This applies only to Organizations / Companies which apply for certification to ISO 37001 Standard

Please fill-in the following information:

|  |  |
| --- | --- |
| **Number of Personnel per department involved in “sensitive” activities / processes to bribery** | |
| Top Management | ... |
| Antibribery Management Team | ... |
| Number of personnel involved in preparing offers for customers / bids for tenders | ... |
| Number of personnel involved in procurement, purchasing | ... |
| Number of personnel involved in the communication with customer process | ... |
| Number of personnel involved in the communication with interested parties process | ... |
| Number of personnel involved in the communication with the subcontractors process | ... |
| Number of personnel involved in hiring / managing of personnel | ... |
| Number of personnel involved in financial management | ... |
| **Α. Number of personnel involved in “sensitive” to bribery activities / processes. Total:**  ***(Note: if a person is involved in more than one activities you “count” him/her only once)*** | ... |
| **B. Number of external associates subcontracted to perform “sensitive” to bribery processes per above list:** | ... |
| **Relative factors to the organization’s activities** | |
| 1. **Complexity** | |
| 1. Are you a subsidiary of a multinational company? | ... |
| 1. Are you a subsidiary of a stock exchange company? |  |
| 1. Do you operate abroad? | ... |
| If YES, name the countries: |  |
| 1. If there are more than one sites are their activities the same with the main site? | ... |
| 1. If there are more than one sites are their activities different than the ones of the main site (each site covers part of the Organization’s scope)? | ... |
| If “Yes” for at least one of the d) and c) options, please choose: |  |
| All management & control is done from Headquarters | ... |
| Some activities are managed by the site | ... |
| Each site operates autonomously and updates the headquarters | ... |

|  |  |
| --- | --- |
| 1. **Activity** | |
| 1. Provision of Services / Products to private companies | ... |
| 1. Provision of Services / Products to Public – State Organizations | ... |
| 1. Combination of a) & b) | ... |

|  |  |
| --- | --- |
| 1. **Subcontracting** | |
| 1. We subcontract part of the service provision – production, constantly | ... |
| 1. We use subcontractors when necessary depending on the projects | ... |
| 1. We have / use subcontractors / partners abroad | ... |
| 1. We don’t use subcontractors | ... |
| 1. We participate in a partnership with other companies in bids as necessary | ... |
| 1. **Legal Issues** | |
| 1. Was there an involvement or a conviction in matters of bribery & corruption? (if so choose from the following) | ... |
| * Of your Organization | ... |
| * Of member(s) of Top Management | ... |
| * Of some of your personnel | ... |
| * Of one or more of your subcontractors - associates | ... |
| **Comments:** | |

Instructions:

* This form is always to be send along with Organization Profile (F-2503 form)