

In the 12-month period directly before the COVID-19 outbreak:

Please answer all questions and provide YES, NO or numerical answers where requested. We also welcome additional information and context.

1. What are the maximum number of days from invoice date within which you pay your suppliers (e.g. 30, 60, 90, 180 days)?
2. When is payment for orders typically made (i.e. after shipping, upon receipt of goods, partial payment in advance of production, etc.)?
3. In this period, have you asked suppliers for a discount after placing an order? **Y/N**
 - a. If yes, what percentage of FOB was the discount (if varying, please list all percentages)?
4. Do your contracts have clauses for financial penalties:
 - a. For suppliers for contract non-compliance (e.g. for late delivery, wrong specs etc.)? **Y/N**
 - b. For you (the buyer) to be held financially liable (in the form of a payment premium or otherwise) for changes in orders after a PO has been raised (order volume, order specs, order deadline etc.)? **Y/N**

In the period since the COVID-19 outbreak:

Please answer all questions and provide YES, NO or numerical answers where requested. We also welcome additional information and context.

5. Have you committed to pay in full for:
 - a. All completed orders? **Y/N**
 - b. All in-production orders? **Y/N**
6. Have you extended your usual payment times? **Y/N**
 - a. If yes, what are current payment terms (in days, e.g. 90, 180, 230 etc.)?
 - b. Are you supporting suppliers with access to local finance with a letter of credit or through other means? **Y/N**
7. Have you requested a discount for any orders? **Y/N**
 - a. If yes what, percentage of FOB (if varying, please list all percentages)?
8. Have you taken any other steps (outside of order payment) to ensure workers in your supply chain have been paid wages for March and April, or will be paid wages or otherwise provided for during periods of lockdown? **Y/N**
9. Where production is ongoing, have you taken steps to ensure suppliers are implementing measures to protect garment workers from infection (i.e. social distancing, sanitising practices, providing adequate protective equipment)? **Y/N**
10. Are you paying shareholder dividends? **Y/N or N/A for companies without public shareholders**

11. Please add any additional comments (optional):