

Raytheon Systems Limited Supplier Evaluation Questionnaire

Questionnaire Responses

Supplementary documentation may be attached to the questionnaire where suppliers have been directed to do so. Such material must be clearly marked with the name of the organisation and the question to which it relates. All questions must be answered.

Please note that Raytheon Systems Limited (RSL) may require clarification of the answers provided or ask for additional information.

The response should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.

Responses will be assessed and further clarifications may be sought before progression to the Approved Vendor List (AVL). This process may take a number of weeks to complete.

1. RETURN DATE FOR QUESTIONNAIRE:

2. CONTACT DETAILS (RAYTHEON POC)

NAME:	
TELEPHONE NUMBER:	
EMAIL:	

To support the RSL drive for increased use of Small and Medium-sized Enterprises (SME's), UK based companies must confirm whether they would be classified as a SME.

A company is determined to be a SME if a minimum of **two** or more of these three characteristics are met:

- annual turnover less than €50m (Euros);
- number of employees less than 250;
- or annual balance sheet total less than €43m (Euros).

Any questions relating to this document should be addressed to the above contact.

Background Information

1.	Name of Organisation:		
2.	Address: (including post code)		
3.	Main Contact Name:		
4.	Main Contact Position:		
5.	Telephone Number:		
6.	E-mail address:		
7.	Website address: (if applicable)		
8.	Address of Registered Office: (If applicable)		
9.	Nature of Organisation: (E.g. sole trader, partnership, Public Ltd co, Private Ltd co etc).		
10.	Nature of Business: (E.g. Electronics Manufacturer, Service etc)		
11.	Number of Employees:		
12.	Full Names of CEO/MD, COO and CFO:		
13.	Company Registration Number:		
14.	VAT Registration Number:		
15.	Dun & Bradstreet Number:		
16.	Hellios (JOSCAR) ID Number:		
17.	Is the organisation a UK based Small or Medium-sized Enterprise (SME)?	YES NO	Not Applicable
18.	Is the organisation owned or controlled (partially or fully) by any Government entity?	YES NO	If Yes, provide detail:
19.	Is the organisation owned or controlled (partially or fully) by any organisation in a Sanctioned country?	YES NO	If Yes, provide detail:

Financial Status/Information

20. BANK DETAILS

Name of Bank:

(From which a financial reference may be sought).

Address:

Sort Code / Bank Key:

Account Number:

Bank BIC / Swift Code:

IBAN / ABA Routing Number:

Account Name:

Currency:

Taxpayer Identification Number (US Suppliers, please submit a W9 – Form with Questionnaire).

E-mail address for Remittance:

Telephone Number:

Accounts contact name:

Telephone Number:
(if different)

Please note Raytheon UK Standard Payment Terms are 30 calendar days from receipt of a valid invoice by accounts payable.

Business Probity

21. Please confirm whether any of the following criteria applies to the organisation:

Has the organisation been the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations?

YES
NO

In the past 10 years, has the organisation or any owner, director or officer of the organisation been convicted, been charged, been the subject of any investigation(s) with respect to the following acts or similar offense? Please check each box:

- | | | | |
|---|-----|----|----|
| a. criminal conspiracy or participation in a criminal organisation: | Yes | or | No |
| b. corruption or bribery: | Yes | or | No |
| c. fraud, fraudulent trading or theft: | Yes | or | No |
| d. tax evasion or other tax-related offences: | Yes | or | No |
| e. money laundering: | Yes | or | No |
| f. misrepresentation: | Yes | or | No |
| g. financial statement fraud: | Yes | or | No |
| h. human trafficking: | Yes | or | No |

Health and Safety

22. Health and Safety Policy

<u>UK Based suppliers only</u> - Does the organisation ensure that it complies with all aspects of the Health and Safety at Work Act (current UK version)?	YES
	NO

<u>Non-UK Based suppliers only</u> - Does the organisation ensure that it complies with all aspects of their local/regional health and safety at work legislation?	YES
	NO
	Reference Act/Legislation:

Does the organisation have processes and procedures to ensure that these regulations are followed?	YES
	NO

Does the organisation have processes and procedures to ensure compliance with all local and international laws and regulations related to modern slavery and/or human trafficking?	YES
	NO

Does the organisation take all reasonable steps to ensure that its business, suppliers and subcontractors are not involved with modern slavery or human trafficking?	YES
	NO

Does the organisation utilise available resources/tools to assess risk in their supply base, such as those provided by the Global Slavery Index (as supplied by Walk Free)?	YES
	NO

Please acknowledge that the appropriate responsible personnel in the organisation are aware of and acknowledge the United Kingdom Government training resources available at the following location:	YES
	NO

[Modern slavery training: resource page - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Diversity, Equity & Inclusion

23. Diversity, Equity & Inclusion

Does the organisation have a policy (or policies) that explicitly communicates: YES

- A zero tolerance approach to discrimination, bullying or harassment of any kind. NO
- The organisation's commitment to Diversity, Equity and Inclusion and its commitment to complying with all statutory obligations around Equal Opportunities and the Equality Act.
- The Protected Characteristics, namely: Sexual Orientation; Gender Identity; Sex; Age; Marriage or Civil Partnership; Pregnancy and Maternity; Disability; Religion or Belief and Race.
- Are you able to provide copies of relevant policies if requested?

Does the organisation provide Diversity, Equity and Inclusion training to employees that is explicitly inclusive of: YES
NO

- The Equality Act 2010 (United Kingdom Suppliers only)
- The Protected Characteristics, namely: Sexual Orientation; Gender Identity; Sex; Age; Marriage or Civil Partnership; Pregnancy and Maternity; Disability; Religion or Belief and Race
- The responsibility of all employees to prevent bullying, harassment or discrimination of any kind.

Does your organisation support the values in Raytheon UK's [Diversity, Equity & Inclusion Charter](#) YES
NO

In the last three years has any finding of unlawful discrimination been made against the organisation by any court or industrial or employment tribunal? YES
NO

Quality/Approvals and Environmental

24. Permits and Registrations

Has the Organisation registered any substances under the REACH regulations that may be supplied to Raytheon UK? YES
NO

If Yes, please advise for Substances of 'Very High Concern' (SVHC), the part numbers, descriptions, the UK site(s) supplied to, the % weight/weight of SVHC(s) contained within or on the article and instructions for the safe use and disposal of these SVHC containing articles.

25. Disposal of Solid and Hazardous Wastes

Does the product/service provided to RSL involve generation or disposal of any waste? YES
NO

Do you monitor your waste streams?	YES
	NO

Are hazardous wastes stored and treated in properly designated facilities on site that will prevent future Environmental impacts?	YES
	NO
If no, are hazardous wastes disposed of properly off site using licensed transporters and treatment facilities?	

Do you verify the licenses of your transporters and proper operations of your storage, treatment and disposal facilities?	YES
	NO

26. Approvals (Only complete if not on JOSCAR)

Ability to supply details of all Quality Assurance & Customer Accreditations (e.g. ISO 9001, 14001, 45001, AS9100 and/or whether the organisation is in the process of attaining further approvals (e.g. NADCAP, Mil etc.)	YES
	NO

If yes, please indicate with whom you are registered and provide certification numbers.

Are you Cyber Essentials Certified?	YES	Date of Certification
	NO	

27. Environmental (Only complete if not on JOSCAR)

Does the Organisation/Facility have an Environmental Management System (EMS) or Policy in operation?	YES
	NO

Has the Organisation been convicted of breaching any Environmental legislation within the last five years?	YES
	NO

Does the Organisation comply with the United Kingdom Producer Responsibility Obligations (Packaging Waste) Regulations and Packaging (essential Requirements) Regulations (or their national equivalent implementation of Directives 94/62/EC)?	YES
	NO
	Not Applicable

Insurance

28. Insurance Coverage (Only complete if not on JOSCAR)

Employers Liability Insurance	YES	or	NO
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Public Liability Insurance	YES	or	NO
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Product Liability Insurance	YES	or	NO
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Professional Indemnity Insurance YES or NO

Other Insurance (please provide details)

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Export Controls

29. Export

Does your company hold a Customs accreditation, such as AEO, CTPAT, Authorised Trader or similar that is recognised under a Mutual Recognised Agreement with the UK? YES
NO

Is so please List the accreditation and reference:

Code of Conduct

30. Raytheon UK Technologies Code of Conduct (Only complete if not on JOSCAR)

Please acknowledge that your organisation is aligned with Raytheon UK's commitment to the highest standards of professional conduct, as set forth in Raytheon UK Technologies Supplier Code of Conduct available at <http://www.rtx.com/suppliers> and that it will comply with the laws and ethical principles in that Code. YES
NO

I declare that to the best of my knowledge the answers submitted in this Questionnaire are correct. I understand that the information will be used in the process to assess my organisation's suitability for RSL's requirements. I understand that RSL may reject this Questionnaire if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

FORM COMPLETED BY

Name:

Position (Job Title):

Date:

Signature:

(A physical or Digital stamped signature is required).
