

The Self-Assessment Questionnaire (SAQ) is a set of questions for businesses to complete about their business practices, management systems, policies and information about workers.



Suppliers can share this information with their buyers, and buyers can use this information to understand their suppliers' labour standards.

## How can the SAQ benefit my business?

The questionnaire is designed to help businesses manage their site, or their supply chains, helping to understand the risk at sites. The SAQ allows companies to collect information about site performance and enables businesses to understand their global supply chain workforce and make better informed business decisions.



## How to complete the SAQ

Completing the SAQ gives businesses the ability to self-assess their performance, meet compliance requirements and helps to prepare for a social audit, such as Sedex's audit methodology SMETA. The SAQ is available in 11 languages, making it easier for suppliers around the world to complete.



## What questions are in the SAQ?

Questions in the SAQ are based on the **SMETA four pillars** of Labour Standards, Health and Safety, Business Ethics and Environment. The amount of questions depends on your business type, and may require information from human resources, health & safety, finance, sustainability and procurement teams. Once the SAQ is complete, a management controls report will provide the business with clear actions for improving business practices.

The SAQ can be used as a pre-audit tool to help a business prepare for a SMETA audit. Once shared, buyers can view this data either as an **SAQ download** or it can be seen through **Radar**, our risk assessment tool.



Labour standards

Health & Safety

Business ethics

Environment

## Benefits for buyers

- **Improved visibility of global supply chains** – The SAQ shows your supplier's supply chain workforce including their gender, nationalities, location and employee contract types
- **Actionable, prioritised information** – Helps buyers, suppliers and auditors to respond suitably
- **Captures site-based risk** – The SAQ is sector agnostic and caters to goods and service providers, agents and labour providers. Goods providers respond to questions at site level, and service providers respond at a head office level.

## Benefits for suppliers

- **Improves and enhances business relationships** – Captures business KPIs and will show you year-on-year improvements, demonstrating positive practices and improvement journeys
- **The SAQ can help you prepare for SMETA audit** – Questions are aligned with SMETA
- **Supporting guidance to improve** – Sites receive the Management Controls Report after successfully completing the SAQ. This provides a score, measured against the SMETA pillars and shows where to focus actions.

For more information, you can contact the Sedex team or visit our **SAQ Hub**.  
SAQ training webinar recordings: **Buyer training** , **Supplier training**.