prioritise identified risks in line with OECD guidelines (severity and likelihood).

- Gain insight into the supply chain. This is the starting point for risk analysis.
- Information provision to be able to perform risk analysis.
- Gain insight into which risks need to be addressed first; the most severe risks in the supply chain.

Cease, prevent or mitigate risks

3

- **Template due diligence action plan**

- Template to create a SMART action plan to prevent and/or mitigate potential or actual adverse impacts.

- Preventing, mitigating or remedying potential or actual adverse impacts in the supply chain.

Monitoring

4

- **The agreement gives substance to step 4 by utilising the expertise of the independent secretariat, the other participants to the agreement and external experts.**

- Companies can consult the secretariat and other participants in the agreement to assist them with carrying out step 4. Additionally, the due diligence efforts of randomly selected companies are assessed annually by an external and independent expert. The recommendations are shared with all participants.

- Continuous monitoring is necessary for understanding whether the policy and practice of a company are effective and whether identified risks have been responded to adequately. The results of the monitoring are used to improve upon the due diligence processes in the future.

Communicate about due diligence

5

- **Template due diligence report**

- Template and checklist for drawing up a public report in the field of due diligence/international RBC.

- To make visible as a company how it respects people and the environment for stakeholders and contribute to improving transparency in the chain. Public reporting on, among other things, the approach to potential and actual adverse impacts is a requirement according to the OECD guidelines.