



Knowledge grows

Guidance for Business Partners Integrity Due Diligence Questionnaire

Responsible business practices provide the basis for trust and confidence between Yara and our business partners, shareholders, customers and communities. It is our goal to develop relationships with Business Partners that share our similar corporate values and conduct business in an ethical manner. We therefore request that you complete Yara's Integrity Due Diligence (IDD) Questionnaire accessible through a link available in the email invitation sent from our IDD system (Exiger Insight 3PM).



Locate the invitation

- Sender account: no-reply@exiger.com
- Email's subject: Yara's Integrity Due Diligence Questionnaire.
- Check spam/junk folders.
- If you don't find the email, please inform your contact person at Yara.

Navigate the invitation


- Select the preferred language to read the email. Invitation emails are also sent in Spanish, Portuguese and Chinese, so choices are available in this menu.
- To access the questionnaire, click on the link "Click here to automatically log in to your account".
- Note the established due date for answering the questionnaire.

Yara's Integrity Due Diligence Questionnaire

 no-reply@exiger.com
To  Aida Aamot

09:21

[Dutch \(Nederlands\)](#) ||| [Indonesian \(bahasa Indonesia\)](#) ||| [Vietnamese \(Tiếng Việt\)](#) ||| [Hindi \(हिंदी\)](#) ||| [Norwegian \(Bokmål\)](#) ||| [Finnish \(Suomalainen\)](#)



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Yara Integrity Due Diligence (IDD) Questionnaire

Dear Business Partner contact name Business Partner contact last name,

Responsible business practices provide the basis for trust and confidence between Yara and our business partners, shareholders, customers and communities. Each of Yara's business partners, including suppliers, distributors, agents, resellers, and joint venture partners, are recognized as an important member of the worldwide team. We therefore request that you complete Yara's Integrity Due Diligence questionnaire on behalf of **Business Partner Legal Name**.

To complete the questionnaire, please click the link below to automatically log you into your account:
[Click here to automatically log in to your account.](#)

Due by: 03/12/2020

Failure to complete the questionnaire will affect Yara's decision about idd@yara.com.

Thank you,

The Yara IDD Team

Select language of this email

Name of the Business Partner

Access your questionnaire in the link and complete it by the due date

IDD Questionnaire options

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https://survey.exiger.com/Questionnaires/Index?q...

IDD Questionnaire

DUE 12/3/2020 BUSINESS PARTNER LEGAL NAME

ENGLISH (US) [v]

ENGLISH (US)
中文
NEDERLANDS
SUOMI
FRANÇAIS
DEUTSCHE
हिंदी
BAHASA INDONESIA
ITALIANO
NORSK (BOKMÅL)
PORTUGUÊS
ESPAÑOL
TIẾNG VIỆT

Human Resources, Human Rights and Labour Rights

Health, Safety and Environment

Other

Integrity Due Diligence Questionnaire

The information provided in the following questionnaire reflects areas of responsibility for suppliers, customers and other Business Partners to Yara International ASA and group companies ("Yara"). The information you provide will be used to assess your organization's ability conduct business in accordance with Yara's expectations, and will state a basis for your company's recognition of integrity, business ethics, and corporate responsibility. The questionnaire shall constitute an integral part of your obligations under your agreement with Yara, and information provided may be used as part of Yara's standard risk management procedures. Whether your firm is a potential or existing Yara Business Partner, please ensure that all sections of the form are completed and all relevant information is provided where requested.

Please do not leave any answers blank. **The questionnaire should be submitted to Yara within 10 days** to complete the due diligence process efficiently.

INSTRUCTIONS

1. Left-hand side menu shows questionnaire sections to be completed.
2. The questionnaire is auto-saved after each response, but you can also click on "SAVE" button (top-right corner) to save your progress. The work on the questionnaire can be continued later on at your convenience.
3. When all questions are answered, click on the blue "SUBMIT" button in order to send your responses to Yara for assessment. We will reach out to you in case we require further clarifications.
4. If you have any questions or problems, please contact us at idd@yara.com.

START SUBMIT

Complete the IDD Questionnaire

- All questions are mandatory.
- Make sure you answer all questions to continue.
- Upload files in question 1.18a) Company Registration Certificate (or similar) to continue. The system will not allow to Submit the questionnaire if this item is not completed.

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https://survey.exiger.com/Questionnaires/Index?questionnaireInstanceId=36636

IDD Questionnaire

DUE 12/7/2020

ENGLISH (US)

SAVE SUBMIT

All questions are mandatory. Make sure you answer all questions and upload files when required. Otherwise the system would not allow you to SUBMIT.

Overview

Certification and Acknowledgement

Company Data

Anti-Corruption and Integrity

Human Resources, Human Rights and Labour Rights

Health, Safety and Environment

Assessment of Suppliers and Partners

Other

1.18) Please enclose a copy of the following, as applicable

1.18a) Company Registration Certificate (or similar)*

1.18b) Memorandum and articles of association of the company

Other Partner Information

1.19) Do you have experience providing similar types of goods or services?*

Yes

Click the dots (...) to upload files

Select the file and hit "Open" to upload item

Review & Submit the IDD Questionnaire

- The system only allows to Submit when all questions are answered.
- In the left hand menu with all sections, check for any red icon. It indicates the sections with unanswered questions. Navigate by clicking in each section.
- Use Save only for storing the information for you, the process will not be completed and the status of the questionnaire will be pending.
- Click Submit to complete the process by sending the questionnaire back to Yara's Ethics & Compliance team.

The screenshot shows the 'IDD Questionnaire' interface in a browser. The browser address bar shows 'https://survey.exiger.com/Questionnaires/Index?q...'. The page title is 'IDD Questionnaire' with a due date of 'DUE 12/3/2020' and the text 'BUSINESS PARTNER LEGAL NAME'. There is a language dropdown set to 'ENGLISH (US)'. On the right, there are 'SAVE' and 'SUBMIT' buttons. A callout bubble points to these buttons, stating: 'User Save the information and continue later. It does not finalizes the process.' In the left sidebar, there is a list of sections: Overview, Certification and Acknowledgement, Company Data, Anti-Corruption and Integrity, Human Resources, Human Rights and Labour Rights, Health, Safety and Environment, and Other. The 'Health, Safety and Environment' section has a red minus sign icon next to it. A callout bubble points to this icon, stating: 'Red icon: Indicates pending items to answer in this section. Questionnaire can only be sent once all items are answered.' In the main content area, there is a message: 'This is the end of the IDD Questionnaire. When you have completed all answers correctly, please click on the blue "SUBMIT" button. We will review the responses and will get back to you in case we require further clarifications. Thank you for your time.' Another callout bubble points to the 'SUBMIT' button, stating: 'Click SUBMIT to send the questionnaire to Yara and complete your part of the process. Note: clicking SAVE does not conclude your part of the process.' At the bottom right, there is a back arrow and a 'SUBMIT' button.

Support

If you have any problems, please contact us at idd@yara.com