

# MICROENTERPRISE WHITELIST APPROVAL GUIDELINE FOR 0-9 EMPLOYEES



Companies will be whitelisted when they fulfill **ALL** of the following criteria:

The confirmation of employees is written on **official company paper** OR **marked with a stamp**

The confirmation includes the following or a synonymous statement:

*"Herby we confirm that the following site has **less than 10 employees incl. temporary employees and external agents.**"*

Statement that the supplier will inform [supplier.sustainability@Scania.com](mailto:supplier.sustainability@Scania.com) if the number of employees changes with the heading **"Microenterprise approval"**

The confirmation includes **date** AND **signature**

Next side shows how the document should be designed



## ***Text to use found below;***

**Please note that the information below needs to be on Official company paper or stamp (from the supplier)**

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### **Confirmation of employee number**

Herby we confirm that the following site has less than 10 employees incl. temporary employees and external agents

Name:

Address:

DUNS:

Contact:

If this employee number will change to more than 10 employees we will inform [supplier.sustainability@Scania.com](mailto:supplier.sustainability@Scania.com)

Date:

2 signatures (from supplier)