

Ethical decision tree (Draft Version 1)

Q1	Do you know what you are buying and have you requested detailed specifications including ethical standards	In addition to a standard ingredient specification, ethical considerations should be included. These requirements will vary depending on the business, ingredient, country of origin and your own targets to eliminate ethical issues within the supply chain. Some examples of initial requirements may include: registered with SEDEX with a completed SAQ, follow the ETI basecode, have ethical audits e.g. SMETA, or an assured standard?
Q2	Are you buying from an approved supplier from your own standards or a certified standard	e.g. fairtrade, UTZ, GlobalGap etc... These assurance schemes provide a level of confidence in the supply chain that certain requirements are met. Your own internal systems may provide some assurance, however this needs to be communicated effectively so that an external organisation may understand the validation process.
Q3	Are you buying in whole form?	Ingredients bought and supplied in whole form require less processing and may have fewer stages within the supply chain. This makes it more likely you will have full visibility of the supply chain and the various stages. Where an ingredient is purchased in anything other than whole form additional processing steps and individuals will be involved.
Q3A	If not buying in whole form for each stage do you know who is processing the ingredient?	Historically for herbs and spices this question highlights the supply chain complexity. If you don't know where and who is processing the ingredient, are you able to identify this? How far can you identify each stage of the supply chain?
Q4	For each stage do you understand the factors and risks that influence business ethics in the market?	What do you understand as the key risks for this supply chain? What can influence these further e.g. a poor crop yield or low market prices. How might these impact social factors and human rights?
Q4A	If you don't understand the risks. Assess the supplier based on available information for example SEDEX, audits, country of origin, trade bodies, media etc...	What does the available information suggest? Do you need to do anything further to ensure ethical compliance?
Q5	Is the price reflective of the material being purchased?	No financial information is required. A market place comparison are you purchasing the raw material at a fair price? A price too low will likely introduce ethical issues into the supply chain as less money is available for it to function properly for those involved.
Q5A	You should consider this when deciding whether or not to purchase, include this in the risk assessment	If the price is low and you have assessed this risk to the supply chain and decide to proceed, ensure that this is captured in the risk assessment process. Ethical risks are not only bad for those affected but pose reputational damage to organisations involved.
Q6	Are you confident that you have assessed ethics in the supply chain?	Reviewing the information collated above especially Q4, if you are confident that the risks have been assessed continue.
Q6A	Has the supplier communicated its awareness of ethics in the supply chain?	If you are not confident in the information collated revisit step 4 and assess the risk(s).
Q7	Are appropriate controls in place to protect against ethical issues arising?	Do you have control measures in place to identify ethical issues? E.g. Horizon scanning, periodic supplier reviews / visits, membership to ethical groups, ethical audits etc?
Q8	Do you have procedures in place to manage non-conformances and ethical issues that arise within the supply chain?	It is expected that a socially responsible organisation will have procedures in place to manage any issues that arise.

