

2. Environmental & Social Risk Management		
2.1 Environmental and Social Risk Management (in alignment with IFC Performance Standard 1)		
	Response	Comments
What are the identified environmental and social risks related to the operations of the Organisation?		
Does the Organisation have management programmes (operational procedures, practices, action plans) &/or an Environmental Management System to mitigate environmental risks &/or improve performance on these issues? (e.g. air emission limits, wastewater discharges)?	(Y/N)	
Has the Organisation designated responsibilities to employees with reference to environmental aspects & do employees have the necessary capacity?	(Y/N)	
How does the Organisation engage relevant stakeholders to plan & tackle these risks?		
Has the Organisation a Grievance Mechanism in place that is available and accessible to external stakeholders? If yes, please provide details.	(Y/N)	
Has the Organisation received any grievances on environmental or social issues in the past three years? If yes, please provide details.	(Y/N)	
Does the Organisation have an emergency preparedness & response system & does it involve relevant third parties (e.g. local authorities, affected communities)?	(Y/N)	
<i>Comments....</i>		
2.2 Labour and Working Conditions (in alignment with IFC Performance Standard 2)		
2.2.1 Employment Data		
	Response	Comments
Total full-time employees.		
Total female full-time employees.		
Total youth full-time employees (under 30).		
Total part-time labourers at peak season.		
Total foreign personnel, if applicable		
Total employee wage bill annually.		
Total taxes & duties paid to the government annually.		
2.2.2 Base Data on Labour and Working Conditions		
	Response	Comments
Does the Organisation have a Written Human Resources Policy?	(Y/N)	
Is the policy aligned with labour legislation &/or applicable collective agreements?	(Y/N)	
Are employees provided (written) information on conditions of employment at the beginning & when major changes occur?	(Y/N)	
What is the formal minimum wage for the Organisation? Please provide evidence.		
Is the minimum wage of the Organisation above the national minimum wage?	(Y/N)	

Is training offered to employees? If yes, please provide details.	(Y/N)	<i>What training has been offered in the last 12 months?</i>
Are employees permitted to be part of an organised labour union without interference?	(Y/N)	
Does the Organisation ensure equal opportunity & non-discrimination with respect to any aspects of the employment relationship?	(Y/N)	
Does the Organisation have a policy in place for collective dismissals?	(Y/N)	<i>Please describe the approach of the Organisation to collective dismissals</i>
Is there a mechanism for employees to file complaints & grievances without fear of retribution?	(Y/N)	
Does the Organisation have a safe & healthy work environment? Please explain.	(Y/N)	
Are all of the labour records & contracts of the Organisation kept up to date?	(Y/N)	
Does the Organisation have policies & procedures to prevent child & forced labour?	(Y/N)	
Does the Organisation have management programs (operational procedures, practices, action plans) &/or a Social Management System to mitigate social risks &/or improve performance on these issues?	(Y/N)	
Has the Organisation designated employees with responsibilities for social aspects & do employees have the necessary capacity?	(Y/N)	
<i>Comments....</i>		

2.2.3 Compliance with applicable labour laws and regulations

	What is the relevant legislation?	Does the Organisation comply with the legislation? Please describe what measures are in place to ensure this	Can the Organisation provide a certificate, audit / authority inspection report to show as proof of compliance?	Is the topic addressed in the HR policy of the Organisation?
Holiday Pay				
Overtime/Weekend Work Pay				
Sick Leave Pay				
Insurance				
Maternity Leave				
Worker health & safety				
Child Labour				
Forced Labour				
Migrant Labour				
Worker Representatives				

Non-discrimination & equal opportunity				
Comments....				

2.2.4 Employee Benefits

	Response	Comments
Does the Organisation provide Health Insurance?	(Y/N)	
Does the Organisation provide Dental insurance?	(Y/N)	
Does the Organisation provide disability coverage?	(Y/N)	
Does the Organisation provide Life Insurance?	(Y/N)	
Does the Organisation provide Maternity Leave?	(Y/N)	
Does the Organisation have a sexual harassment policy?	(Y/N)	
Does the Organisation have a childcare support policy?	(Y/N)	
Does the Organisation provide Retirement Provisions to employees?	(Y/N)	
Does the Organisation provide a share ownership scheme to staff?	(Y/N)	

2.3 Resource Efficiency and Pollution Prevention (in alignment with IFC Performance Standard 3)
2.3.1 Compliance with applicable environmental laws and regulations

	What is the relevant legislation?	Does the Organisation comply with the legislation? Please describe what measures are in place to ensure this	Can the Organisation provide a certificate, audit / authority inspection report to show as proof of compliance?	Is the topic addressed in the HR policy of the Organisation?
Environmental management protection				
Water pollution & conservation				
Waste management & reduction				
Handling & disposal of hazardous substances				

2.3.2 Resource efficiency

	Response	Comments
Has the Organisation implemented measures to improve efficiency in its consumption of energy?	(Y/N)	
Has the Organisation implemented measures to improve efficiency in its consumption of water?	(Y/N)	
Has the Organisation implemented measure to improve efficiency in its consumption of material inputs / waste?	(Y/N)	

Does the Organisation measure & manage greenhouse gas emissions?	(Y/N)	
Does the Organisation track water consumption & any potential adverse effects it may have on others?	(Y/N)	
2.3.3 Pollution Prevention		
	Response	Comments
Does the Organisation prevent release of pollutants to air water & land due to routine operations or accidents?	(Y/N)	<i>Please describe how...</i>
Does the Organisation manage waste generated? If yes, then how?	(Y/N)	<i>Please describe how...</i>
Does the Organisation handle & dispose of hazardous materials (including pesticides)?	(Y/N)	<i>Please describe how...</i>
<i>Comments...</i>		
2.4 Community Health and Safety (in alignment with IFC Performance Standard 4)		
	Response	Comments
Please provide a brief description of the location of the Organisation within the community. Is there a village, urban centre, industrial zone?		
Are mechanisms in place to prevent accidents that could affect communities?	(Y/N)	For example, if they have trucks, which carry hazardous materials, or go through areas where people are, what are measures to prevent accidents. If they have construction sites, how to avoid impacts on surrounding communities.
Does the Organisation have a grievance mechanism for affected or surrounding communities?	(Y/N)	
Are there ways to present such grievances to the Organisation (e-mail, phone number, formal letters, community consultation) & has this been communicated to the communities?	(Y/N)	If yes, please provide the latest complaints (including records) & how these were resolved. Who was consulted & how was it resolved?
Does the Organisation or its employees participate in the local community? If so, how?	(Y/N)	Charitable donations, Community service, etc.
<i>Comments...</i>		
2.5 Land Acquisition and Involuntary Resettlement (in alignment with IFC Performance Standard 5)		
	Response	Comments
Was there physical or economic displacement due to the setting up of the Organisation or related activities, even of people that did not have legal right to the land (i.e. customary land use)?	(Y/N)	
Who was / is responsible for conducting the resettlement process (Organisation or government) if there was such a process?	(Y/N)	
If so, is there a Resettlement Action Plan? (RAP)		
<i>Comments...</i>		

2.6 Biodiversity Conservation & Sustainable Resource Management (in alignment with IFC Performance Standard 6)		
	Response	Comments
Describe the location & the natural resources & habitats surrounding it (e.g., forests, rivers, protected areas) of the area of operation of the Organisation		
Has there been any deforestation caused by the activities of the Organisation?	(Y/N)	
<i>Comments...</i>		
2.7 Indigenous Peoples (in alignment with IFC Performance Standard 7)		
	Response	Comments
Are there Indigenous communities in the area? Are they adversely affected by activities of the Organisation?	(Y/N)	If yes, please provide <i>details</i>
If yes, has the Organisation engaged the Indigenous communities?	(Y/N)	<i>If yes, please provide meeting minutes between the Organisation & the indigenous peoples leader</i>
<i>Comments...</i>		
2.8 Cultural Heritage (in alignment with IFC Performance Standard 8)		
	Response	Comments
Are there any cultural heritage areas / sites in the area of operation or supply of the Organisation, e.g., graves, sacred sites, sacred groves?	(Y/N)	If yes, please provide details
<i>Comments...</i>		

3. Supply Chain		
3.1 Supply Chain E&S Risks		
	Response	Comments
Has the Organisation identified the social & environmental risks in its primary supply chain?	(Y/N)	<i>If yes, what are they? How is the organisation tackling these risks? If it is not, what are the recommendations to tackle these risks?</i>
Does the Organisation have certification for its supplier traceability? (Rainforest Alliance, FairTrade, UTZ, etc.)	(Y/N)	<i>If yes, please provide the certification</i>
Does the Organisation monitor compliance of its suppliers & contractors with applicable social & environmental legislation?	(Y/N)	<i>If yes, describe the policies of the Organisation with reference to suppliers & contractors (Code of Conduct, Procurement policies) & clarify how they verify compliance with applicable legislation</i>
Does the Organisation monitor biodiversity risks in its primary supply chain?	(Y/N)	<i>If yes, describe the policies of the Organisation with reference to suppliers & contractors (Code of Conduct, Procurement policies) & clarify how they verify compliance with applicable legislation</i>
Does the Organisation monitor risks of conversion of natural habitats in its primary supply chain?	(Y/N)	<i>If yes, describe the policies of the Organisation with reference to suppliers & contractors (Code of Conduct, Procurement policies) & clarify how they verify compliance with applicable legislation</i>
Does the Organisation monitor compliance of contractors with employment legislation,	(Y/N)	<i>If yes, please describe how? Are there any clauses about compliance with the applicable laws in the contracts between the Organisation and the supply chain of the Organisation? Are checks undertaken on third parties engaging workers to ensure</i>

including child labour & occupational health & safety?		<i>that they are compliant with applicable laws including labour legislation</i>
<i>Comments...</i>		
3.2 Smallholder Focus (for agricultural companies)		
	Response	Comments
What is the number of smallholders buying inputs from / selling to the Organisation?		
What is the average smallholder farm size?		
Does the Organisation pay more than the average to farmers?	(Y/N)	Please provide details on how much this is?
What is the price per ton/kg paid to farmers?		
Did farmers report any yield increases in the last year? Or decreased expenditure / increased efficiency?	(Y/N)	
Have smallholders received any benefits beyond payments?	(Y/N)	This may include credit, educational assistance, training, outreach to NGOs
Does the Organisation have any smallholder farmer outreach programmes?	(Y/N)	Please provide details
Does the Organisation monitor smallholders' labour practices? (family labour, child labour, etc)	(Y/N)	Please provide details

4. Corporate Governance

3.1 Base Data on Corporate Governance

	What is the relevant legislation?	Does the Organisation comply with the legislation? Please describe what measures are in place to ensure this.	Can the Organisation provide a certificate, audit / authority inspection report to show as proof of compliance?	Is the topic addressed in one of the Organisation's policies?
Bribery				
Extortion				
Financial Crime				
Land legislation, including lands under customary use				
<i>Comments...</i>				

5. Development Impact

5.1 Impact objectives

	Response	Comments
Target job creation.		
Target wage increases.		

Does the Organisation make any tax & community contributions?		
How many jobs would a Scipion facility create?		
What effect would a Scipion facility have on wage increases?		
How many jobs for females would a Scipion facility create?		
How many jobs for youths would a Scipion facility create?		
Would the Scipion facility provide financing that would not otherwise be available?		
Would a Scipion facility enable access to new export markets? If yes, to which & how?		
<i>Comments...</i>		

5.2 United Nations Sustainable Development Goals

Scipion Capital Ltd supports the United Nations SDGs. You can learn more about these at:

www.undp.org/sustainable-development-goals

Please consider the requirements of the SDGs and complete the table below with the view of the Organisation as to how the Organisation can contribute to the SDGs by operating and developing the business of the Organisation utilising the facility requested from Scipion Capital Ltd.

SDG	Expected impact
	
	
	
	
	
	
	
	
	
	
	

<p>12 RESPONSIBLE CONSUMPTION AND PRODUCTION</p> 	
<p>13 CLIMATE ACTION</p> 	
<p>14 LIFE BELOW WATER</p> 	
<p>15 LIFE ON LAND</p> 	
<p>16 PEACE, JUSTICE AND STRONG INSTITUTIONS</p> 	
<p>17 PARTNERSHIPS FOR THE GOALS</p> 	

Declaration

On behalf of the Organisation,

I confirm that the application contained in the above information is true and correct to the best of our knowledge.

I confirm that the Organisation will provide all such additional information that Scipion Capital Ltd may request in a timely manner.

I acknowledge that the submission of this application to Scipion Capital Ltd does not obligate Scipion Capital Ltd to make any funding of any nature whatsoever available to the Organisation.

For and on Behalf of
the Organisation

Name and Position

Date

Attachments Required

- ***Certificate of Incorporation***
- ***Memorandum & Articles of Association / Organisation Constitution***
- ***Financial Projections, including Balance Sheet, Profit & Loss & Cash Flow forecasts for 3 Years***
- ***Management / Organization Chart***
- ***Curriculum Vitae/Resumes of Management Team***
- ***Debtor and Creditor Listing and Ageing***

Recommended supplementary documents

- ***Human Resources Policy of the Organisation***
- ***Business Plan of the Organisation***
- ***Environmental & Social impact Assessment & supporting documentation***