Human Rights Desktop Audit – Guide to Questionnaire

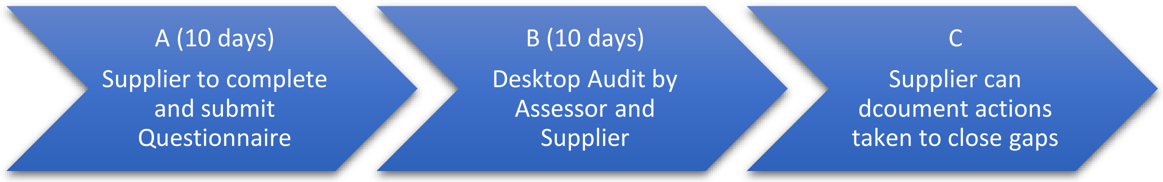
Contents

Introduction to Human Rights questionnaire

The questionnaire includes 13 elements and 34 questions with the option to respond by multiple choice (yes or no), or open-ended questions. **Most questions require you to upload documentation to support your answer. Documentation must be in English.** Each question has links to "Evidence details" to clarify the purpose of the question, and the expectations from the Requestor.

Desktop Audit process

If your company has been nominated for a *Human Rights desk top audit* by one of your clients, the first step of the audit process is to complete a Human Rights questionnaire as described below.



A. The Supplier must complete and "submit" the questionnaire within 10 working days from the nomination date.

B. When the questionnaire has been submitted an Assessor (from Operator company or 3rd party Audit provider) will review the response and the provided documentation. During this process the Supplier may be asked to provide additional information or clarify their response within the questionnaire. The supplier will be notified by e-mail as soon as the Assessor has submitted the initial score. Clarifications should be done as soon as possible, and no later than 48 hours (two working days) after the initial score has been submitted to the Supplier.
The Assessor will publish their report and findings within 10 working days after the Supplier has submitted the questionnaire.

C. When the report is published, the Supplier is encouraged to document any actions taken to close identified gaps. Descriptions and supporting documents can be uploaded to Magnet JQS.

A. Completion of the questionnaire by Supplier

1. Supplier company user opens the “Human Rights” questionnaire in *Capability Audit* tab.
2. Company users can upload a multiple number of attachments to the questionnaire.
   a. **NOTE:** *Evidence documentation are required for most questions to obtain a higher score than D. Documentation must be in English. Read the information in "Evidence details" carefully.*
3. Supplier User can save or cancel answers given in *Edit mode*.
4. Questions in sections 1 to 10 are mandatory. <u>Sections 11-13 are optional</u>, unless otherwise agreed with Requestor. If the Supplier respond to questions in this section and they consider a question to be not applicable; please answer "Not applicable" and the assessor will not score this question.

5. Once the questionnaire is completed, the Supplier can submit the answers to the Assessor. Please note that the submitted answers cannot be edited until the next nomination process. A notification will be sent to the Assessor.
6. After the questionnaire is submitted, the Supplier can still upload new attachments in Magnet JQS.
7. Once the HuRi questionnaire has been submitted in Magnet JQS, the answers will become visible to the Supplier organisation, all oil and gas operators and the Audit Provider (Assessor).

B. Completion of the Desktop Audit by Assessor and Supplier

1. Assessor goes to the *Supplier Desktop Audit page* and sees the results of the *Supplier HuRi Capability audit* and the attached documents.
2. After reviewing the documentation, the Assessor fills in *Initial Score* and *Comment fields* and press *Submit Initial Score*. The Supplier receives a notification in Magnet JQS.
    a. *The audit is done against the set of criteria listed under "Evidence details" for each question, and the supplier will receive a score for each question based on answer and evidence documents provided. The score scale is from A (highest score) to D (lowest score). The assessors' comments to initial score describe the gap between an A score and a lower score (B-D).*
3. The Supplier will be notified by e-mail as soon as the Assessor has submitted the initial score. Clarifications should be done as soon as possible. The Supplier can respond by commenting or uploading additional documents under *Attachments* within 48 hours (two working days). Any new comment from the Supplier will be visible with a notification icon to the Assessor.
4. Assessor reviews the updated information and leaves a final comment. This will be visible with a notification icon to the Supplier until the audit result is published.
5. The Assessor will then fill in the final score. If the Supplier fails to respond to the initial Assessor score within due date, the Assessor´s final score might be identical to the initial score.
6. Assessor will report all findings in the section *Findings. (Assessor*´s comment will be available after submittal of initial score and can be moved from the specific question to the *Findings* section).
7. Assessor finishes the HuRi Desktop Audit and presses button *Publish*. The HuRi Desktop Audit is now completed. A notification is sent to the Supplier and to the Operator. The audit result becomes available for oil and gas operators and audit providers on the *Desktop Audits tab* at the Supplier page.
8. The Operator can export Desktop Audit report to an Excel file. Evidence documents can be downloaded separately.

C. Document Gap closure

1. The assessor will list gap between an A score and a lower score (B-D) as findings in the Findings section.
2. After publishing the *Desktop Audit report*, the identified findings will be visible to the Supplier.

3. The Supplier is encouraged to document any actions taken to close identified gaps (improvement plan).
   After executing the necessary actions to close each finding (upload of document, update of answer, update of policies etc.) the Supplier marks the *Gaps Closure* item as *Done*.