



OECD Guidelines for Multinational Enterprises: National Contact Point of Switzerland (NCP)

Checklist for the Submission of a Specific Instance

1. Context

Individuals and interest groups may address the NCP if they wish to raise a company behavior, which might be inconsistent with the OECD Guidelines for Multinational Enterprises (OECD Guidelines). The issue should be raised in the country where the potential violation occurred. If this country is not a signatory of the OECD Guidelines and consequently does not have a NCP, the issue should be raised in the country where the multinational company is headquartered.

The Swiss NCP treats potential violations according to its "[Information on Specific Instance Procedure](#)" (published on the NCP website). The Swiss NCP accepts submissions in German, French, Italian and English.

For a faster service, please include the information and terminology below.

2. Terminology

The Swiss NCP recommends using the following terminology:

- "Swiss NCP": Swiss National Contact Point for the OECD Guidelines for Multinational Enterprises
- "OECD Guidelines": OECD Guidelines for Multinational Enterprises
- "Submitting party": Person or organization submitting the specific instance
- "Responding party": Enterprise or organization concerned by the specific instance

3. Issues

3.1 Summary

- What are the main issues of your submission? Please introduce a summary of the submission.

3.2 Submitting Party

- What is / are the name(s) of the organisation(s) or the individual(s)? Please include names, telephone numbers, postal/email addresses and websites (if available).
- What are the main goals of your organisation?
- How is your organisation governed?
- What are the names of one or several contacts (including position in the organisation, telephone number and email address)?

- Are you filing the submission on behalf of others (e.g. on behalf of a local union or community)?
- What is your interest and motivation in this case?

3.3 Responding Party

- What is the nature of the responding party (e.g. private, listed or state-owned enterprise, other type of organisation)?
- Please also share any other relevant information about the responding party.

3.4 Specific Instance

- In which country/countries/territory has the adverse impact occurred?
- What is the context and situation where the impact occurred?
- Which chapters and provisions of the OECD Guidelines are concerned? Please explain what concretely happened and how the corporate behaviour is linked to the adverse impact.
- Please provide or list documentation (e.g. list of affected persons), reports, testimonies or other types of supporting material (information can be added in the annexes).

3.5 Previous interaction and expectations

- Has your organisation been in contact with the responding party? Is there an ongoing exchange? If so, please give an account of how this was done and the outcome of the contact. The provision of any documentation such as minutes of meetings is helpful.
- Have there been other attempts (e.g. direct dialogue) to resolve the situation? Please describe the outcomes. Please also describe how the responding party reacted to the outcomes of these proceedings.
- Has the submission been brought to the attention of other organisations or other NCP? If so, please give an account of any related measures. Please provide any available documentation such as minutes of meetings, etc.
- Has there been litigation regarding the potential violation? If so, please provide references.
- What is your desired outcome of NCP mediation?
- What actions could the responding party take to resolve the problem?