

DETAILED ASSESSMENT INFORMATION

Introduction and explanations to the requirements of
the RSCI-Assessment-Standard

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INTRODUCTION

1. INTRODUCTION

This Operations Manual describes how Responsible Supply Chain Initiative (RSCI) Assessments are conducted, and how the RSCI Assessment Program is managed.

The purpose of the manual is to:

- Communicate the objectives, scope, process and interpretive guidance for the RSCI Assessment to individuals responsible for assuring that the assessments are conducted in the best manner possible, and that the deviations are appropriately addressed. This includes:
 - Audit body staff (scheme managers, coordinators, reviewers, quality teams)
 - Auditors (second and third party),
 - RSCI Members' staff responsible for interfacing with auditees
 - Auditee relationship managers
 - Auditee management staff
 - RBA and RSCI Staff
 - Assessment Program Management (APM)
 - Quality Management (QM)
- Ensure that appropriate information is provided to auditors and auditees
- Provide a consistent approach to RSCI Assessments and the Corrective Action Plan (CAP) process
- Provide a basis for regularly evaluating the auditors against established performance criteria
- Provide basis for regular feedback into the RSCI Assessment Program with the purpose of continuous improvement

1.1. RSCI Mission Statement

Against the background of rising expectations of civil society, end customers and legislators, as well as the multitude of existing assessment systems and the diversity of customer requirements for supplier companies, compliance with recognized sustainability criteria in the supply chain is of great importance for companies in the automotive industry.

The Association of the German Automotive Industry (VDA) and its members have been committed to greater sustainability for years. A key area here is the question of checking social standards as well as working and environmental conditions in the supply chain. This topic is already being implemented by member companies in different ways and intensities. The member companies of the VDA have set themselves the goal of developing and implementing a common standard.

The Responsible Supply Chain Initiative (RSCI) Assessment Program is a standardised assessment and exchange mechanism for evaluating the sustainability performance of companies in the automotive supply chain and the mutual recognition of the results. The review and exchange process should lead to divisible and comparable results and, by avoiding multiple assessments, reduce the effort for the client and the audited company.

The RSCI Association has set itself the following goal and mission statement:

The RSCI Assessment Program is an integral part of exercising due diligence throughout the automotive supply chain. It aims at developing sustainability within the automotive sector.

The RSCI Assessment Program evaluates the conformity of an assessed location to the RSCI Assessment Requirements with regards to social compliance as well as occupational safety and environmental protection.

The RSCI Assessment Program offers transparent and comparable assessment results that can be shared by the Auditee on a web-based platform. Mutual recognition helps to avoid multiple assessments.

The RSCI Assessment Label confirms that, based on the RSCI Assessment Requirements and Protocol, no indications of fundamental or critical non-conformities were found.

RSCI ASSESSMENT PROTOCOL GUIDANCE

This Annex is adapted from the original RSCI Assessment Protocol Guidance (formerly titled “ASA Auditor Guidance Part II), created by Responsible Supply Chain Initiative e.V (RSCI). Some parts of the document have been adapted to fit the narrative of this manual, without changing the spirit of the original document.

Introduction

This document outlines possible deviations from the RSCI Assessment Requirements and provides detailed guidance for RSCI Auditors on how to assess the different possible conditions that can be found during a RSCI Assessment. This document goes hand in hand with the RSCI Assessment Tool, which helps to raise, grade and document deviations observed during the on-site assessment.

This part is structured along the eleven topic chapters and their respective subchapters:

- A. General Management
- B. Child Labor and Young Employees
- C. Freely Chosen Labor
- D. Employee Rights
- E. Employee Participation
- F. Working Hours and Overtime
- G. Fire Safety and Emergency Evacuation
- H. Occupational Health & Safety
- I. Handling of Chemicals and Hazardous Substances
- J. Environment
- K. Supply Chain Management

Structure of the document

All of the chapters and their respective subchapters have numerous possible underlying deviations, with up to seven possible deviations defined per subchapter.

Example:

Chapter:

G. Fire Safety and Emergency Evacuation

Subchapter:

G.2 Emergency exits and evacuation routes

Deviation:

G.2.4 Missing or inadequate emergency exit signs

All possible deviations per subchapter are listed on the first page of each subchapter, together with explanations of relevant terms (a full glossary can be found in [Annex 6](#)).

Example:

Deviations:

D.1.1 Physical, sexual, psychological, verbal harassment, abuse, intimidation, or bullying without appropriate measures taken by management

D.1.2 Discrimination in recruitment, treatment, terms and conditions, or working conditions based on criteria, which do not relate to skill or merit, but to personal characteristics

D.1.3 Other deviation(s)

D.1.4 No deviation

No (deviation)

In case the Auditor does not observe any deviation from the requirements, in the respective sub-chapter, he / she can tick the *"No (deviation)"* box in the assessment tool.

Example:**D.1.4 No deviation****All of the following apply:****1) No cases of physical, sexual, psychological, verbal harassment, abuse, intimidation, or bullying without appropriate measures taken by management**

All reported cases of **harassment** and / or **abuse** have been adequately managed and prevented from reoccurrence by the auditee's management. An adequate management of reported cases includes:

- There is a person responsible for dealing with cases of harassment and / or abuse.
- There is a clear written procedure in place including all relevant steps to solve reported cases.
- Prompt responses are given from the management to solve reported cases.
- There is a periodic follow-up process in place to ensure that cases do not reoccur.
- There is no evidence that workers who reported a case of inhumane treatment, were treated to their disadvantage or experienced some form of **retaliation** for reporting these cases.

2) No discrimination in recruitment, treatment, terms and conditions, or working conditions based on criteria, which do not relate to skill or merit, but based on personal characteristics

There is no evidence of workers being subject to discrimination in recruitment or working terms and conditions based on criteria which do not relate to skill or merit but based on personal characteristics.

As soon as one of the conditions described in the *"No (deviation)"* text box does not apply at the Auditee's company, the Auditor should note the respective deviation either on the previously outlined deviations (e.g. A.1.1, A.1.2, A.1.3) or under *"Other deviation"*.

Verification methods

The box "Verification methods" is intended to provide additional guidance to the Auditor on how different topics shall be assessed / verified during the assessment; which verification methods shall be used to investigate a topic.

Example:

Verification methods:	
Management Interviews (MI)	✓
Worker Interviews (WI)	✓
Worker Representative Interviews (RI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none">• Employment contracts• Personal documents• Working hour records• Payment records• Records on fees charged to workers• Records on personal loans given to workers
Site Observation (SO)	✓

RSCI Deviations & Gradings

A. General Management

A.1 License to operate and Code of Conduct

Deviations:

A.1.1 No or invalid business license (operating permit) although required by applicable law

A.1.2 No Code of Conduct or insufficient coverage of topics

A.1.3 No or inadequate trainings to cover compliance with the Code of Conduct

A.1.4 Employees or management representatives attempted to bribe the Auditor

A.1.5 Employees or management representatives threatened the Auditor

A.1.6 Denied access to worker interviews, documents or site tour

A.1.7 Falsified records were provided or management refuses to provide real records to the Auditor

A.1.8 Other deviation(s)

A.1.9 No (deviation)

Glossary:

Bribery: Bribery involves someone in an appointed position acting voluntarily in breach of trust in exchange for a benefit. Bribery of the Auditor may include but is not limited to employees or auditee representatives offering, giving, or soliciting an undue advantage or reward that may influence the actions taken by the Auditor, for example in the process of carrying out the assessment and / or documenting findings. Advantages or rewards may take the form of money, gifts, loans, fees, rewards or other advantages (taxes, services, donations, favors etc.).

Business license: Business licenses are permits issued by government agencies that allow individuals or companies to conduct business within the government's geographical jurisdiction. It is the authorization to start a business issued by the local government. A single jurisdiction often requires multiple licenses that

are issued by multiple government departments and agencies. Business licenses vary between countries, states, and local municipalities. There are often many licenses, registrations and certifications required to conduct a business in a single location. In comparison, operating certificates, are licenses issued by governmental agencies allowing a factory to provide a controlled type of operation (e.g. wastewater treatment; dyeing). It does not grant an overall legal status to the factory as such, but only to a type of operations or service. These licenses are generally issued for a limited period of time only.

Code of Conduct: A formal statement of the values, principles and rules of behavior that reflect the beliefs of the auditee and the expectations they have towards their business partners in their supply chain. The Code of Conduct is publicly available and addressed to anyone with an interest in the organization's activities and the way they do business.

Falsified documents: Any document in an auditee's site that is deliberately prepared with the intention of misleading Auditor, government officials or other bodies conducting evaluations / inspections at the site. As opposed to falsified documents, insufficient documents are any documents prepared by the auditee that cannot provide enough information to the Auditor to come to a precise assessment on the situation. Main characteristic of an insufficient document is that it is not specifically designed to mislead the Auditor or other bodies. In order to verify any falsification of documents, the Auditor should pay special attention to:

- Certificate numbers do not vary (e.g. year to year)
- Cut and pasted 'marks' on documents
- Inconsistencies with other records

In order to conclusively prove that documents are falsified, ideally, a combination of methods is used. There are three main ways of identifying falsified documents:

- Management admits openly to falsifying documents
- Clear evidence of falsification (e.g. two working time records found)
- Inconsistent records indicating falsification of records (e.g. announcements on overtime and production records inconsistent with working time records).

A.1.9 No (deviation)

All of the following apply:

1) Valid business license (operation permit) is available, as required by applicable law

The auditee's management can provide (a) valid [business license\(s\)](#) as required by applicable law.

2) Code of Conduct with sufficient coverage of topics

The auditee has a written [Code of Conduct](#) in place. This Code of Conduct includes and adequately documents at least the following topic areas:

- General management;
- Child labor and young employees;
- Freely chosen labor;
- Employee rights;
- Employee participation;
- Working hours and overtime;
- Fire safety and emergency evacuation;
- Occupational health and safety;
- Handling of chemicals and hazardous substances;
- Environment;
- Supply chain management;
- Anti-trust / anti-bribery.

The Code of Conduct is endorsed or approved by the auditee's senior management.

3) Adequate trainings to cover compliance with the Code of Conduct

Records of training of employees and managers on the social commitment (Code of Conduct and / or overview of RSCI criteria) are available. These records conducted show that all relevant topics areas are

covered and that all employees participated in receiving the training. There is evidence that employees and / or management, who participated in the training, are fully aware of the topic areas of the auditee's Code of Conduct.

4) No attempt by employees or management representatives to [bribe](#) the Auditor

Neither employees nor the auditee's management attempted to [bribe](#) the Auditor during, prior and / or after the assessment.

5) No threatening by employees or management representatives to the Auditor

Neither employees nor the auditee's management threatened the Auditor and / or attempted to disrupt the course of the assessment through coercion, deception or interference.

6) Full access to worker interviews, documents and site tour

The Auditor has access to all areas of the Auditee's site that are considered in-scope for the on-site assessment (e.g. dormitories, canteens, production area, work floors, assembly, chemical storage areas etc.). The conducting of worker interviews is granted, and the selection of employees is not influenced by the management. The Auditor has access to all relevant areas on the Auditee's site and the auditee's management provides access to all documents requested by the Auditor.

7) Real and non-falsified records are provided to the Auditor by the management

The auditee's management does not deliberately provide [falsified information](#) to the Auditor with the intention to disguise unfair labor conditions. There are no great discrepancies between different types of documents and employees' testimonies.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (RI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Business license(s) (or operating permit(s)) • Records of inspections conducted by government officials, labor inspectors (if applicable) • Code of Conduct • Training records on the auditee's Code of Conduct and / or the overview of RSCI criteria
Site Observation (SO)	✓

B. Child Labor and Young Employees

B.1 Underage Employees

Deviations:

B.1.1 Direct or indirect employment of children below the minimum age of completion of compulsory schooling as defined by law, which shall not be less than 15 years, unless the exceptions recognized by the ILO apply

B.1.2 Children are present in the production area of the auditee's site

B.1.3 Young employees are employed at night or in hazardous conditions

B.1.4 Missing, incomplete or inadequate age documentation of employees

B.1.5 Other deviation(s)

B.1.6 No (deviation)

Glossary:

Child labor: Work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children; and interferes with their schooling by:

- depriving them of the opportunity to attend school;
- obliging them to leave school prematurely; or
- requiring them to attempt to combine school attendance with excessively long and heavy work
- Worst forms of child labor include slavery and the use of children for illicit activities.

Child employee: Employees under the age for completing compulsory education, under the legal minimum age for employment as defined by applicable law, or under the age of 15 years, unless the exceptions recognized by the ILO apply, whichever is higher.

Hazardous conditions (for young employees): Employment under hazardous conditions includes the exposition to any situation or activity, in or outside of the workplace, that is hazardous and / or likely to jeopardize their physical and mental health, safety or development. Hazardous situations and activities may include but are not limited to:

- heavy lifting and / or operating heavy machinery disproportionate to young employees' size and abilities;
- working the night shift;
- working during school hours although being subject to compulsory education laws;
- any exposure to toluene, lead or other toxic chemicals;
- contact with products which glorify violence and / or are pornographic.

Young employees only carry out work which

- does not prejudice their attendance to school;
- does not require them to attempt to combine school attendance with excessively long and heavy work;
- is supervised by someone who can ensure the tasks carried are not harmful for their health or interfere with their schooling.

Labor agency: An individual or organization who supplies employees for factories. These organizations/individuals can be linked to the government in a country or can be independent. Usually the agency is paid a fee to provide a guaranteed number of employees. Often, the employees' employment contracts are with the agency, rather than the supplier who uses the employees.

Night work: All work which is performed during a period of seven or more consecutive hours during the period from 12am to 5am. In case of young employees this definition applies for a time period after 10 pm.

B.1.6 No (deviation)

All of the following apply:

1) No children are directly or indirectly employed by the auditee

No [children](#), directly employed by the auditee or indirectly employed through a labor agency and / or contractor, are found working on the auditee's site. There is no verified proof of children being occasionally employed on the auditee's site.

2) No children are present in the production area of the auditee's site

No children are present in the production area and / or workplaces of the auditee's site. Children do not have easy access to the production area and / or workplaces of the auditee's site. There are no children present in offices and / or administrative workplaces, which are physically separated from the production area.

3) Young employees are not employed at night or in hazardous conditions

No [young employees](#) are found being employed at [night](#) or in [hazardous conditions](#).

4) Complete and adequate age documentation records of employees are available

Age documentation records are available for all employees. These include information on name and date of birth of the employee, an official governmental stamp or an equivalent official certification. None of the age documentations are medical certificates. All age documentation records provided are not fraudulent.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (RI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none">• Employment contracts (or equivalent written agreements), including agreements with labor agencies• Personal documents of employees, including age documentation records• Policy documents (e.g. age-verification procedure, procedure to avoid children exploitation, child labor remediation procedure)
Site Observation (SO)	✓

C. Freely Chosen Labor

C.1 Forced labor practices

Deviations:

- C.1.1 Usage of bonded labor
- C.1.2 Usage of forced labor
- C.1.3 Restrictions on employees' freedom of movement
- C.1.4 Other deviation(s)
- C.1.5 No (deviation)

Glossary:

Bonded labor: Includes any illegal practice in which employers give high-interest loans and / or charge recruitment and / or hiring fees to employees, which shall not be charged under Annex II, who either individually or as an entire family then work at low wages to pay off the debt (see Annex II for RSCI recruitment fee policy).

Debt bondage: Is an element of bonded labor. It includes the following:

- Employees are paying off a debt (sometimes inherited debt)
- Debt is created by a recruiter providing a loan
- Debt is increased through excessive interest, added charges or account manipulation, making it impossible to pay off
- Debt has no mutually agreed and acceptable terms and conditions and is easily manipulated by the lender.

Forced labor: Any work or services performed which a person is not doing voluntarily, and which is exacted under a threat of some form of punishment, including the loss of rights or privileges. Forced Labor of children and young people is considered one of the worst forms of forced labor.

Personal documents: A piece of written, printed, or electronic matter that provides personal information about an individual. Examples may include, but are not limited to:

- ID
- Passport
- Social Security Card
- Birth Certificate
- Religious records of age
- Work or residence permits
- Travel documents
- Marriage Certificate

C.1.5 (No (deviation))

All of the following apply:

1) No usage of bonded labor

No cases of **bonded labor** through illegal hiring and employment fees are identified. There is no **debt bondage**: Employees do not hold unreasonable substantial loans with excessive interest rates and unreasonable, unclear repayment structure. Any personal loans have a repayment maximum of 10% of the employee's monthly gross base wage, including interest and are to be repaid in up to 6 monthly installments. Employees are only working to pay off a debt to their employer without receiving any salary.

They have a choice about their work and are able to leave the employment relationship before having repaid the debt. There is no unlawful retention of parts of the wages taken from employees to repay their debts. Employees have agreed on loan amounts and repayment terms in writing, have a copy of their agreement, and do clearly understand the repayment terms and conditions.

2) No usage of [forced labor](#)

No withholding of documents: Original [personal documents](#) are not being destroyed, concealed, confiscated, and / or involuntarily held by auditee's management and / or access to these documents is not denied upon requested. Auditee's management does not require or seek to influence employees to sign "voluntary" letters allowing the auditee to hold employees' original identification documents.

No restricting of voluntary employment termination: Employees are not experiencing financial penalties / disadvantages (e.g. requirements to pay an extra fee; final wage for employees who leave employment is withheld) when terminating their employment contract within the giving reasonable notice as required by applicable law. Employment contracts do not contain clauses to limit the employees' ability to voluntarily terminate their employment (e.g. longer period of notice than required by local law).

No involuntary overtime: Employees are not forced to work overtime or not having the freedom to refuse to work overtime.

No deception of employees: There is prior clear communication of contractual terms (e.g. job nature, location, employer) or no differing contractual terms from what has been communicated prior to employment (e.g. before leaving home in case of foreign migrant employees).

3) No restrictions on employees' freedom of movement

Employees are not physically hindered to leave their place of work at the end of a standard work shift or during their work shift (e.g. restriction through security guards). Employees are not restricted in leaving the auditee's site, compound, or dormitories through any form of unreasonable restriction such as locked workplace doors, barriers to the free use of the exit doors, at the end of a standard work day or shift and / or during working time. There is no usage of threats (e.g. threat of firing, reporting to authorities) and / or unlawful consequences (e.g. monetary deductions) for leaving the auditee's site, with reasonable notice given, and / or compound or dormitories at the end of a standard work day or shift and / or during working time. Employees are allowed to leave their work place for specific purposes, such as a bathroom break, a hydration break or to access medical care without obtaining prior permission by the supervisor and / or supervisor keeping track of how long employees are gone and outside of official breaks. Security forces can only be present with strict regulation and without restricting movement of workers. The strict regulation includes a regularly repeated training on how to secure premises with minimum use of force as well as a clear procedure of work. In case the security forces are armed, they need to have background checks, regular training, minimum use of force as well as a clear procedure of work.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (RI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Employment contracts • Personal documents • Working hour records • Payment records • Records on fees charged to employees • Records on personal loans given to employees • Recruitment agency-related documents (e.g.: <ul style="list-style-type: none"> - Contracts with recruitment agency/broker

	- Labor request communication between the auditee's management and the recruitment agency/broker)
Site Observation (SO)	✓

RSCI owned

D. Employee Rights

D.1 Harassment, abusive or discriminatory practices

Deviations:

D.1.1 Physical, sexual, psychological, verbal harassment, abuse, intimidation, or bullying without appropriate measures taken by management

D.1.2 Discrimination in recruitment, treatment, terms and conditions, or working conditions based on criteria, which do not relate to skill or merit

D.1.3 Other deviation(s)

D.1.4 No (deviation)

Glossary:

Abuse: Any form of improper treatment, intentional misuse of power, and / or unjust and wrongful practice towards an individual. Cases of abuse may include, but are not limited to, economic, verbal abuse, mental abuse (psychological, emotional abuse; coercion), physical abuse, corporal punishment, neglect / isolation, intimidation, threat of physical force.

Bullying: The use of force, coercion, or threat, to abuse, aggressively dominate or intimidate. The behavior is often repeated and habitual. One essential prerequisite is the perception (by the bully or by others) of an imbalance of physical or social power. Bullying is a subcategory of aggressive behavior characterized by the following three minimum criteria: (1) hostile intent, (2) imbalance of power, and (3) repetition over a period of time. Bullying is the activity of repeated, aggressive behavior intended to hurt another individual, physically, mentally, or emotionally.

Harassment: Any form of unwanted verbal, non-verbal or physical conduct that humiliates, embarrasses, disturbs, insults, discomforts the affected person and / or affects their dignity at work. Cases of harassment may include, but are not limited to disability harassment, sexual harassment, racial harassment, verbal harassment, abuse of power and authority.

Intimidation: Any intentional behavior that would cause a person of ordinary sensibilities to fear injury or harm.

Retaliation: Any action taken in response to an injury or offense, or to seek revenge. In the workplace, retaliation occurs, when an individual takes, or threatens to take, adverse action against another individual because that person reported or opposed an unethical or unlawful act, participated in a proceeding, or cooperated in an investigation or audit. There are a range of actions and comments that could be construed as retaliation. Examples may include, but are not limited to, the following actions or threats of such action:

- Termination of employment
- Demotion or denial of opportunities for promotion
- Reassignment or transfer to a post with less responsibility
- Unfavorable performance evaluations
- Offensive comments or remarks
- Loss of relationships or isolation
- Removal from a team or project
- Withholding of funding
- Withdrawing delegated authority

Retaliatory actions are materially adverse employment measures that are unjustified and detrimental to the recipient. They do not include behaviors or reasonable actions that are taken to promote the interests of the organization or to encourage a satisfactory level of performance, attendance, and / or conduct.

D.1.4 No (deviation)

All of the following apply:

1) No cases of physical, sexual, psychological, verbal harassment, abuse, intimidation, or bullying without appropriate measures taken by management

All reported cases of [harassment](#) and / or [abuse](#) have been adequately managed and prevented from reoccurrence by the auditee's management. An adequate management of reported cases includes:

- There is a person responsible for dealing with cases of harassment and / or abuse.
- There is a clear written procedure in place including all relevant steps to solve reported cases.
- Prompt responses (within 5 working days) are given from the management to solve reported cases.
- There is a periodic follow-up process in place to ensure that cases do not reoccur.
- Employees who reported a case of inhumane treatment, were not treated to their disadvantage or experienced some form of [retaliation](#) for reporting these cases.

2) No discrimination in recruitment, treatment, terms and conditions, or working conditions based on criteria, which do not relate to skill or merit

Employees are not subject to discrimination in recruitment or working terms and conditions based on criteria which do not relate to skill or merit but based on gender, age, religion, ethnicity, caste, birth, social background, disability, ethnic and national origin, nationality, membership in unions or any other legitimated organisations, political affiliation or opinions, sexual orientation, family responsibilities, marital status, illnesses or any other condition that could give rise to discrimination.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (RI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none">• Payroll records• Personal documents (incl. training records, attendance records, employment contracts (or equivalent written agreements) (incl. agreements with labor agencies) etc.)• Policy documents (recruitment and dismissal procedures and records; documentary evidence of grievances lodged / investigated; documentary evidence of adequate corrective actions / measures taken; disciplinary records)
Site Observation (SO)	✓

D.2 Employment contracts (or equivalent agreements)

Deviations:

D.2.1 Missing, inadequate, or incomplete legal employment contracts (or equivalent written agreement)

D.2.2 Other deviation(s)

D.2.3 No (deviation)

Glossary:

Employment contract (or equivalent written agreements): A voluntary, deliberate, and legally enforceable (binding) agreement between an employer and a employee. Employment contracts can cover a variety of procedures and / or policies that the employee must agree to as a condition of their employment.

D.2.3 No (deviation)

All of the following apply:

1) Complete and adequate employment contracts (or equivalent written agreements)

All [employment contracts](#) (or equivalent written agreements) are available: All employees receive an employment contract (or equivalent written agreement). In case that applicable law does not require a written contract, an equivalent written agreement it is still mandatory. All employment contracts (or equivalent written agreements) are available for review.

All employment contracts (or equivalent written agreements) are adequate: All employment contracts (or equivalent written agreements) are signed by both employer and employee. If changes (to the better or worse) to the terms and conditions of employment are made, these are documented in the employment contract. All employment contracts (or equivalent written agreements) are made available to the employees in a language they understand.

All employment contracts (or equivalent written agreements) are complete: All employment contracts (or equivalent written agreements) include at least the following information:

- terms of employment (permanent etc.);
- working contract cancellation period;
- remuneration
- and terms of payment;
- working place;
- working hours and resting periods;
- annual paid leave;
- benefits if applicable;
- wage withholdings, deductions if applicable;
- attachments on new contractual terms (e.g. information on changes made to the original contract terms).

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (RI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none">• Employment contracts (or equivalent written agreements), incl. agreements with labor agencies
Site Observation (SO)	<p>There may be cases where site observation helps the auditor find more info on this topic, e.g.</p> <ul style="list-style-type: none">• communication boards where any change in law/upcoming change in contracts should be posted in different languages (if applicable)• training announcements on contractual terms/changes to law (if applicable), etc.

D.3 Labor agencies

Deviations:

- D.3.1 Not applicable at the auditee's company
- D.3.2 Labor agency does not act in accordance with applicable law
- D.3.3 Labor agency charges (recruitment) fees to employees
- D.3.4 No or inadequate employment contract (or equivalent written agreement) provided to employees hired by a labor agency
- D.3.5 Undocumented changes to contractual terms of employees hired by a labor agency
- D.3.6 Other deviation(s)
- D.3.7 No (deviation)

Glossary:

Business license: Business licenses are permits issued by government agencies that allow individuals or companies to conduct business within the government's geographical jurisdiction. It is the authorization to start a business issued by the local government. A single jurisdiction often requires multiple licenses that are issued by multiple government departments and agencies. Business licenses vary between countries, states, and local municipalities. There are often many licenses, registrations and certifications required to conduct a business in a single location. In comparison, operating certificates, are licenses issued by governmental agencies allowing a factory to provide a controlled type of operation (e.g. wastewater treatment; dyeing). It does not grant an overall legal status to the factory as such, but only to a type of operations or service. These licenses are generally issued for a limited period of time only.

Employment contracts: A voluntary, deliberate, and legally enforceable (binding) agreement between an employer and a employee. Employment contracts can cover a variety of procedures and / or policies that the employee must agree to as a condition of their employment.

Labor agency: An individual or organization who supplies employees for factories. These organizations / individuals can be linked to the government in a country or can be independent. Usually the agency is paid a fee to provide a guaranteed number of employees. Often, the employees' employment contracts are with the agency, rather than the supplier who uses the employees.

D.3.7 No (deviation)

All of the following apply:

1) In case the auditee's company uses a labor agency, this agency acts in accordance with applicable law
In case the auditee's company engages a [labor agency](#), the auditee's management can provide a valid [business license](#) of the engaged labor agency, which indicates that the agency operates in accordance with applicable law. The auditee's management has a good overview on how the labor agency hires employees (e.g. information on hiring procedures, job postings etc. in order to verify that they are not discriminatory (see [D.1.2](#)) and regularly receives employment documents from the labor agency.

2) In case the auditee's company engages a labor agency, this agency does not charge any (recruitment) fees to the employees

No employee paid a recruitment and / or hiring fee, which shall not be paid according to Annex II, to the labor agency.

For detailed information on recruitment fees, see [Annex II](#) for the RSCI Recruitment Fee Policy.

3) In case the auditee's company engages a labor agency, this agency provides employees with adequate employment contracts (or equivalent written agreements)

The auditee's management can provide [employment contracts](#) (or equivalent written agreements) of the labor agency for all hired employees. For all of the employees' contracts (or equivalent written agreements) provided for review, the following elements are included and in a language the employee understands:

- terms of employment (permanent etc.);
- working contract cancellation period;
- remuneration and terms of payment;
- working place;
- working hours and resting periods;
- annual paid leave;
- benefits if applicable;
- wage withholdings, deductions if applicable;
- attachments on new contractual terms (e.g. information on changes made to the original contract terms).

4) In case the auditee's company engages a labor agency, this agency makes no undocumented changes to contractual terms of employees

For none of the employees, contractual terms have been changed or replaced without being documented

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (RI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Payment records • Employment contracts (or equivalent written agreements), incl. agreements with labor agencies, contracts of employees hired through labor agency
Site Observation (SO)	n/a

E. Employee Participation

E.1 Unions, alternative employee committees and collective bargaining

Deviations:

E.1.1 Employees do not have the right to form or join a union and / or to bargain collectively, where it is permitted by applicable law

E.1.2 Employees do not have the right to form or join alternative employee committees, when union activity is not permitted by applicable law

E.1.3 Management interferes with union or employee committee activities

E.1.4 Other deviation(s)

E.1.5 No (deviation)

Glossary:

Alternative employee committee: A way to formalize employee / employer relationship by involving employees in the decision-making process. It aims at including employees in the negotiation process of general working conditions or any other matter of their importance.

Collective bargaining: The process used by trade unions or employees' representatives and employers to negotiate the provisions that reflect the terms and conditions of employment for employees. It lays out their rights, duties and privileges.

Collective bargaining agreement (CBA): A written contract negotiated through collective bargaining for employees by one or more trade unions with the management of a company (or with an employers' association) that regulates the terms and conditions of the employees at work. This includes regulating the wages, benefits, and duties of the employees and the duties and responsibilities of the employer or employers.

Retaliation: Any action taken in response to an injury or offense, or to seek revenge. In the workplace, retaliation occurs, when an individual takes, or threatens to take, adverse action against another individual because that person reported or opposed an unethical or unlawful act, participated in a proceeding, or cooperated in an investigation or audit. There are a range of actions and comments that could be construed as retaliation. Examples may include, but are not limited to, the following actions or threats of such action:

- Termination of employment
- Demotion or denial of opportunities for promotion
- Reassignment or transfer to a post with less responsibility
- Unfavorable performance evaluations
- Offensive comments or remarks
- Loss of relationships or isolation
- Removal from a team or project
- Withholding of funding
- Withdrawing delegated authority

Retaliatory actions are materially adverse employment measures that are unjustified and detrimental to the recipient. They do not include behaviors or reasonable actions that are taken to promote the interests of the organization or to encourage a satisfactory level of performance, attendance, and / or conduct.

Trade union: An organization of employees who have freely banded together to achieve common goals and better working conditions. The trade union, through its leadership, bargains with the employer on behalf of union members and negotiates labor contracts (collective bargaining) with employers. This may include the negotiation of wages, work rules, complaint procedures, rules governing hiring, firing and promotion of employees, benefits, workplace safety and policies.

E.1.5 No (deviation)

All of the following apply:

1) Where it is permitted by applicable law, employees have the right to form and / or join a union and to bargain collectively

The employees' right to form and / or join a [union](#) or any other form of employees representation is being upheld in practice. Employees can organize themselves independently of management. Employees do not require previous authorization from management to form and / or join a union and can freely conduct union activities (e.g. union meetings and free elections of the union representatives). The management does not actively prohibit to form or join a union although the workforce wishes to do so. Employees are not threatened or experience negative consequences from joining a union and / or any other form of employee representation.

2) Where union activity is not permitted by applicable law, employees have the right to elect their own representatives (e.g. alternative employee committee)

When operating in countries where free and democratic union activity is not permitted by applicable law, employees' right to form and / or join an [alternative employee committee](#) or elect their own representatives is being upheld in practice. Employees can organize themselves independently of management. Employees do not require previous authorization from the auditee's management to form and / or join an alternative employee committee and can freely conduct the committee's activities (e.g. committee meetings and free elections of their representatives). The management does not actively prohibit to form or join an alternative employee committee although the workforce wishes to. Employees are not threatened or experience negative consequences from joining an alternative employee committee.

3) There is no interference with union and / or employee committee or collective bargaining activities. The auditee's management does not interfere with [union](#) and / or [alternative employee committee](#) activities. Recognition of formed trade union and/ or alternative employee committee (e.g. representatives are considered when deciding about important matters for employees). No influence on the formation of and on the election of trade union / alternative employee committee representatives (e.g. management representatives is not present during union / committee meetings or during the election). No provision of financial and / or human resources to the union and / or employee committee, its leadership and / or members. No restricting or denying access to adequate meeting space for the union and / or employee committee during working hours at the auditee's site.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (RI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Recruitment and dismissal records • Payroll records • Promotion records • Training records • Disciplinary records • Documentary evidence of union's and / or employee committee's election • Minutes, documents and financial records from union and / or employee committee meetings from the last 12 months • Collective Bargaining Agreement (CBA)
Site Observation (SO)	<ul style="list-style-type: none"> • Sufficient space for meetings (e.g. In some countries, union representatives must be given their own room to exercise their role)

E.2 Grievance mechanism

Deviations:

E.2.1 No grievance mechanism implemented for employees

E.2.2 Reported retribution for reporting grievances

E.2.3 Grievance mechanism is unknown to employees

E.2.4 Grievance mechanism cannot be used anonymously

E.2.5 Other deviation(s)

E.2.6 No (deviation)

Glossary:

Grievance mechanism: A non-judicial procedure that offers formalized means through which individuals or groups can raise concerns about the impact an organization has on them and can seek remedy. These mechanisms may use adjudicative, dialogue-based or other processes that are culturally appropriate and rights-compatible. According to the United Nations' Guiding Principles, for a grievance mechanism to be effective, it should be legitimate, accessible, predictable, equitable, transparent, rights-compatible, and a source of continuous learning.

Retribution: A punishment inflicted on someone as vengeance for a wrong or criminal act. Examples may include, but are not limited to:

- Termination of the employment contract
- Discrimination (e.g. through differences in pay, promotion, training, hiring)
- Intimidation
- Other penalization

E.2.6 No (deviation)

All of the following apply:

1) A grievance mechanism is implemented for employees

A [grievance mechanism](#) is in place and the written procedure includes all of the following elements:

- Procedure for submission of grievances;
- Responsible person for dealing with reported grievances (e.g. clearing suggestion boxes and reviewing grievances);
- Procedure for handling of reported grievances (e.g. steps from reviewing to communication of further measures taken);
- Timeline for handling grievances (timeliness of response, frequency of review, frequency of communication);
- Procedure for keeping of records (e.g. protocol on all grievances reported and respective measures taken, including dates).
- Grievance Mechanism is free of charge

2) No reported retribution for reporting grievances

Employees have not experienced forms of [retribution](#) after reporting grievances. Retributions may include, but are not limited to:

- Termination of the employment contract;
- Discrimination (e.g. through differences in pay, promotion, training, hiring);
- Intimidation;
- Other penalization

3) Grievance mechanism is known to employees

The [grievance mechanism](#) in place allows easy access for all employees. All of the interviewed employees are aware of its existence. There is communication (i.e. trainings, written information) to ensure that all employees understand how the grievance mechanism works. The grievance mechanism is understood by all employees.

4) Grievance mechanism can be used anonymously

A [grievance mechanism](#) is in place and allows for anonymous reporting of grievances by employees. Therefore, reported grievances which do not include the employee's name and / or signature must still be processed. Employees cannot only report grievances in a manner through which they may be identified by management or other employees (e.g. grievance boxes are placed very prominently in the facility).

Verification methods:	
Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (RI)	✓
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Grievance / complaint records for a period of at least 12 months • Evidence to show actions have been taken for grievance in the past 12 months • Policy and procedures ensuring protection of identity and non-retaliation • Safeguards to prevent reduced protection of identity and retaliation • Monitoring procedures related to protection of identity and retaliation • Policy and procedures to ensure protection of Whistle-blowers and / or users the of the grievance mechanism(s) (internal and external) • Documentary evidence of grievances lodged / investigated • Employment contracts including those related to security personnel, cleaning and other services • Working rules
Site Observation (SO)	✓

F. Working Hours and Payment

F.1 Working hours recording system

Deviations:

F.1.1 No or inadequate system for recording working hours

F.1.2 Missing or inadequate working hour records

F.1.3 Other deviation(s)

F.1.4 No (deviation)

Glossary:

Collective bargaining agreement (CBA): A written contract negotiated through collective bargaining for employees by one or more trade unions with the management of a company (or with an employers' association) that regulates the terms and conditions of the employees at work. This includes regulating the wages, benefits, and duties of the employees and the duties and responsibilities of the employer or employers. Even if the law defines the minimum wage, there may be a CBA agreed at the facility that provides more favorable wages. In that case, the CBA should be taken into account.

Excessive working hours: Any hours worked additional to the allowed overtime (according to legal requirements or CBA, whichever is lower).

Overtime: Overtime refers all hours worked in addition to the regular hours, and should be compensated for with in lieu time off or financial compensation (see also overtime premium).

Subcontractor: An individual or legal entity that signs a contract to perform part(s) or all of the obligations of another's contract. For the purpose of the RSCI Assessment, it refers to business partners, which is appointed by the auditee, to take over – fully or partly – the final production of goods. Subcontractors that are located within the auditee's premise (and that –therefore– share the same site) are referred to as “on-site subcontractors”. All on-site subcontractors are part of the assessment scope and their employees should be considered as employees.

Working hours / hours of work: Refer to the period of time that an individual spends performing paid occupational labor. This means the actual hours of paid “work” by a employee. What is included in working hours is defined in national labor law or in the Collective Bargaining Agreement (CBA). Some countries define break time as paid working time, some countries do not. National labor law should be checked to clarify the definition of what is included in working hours. It is possible that short breaks before and after meals are defined as paid and therefore are working time while lunch or dinner may not. If what is included in working hours is not defined in the national labor law then RSCI accepts that breaks where employees have spare time (to have lunch / dinner, refreshment, rest) and do not involve company-

F.1.4 No (deviation)

All of the following apply:

1) An adequate system for recording working hours is in place

The auditee has a working hour recording system in place. The working hour recording system in place is adequate as all the following apply:

- Exact clock-in / clock-out times are specified, not only overall working time (e.g. 8 hours)
- Daily breaks are included / recorded.
- Overtime hours worked are included / recorded.
- Supervisors or line managers do not punch or swipe employees' cards. Employees themselves are responsible for filling out their own time sheets, punching their own work cards or scanning / swiping their electronic cards to record work start and finish times.

In case the auditee uses a handwritten recording system, employees verify / sign the record of the working hours.

2) None of the time records are missing or inadequate

All working hour records of the requested sample (or at least 70%) are provided for review. Working hours records of employees employed through [subcontractors](#) are also provided for review. Working hour records have not been falsified, duplicated or intentionally been left incomplete. All working hour records (or at least 70%) of the requested sample are adequate, as all of the following applies:

- Time records do not match other relevant records (e.g. payroll records);
- Only the overall working time (e.g. 8 hours) is recorded, but not the exact clock-in / clock-out times;
- Daily breaks are not included / not recorded;
- Overtime hours worked are not included / not recorded;
- In case working hours are recorded manually, these records are not verified / signed by the employees;
- Time records are not accurately adjusted upon request of employees.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (RI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Working hour records • Leave records • Policies and procedures on working hours • Personal documents • Employment contracts • Production records • Pay slips • Payroll records
Site Observation (SO)	✓

F.2 Regular working hours and overtime violations

Deviations:

F.2.1 Excessive working hours above the legal limit, applicable CBA or above 60 hours per week

F.2.2 No rest days granted as required by applicable law, applicable CBA or at least 24 hours of rest after 6 consecutive days of work

F.2.3 No breaks, holidays and / or personal leave / vacation as required by applicable law or applicable CBA

F.2.4 Other deviation(s)

F.2.5 No (deviation)

Glossary:

Collective bargaining agreement (CBA): A written contract negotiated through collective bargaining for employees by one or more trade unions with the management of a company (or with an employers' association) that regulates the terms and conditions of the employees at work. This includes regulating the wages, benefits, and duties of the employees and the duties and responsibilities of the employer or employers. Even if the law defines the minimum wage, there may be a CBA agreed at the facility that provides more favorable wages. In that case, the CBA should be taken into account.

Excessive working hours: Any hours worked additional to the allowed overtime (according to legal requirements or CBA, whichever is lower).

Overtime: Overtime refers all hours worked in addition to the regular hours, and should be compensated for with in lieu time off or financial compensation (see also overtime premium)..

Working hours / hours of work: Refer to the period of time that an individual spends performing paid occupational labor. This means the actual hours of paid "work" by a employee. What is included in working hours is defined in national labor law or in the Collective bargaining agreement (CBA). Some countries define break time as paid working time, some countries do not. National labor law should be checked to clarify the definition of what is included in working hours. It is possible that short breaks before and after meals are defined as paid and therefore are working time while lunch or dinner may not. If what is included in working hours is not defined in the national labor law then RSCI accepts that breaks where employees have spare time (to have lunch / dinner, refreshment, rest) and do not involve company-imposed activities such as training, admin duties are non-working time.

F.2.5 No (deviation)

All of the following apply:

1) Employees do not work overtime hours or only within the allowed limits

All employees are allowed to work 48 regular hours per week, the legal limit or the defined working hours in the CBA (whichever is the strictest).

If employees work overtime the hours are not more than the legal limit or the defined overtime in the CBA (whichever is the strictest). The total of regular and overtime working hours are not over 60 hours per week.

2) Employees are always provided with the legally mandated rest day or at least 24 hours of rest after 6 consecutive days of work

3) Breaks, holidays and personal leave / vacation as required by applicable law or CBA

All employees of the requested sample are allowed to take all legally mandated breaks (long or short) during their working shift. None of the employees of the requested sample are working on public or national holidays off work without being provided with compensatory rest. None of the employees of the requested sample are not allowed to take vacation or personal leave as stipulated by applicable law because e.g. auditee's management denied their requests, without giving reasonable explanation.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (RI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Employment contracts • Leave records • Overtime records • Pay slips • Payroll records • Personal documents • Policies and procedures on working hours • Production records • Working hour records • Collective Bargaining Agreement (CBA), if applicable
Site Observation (SO)	✓

F.3 Wage record keeping

<p>Deviations:</p> <p>Glossary:</p> <p>Collective bargaining agreement (CBA): A written contract negotiated through collective bargaining for employees by one or more trade unions with the management of a company (or with an employers' association) that regulates the terms and conditions of the employees at work. This includes regulating the wages, benefits, and duties of the employees and the duties and responsibilities of the employer or employers. Even if the law defines the minimum wage, there may be a CBA agreed at the facility that provides more favorable wages. In that case, the CBA should be taken into account.</p> <p>Excessive working hours: Any hours worked additional to the allowed overtime (according to legal requirements or CBA, whichever is lower).</p> <p>Overtime: Overtime refers all hours worked in addition to the regular hours, and should be compensated for with in lieu time off or financial compensation (see also overtime premium).</p> <p>Overtime premium: A wage paid above the basic daily or hourly wage to compensate for time worked beyond the normal working schedule. This premium should be described in a country's labor laws. In countries where a premium rate for overtime is not regulated by law or there is no Collective Bargaining Agreement, employees shall be compensated for overtime at the auditee's premium rate or at a premium rate equal to prevailing industry standards, but at least 125% of normal pay, whichever is higher. Overtime may also be remunerated with time-off via a so called "banking hour system". This banking hour system has to be in compliance with applicable law.</p> <p>Payroll records: A form of documentation which must be maintained by an employer for all individuals in the workplace. This includes the number of hours worked, average pay rates, and deductions for each employee. Payroll records also contain information about health plan contributions, bonuses and sick pay within the last year.</p> <p>Pay slip: A note given to an employee when they have been paid, detailing the amount of pay given, and the</p>

F.3.7 No (deviation)

All of the following apply:

1) All payroll records are complete

There are [payroll records](#) available for the last 12 months. Payroll records of the requested sample are clearly structured, and it does become evident how the different payment structures are defined.

All payroll records of the requested sample include the following elements:

- Monthly salary;
- Hourly wage / piece rate;
- Hours and [overtime](#) worked per day, work carried out during holidays / Saturdays / Sundays and related premium rate.

2) Adequate information on payroll records

The auditee's management does not provide falsified, duplicate or intentionally incomplete [payroll records](#) including verified inconsistencies (verified double books). All payroll records of the requested sample are consistent with wages paid (e.g. pay slips) / information collected through interviews.

3) Transparent payment structure

All parts of the payments are shown in the [pay slips](#). All pay slips of the requested sample show information in a clear, written manner on wages and benefits (including regular and overtime hours worked, overtime payment, wages, bonus, deductions etc.) for each month. All pay slips of the requested sample show the general sum of the monthly salary and clear information on how this was calculated.

4) Pay slips are provided to all employees

All employees of the requested sample are provided with [pay slips](#).

5) Employees understand the payment structure

Less than 30% of employees of the requested sample did not receive explanations (e.g. when they started working) on how the payment is structured (e.g. wage composition including benefits and deductions). Less than 30% of employees of the requested sample are not aware of or do not fully understand their wage composition including the calculation of benefits and deductions.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (RI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Pay roll records • Pay slips • Relevant policy documents • Agency agreements • Collective Bargaining Agreement (if applicable) • Working hour records • Leave records • Policies and procedures on working hours • Working hour records • Personal documents • Employment contracts • Production records

F.4 Payment violations

Glossary:

Collective bargaining agreement (CBA): A written contract negotiated through collective bargaining for employees by one or more trade unions with the management of a company (or with an employers' association) that regulates the terms and conditions of the employees at work. This includes regulating the wages, benefits, and duties of the employees and the duties and responsibilities of the employer or employers. Even if the law defines the minimum wage, there may be a CBA agreed at the facility that provides more favorable wages. In that case, the CBA should be taken into account.

Excessive working hours: Any hours worked additional to the allowed overtime (according to legal requirements or CBA, whichever is lower).

Minimum wage: The lowest hourly, daily or monthly remuneration that employers are legally required to pay to employees for regular working hours. Countries that do not have a minimum wage defined by law rely on employer groups and trade unions to set minimum earnings through collective bargaining. In these cases, the industry prevailing wage applies as a standard. The industry benchmark and reference need to be specified under legal references in this case.

Overtime: Overtime refers all hours worked in addition to the regular hours, and should be compensated for with in lieu time off or financial compensation (see also overtime premium).

Overtime premium: A wage paid above the basic daily or hourly wage to compensate for time worked beyond the normal working schedule. This premium should be described in a country's labor laws. In countries where a premium rate for overtime is not regulated by law or there is no Collective Bargaining Agreement, employees shall be compensated for overtime at the auditee's premium rate or at a premium rate equal to prevailing industry standards, but at least 125% of normal pay, whichever is higher. Overtime may also be remunerated with time-off via a so called "banking hour system". This banking hour system has to be in compliance with applicable law.

Payroll records: A form of documentation which must be maintained by an employer for all individuals in the workplace. This includes the number of hours worked, average pay rates, and deductions for each employee. Payroll records also contain information about health plan contributions, bonuses and sick pay within the last year.

Pay slips: A note given to an employee when they have been paid, detailing the amount of pay given, and the tax and insurance deducted.

Statutory leave: The legal minimum amount of paid holiday that all employees (including temporary and agency staff) are entitled to. Staff who are off sick or on maternity leave still have the right to paid holiday.

F.4.7 No (deviation)

All of the following apply:

1) No violation of applicable minimum wage regulations

2) No violation of overtime compensation

All employees of the sampled pay periods are remunerated for the [overtime](#) hours worked. All employees of the sampled pay periods are paid for the overtime hours worked with a [premium rate](#), at least 125% of normal pay. None of the employees are paid for the overtime hours worked at a lower premium rate than defined by applicable law or established by a [CBA](#).

3) No late payments of wages

In none of the sampled pay periods (shown on the provided [pay slips](#)), wages were paid later than what the terms of applicable law and / or the CBA stipulate. In case the applicable law and / or the CBA does not stipulate the delay period for payments, wages for none of the sampled pay periods (shown on the provided pay slips) were paid 1 month after the last workday of the pay period.

4) No illegal or inadequate deductions

The auditee does not make deductions from wages for disciplinary purposes. Exception to this rule applies only when both of the following conditions exist:

- Deductions from wages for disciplinary purposes are permitted by applicable law; and
- A freely negotiated CBA is in force that permits this practice.

No unauthorized or illegal deductions from wages higher than what is legally permitted, are made (e.g. deposits required for work-related items that employer should buy (e.g. PPE, training), deposits for staying in employment, food allowance deductions, accommodation deductions).

For none of the employees, which received a loan, the percentage deducted from wages is higher than what has been agreed upon between employee and employer. For none of the sampled pay periods, the proportion of wages are unreasonably withheld and paid at the end of the year / at end of contract.

5) No violation of statutory leaves compensation

For all of the sampled pay periods, annual leave is compensated with the basic wage or the average wage per day. For all of the sampled pay periods, other [statutory leaves](#) such as public holidays, sick leaves, maternity leaves etc. are compensated according to the terms stipulated in the applicable law.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (RI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none">• Payroll records• Pay slips• Employment contracts• Personal documents• Relevant policy documents• Agency agreements• Collective Bargaining Agreement (if applicable)
Site Observation (SO)	✓

G. Fire Safety and Emergent Evacuation

G.1 Organization

Deviations:

G.1.1 No organizational implementation of fire safety and emergency evacuation

G.1.2 No trained emergency response team

G.1.3 Other deviation(s)

G.1.4 No (deviation)

Glossary:

Emergency response team: An emergency response team has the authority to direct an organization's response to emergencies in order to ensure the protection of the health and safety of employees, the environment, and property.

G.1.4 No (deviation)

All of the following applies:

1) Organizational implementation of fire safety and emergency evacuation

A person and / or committee responsible for fire safety and emergency evacuation have been nominated at the auditee's company. The responsible person and / or committee have the authority to stop any operation where imminent and serious danger threatens employees' safety and health, to enable employees to safely evacuate the auditee's site when needed, to conduct internal checks to assess possible risks or dangers as required by applicable law and to implement corrective actions upon identification of specific risks or dangers.

The role and tasks of the responsible person and / or committee are specified and documented in writing. Regular trainings on fire safety and emergency evacuation are carried out for the responsible person and / or committee members. The names and roles of responsible people are known to all employees.

2) Trained emergency response team formed at the auditee's company

An emergency response team with the authority to direct the auditee's company's response to emergencies has been formed at the auditee's company. The number of emergency response team members is adequate in relation to the size of the auditee's company, including the number of work floors and the number of employees, as required by applicable law. All team members receive adequate (refreshing) training and are available during all shifts.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Procedure for emergency response (e.g. organigram with responsibilities and related processes) • Training certificates for emergency response team members

	<ul style="list-style-type: none"> • Role description of person or committee in place responsible for fire safety and emergency evacuation
Site Observation (SO)	<ul style="list-style-type: none"> • Information about the emergency response team e.g. on the information board

G.2 Emergency exits and evacuation routes

Deviations:

G.2.1 Imminent hazard through inadequate emergency exits

G.2.2 Inadequate emergency exits

G.2.3 Emergency exit does not lead to a safe place or assembly area

G.2.4 Missing or inadequate emergency exit signs

G.2.5 Inadequate evacuation routes

G.2.6 Other deviation(s)

G.2.7 No (deviation)

Glossary:

Assembly area: A location where staff and visitors can gather in the event of a fire to ensure everyone is in a designated safe area. Fire assembly point signs help to make sure that people will know where to gather following an emergency evacuation.

G.2.7 No (deviation)

All of the following applies:

1) A sufficient number of adequate emergency exits is available at the auditee's site

A sufficient number of adequate emergency exits is available at the auditee's site, in line with applicable law. All emergency exits are free from obstruction, only used for the purpose of emergency evacuation and unlocked at all times. All emergency exits open outwards and to an open and safe area. All emergency exits have proper latching devices, can be opened without any special effort needed, have approved panic hardware installed and are wide enough, as specified in applicable law, to safely evacuate all employees in an emergency.

2) Emergency exits lead to a safe place or assembly area

An adequate safe place or [assembly area](#) has been assigned and all emergency exits lead to this assigned area. The assigned safe place or assembly area is far enough from the auditee's site. The assigned safe place or assembly area is large enough to accommodate all employees who may be on-site at any given time and clear signs leading towards this safe location are installed.

3) Adequate emergency exit signs are available for all exits

All emergency exits on the auditee's site are marked with visible emergency exit signs, illuminated by a reliable light source providing not less than 50 lux, including lighting in the event of a power failure. All emergency exits signs are provided with a translation into the local language, if necessary and are adequately placed so as to be clearly visible from all workplaces.

4) All evacuation routes are adequate

All evacuation routes at the auditee's site are free from obstruction, clearly marked, clearly visible from all workplaces and equipped with properly installed, functioning emergency lights. All evacuation routes are wide enough to safely evacuate employees in an emergency, as specified in applicable law.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Approved building plan / layout • Building structure safety certificate • Building fire safety inspection report • Fire safety certificate • Risk assessment document
Site Observation (SO)	✓

G.3 Emergency lighting

Deviations:

G.3.1 No emergency lighting

G.3.2 Inadequate emergency lighting

G.3.3 Other deviation(s)

G.3.4 No (deviation)

Glossary:

Emergency lighting: The illumination in the building in case of an emergency, incl. work floors during night or darkness in order to guarantee a safe evacuation of the building.

G.3.4 No (deviation)

All of the following applies:

1) Adequate emergency lighting is installed at the auditee's site

For the auditee's site, including all work floors, emergency lighting is installed to illuminate evacuation routes in the event of a power failure. The emergency lighting installed is battery-operated or provided with a backup generator, attached to secondary power sources if required by applicable law, and placed in a manner that it illuminates all aisles, halls, and stairways along the evacuation routes. The emergency lighting is regularly tested to ensure that it is functioning properly (e.g. testing of batteries).

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Risk assessment document • Emergency lighting inspection records
Site Observation (SO)	✓

G.4 Evacuation plans

Deviations:

G.4.1 No or inadequate evacuation plans

G.4.2 Other deviation(s)

G.4.3 No (deviation)

Glossary:

Not applicable

G.4.3 No (deviation)

All of the following applies:

1) Adequate evacuation plans are available at the auditee's site

A sufficient number of evacuation plans are displayed at the auditee's site, as specified by applicable law, or above all major entries, exits and emergency routes within the auditee's site. Evacuation plans specify the auditee's site's floor plan, indicating the current position of the person who is reading the plan. They indicate the location of the closest evacuation routes, including emergency exits, placements of fire extinguishers and any other firefighting equipment. All evacuation plans are posted in a clear and visible manner.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Risk assessment document
Site Observation (SO)	<ul style="list-style-type: none"> • Evacuation plans

G.5 Evacuation drills

Deviations:

G.5.1 No or inadequate evacuation drills

G.5.2 Other deviation(s)

G.5.3 No (deviation)

Glossary:

Not applicable

G.5.3 No (deviation)

All of the following applies:

1) Adequate emergency evacuation drills are conducted regularly

Adequate emergency evacuation drills are conducted regularly, at least every two years or in line with the applicable law. All employees are included in these drills. Drills must be run during all shifts, if there are several shifts. Records of the emergency evacuation drills are available for review, specifying:

- Number of employees who participated;
- Dates;
- Duration of the evacuation process;
- Issues noticed during the evacuation process.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Emergency evacuation drill records
Site Observation (SO)	✓

G.6 Fire alarms

Deviations:

G.6.1 Imminent hazard through missing fire alarm

G.6.2 Inadequate fire alarm

G.6.3 Other deviation(s)

G.6.4 No (deviation)

Glossary:

Fire alarm: Any manual system used to identify or warn all persons in case of a fire emergency within the auditee's site (e.g. alarm buttons, alarm siren). The system can utilize electrical or manual warning devices and is capable of being heard throughout the entire site.

Imminent hazard: Any conditions or practices in any place of employment posing a danger which could reasonably be expected to cause death or immediate serious physical harm. The following conditions must be met before a hazard becomes an imminent danger:

- There must be a threat of death or serious physical harm (i.e. a part of the body is damaged so severely that it cannot be used or cannot be used very well).
- For a health hazard there must be a reasonable expectation that toxic substances or other health hazards are present and exposure to them will shorten life or cause substantial reduction in physical or mental efficiency. The harm caused by the health hazard does not have to happen immediately.
- The threat must be immediate or imminent. This means that you must believe that death or serious physical harm could occur within a short time.

G.6.4 No (deviation)

All of the following applies:

1) There is an adequate and functioning fire alarm system installed at the auditee's site.

The auditee has a [fire alarm](#) system in place, which:

- uses a distinct sound that indicates only fire alarm and not any other type of emergency;
- is audible throughout the auditee's site;
- is available in every area of the auditee's site where many people work or are present throughout the day and night;
- has activation points at various points throughout the auditee's site (e.g. through manual call-points or pull stations);
- includes a visible fire alarm (e.g. flashing light) which is installed in all work areas that require employees to wear hearing protection;
- has a back-up battery or an uninterruptible power supply;
- is regularly tested and / or maintained.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none">• Fire alarm inspection records• Emergency evacuation drill records
Site Observation (SO)	✓

G.7 Fire detection

Information:

G.7.1 Fire detection not required by applicable law

Deviations:

G.7.2 No fire detection although required by applicable law

G.7.3 Inadequate fire detection

G.7.4 Other deviation(s)

G.7.5 No (deviation)

Glossary:

Fire detection: Any device that can automatically sense and warn about indications of fire, such as smoke, heat or gas.

G.7.5 No (deviation)

All of the following apply:

1) There is an adequate fire detection system installed at the auditee's site.

The [fire detection](#) system installed at the auditee's site is available in every area or at least in all areas of the auditee's site where flammable materials are stored, allows for an early warning (e.g. through use of smoke sensors or heat detectors) and has a back-up battery or an uninterruptible power supply.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Fire detection system inspection and maintenance records • Emergency evacuation drill records
Site Observation (SO)	✓

G.8 Fire extinguishers

Deviations:

G.8.1 Imminent hazard through missing fire extinguishers

G.8.2 Missing fire extinguishers

G.8.3 Inadequate fire extinguishers

G.8.4 Inadequate fire loads

G.8.4 Other deviation(s)

G.8.5 No (deviation)

Glossary:

Classes of fire: In line with the European Standard EN 2 and OSHA, combustible materials are classified into five fire classes, depending on the material or fuel involved. The class of fire is important when having to choose the right extinguishing agent. Each fire extinguisher shall bear an indication for which fire classes it can be used.

- Class A fires involve combustible materials such as wood, paper, fabric or waste. Class A fires can be extinguished with water- / air-pressurized water extinguishers or multi-purpose fire extinguishers.
- Class B fires involve flammable liquids, and greases, including gasoline and most hydrocarbon liquids, which should be vaporized for combustion to occur. Class B fires can be extinguished with multi-purpose or CO2 fire extinguishers.
- Class C fires involve flammable gases. Class C fires can be extinguished with multi-purpose or dry chemical fire extinguishers.
- Class D fires involve combustible metals such as magnesium, zirconium, potassium, and sodium. Class D fires can be extinguished with dry powder extinguishers.

Fire loads: Large amounts of easily flammable materials (e.g. palettes, cardboard packaging) stored in inadequate locations (e.g. close to walls or exits). This also refers to the outside of the building.

Imminent hazard: Any conditions or practices in any place of employment posing a danger which could reasonably be expected to cause death or immediate serious physical harm. The following conditions must be met before a hazard becomes an imminent danger:

- There must be a threat of death or serious physical harm (i.e. a part of the body is damaged so severely that it cannot be used or cannot be used very well).
- For a health hazard there must be a reasonable expectation that toxic substances or other health hazards are present and exposure to them will shorten life or cause substantial reduction in physical or mental efficiency. The harm caused by the health hazard does not have to happen immediately.
- The threat must be immediate or imminent. This means that you must believe that death or serious physical harm could occur within a short time.

G.8.6 No (deviation)

All of the following apply:

1) A sufficient number of accessible and adequate fire extinguishers is installed at the auditee's site

All fire extinguishers at each of the work floors at the auditee's site are adequate for extinguishing the potential classes of fire. All fire extinguishers bear clear instruction and warning signs as well as information labels. They are placed at a location where they are easily accessible by employees. They can be properly identified with clear reference to the last maintenance check and due date for the next inspection. All fire extinguishers are firmly mounted to the wall.

2) No inadequate fire loads present at various areas throughout the auditee's site

None of the following inadequate fire loads exist at the auditee's site:

- No separation of combustible materials from ignition sources (e.g. combustible material piled against electrical equipment or heaters);
- No separation and segregation of hazardous materials (e.g. rubber tires, plastic products, combustible fibers, paper products, flammable liquids and gases);

- No adequate storage of discarded packaging materials (e.g. polystyrene, rolls of cardboard, piles of wooden pallets), resulting in congestion;
- No prohibition of smoking in areas where combustible materials are stored.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	n/a
Employee Representative Interviews (WRI)	n/a
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Inspection and maintenance records of firefighting equipment • Risk assessment • Emergency response and fire safety processes/procedures
Site Observation (SO)	✓

G.9 Fire suppression

Information:

G.9.1 Fire suppression not required by applicable law

Deviations:

G.9.2 No fire suppression although required by applicable law

G.9.3 Inadequate fire suppression

G.9.4 Other deviation(s)

G.9.5 No (deviation)

Glossary:

Fire suppression: Any device (e.g. water tanks, automatic fire sprinklers, fire hoses, fire pumps) used to extinguish or prevent the spread of a fire; usually a combination of dry chemicals and / or wet substances.

G.9.5 No (deviation)

All of the following applies:

1) There are adequate fire suppression devices installed at the auditee's site

A sufficient number of accessible [fire suppression](#) devices is installed at the auditee's site. All fire suppression devices are easily accessible, bear clear instruction signs and information labels. They are placed in indoor areas where flammable and hazardous substances are stored and can be properly identified with clear reference to the last maintenance check and due date for the next inspection.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	n/a
Employee Representative Interviews (WRI)	n/a
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Inspection and maintenance records of fire suppression devices • Risk assessment
Site Observation (SO)	✓

H. Occupational Health and Safety

H.1 Organization

Deviations:

H.1.1 No organizational implementation of occupational health and safety

H.1.2 No or undocumented risk assessment

H.1.3 No or inadequate training for employees on occupational health and safety

H.1.4 Other deviation(s)

H.1.5 No (deviation)

Glossary:

Person responsible for occupational health and safety: The purpose of a person responsible for health and safety is to promote a safe working environment at the auditee's site with employee involvement. The responsible person for health and safety will give employees a direct voice in addressing safety concerns throughout the site and is responsible for the correct execution of local law and internal checks regarding health and safety issues. Usually, this person is trained on occupational health and safety issues.

Risk assessment: The formal estimation of the likelihood of suffering damage as a result of identified hazards.

H.1.5 No (deviation)

All of the following apply:

1) A [person responsible for health and safety](#) has been nominated at the auditee's company

An internal or external person responsible for health and safety has been nominated at the auditee's company. A written description of their role and tasks is available. He / she is in charge of the following tasks:

- creation and implementation of policies and procedures (e.g. risk assessments) that support safety initiatives and goals of the auditee's management, in line with applicable law;
- development and update of internal action plans with all necessary protective measures to mitigate or prevent risk and to promote and maintain safe, healthy and hygienic working conditions;
- ensuring employees work in compliance with health and safety policies and procedures, if applicable;
- regular inspection of the work area to identify possible unsafe conditions;
- prompt responsiveness to correct unsafe conditions identified;
- provision of Personal Protective Equipment (PPE) and monitoring of its correct use;

- ensuring that all machineries and equipment are safe and regularly maintained.

2) A documented risk assessment is available at the auditee's company, identifying and assessing the risks of all work area hazards

The documented [risk assessment](#) covers all production activities, work areas, machinery, equipment, chemicals, and other tools at the auditee's site. The assessment has been renewed after major changes have been made at the auditee's site. It identifies potential deficiencies and states in detail the danger and related risk level for employees. Moreover, it describes which kind of personal protective equipment (PPE) needs to be work by employees in which situations. The auditee's management uses the documented risk assessment to develop and maintain an action plan which contains all the necessary protective measures to lower or avoid risk and to maintain safe, healthy and hygienic working conditions.

3) All employees are regularly trained on occupational health and safety issues

All newly hired employees have received a training on occupational health and safety issues. The entire workforce receives regular refresher trainings on occupational health and safety issues. Training programs are provided in a language that employees understand and cover the following topic elements:

- chemicals;
- hazardous substances (including waste);
- hazardous atmospheres and confined space work procedures prior to entry of these confined spaces;
- fire hazards;
- physical hazards;
- correct use of appropriate PPE;
- potential emergencies that may occur at work areas and respective responses to such emergencies;
- machinery safety and the use of safeguards and emergency stops;
- reporting injuries and illnesses.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Documentary evidence of employees' training on occupational health and safety (e.g. certificates, training materials, or training plan for employees and management) • Health and safety manual if applicable • Health and safety committee meeting minutes if applicable • Risk assessment document
Site Observation (SO)	n/a

H.2 Electrical safety

Deviations:

H.2.1 Imminent hazard through inadequate conditions of electrical installations

H.2.2 Inadequate conditions of electrical installations

H.2.3 Other deviation(s)

H.2.4 No (deviation)

Glossary:

Electrical installations: Any fixed parts of electrical circuit or electrical infrastructure, such as wiring, junction boxes, distribution boards.

Imminent hazard: Any intentional or negligent damages to, or adverse changes of a natural resource, causing significant polluting effects on air, waters and soils.

H.2.4 No (deviation)

All of the following apply:

1) All electrical installations at the auditee's site are in adequate conditions

Junction boxes, distribution panels or similar electrical equipment are covered, not damaged or misused. All wiring is done adequately (e.g. insulated, protected from mechanical damage or extreme heat). Zip wiring or extension cords are covered and equipped with proper industrial connections. No material is stored in high voltage areas. Adequate electrical hazard warning signs are available.

All electrical control cabinets (e.g. electrical junction boxes, electrical control rooms, fuse boxes, switch boards) are free from obstruction, fitted with fully operational emergency cut-off switches, only accessible for authorized personnel and made of fireproof material. A documented inspection of electrical installations or electrical control cabinets is available at the auditee's site.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	<i>optional</i>
Employee Representative Interviews (WRI)	n/a
Documentary Evidence (DE)	<ul style="list-style-type: none">• Certificates of operators for special equipment or machinery• Power generator inspection certificate• Electrical safety inspection and maintenance records• Risk assessment• Relevant processes/procedures on electrical safety
Site Observation (SO)	✓

H.3 Machine and special equipment safety

Information:

H.3.1 Not applicable at the auditee's company

Deviations:

H.3.2 Imminent hazard through inadequate usage or conditions of machines and special equipment

H.3.3 No or inadequate safeguards

H.3.4 Missing safety instructions or warning signs

H.3.5 Other deviation(s)

H.3.6 No (deviation)

Glossary:

Imminent hazard: Any conditions or practices in any place of employment posing a danger which could reasonably be expected to cause death or immediate serious physical harm. The following conditions must be met before a hazard becomes an imminent danger:

- There must be a threat of death or serious physical harm (i.e. a part of the body is damaged so severely that it cannot be used or cannot be used very well).
- For a health hazard there must be a reasonable expectation that toxic substances or other health hazards are present and exposure to them will shorten life or cause substantial reduction in physical or mental efficiency. The harm caused by the health hazard does not have to happen immediately.
- The threat must be immediate or imminent. This means that you must believe that death or serious physical harm could occur within a short time.

Safeguard: A device designed to protect employees from points of operations, revolving and rotating parts, live electrical contacts, and other parts of machines and operations.

H.3.6 No (deviation)

All of the following apply:

1) All machines or special equipment used at the auditee's site are in a safe condition and used in a safe manner

All machines or special equipment with exposed, moving, or mechanical parts are equipped with [safeguards](#). No machines or special equipment are used which constitute a serious danger to employees' life or limb. Employees only operate machines or special equipment which are functioning properly. Inspections, valid insurances or certifications for machines are available at the auditee's site, as required by applicable law.

2) All safeguards are adequate

All machines or special equipment have adequate safeguards, which:

- prevent hands, arms, and any other parts of an employee's body from making contact with dangerous moving parts;
- are firmly secured or cannot be easily removed;
- prevent objects from falling into the moving parts;
- allow for safe, comfortable, and relatively easy operation of the machine.

For all machines and special equipment fitted with an own emergency power shut-off switch, this switch is within easy reach of the usual operator position. Maintenance records of machines and special equipment, carried out by competent personnel, are available at the auditee's site.

3) Adequate safety instructions or warning signs are available for all machines and special equipment

Adequate safety instructions or warning signs are available for all machines and special equipment with exposed, moving, or mechanical parts. Safety instructions or warning signs:

- identify potential hazards;
- are provided in a language, employees understand;
- match the machines and their potential hazards;
- are clearly visible.

Verification methods:	
Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Certificates of operators for special equipment or machinery • Valid equipment inspection certificates as per applicable regulation • Machine inspection and maintenance reports • Risk assessment
Site Observation (SO)	✓

H.4 Personal protective equipment (PPE)

Deviations:

H.4.1 No personal protective equipment (PPE) provided to employees

H.4.2 Inadequate type of PPE

H.4.3 Inadequate usage of PPE

H.4.4 Missing or inadequate warning signs

H.4.5 Other deviation(s)

H.4.6 No (deviation)

Glossary:

Personal Protective Equipment (PPE): Safety equipment worn by employees to prevent or minimize exposure to workplace hazards. Examples include but are not limited to eyewear, face shields, ear plugs, hard hats, gloves, foot protection, respirators. Personal protective equipment must only be considered as a hazard control measure after all practical engineering controls (e.g. installing ventilation equipment to remove air contaminants.) and administrative controls (e.g. limiting the amount of time employees may do a task) have been used and there still remains a need for additional protection. It is important to always provide employees with the PPE adequate for the respective task to be carried out (e.g. eye / face protection when drilling, sanding, grinding, welding; safety shoes when working in mechanical, construction).

H.4.6 No (deviation)

All of the following apply:

- 1) Adequate **PPE** is provided to all employees who engage in potentially hazardous work or perform other tasks that require PPE
- 2) Employees who engage in potentially hazardous work or perform other tasks that require **PPE**, wear the adequate PPE correctly

3) Adequate warning signs or labels are posted in all work areas, in which potentially hazardous work or tasks are carried out which require [PPE](#)
 All warning signs or labels indicate the correct usage of the required PPE.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Purchase invoices of the PPE bought by the auditee • PPE distribution records • Risk assessment document
Site Observation (SO)	✓

H.5 Work area hazards

Deviations:

- H.5.1 Imminent hazard through dangerous conditions in the work area
- H.5.2 Unsafe working conditions
- H.5.3 Other deviation(s)
- H.5.4 No (deviation)

Glossary:

Imminent hazard: Any conditions or practices in any place of employment posing a danger which could reasonably be expected to cause death or immediate serious physical harm. The following conditions must be met before a hazard becomes an imminent danger:

- There must be a threat of death or serious physical harm (i.e. a part of the body is damaged so severely that it cannot be used or cannot be used very well).
- For a health hazard there must be a reasonable expectation that toxic substances or other health hazards are present and exposure to them will shorten life or cause substantial reduction in physical or mental efficiency. The harm caused by the health hazard does not have to happen immediately.

The threat must be immediate or imminent. This means that you must believe that death or serious physical harm could occur within a short time.

H.5.4 No (deviation)

All of the following apply:

- 1) Working conditions are safe at all of the auditee's work floors.
 - All aisles, stairways, and work areas are free of tripping hazards;
 - No employee is endangered of being hit by falling objects due to inadequate storage of materials;
 - Stairways and elevated work areas lack adequate guard- and handrails;
 - Windows or doors on the work floors allow for ventilation;

- Combustible materials are stored in adequate areas with fire detection and protection.
- Elevated work platforms are rated for their load capacity;
- Adequate lighting is provided on all work floors;
- Adequate facilities for washing and / or drying hands are provided.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Risk assessment document • Action plan for safe, healthy and hygienic working conditions • Inspection and maintenance records • Official building certificate • Accident records and statistics
Site Observation (SO)	✓

H.6 First aid

Deviations:

H.6.1 Missing first aiders

H.6.2 Irregular first aid training

H.6.3 Inadequate first aid supplies

H.6.4 Other deviation(s)

H.6.5 No (deviation)

Glossary:

First aid supplies: Materials, tools and equipment used to respond to work accidents or incidents. They include first aid boxes, eye wash stations, emergency showers, fire blankets, defibrillators etc.

H.6.5 No (deviation)

All of the following apply:

1) A sufficient number of first aiders have been appointed at the auditee's company

A sufficient number of first aiders have been appointed at the auditee's company. The assessment whether there is a sufficient number of first aiders available at the auditee's site, shall be based on following calculation: The auditee's total workforce (X) times 10% equals the minimum required number of first aiders (Y).

2) Appointed first aiders are trained regularly

All appointed first aiders are regularly trained on first aid as required by applicable law or at least every five years. Documentation of refresher trainings for first aiders is available for review.

3) First aid boxes on all work floors are adequate

First aid boxes on all work floors include non-expired supplies which are fully stocked as required by applicable law or at least according to general recommendations. First aid boxes are clearly visible, bear relevant signs and are freely accessible.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Risk assessment document • Action plan for safe, healthy and hygienic working conditions • First aid training certificates
Site Observation (SO)	✓

I. Chemicals and Hazardous Substances

I.1 Labeling and identification of chemicals and hazardous substances

Information:

I.1.1 Not applicable at the auditee's company

Deviations:

I.1.2 No or inadequate inventory list

I.1.3 No or inadequate Safety Data Sheets (SDS)

I.1.4 No or inadequate labeling of chemical containers

I.1.5 No or inadequate safety warning signs indicating hazards

I.1.6 Inventory listing or use of prohibited substances

I.1.7 Other deviation(s)

I.1.8 No (deviation)

Glossary:

CAS number: A unique numerical identifier assigned by the Chemical Abstracts Service (CAS) to every chemical substance described in the open scientific literature.

Chemical inventory list: A list gathering information for all chemicals stored and used at the auditee's site. This list is essential to keep track of the applied chemicals, to ensure compliance with the Manufacturing Restricted Substances List (MRSL), to provide chemical hazard information to emergency responders, and to minimize unnecessary stockpiling of chemicals.

Chemicals: Different solids, liquids and gases that are used to produce specific effects on other substances. Chemicals include substances that may be present in all sites such as paint, oil, degreasers, and solvents. It also includes cleaning and washing agents.

Global Automotive Declarable Substance List (GADSL): The GADSL is the result of the efforts of a global team from the automotive, automotive parts supplier (tier supplier) and chemical/plastics industries who

have organized the Global Automotive Stakeholders Group (GASG). It is a single, globally harmonized and recognized list with clear criteria to exchange information regarding the material and substance composition of automotive parts.

Hazardous chemical exposure: Hazardous chemicals and the special risks attributed to them can be identified through the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). GHS labels include hazard symbols, signal words (“danger” or “warning”) and Hazard)- sentences. Additionally, they may also include Precautionary)-sentences.

Hazardous chemicals: Being exposed to hazardous chemicals can cause a wide variety of short and long-term harm for employees, ranging from mild irritation to death. The risk depends on the dose, concentration and duration of exposure, the exposure route (inhalation, skin contact or ingestion), the mixing of the chemical with other hazardous substances, and the individual’s personal sensitivity to the substance. Many governments set maximum exposure standards for known hazardous substances but, because the effects of long-term exposure to multiple substances and personal sensitivities are rarely considered when developing such exposure standards, exposure should be always be kept as low as possible.

Manufacturing Restricted Substances List (MRSL): A list of chemical substances subject to a usage ban or acceptable limits of restricted substances in chemical formulations, which are used in the raw material and product manufacturing processes.

Safety Data Sheet (SDS): It provides users of chemicals with the necessary information (e.g. potential hazardous effects, physical and chemical characteristics, recommendations for appropriate personal protective equipment and handling of (hazardous) wastes) to help them protect human health and the environment. If a hazardous substance is registered in a quantity above 10 tons per year per registrant, an extended safety data sheet, with exposure scenarios attached, has to be supplied.

1.1.8 No (deviation)

All of the following apply:

1) An adequate chemical inventory list is available at the auditee’s site

A [chemical inventory list](#) is available at the auditee’s site, including the entire requested sample of chemicals. The chemical inventory list specifies all of the following elements:

- chemical’s name, including a description of the chemical’s physical state (e.g. dry, liquid, gas);
- chemical supplier;
- [CAS number](#);
- volume purchased (e.g. number of containers);
- date of purchase.

2) Adequate Safety Data Sheets (SDS) are available at the auditee’s site

Adequate [SDS](#) are displayed at the auditee’s production area and where chemicals are used for the entire requested sample of [chemicals](#) or hazardous substances. SDS are easily accessible for employees, are provided in a language, employees understand, include basic information and instructions on the proper storage of the respective chemical or hazardous substance and are up to date.

3) All chemical containers bear adequate labels

4) The site does not list or use any prohibited substances in accordance with GADSL or mercury.

The entire requested sample of [chemical](#) containers bears a clear label, identifying the content of the container or name of the chemical. Labels are provided in a language, employees understand, provide instructions on how to safely use the chemical, contain a warning phrase or sign indicating the chemical’s associated [hazard\(s\)](#) if applicable. Warning signs indicate the potential hazard(s) employees are exposed to and the required use of appropriate PPE. They are clearly displayed, large enough to be visible to those

intended to see them, written in a language, employees understand and provided in a material that resists deterioration or dissolution from weather or similar external effects.

4) Adequate warning signs, identifying potential hazards, are posted in all risk areas at the auditee's site
 Warning signs, identifying potential **hazards**, are posted in all risk areas at the auditee's site (e.g. chemical storage, working areas where chemicals or hazardous substances are constantly used or applied).
 Warning signs are provided in a language, employees understand, match the chemicals or hazardous substances used and their potential hazards, and are clearly visible.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	n/a
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Lists of restricted / banned chemicals for manufacturing (e.g. MRSL list, Global Automotive Declarable Substance list) • Chemical inventory or stock list • ZDHC positive list • Documented emergency response
Site Observation (SO)	✓

I.2 Storage of chemicals and hazardous substances

Deviations:

I.2.1 No or inadequate storage of chemicals or hazardous substances

I.2.2 Other deviation(s)

I.2.3 No (deviation)

Glossary:

Chemicals: Different solids, liquids and gases that are used to produce specific effects on other substances. Chemicals include substances that may be present in all sites such as paint, oil, degreasers, and solvents. It also includes cleaning and washing agents.

Hazardous chemicals: Hazardous chemicals and the special risks attributed to them can be identified through the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). GHS labels include hazard symbols, signal words ("danger" or "warning") and Hazard- sentences. Additionally, they may also include Precautionary)-sentences.

Secondary containment: A container or other structure outside the primary container that is used to keep chemicals from leaking onto building or equipment surfaces or the environment (soil/groundwater, rivers).

I.2.3 No (deviation)

The following applies:

1) Designated and separate storage areas for chemicals or hazardous substances are available at the auditee's site.

All designated and separate storage areas for [chemicals](#) or hazardous substances available at the auditee's site are adequate. Storage areas provide [secondary containment](#), which is adequate to contain the chemical stored within the largest container at the auditee's site. Storage areas have no lacks in their bottom sealing, are equipped with spill kits for containment and absorption of different substances and provide fire-fighting equipment (e.g. fire hoses, fire extinguishers).

Chemicals or hazardous substances are adequately stored in the designated and separate storage area. All of the stored chemical containers are kept closed or are capped. Secondary containment is available for all chemicals stored in single quantities of ≥ 5 liters. Incompatible chemicals or hazardous substances (e.g. chemicals that may react with each other) are stored with adequate separation and according to their hazard classification. Access to the chemical storage area is restricted to authorized personnel only, all storage areas are well ventilated and clean.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	n/a
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none">• Chemical inventory or stock list• SDS• Training documents• Documented emergency response
Site Observation (SO)	✓

I.3 Exposure and response to chemicals and hazardous substances

Deviations:

I.3.1 No emergency procedure for cases of chemical exposure

I.3.2 Imminent hazard through dangerous conditions of chemicals or hazardous substances or prohibited substances

I.3.3 No or inadequate eye-wash or shower station near chemical handling section or storage area

I.3.4 No spill kits near chemical handling section or storage area

I.3.5 Other deviation(s)

I.3.6 No (deviation)

Glossary:

Chemicals: Different solids, liquids and gases that are used to produce specific effects on other substances. Chemicals include substances that may be present in all sites such as paint, oil, degreasers, and solvents. It also includes cleaning and washing agents.

Global Automotive Declarable Substances List (GADSL): The GADSL is the result of the efforts of a global team from the automotive, automotive parts supplier (tier supplier) and chemical/plastics industries who have organized the Global Automotive Stakeholders Group (GASG). It is a single, globally harmonized and recognized list with clear criteria to exchange information regarding the material and substance composition of automotive parts.

Hazardous chemical exposure: Hazardous chemicals and the special risks attributed to them can be identified through the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). GHS labels include hazard symbols, signal words (“danger” or “warning”) and Hazard)- sentences. Additionally, they may also include Precautionary)-sentences.

Hazardous chemicals: Being exposed to hazardous chemicals can cause a wide variety of short and long-term harm for employees, ranging from mild irritation to death. The risk depends on the dose, concentration and duration of exposure, the exposure route (inhalation, skin contact or ingestion), the mixing of the chemical with other hazardous substances, and the individual’s personal sensitivity to the substance. Many governments set maximum exposure standards for known hazardous substances but, because the effects of long-term exposure to multiple substances and personal sensitivities are rarely considered when developing such exposure standards, exposure should be always be kept as low as possible.

Imminent hazard: Any conditions or practices in any place of employment posing a danger which could reasonably be expected to cause death or immediate serious physical harm. The following conditions must be met before a hazard becomes an imminent danger:

- There must be a threat of death or serious physical harm (i.e. a part of the body is damaged so severely that it cannot be used or cannot be used very well).
- For a health hazard there must be a reasonable expectation that toxic substances or other health hazards are present and exposure to them will shorten life or cause substantial reduction in physical or mental efficiency. The harm caused by the health hazard does not have to happen immediately.
- The threat must be immediate or imminent. This means that you must believe that death or serious physical harm could occur within a short time.

Spill kits: Materials to control spills of chemicals or hazardous substances. Examples of spill kit items may include neutralizing agents, inert absorbents (e.g. sand), chemical resistant bags. For small amounts (< 5 liters) of low risk chemicals it might be sufficient to have towels or a cleaning rag available.

I.3.6 No (deviation)

All of the following apply:

1) A written emergency procedure for cases of chemical exposure is available at the auditee’s site

A written emergency procedure is available at the auditee’s site, documenting the auditee’s emergency procedure in case of spills, leakages or other forms of [exposure to chemicals](#). The written procedure specifies all of the following elements:

- Immediate actions which are necessary in response to leakages, spills, exposure;
- Necessary equipment to respond to emergencies;
- Person responsible for supervising emergency responses;
- Emergency phone numbers and employee notification procedures;
- Evacuation procedures;

- Emergency trainings and drills;
- Appropriate [spill kits](#) to be used in cases of chemical exposure;
- Appropriate PPE to prevent chemical exposure;
- Appropriate first aid supplies to be used in cases of chemical exposures;
- Appropriate fire detection and suppression equipment.

2) No imminent hazard from dangerous conditions of chemicals or hazardous substances, are observed at the auditee's site

Employees are not exposed to obvious odor, visible and dangerous fumes, dust or dangerous gas levels. They are not exposed to large-scale chemical spills or to spills of especially [hazardous chemicals](#). Incompatible chemical materials are stored with adequate separation.

3) Adequate eye-wash and shower stations are available at the auditee's site

All employees who handle [chemicals](#) or hazardous substances which require immediate access to an eye-wash or shower station have immediate access to these stations (stations reachable within 10 seconds). All eye-wash and shower stations can be operated without the use of hands. All eye-wash and shower stations are clean, have sufficient water pressure and are up to date.

4) Adequate spill kits for handling chemical spillages or leakages are provided in all areas where chemicals are used or stored

Adequate [spill kits](#) for handling chemical spillages and leakages are provided in all areas where chemicals are used or stored. Spill kits are placed in locations where employees can easily access them. They include different materials for containing and absorbing the different chemicals used or stored at the auditee's site. Documentation of regular inspections of these spill kits is available at the auditee's site.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	✓
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Documented emergency response procedure • Risk assessment documents • Documented emergency response
Site Observation (SO)	✓

J. Environment

J.1 Organization

Deviations:

J.1.1 No organizational implementation of environmental management

J.1.2 No or inadequate environmental risk and impact assessment

J.1.3 Imminent environmental hazard through inadequate air, waste, wastewater or chemical emissions

J.1.4 Other deviation(s)

J.1.5 No (deviation)

Glossary:

Imminent environmental hazard: Any intentional or negligent damages to, or adverse changes of a natural resource, causing significant polluting effects on air, waters and soils.

Harmful environmental impacts: Any harmful soil change, water pollution, air pollution, harmful noise emission, or excessive water consumption that a) significantly impairs the natural base for the preservation and production of food, b) denies a person access to safe and clean drinking water, c) makes it difficult for a person to access sanitary facilities or destroys them or d) harms the health of a person.

Person responsible for environmental management: The purpose of a person responsible for environmental management is to ensure that all legally required environmental permits are valid and available at the auditee's site and environmental risks are identified and resolved. He or she oversees environmental compliance, manages environmental issues throughout the site and is responsible for the correct execution of local law and internal checks regarding environmental issues. Usually, this person is trained on environmental compliance and environmental management issues.

J.1.5 No (deviation)

All of the following apply:

1) Organizational implementation of environmental management

A [person responsible for environmental management](#) has been nominated at the auditee's company. He / she is in charge of the following tasks:

- Ensuring that all environmental permits required by applicable law are valid and available;
- Enabling the identification and prompt resolution of environmental risks;
- Enabling the avoidance or mitigation of any harmful environmental impacts;
- Enabling employees to report immediately to their supervisors any situation which may present an imminent environmental hazard and / or environmental non-compliance;
- Ensuring immediate access to auditee's management in case of imminent environmental hazards and / or environmental non-compliance;
- Executing internal checks or risk assessments to assess possible environmental risks, as required by applicable law;
- Developing and implementing policies and procedures that support environmental initiatives and goals of the auditee's management, in line with applicable law.

A written description of the nominated person's role and tasks is available at the auditee's company and their name and role is clearly communicated.

2) Adequate environmental risk and impact assessment

A documented environmental risk and impact assessment is available at the auditee's company. The risk assessment:

- Covers all production activities, work areas, machinery, equipment, chemicals, and other tools at the auditee's site;
- Identifies any potential environmental risks and harmful environmental impacts and describes the harm to the environment and a person they might cause;
- Evaluates the risk in terms of occurrence;
- Identifies and describes counter measures to prevent the occurrence of risks;
- Is reviewed at regular intervals or renewed after major changes have been made at the auditee's site.

3) No imminent environmental hazards through inadequate air, waste, wastewater or chemical emissions present at the auditee's site

None of the following conditions are present at the auditee's site or in direct proximity,, presenting an [imminent environmental hazard](#):

- Toxic air;
- Waste;

- Noise emissions
- Untreated wastewater;
- Large and / or continuous spills or leakages of chemicals.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	<i>optional</i>
Employee Representative Interviews (WRI)	✓
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Environmental risk assessment document • Records of materials' emission and discharge of potential pollutants or wastes • Certificates and environmental licenses
Site Observation (SO)	✓

J.2 Hazardous and non-hazardous waste management

Deviations:

J.2.1 Inadequate handling, collection storage and disposal of hazardous waste

J.2.2 Inadequate handling of non-hazardous waste

J.2.3 Other deviation(s)

J.2.4 No (deviation)

Glossary:

Hazardous waste: A solid waste which, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may: (a) pose a significant or potential hazard to human health or the environment when improperly treated, stored or disposed of, or otherwise mismanaged; or (b) cause or contribute to an increase in mortality, or an increase in irreversible or incapacitating illness. Examples of hazardous waste include, but are not limited to:

- Spent chemicals, such as bleach, solvent-based paint, flammable solvents, caustic cleaners, lubricants, emulsions
- Used oil and un-drained oil filters
- Used batteries
- Used fluorescent / high-intensity-discharge lamps
- Electronic scrap
- Electrical equipment containing polychlorinated biphenyls (PCBs)
- Ballasts (PCB and Non-PCB)
- Pesticides
- Laboratory waste
- Medical waste (e.g. sharps such as hypodermic needles)
 - Substances, including Persistent organic pollutants (POPs), prohibited by the Stockholm treaty
 - Mercury or products containing mercury
 - Any waste listed in the Basler Convention, please see extended list [here](#) (p. 1-2)

Sludge or any other process waste contaminated with (hazardous) chemicals (sludge describe solids that are separated during the biological treatment of industrial or municipal wastewater)

Non-hazardous waste: Waste materials which are not specifically deemed hazardous. Improper management of non-hazardous waste may, however, still pose risks to the environment and human health. Examples of non-hazardous wastes include, but are not limited to:

- Kitchen waste
- Commercial waste
- Paper
- Plastic
- Glass

J.2.4 No (deviation)

All of the following apply:

1) Adequate handling and storage of hazardous waste

A designated area for storing [hazardous wastes](#) is available at the auditee's site. The hazardous waste storage area:

- is locked to prevent unauthorized or untrained individuals from entering;
- is labeled with warning signs;
- provides secondary containments;
- protects hazardous wastes from rainwater or similar external effects;
- is properly ventilated;
- is completely enclosed if located in an outdoor area.

Hazardous wastes stored in the designated waste storage area are stored in separate containers, which are labeled with the words "hazardous waste," the name of the waste (e.g. the chemical's name), and the hazardous properties (e.g. "flammable"). Containers are compatible with their contents, have lids and are in good conditions.

2) Adequate disposal of hazardous wastes:

In case hazardous waste at the auditee's site is shipped away, there is a written procedure available, documenting that hazardous wastes are disposed of safely.
Service providers that dispose of the waste have the appropriate contracts and licenses.

3) Adequate handling of non-hazardous waste

Non-hazardous wastes are adequately handled and not dumped into natural environments, burned in open fires or not handled separately according to applicable law. Auditee will need to show documentation (contract and license, freight papers) of waste disposal company and how and where hazardous waste is disposed by that company.

Verification methods:	
Management Interviews (MI)	✓
Worker interviews (WI)	n/a
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> Waste management records for hazardous and non-hazardous waste Hazardous waste inventory and tracking records Documentation of site waste management systems, procedures and controls
Site Observation (SO)	✓

J.3 Wastewater management

Deviations:

J.3.1 Inadequate handling of wastewater

J.3.2 Other deviation(s)

J.3.3 No (deviation)

Glossary:

Not applicable

J.3.3 No (deviation)

The following applies:

- Adequate handling of wastewater

An effectively operating wastewater treatment system is available at the auditee's site (e.g. own wastewater treatment plant, discharge into municipal / common treatment plant).

Verification methods:	
Management Interviews (MI)	✓

Worker interviews (WI)	n/a
Employee Representative Interviews (WRI)	<i>optional</i>
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Wastewater inspection records • Wastewater shipping / discharge papers • Environmental risk assessment
Site Observation (SO)	✓

K. Supply Chain Management

K.1 Supply chain management

<p>Deviations:</p> <p>K.1.1 No social and environmental risk assessment of the supply chain</p> <p>K.1.2 No or inadequate definition of social and environmental criteria for business partners</p> <p>K.1.3 No or inadequate communication process with business partners on Corporate Social Responsibility requirements</p> <p>K.1.4 No written commitment of important business partners on Corporate Social Responsibility requirements</p> <p>K.1.5 No or inadequate documentation of measures to collect information from important business partners on implementation of Corporate Social Responsibility requirements</p> <p>K.1.6 No or inadequate consequences and escalation procedure to deal with infringements on business partner level</p> <p>K.1.7 No or inadequate grievance mechanism for business partners</p> <p>K.1.8 Other deviation(s)</p> <p>K.1.9 No (deviation)</p>

Glossary:

Business partners: Any external party from whom products or services are obtained or with whom contracts are concluded for the provision of such products and services. This relationship may be contractual and may or may not require an exclusive bond. Examples may include, but are not limited to:

- Producer
- Supplier
- Service providers
- Labor agencies

Code of Conduct: A formal statement of the values, principles and rules of behavior that reflect the beliefs of the auditee and the expectations they have towards their business partners in their supply chain. The Code of Conduct is publicly available and addressed to anyone with an interest in the organization's activities and the way they do business.

Grievance mechanism: A non-judicial procedure that offers formalized means through which individuals or groups can raise concerns about the impact an organization has on them and can seek remedy. These mechanisms may use adjudicative, dialogue-based or other processes that are culturally appropriate and rights-compatible. According to the United Nations, for a grievance mechanism to be effective, it should be legitimate, accessible, predictable, equitable, transparent, rights-compatible, and a source of continuous learning.

Important business partners: Any business partner with whom the auditee has a particularly relevant business relation with (e.g. long-lasting, critical product provided) and who was identified as important as the result of a systematic relevance analysis.

Risk assessment: The formal estimation of the likelihood of suffering damage as a result of identified hazards.

K.1.9 No (deviation)

All of the following apply:

1) A documented social and environmental risk assessment of the auditee's supply chain is available at the auditee's company

A documented social and environmental [risks assessment](#) of the auditee's supply chain is available. The risk assessment takes into account business circumstances (e.g. country of operations, stakeholders, product / service category, purchases, employment patterns), and addresses all of the following topics:

- General management;
- Child labor and young employees;
- Freely chosen labor;
- Employee rights;
- Employee participation;
- Working hours and overtime;
- Fire safety and emergency evacuation;
- Occupational health and safety;
- Handling of chemicals and hazardous substances;
- Environment;
- Supply chain management;
- Anti-trust / anti-bribery.

2) An adequate definition of social and environmental criteria for the auditee's business partners is available at the auditee's company

A separate written [Code of Conduct](#) for [business partners](#) is available at the auditee's site, addressing the following topics:

- General management;
- Child labor and young employees;
- Freely chosen labor;
- Employee rights;
- Employee participation;
- Working hours and overtime;
- Fire safety and emergency evacuation;
- Occupational health and safety;
- Handling of chemicals and hazardous substances;
- Environment;
- Supply chain management;
- Anti-trust / anti-bribery

3) An adequate communication process with business partners on Corporate Social Responsibility requirements is available at the auditee's company

A written communication process is available at the auditee's company, documenting how the auditee shares and communicates its [Code of Conduct](#) and / or the overview of RSCI criteria with its [business partners](#). The communication process specifies that business partners are asked to comply with the requirements. Moreover, it includes documentation (e.g. lists, copies of e-mails) on how and when business partners were informed on the auditee's requirements.

4) Written documents are available at the auditee's site, documenting the auditee's important business partners' commitment to the auditee's Code of Conduct for business partners and / or overview of RSCI criteria

A document is available at the auditee's site, listing all of the auditee's [important business partners](#). Written documents are available at the auditee's site, documenting important business partners' commitment to the auditee's Code of Conduct for business partners and / or the VDA.

5) An adequate documentation of a system to collect information from the auditee's important business partners on implementation of Corporate Social Responsibility requirements is available at the auditee's company

A written document is available at the auditee's company, documenting the system (e.g. self-assessment tool, CSR report, on-site assessment) to regularly collect information from [important business partners](#) on the implementation of and compliance with the auditee's Code of Conduct for business partners and / or the overview of RSCI criteria. Monitoring results and / or other evidences are documented, the documents reveal that controls are carried out regularly and that all of the following topics are monitored:

- General management;
- Child labor and young employees;
- Freely chosen labor;
- Employee rights
- Employee participation
- Working hours and overtime
- Fire safety and emergency evacuation
- Occupational health and safety
- Handling of chemicals and hazardous substances
- Environment
- Supply chain management
- Anti-trust / anti-bribery

6) An adequate consequence and escalation procedure to deal with infringements on business partner level is available at the auditee's company

A written procedure is available at the auditee's company, specifying how the auditee deals with cases of infringement of the auditee's [Code of Conduct](#) and / or overview of RSCI criteria by its [important business partners](#). The written procedure in place, specifies all of the following elements:

- Person responsible for implementing the written procedure;
- Process of passing on information;
- Definition of specific steps taken.

7) An adequate grievance mechanism for business partners is available at the auditee's site

A [grievance mechanism](#) for [business partners](#) and the people working at business partners' premises is available at the auditee's company. A written policy on the grievance mechanism is available, the grievance mechanism is easily accessible to all of the business partners' employees, and it allows for anonymous reporting of grievances. The documentation of the grievance mechanism specifies all of the following elements:

- Submission of grievances;
- Person responsible for dealing with reported grievances;
- Steps and timeline for dealing with of reported grievances;
- Documentation of grievance records.

Verification methods:

Management Interviews (MI)	✓
Worker interviews (WI)	n/a
Employee Representative Interviews (RI)	n/a
Documentary Evidence (DE)	<ul style="list-style-type: none"> • Risk assessment documents • Corrective / preventive action plan for identified risks • Documented procedural controls • Records of communication with business partners • Training / information materials • Presentations for business partners
Site Observation (SO)	✓

RSCI RECRUITMENT FEE POLICY

1. RSCI recruitment fee policy

No employee should be required to pay any prohibited recruitment and / or hiring fees at any time. No employee should be required to pay any fees once they have been made an offer.

2. Scope

RSCI recognizes that responsible employment is critical to the protection of employees and their rights. The provisions outlined in the following are applicable to all employees.

3. Guidance on recruitment fees

3.1 Employees shall not be required to pay fees to obtain or retain their employment.

- a. Employees, including temporary, migrant, student, contract, direct employees, and any other type of employee shall not pay the following recruitment and service fees: application, recommendation, recruiting, hiring, placement, and processing fees, of any kind or at any stage, including agency, intermediary, or employer operating, administrative and overhead costs associated with the recruitment, selection, hiring, and placement of those employees.
- b. Foreign migrant employees shall not pay the following recruitment- and service-related costs:
 - i. Pre-departure fees and costs including but not limited to:
 1. Skills tests
 2. Additional certifications
 3. Medical exams / screening if required by applicable law
 4. Pre-departure training or orientation
 5. Any other requirements to access the job opportunity
 - ii. Documentation / permits and associated costs of obtaining such documents and / or permits:
 1. New passport / identity documents needed for the purposes of obtaining employment, including renewal(s) required for the purposes of retaining employment
 2. Visas (including renewals)
 3. Temporary work or residence permits (including renewals)
 4. Police clearance fee
 5. Birth certification fee
 - iii. Transportation and accommodation costs (including all taxes and fees):
 1. Transportation and accommodation costs after the employment offer has been made and accepted, from their home in their sending country to the port of departure
 2. Transportation from sending country to receiving country port of entry
 3. Transportation from receiving country port of entry to auditee's facility or provided accommodations
 4. Border-crossing fees

5. Relocation costs if asked to move once employment has begun
 6. Return transportation to employee's home country at the end of employment
- iv. Arrival / on-boarding including but not limited to:
1. New-hire training or orientation
 2. Medical exams / screening

3.2 The following costs can be paid by the employee if noted in their contract and a receipt or record of payment is provided. They must be without mark-up.

- a. Basic expense items to prepare for the interview such as CV copies, photos, copies of existing documents and certificates, incidentals;
- b. Costs to meet minimum qualifications for the job such as a degree or certification;
- c. Passport replacement cost due to employee loss or fault. For replacing visas / permits this also includes photo(s), providing / photocopying any documents, etc.;
- d. Dormitory and meals;
- e. Costs for any legally allowable levies may be charged but must be deducted in a pro-rata manner. At the end of employment, apart from situations where there is dismissal for gross misconduct, employees shall not be charged any remaining balance due on any levies.

3.3 All other initial and ongoing employment expenses and fees for work-related equipment, tools, and apparel shall be borne by the employer. If other costs are added by any agency or intermediary which are not required by applicable law or by the employment site, the employee shall not be required to pay.

3.4 Termination and early leave: If the employee has given reasonable notice as required by per applicable law no fees shall be charged.

4. Exceptions

- If employees travel back to their hometown, village or place of residence before departing their home country to start work in the country of destination, they are responsible for those costs.
- If employees initiate the application, presenting themselves to the company at the place of employment, they will have paid or will pay some of the fees in section 3.1.b such as passport, visa, residency certificate, transportation and shall not expect to be reimbursed as the employer did not seek them out in their country, province, state or region of origin.
- If a fee is not specifically listed in this policy or does not fit any of the categories, foreign migrant employees shall not pay anything that a local employee would not pay.
- Employees shall not expect to be reimbursed for basic items to prepare for the interview such as CV preparation, photos, copies of existing documents and certificates, and incidentals.

5. Overview of recruitment fees

To help understanding the fees, the following tables note what fees the employee MUST NOT pay, and MAY pay. The tables are divided according to the employee's situation and stage in the recruiting and / or hiring process.

- Stage in the employment process: Down the first column are the three stages in the employment process: before a job offer has been made and accepted; after a job offer has been made and accepted and once the job has begun.

- Employee's situation: Some employees may choose to present themselves at the facility ready to work and may therefore have incurred costs that may not be reimbursed (e.g. documentation, transportation). This situation is represented in the second column. The third column represents the situation where the recruiting is initiated by the company.

		Employee's situation	
		Employees present themselves at the auditee's site (whether or not nationals of the country)	Foreign migrant employees or nationals are recruited by the auditee's company
Stage in the employment process	Before a job offer has been made and accepted	<ul style="list-style-type: none"> Fees noted in section 1.A (non-legislated fees) Skills tests, additional certifications, medical exams / screening 	<ul style="list-style-type: none"> Fees noted in section 1.A (non-legislated fees) Skills tests, additional certifications, medical exams / screening
	After a job offer has been made and accepted	<ul style="list-style-type: none"> Any other skills tests, certifications, medical exams / screening Pre-departure training or orientation Transportation and accommodation costs and fees if employee is asked to move to another location Other legal requirements 	<ul style="list-style-type: none"> Any other skills tests, certifications, medical exams / screening Pre-departure training or orientation Documentation (incl. passport, visa) / permits / fees and associated costs, including renewals to retain employment Transportation and accommodation costs and fees from home to auditee's facility and to return home at end of employment Other legal requirements
	Once job has begun	<ul style="list-style-type: none"> Arrival and onboarding Other legal requirements Ongoing agency administrative fees Relocation costs if asked to move 	<ul style="list-style-type: none"> Arrival and onboarding Other legal requirements Ongoing agency administrative fees Relocation costs if asked to move

1 Fees the employee MUST NOT pay depending upon the employee's situation and stage in the recruiting and hiring process. Items in bold highlight the differences between the two employee situations.

		Employee's situation	
		Employees present themselves at the auditee's site (whether or not nationals of the country)	Foreign migrant employees or nationals are recruited by the auditee's company
Stage in the employment process	Before a job offer has been made and accepted	<ul style="list-style-type: none"> Basic items to prepare for the interview, such as CV copies, photos, copies of existing documents and certificates, incidentals Costs to qualify for the job Transportation and accommodation costs Initial passport / visas / residency permits 	<ul style="list-style-type: none"> Basic items to prepare for the interview, such as CV copies, photos, copies of existing documents and certificates Costs to qualify for the job Transportation and accommodation costs
	After a job offer has been made and accepted	<ul style="list-style-type: none"> Passport replacement due to employee loss / fault, including visas, permits 	<ul style="list-style-type: none"> Passport replacement due to employee loss / fault, including visas, permits

		<ul style="list-style-type: none"> • Transportation and accommodation costs unless the employee is asked to move to another location 	
	Once job has begun	<ul style="list-style-type: none"> • Dormitory / meals if disclosed in contract 	<ul style="list-style-type: none"> • Dormitory / meals if disclosed in contract

2 Fees the employee MAY pay depending upon the employee's situation and stage in the recruiting and hiring process. The employer may choose to pay these fees. Items in bold are the differences between the two employee situations.

RSCI WORKING HOURS AND REST DAY GUIDANCE

Version 3, February 2022
(adapted from RBA VAP Operations Manual, V. 6, January 2018)

1. RSCI Working Hours

Glossary:

Extraordinary circumstances: Unpredictable events that require overtime in excess of legal or RSCI limits. Such events cannot be planned for or foreseen. Examples of such situations include:

- Equipment breakdown, power failure or other emergency resulting in prolonged shutdown of a production line.
- Unforeseen raw material or component shortages or quality issues that shut down production.

Excessive overtime is then needed in both situations to offset lost production time and meet customer commitments. In all of these cases evidence of fewer hours worked before a period of excessive production due to extraordinary circumstances is present and documented. The auditee's site has a documented plan to recover from extraordinary circumstances and bring working hours back into conformance. During the implementation period of the documented recovery plan the auditee will be deemed in conformance.

Situations that are NOT extraordinary circumstances include:

- Holidays and peak season production demands, since both of these are predictable and proper planning can minimize overtime requirements.
- Contract change orders that significantly increase order volumes or shorten delivery deadlines.

Working hours / hours of work: Refer to the period of time that an individual spends performing paid occupational labor. This means the actual hours of paid "work" by a employee. What is included in working hours is defined in national labor law. Some countries define break time as paid working time, some countries do not. National labor law should be checked to clarify the definition of what is included in working hours. It is possible that short breaks before and after meals are defined as paid and therefore are working time while lunch or dinner may not. If what is included in working hours is not defined in the national labor law then RSCI accepts that breaks where employees have spare time (to have lunch / dinner, refreshment, rest and do not involve company-imposed activities such as training, admin duties) are non-working time.

1.1 RSCI working hours policy

The regular work week shall not exceed 48 hours. Auditees shall allow employees at least 24 consecutive hours of rest after 6 consecutive days of work as well as legal requirements for breaks, holidays, personal leave and vacation. All overtime work shall be consensual. Other than in extraordinary circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.

1.2 Record review

1.2.1 Record review preparation

Prior to reviewing or analyzing records, Auditors must:

- Determine type and frequency of payroll activities.
- Determine if time clocks are locked and if employees record time on their own. Compare number and names of employees to those on timecards. Is all necessary information on timecards?
- Compare and evaluate information on timecards, payroll sheets, computer records (if any), pay slips, piecework tickets or records and any other sources of payroll activity. Is all appropriate information on pay slips and other documents?
- Are all required documents indicating employees' current status, complete, on-file and available?

1.2.2 Record review activities

When assessing working hours at the auditee's site, the Auditor should follow the subsequent record review activities:

- Review records for at least all employees who have been selected for individual interviews.
- The sample size is the square root of the employee number or at least 5 employees (whichever number is higher). Select 3 months out of the last 12 months (e.g. 20 employees x 3 months x 4 weeks= 240 weeks) The records and documents reviewed should include at least one high production month (i.e. during peak season), and one average production month.
- Summarize and record the details for all records analyzed in order to determine the standard work week, overtime hours and holiday / weekend work.
- Focus on employees working in the production or services (i.e. exclude managers and supervisors).
- Verify alignment of information from worker interviews, employee pay slips and payroll records.
- If there are any deviations, further analysis may be performed to ascertain the full situation.
- Carry out the working hours review in conjunction with the wage record review.

Auditors can look at the following documents to verify working hours. Auditors can adapt and / or expand the list depending on the auditee's site and other local conditions.

- Employment contracts;
- Collective Bargaining Agreements (CBA)
- Leave records;
- Overtime records;
- Pay slips;
- Payroll records;
- Personal documents;
- Policies and procedures on working hours;
- Production records;
- Working hour records (e.g. timecards, payrolls, pay-slips)

1.3 Site observation

Observations at the auditee's site, including production areas, canteens and cafeterias (if applicable), provide another basis for the Auditor to make informed judgments about compliance relating to working hours. Also, a visual inspection can confirm compliance with requirements for informing employees about the working hours, overtime schedules and the like:

- Closely examine practices at the site's work areas. Are there cases where employees who are allegedly being paid on an hourly basis, counting pieces or collecting tickets? Are there tickets or tick sheets at work areas?
- Are time-keeping devices being correctly used?
- Are people punching out and then returning to work?
- Do employees have to submit an approved leave application upon leaving during working hours?
- Do employees have to record the timing for toilet or leave the production line?
- When surveillance is required, observation of site entrances or exits just before or just after working hours will sometimes reveal homework arriving or departing and may possibly reveal people engaging in cash transactions. Returning unexpectedly to a time clock shortly after closing time may reveal employees working off the clock.

1.4 Evaluation of conformance

Auditors can use the following guidance and examples to help determine auditee's conformance with the requirements on working hours. In evaluating conformance, Auditors must consider both the number /

percentage of employees that exceed the RSCI Requirements or legal requirements as well as the degree or severity of the deviation.

1.4.1 Sample size

Auditors should include in their evaluation any time spend on work-related activities, such as meetings, trainings and work area cleaning that are performed outside of normal working hours. This is considered overtime and must be included in total working hours for the purpose of determining conformance with the requirements Information about such unpaid overtime situations is typically obtained via worker interviews.

All extraordinary circumstances (as defined in section 1) should be removed from the working hour calculation.

The sample size is calculated by taking the square root of the employee number. At least 5 employees need to be in the sample. Whichever number is higher (square root or 5) will be the determining sample size.

All sample weeks need to be checked. It needs to be counted for how many weeks employees worked for how much above the defined limits. The most severe violation triggers the evaluation.

1.4.2 RSCI grading matrix and calculation example

For each violation and the respective grading, a specific threshold is defined. These thresholds are comprised of the number of employees affected and the number of hours worked per week, as well as the period they worked. Please note that in case of differing violations among different employees, always the worst case applies. Any differences in cases should be detailed in the respective comment column of the assessment tool.

Working Hours per week	Sample Size with deviation (version March 2022)				
	≤5%	6 - ≤20%	21 - ≤40%	41 - ≤60%	>60%
>81h	ZT	ZT	ZT	ZT	ZT
>72h to 80h	major	critical	critical	ZT	ZT
>65h/week to ≤72h	minor	major	major	critical	critical
>60h/week to ≤65h	minor	minor	minor	major	major
>local law to ≤60h	no deviation	minor	minor	minor	minor
local law AND <60h	no deviation	no deviation	no deviation	no deviation	no deviation

Example: A maximum of 69 hours per week and a minimum of 67 hours per week was worked in 23 weeks of the random sample. The entire sample was 40 weeks.

- All 40 sample weeks are checked.
- It is counted for how many weeks and how much above the defined limits employees have worked. The most severe violation triggers the grading.
- In this example, in each of the 23 weeks tested, employees have worked a maximum of 69 hours and a minimum of 67 hours.
- These violations are within the corridor 65h /week to £ 72h / week.
- Since these violations occurred in 23 weeks of a total of 40 weeks, 58% of the sample fulfill the condition
- This results in a “critical” grading (see light blue marking below).

Working Hours per week	Sample Size with deviation (version March 2022)				
	≤5%	6 - ≤20%	21 - ≤40%	41 - ≤60%	>60%
>81h	ZT	ZT	ZT	ZT	ZT
>72h to 80h	major	critical	critical	ZT	ZT
>65h/week to ≤72h	minor	major	major	critical	critical
>60h/week to ≤65h	minor	minor	minor	major	major
>local law to ≤60h	no deviation	minor	minor	minor	minor
local law AND <60h	no deviation	no deviation	no deviation	no deviation	no deviation

2. RSCI Rest Days

2.1 Rest days policy

Business partners shall allow employees at least 24 consecutive hours of rest after 6 consecutive days of work as well as legal requirements for breaks, holidays, personal leave and vacation.

2.2 Evaluation of conformance

Auditors will use the following guidance and examples to help determine auditee's conformance with the requirements on rest days. Employees must receive one day off every seven days. In practice, this means that employees can work a maximum of 6 consecutive days. In evaluating conformance, Auditors must consider both the number / percentage of employees that exceed the requirements or legal requirements as well as the degree or severity of the deviation.

2.2.1 Sample size

The sample size is calculated by taking the square root of the employee number. At least 5 employees need to be in the sample. Whichever number is higher (square root or 5) will be the determining sample size.

All sample weeks need to be checked. It needs to be counted for how many weeks employees worked for how much above the defined limits. The most severe violation triggers the evaluation.

2.2.2 RSCI grading matrix and calculation example

For each violation and the respective grading, a specific threshold is defined. These thresholds are comprised of the number of consecutive days of work without one day off and the number of individual "cases". Please note that in case of differing violations among different employees, always the worst case applies. Any differences in cases should be detailed in the respective comment column of the assessment tool.

Consecutive working days	Sample Size with deviation				
	≤1-4%	5-≤19%	20-≤39%	40-59%	>60%
≥28 days	ZT	ZT	ZT	ZT	ZT
>21 to 27 days	major	major	critical	ZT	ZT
>13 to 21 days	minor	major	major	critical	ZT
>6 to 13 days	minor	minor	major	major	critical

Example: In the month of May, 3 employees within the random sample worked 12 days in a row.

- All 10 employee samples are reviewed.

- It is counted how many employees worked for how many days in a row without having a day off.
- In this example, 3 employees within the sample worked for more than 6 but less than 13 days in a row.
- This violation is within the corridor >6 days to 13 days (see yellow marking below).
- Since the violation applies to three out of ten employees, 30% of the sample size have this deviation.
- This results in a “Major” grading (see light blue marking below).

Consecutive working days	Sample Size with deviation				
	≤1-4%	5-≤19%	20-≤39%	40-59%	>60%
≥28 days	ZT	ZT	ZT	ZT	ZT
>21 to 27 days	major	major	critical	ZT	ZT
>13 to 21 days	minor	major	major	critical	ZT
>6 to 13 days	minor	minor	major	major	critical

FSC/owned

REQUIRED DOCUMENTS LIST

The following tables list the records and documents that the Auditors may review during the Assessment. Be aware that these are minimum lists and do not cover all the documents that may be required. The Auditors may request other related documents and records for review either before or during the onsite Assessment.

General Notes

- Electronic HR records are acceptable for review during an RSCI Assessment
- Original permits and licenses under health and safety should be seen in hard copy by the auditor at the site
- Auditors retain the right to ask to see hard copies of all documentation, printed copies of electronic records may constitute a hard copy.
- In accordance with [GDPR](#) and [PIPL](#) guidelines documents should be submitted ensuring that personal information is redacted for the purposes of document submission.

Critical Document List

- Business license
- Facility lay out and floor plan
- Description/diagram of process
- Changes at facility in last 12 months
- Overview of production/services of last 12 months, volume, new equipment
- Organization chart with responsibilities
- Collective Bargaining agreement (current and valid if in place)
- Employee Handbook
- New worker training material
- Blank Employment Contract
- Workers Register including as much information as possible (Employee breakdown – by position, nationalities, terms of employment (direct-hire, via labor agencies, student worker, intern, ...), accommodation provided)
- ALL legal permits, licenses, authorizations
- Waivers from government agencies
- Valid management system certificates
- Last government submitted report (Labor, Ethics, Health & Safety, Environment)
- Risk Management Process (Labor, Ethics, Health & Safety, Environment)
- Emergency Response (all emergencies) and Business Continuity and Resumption plan
- Hazardous material inventory
- Hazardous waste inventory
- Corrective Action Plans (completed in last 12 months or in progress)

Minimum Documents and Records Available to Auditors	
RSCI Chapter/Sub-chapter	Requirement
<p>A – General Management</p> <p>A.1 - License to operate and Code of Conduct</p>	<ul style="list-style-type: none"> <input type="checkbox"/> ALL licenses and permits, especially business license <input type="checkbox"/> Records or inspections conducted by government officials, labor inspectors <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Training records on the auditee's use of Code of Conduct and/or the overview of RSCI criteria
<p>B – Child Labor and Young Employees</p> <p>B.1 - Underage employees</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Employment contracts (or equivalent agreements) <input type="checkbox"/> Agreements with labor agencies <input type="checkbox"/> Personnel documents of employees, especially age documentation records <input type="checkbox"/> Minimum hiring age policy <input type="checkbox"/> Procedure for obtaining and validating proof of age documentation <input type="checkbox"/> Records of training and apprenticeship programs <input type="checkbox"/> School attendance records and any payments by the company for tuition or books <input type="checkbox"/> Juvenile worker protection procedures <input type="checkbox"/> Other policy documents (e.g. child labor avoidance policy and procedure, remediation procedure)
<p>C – Freely Chosen Labor</p> <p>C.1 - Forced labor practices</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Employment contracts <input type="checkbox"/> Personnel documents <input type="checkbox"/> Working hour records <input type="checkbox"/> Payment records <input type="checkbox"/> Records on fees charged to employees <input type="checkbox"/> Records on personal loans given to employees <input type="checkbox"/> Labor agency-related documents, for example: <ul style="list-style-type: none"> ○ Contracts with agency/broker ○ Labor request communication between auditee and agency/broker

Minimum Documents and Records Available to Auditors

RSCI Chapter/Sub-chapter	Requirement
<p>D - Employee Rights</p> <p>D.1 - Harassment, abusive or discriminatory practices</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Payroll records <input type="checkbox"/> Personnel documents, including: <ul style="list-style-type: none"> ○ Training records ○ Attendance records ○ Employment contracts (or equivalent written agreements) ○ Agreements with labor agencies/brokers <input type="checkbox"/> Policy documents <ul style="list-style-type: none"> ○ Recruitment and dismissal procedures and records <input type="checkbox"/> Grievance logs <input type="checkbox"/> Grievance investigation records <input type="checkbox"/> Corrective action/measure logs <input type="checkbox"/> Disciplinary records
<p>D - Employee Rights</p> <p>D.2 - Employment contracts (or equivalent written agreements)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Employment contracts <ul style="list-style-type: none"> ○ Permanent employee ○ Temporary staff/worker ○ Seasonal (if applicable) worker ○ Juvenile employee ○ Apprentice ○ Foreign migrant worker ○ Domestic migrant worker ○ Hourly paid employee (if applicable) ○ Salaried employee ○ Disabled employee
<p>D - Employee Rights</p> <p>D.3 - Labor agencies</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Business license of labor agency (if auditee works with multiple agencies, the business license of all agencies) <input type="checkbox"/> Payment records for employees hired via agency <input type="checkbox"/> Employment contracts <ul style="list-style-type: none"> ○ Employees hired via agency

Minimum Documents and Records Available to Auditors	
RSCI Chapter/Sub-chapter	Requirement
<p>E - Employee Participation</p> <p>E.1 - Unions, alternative employee committees and collective bargaining</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Recruitment and dismissal records <input type="checkbox"/> Payroll records <input type="checkbox"/> Promotion records <input type="checkbox"/> Training records <input type="checkbox"/> Disciplinary records <input type="checkbox"/> Documents related to union/employee committee/representative elections <input type="checkbox"/> Minutes of employee representative meetings and/or union-management meetings <input type="checkbox"/> Collective Bargaining Agreement (CBA)
<p>E - Employee Participation</p> <p>E.2 - Grievance mechanism</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Grievance/complaint records of minimum past 12 months <input type="checkbox"/> Evidence of grievance responses/corrective actions for minimum past 12 months <input type="checkbox"/> Confidentiality and non-retaliation policy and procedure <input type="checkbox"/> Policy and procedure for protection of whistleblowers and users of grievance mechanism <input type="checkbox"/> Grievance investigation logs <input type="checkbox"/> Working rules <input type="checkbox"/> Employee handbook <input type="checkbox"/> Contents of employee induction training
<p>F - Working Hours and Payment</p> <p>F.1 - Working hours recording system</p> <p>F.2 - Regular working hours and overtime violations</p> <p>F.3 - Wage record keeping</p> <p>F.4 - Payment violations</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Working hour records <input type="checkbox"/> Leave records <input type="checkbox"/> Working hour policy and procedure <input type="checkbox"/> Personnel documents <input type="checkbox"/> Employment contracts <input type="checkbox"/> Production records <input type="checkbox"/> Pay slips <input type="checkbox"/> Employee handbook <input type="checkbox"/> Payroll records <input type="checkbox"/> Collective Bargaining Agreement (CBA), if applicable <input type="checkbox"/> Agency agreements

Minimum Documents and Records Available to Auditors	
RSCI Chapter/Sub-chapter	Requirement
G – Fire Safety and Emergency Evacuation G.1 – Organization	<input type="checkbox"/> Emergency response procedure <input type="checkbox"/> Training certificates of response team <input type="checkbox"/> Role description of fire safety and emergency evacuation committee / responsible individuals
G – Fire Safety and Emergency Evacuation G.2 – Emergency exits and evacuation routes	<input type="checkbox"/> Approved building plan / layout <input type="checkbox"/> Building structure safety certificate <input type="checkbox"/> Building fire safety inspection report <input type="checkbox"/> Fire safety certificate <input type="checkbox"/> Risk assessment document
G – Fire Safety and Emergency Evacuation G.3 – Emergency lighting	<input type="checkbox"/> Emergency lighting inspection records <input type="checkbox"/> Risk assessment document
G – Fire Safety and Emergency Evacuation G.4 – Evacuation plans	<input type="checkbox"/> Evacuation plans <input type="checkbox"/> Risk assessment document
G – Fire Safety and Emergency Evacuation G.5 – Evacuation drills	<input type="checkbox"/> Evacuation drill records
G – Fire Safety and Emergency Evacuation G.6 – Fire alarms	<input type="checkbox"/> Fire alarm inspection records <input type="checkbox"/> Evacuation drill records

Minimum Documents and Records Available to Auditors	
RSCI Chapter/Sub-chapter	Requirement
G – Fire Safety and Emergency Evacuation G.7 – Fire detection	<input type="checkbox"/> Fire detection system inspection and maintenance records <input type="checkbox"/> Evacuation drill records
G – Fire Safety and Emergency Evacuation G.8 – Fire extinguishers	<input type="checkbox"/> Inspection and maintenance records of firefighting equipment <input type="checkbox"/> Risk assessment document <input type="checkbox"/> Emergency response and fire safety processes/procedures
G – Fire Safety and Emergency Evacuation G.9 – Fire suppression	<input type="checkbox"/> Inspection and maintenance records of fire suppression devices <input type="checkbox"/> Risk assessment document
H – Occupational Health and Safety H.1 – Organization	<input type="checkbox"/> Records and contents of employee trainings on OHS <input type="checkbox"/> Health and safety manual (or employee handbook if includes OHS) <input type="checkbox"/> Health and safety committee meeting minutes (if applicable) <input type="checkbox"/> Risk assessment document
H – Occupational Health and Safety H.2 – Electrical safety	<input type="checkbox"/> Certificates of operators for special equipment and machinery <input type="checkbox"/> Power generator inspection certificate <input type="checkbox"/> Electrical safety inspection and maintenance records <input type="checkbox"/> Risk assessment document <input type="checkbox"/> Processes/procedures related to electrical safety

Minimum Documents and Records Available to Auditors	
RSCI Chapter/Sub-chapter	Requirement
<p>H – Occupational Health and Safety</p> <p>H.3 – Machine and special equipment safety</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Certificates of operators for special equipment and machinery <input type="checkbox"/> Valid equipment inspection certificates as per applicable regulation <input type="checkbox"/> Machine inspection and maintenance records <input type="checkbox"/> Risk assessment document
<p>H – Occupational Health and Safety</p> <p>H.4 – Personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Purchase invoices of PPEs <input type="checkbox"/> PPE distribution records <input type="checkbox"/> Risk assessment document
<p>H – Occupational Health and Safety</p> <p>H.5 – Work area hazards</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Risk assessment document <input type="checkbox"/> Action plan for safe, healthy and hygienic working conditions <input type="checkbox"/> Inspection and maintenance records <input type="checkbox"/> Official building certificate <input type="checkbox"/> Accident records and statistics
<p>H – Occupational Health and Safety</p> <p>H.6 – First aid</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Risk assessment document <input type="checkbox"/> Action plan for safe, healthy and hygienic working conditions <input type="checkbox"/> First aid training certificates
<p>I – Chemicals and Hazardous Substances</p> <p>I.1 – Labeling and identification of chemicals and hazardous substances</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Chemical inventory list <input type="checkbox"/> Chemical stock list <input type="checkbox"/> Documented chemical emergency response

Minimum Documents and Records Available to Auditors	
RSCI Chapter/Sub-chapter	Requirement
<p>I – Chemicals and Hazardous Substances</p> <p>I.2 – No or inadequate storage of chemicals or hazardous substances</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Chemical inventory or stock list <input type="checkbox"/> SDS <input type="checkbox"/> Training documents <input type="checkbox"/> Documented emergency response
<p>I – Chemicals and Hazardous Substances</p> <p>I.3 – Exposure and response to chemicals and hazardous substances</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Documented emergency response <input type="checkbox"/> Risk assessment document <input type="checkbox"/> Inspection and maintenance records of eye wash and shower stations
<p>J – Environment</p> <p>J.1 – Organization</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Environmental risk and impact assessment document <input type="checkbox"/> Records of emission and discharge of potential pollutants and wastes <input type="checkbox"/> Certificates and environmental licenses
<p>J – Environment</p> <p>J.2 – Hazardous and non-hazardous waste management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Waste management records for hazardous and non-hazardous waste <input type="checkbox"/> Hazardous waste inventory and tracking records <input type="checkbox"/> Documentation of site waste management systems, procedures and controls
<p>J – Environment</p> <p>J.3 – Wastewater management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Wastewater inspection records <input type="checkbox"/> Wastewater shipping/discharge papers <input type="checkbox"/> Environmental risk and impact assessment document

Minimum Documents and Records Available to Auditors	
RSCI Chapter/Sub-chapter	Requirement
K – Supply Chain Management K.1 – Supply chain management	<input type="checkbox"/> Risk assessment document <input type="checkbox"/> Corrective/preventive action plans for risks identified in supply chain <input type="checkbox"/> Documented procedural controls <input type="checkbox"/> Records of communication with business partners on CSR commitments <input type="checkbox"/> Training / information materials <input type="checkbox"/> Presentations for business partners

RSCI Owned

ACRONYMS

CAP	Corrective Action Plan
CSR	Corporate Social Responsibility
GADSL	Global Automotive Declarable Substance List
GDPR	European Union (EU) General Data Protection Regulation
ILO	International Labor Organization
MRS�	Manufacturing Restricted Substances List
PIPL	China Personal Information Protection Law
PPE	Personal Protective Equipment
QM	Quality Management
RBA	Responsible Business Alliance
RSCI	Responsible Supply Chain Initiative
VDA	The German Association of the Automotive Industry
ZDHC	Zero Discharge of Hazardous Chemicals

RSCI owned

GLOSSARY

Abuse: Any form of improper treatment, intentional misuse of power, and / or unjust and wrongful practice towards an individual. Cases of abuse may include, but are not limited to, verbal abuse, mental abuse (psychological, emotional abuse; coercion), physical abuse, corporal punishment, neglect/ isolation, intimidation, threat of physical force.

Alternative employee committee: A way to formalize employee / employer relationship by involving employees in the decision-making process. It aims at including employees in the negotiation process of general working conditions or any other matter of their importance.

Assembly area: A location where staff and visitors can gather in the event of a fire to ensure everyone is in a designated safe area. Fire assembly point signs help to make sure that people will know where to gather following an emergency evacuation.

Auditor: A person appointed and authorized to deliver a qualified RSCI Assessment on the sustainability performance of the Auditee. The Auditor shall collect and verify evidence by means of examination of documents, interviews and site inspection.

Auditee: An organization (or part of an organization) that is being assessed. Organizations can include one or several legal entities.

Bonded labor: Includes any illegal practice in which employers give high-interest loans and / or charge recruitment and / or hiring fees, which shall not be charged according to [Annex II](#), to employees who either individually or as an entire family then work at low wages to pay off the debt.

Bribery: Bribery involves someone in an appointed position acting voluntarily in breach of trust in exchange for a benefit. Bribery of the Auditor may include but is not limited to employees or auditee representatives offering, giving, or soliciting an undue advantage or reward that may influence the actions taken by the Auditor, for example in the process of carrying out the assessment and / or documenting findings. Advantages or rewards may take the form of money, gifts, loans, fees, rewards or other advantages (taxes, services, donations, favors etc.).

Bullying: The use of force, coercion, or threat, to abuse, aggressively dominate or intimidate. The behavior is often repeated and habitual. One essential prerequisite is the perception (by the bully or by others) of an imbalance of physical or social power. Bullying is a subcategory of aggressive behavior characterized by the following three minimum criteria: (1) hostile intent, (2) imbalance of power, and (3) repetition over a period of time. Bullying is the activity of repeated, aggressive behavior intended to hurt another individual, physically, mentally, or emotionally.

Business license: Business licenses are permits issued by government agencies that allow individuals or companies to conduct business within the government's geographical jurisdiction. It is the authorization to start a business issued by the local government. A single jurisdiction often requires multiple licenses that are issued by multiple government departments and agencies. Business licenses vary between countries, states, and local municipalities. There are often many licenses, registrations and certifications required to conduct a business in a single location. In comparison, operating certificates, are licenses issued by governmental agencies allowing a factory to provide a controlled type of operation (e.g. wastewater treatment; dyeing). It does not grant an overall legal status to the factory as such, but only to a type of operations or service. These licenses are generally issued for a limited period of time only.

Business partner: Any external party from whom products or services are obtained or with whom contracts are concluded for the provision of such products and services. This relationship may be contractual and may or may not require an exclusive bond. Examples may include, but are not limited to:

- Producer
- Supplier
- Service providers
- Labor agencies
- Customer
- Channel intermediary (such as an agent or reseller).

CAS number: A unique numerical identifier assigned by the Chemical Abstracts Service (CAS) to every chemical substance described in the open scientific literature.

Chemical inventory list: A list gathering information for all chemicals stored and used at the auditee's site. This list is essential to keep track of the applied chemicals, to ensure compliance with the Manufacturing Restricted Substances List (MRSL), to provide chemical hazard information to emergency responders, and to minimize unnecessary stockpiling of chemicals.

Chemicals: Different solids, liquids and gases that are used to produce specific effects on other substances. Chemicals include substances that may be present in all sites such as paint, oil, degreasers, and solvents. It also includes cleaning and washing agents.

Child labor: Work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children; and interferes with their schooling by:

- depriving them of the opportunity to attend school;
- obliging them to leave school prematurely; or

requiring them to attempt to combine school attendance with excessively long and heavy work.

Worst forms of child labor include slavery and the use of children for illicit activities.

Child employee: Employees under the age for completing compulsory education, under the legal minimum age for employment as defined by applicable law, or under the age of 15 years, unless the exceptions recognized by the ILO apply, whichever is higher.

Classes of fire: In line with the European Standard EN 2 and OSHA, combustible materials are classified into five fire classes, depending on the material or fuel involved. The class of fire is important when having to choose the right extinguishing agent. Each fire extinguisher shall bear an indication for which fire classes it can be used.

- Class A fires involve combustible materials such as wood, paper, fabric or waste. Class A fires can be extinguished with water- / air-pressurized water extinguishers or multi-purpose fire extinguishers.
- Class B fires involve flammable liquids, and greases, including gasoline and most hydrocarbon liquids, which should be vaporized for combustion to occur. Class B fires can be extinguished with multi-purpose or CO2 fire extinguishers.
- Class C fires involve flammable gases. Class C fires can be extinguished with multi-purpose or dry chemical fire extinguishers.
- Class D fires involve combustible metals such as magnesium, zirconium, potassium, and sodium. Class D fires can be extinguished with dry powder extinguishers.

Code of Conduct: A formal statement of the values, principles and rules of behavior that reflect the beliefs of the auditee and the expectations they have towards their business partners in their supply chain. The Code of Conduct is publicly available and addressed to anyone with an interest in the organization's activities and the way they do business.

Collective Bargaining: The process used by trade unions or employees' representatives and employers to negotiate the provisions that reflect the terms and conditions of employment for employees. It lays out their rights, duties and privileges.

Collective Bargaining Agreement: A written contract negotiated through collective bargaining for employees by one or more trade unions with the management of a company (or with an employers' association) that regulates the terms and conditions of the employees at work. This includes regulating the wages, benefits, and duties of the employees and the duties and responsibilities of the employer or employers.

Complaint: As a non-legal matter and in relation to an organization's grievance mechanism, a complaint refers to an expression of dissatisfaction or allegation that the expectations raised by a system, a business organization or an individual were not satisfactory or fulfilled.

Debt bondage: Is an element of bonded labor. It includes the following:

- Employees are paying off a debt (sometimes inherited debt)
- Debt is created by a recruiter providing a loan
- Debt is increased through excessive interest, added charges or account manipulation, making it impossible to pay off
- Debt has no mutually agreed and acceptable terms and conditions and is easily manipulated by the lender.

Electrical installation: Any fixed parts of electrical circuit or electrical infrastructure, such as wiring, junction boxes, distribution boards.

Emergency lighting: The illumination in the building in case of an emergency, incl. work floors during night or darkness in order to guarantee a safe evacuation of the building.

Employment contract (or equivalent agreement): A voluntary, deliberate, and legally enforceable (binding) agreement between an employer and a employee. Employment contracts can cover a variety of procedures and / or policies that the employee must agree to as a condition of their employment.

Emergency response team: An emergency response team has the authority to direct an organization's response to emergencies in order to ensure the protection of the health and safety of employees, the environment, and property.

Employee: An individual that is either directly or indirectly employed (i.e. through a labor agency or contractor) by the auditee. For the purpose of the RSCI Assessment, it refers also to in-house service providers and on-site subcontractors.

Excessive working hours: Any hours worked additional to the allowed overtime (according to legal requirements or CBA, whichever is lower).

Extraordinary circumstances: Unpredictable events that require overtime in excess of legal or RSCI limits. Such events cannot be planned for or foreseen. Examples of such situations include:

- Equipment breakdown, power failure or other emergency resulting in prolonged shutdown of a production line.
- Unforeseen raw material or component shortages or quality issues that shut down production.

Excessive overtime is then needed in both situations to offset lost production time and meet customer commitments. In all of these cases evidence of fewer hours worked before a period of excessive production due to extraordinary circumstances is present and documented. The auditee's site has a documented plan to recover from extraordinary circumstances and bring working hours back into conformance. During the implementation period of the documented recovery plan the auditee will be deemed in conformance.

Situations that are NOT extraordinary circumstances include:

- Holidays and peak season production demands, since both of these are predictable and proper planning can minimize overtime requirements.

- Contract change orders that significantly increase order volumes or shorten delivery deadlines.

Falsified documents: Any document in an auditee's site that is deliberately prepared with the intention of misleading Auditor, government officials or other bodies conducting evaluations / inspections at the site. As opposed to falsified documents, insufficient documents are any documents prepared by the auditee that cannot provide enough information to the Auditor to come to a precise assessment on the situation. Main characteristic of an insufficient document is that it is not specifically designed to mislead the Auditor or other bodies.

In order to verify any falsification of documents, the Auditor should pay special attention to:

- Certificate numbers do not vary (e.g. year to year)
- Cut and pasted 'marks' on documents
- Inconsistencies with other records

In order to conclusively prove that documents are falsified, ideally, a combination of methods is used. There are three main ways of identifying falsified documents:

- Management admits openly to falsifying documents
- Clear evidence of falsification (e.g. two working time records found)
- Inconsistent records indicating falsification of records (e.g. announcements on overtime and production records inconsistent with working time records).

Fire alarm: Any manual system used to identify or warn all persons in case of a fire emergency within the auditee's site (e.g. alarm buttons, alarm siren). The system can utilize electrical or manual warning devices and is capable of being heard throughout the entire site.

Fire detection: Any device that can automatically sense and warn about indications of fire, such as smoke, heat or gas.

Fire load: Large amounts of easily flammable materials (e.g. palettes, cardboard packaging) stored in inadequate locations (e.g. close to walls or exits). This also refers to the outside of the building.

Fire suppression: Any device (e.g. water tanks, automatic fire sprinklers, fire hoses, fire pumps) used to extinguish or prevent the spread of a fire; usually a combination of dry chemicals and / or wet substances.

First aid supplies: Materials, tools and equipment used to respond to work accidents or incidents. They include first aid boxes, eye wash stations, emergency showers, fire blankets, defibrillators etc.

Forced labor: Any work or services performed which a person is not doing voluntarily, and which is exacted under a threat of some form of punishment, including the loss of rights or privileges. Forced Labor of children and young people is considered one of the worst forms of forced labor.

Foreign migrant employee: An individual who is recruited and migrates from their home country to another country for specific purposes of employment. The definition of foreign migrant employee is meant to exclude those employees with permanent residency and / or professional employees on short- or long-term international assignments.

Global Automotive Declarable Substance List (GADSL): The GADSL is the result of the efforts of a global team from the automotive, automotive parts supplier (tier supplier) and chemical/plastics industries who have organized the Global Automotive Stakeholders Group (GASG). It is a single, globally harmonized and recognized list with clear criteria to exchange information regarding the material and substance composition of automotive parts.

Grievance mechanism: A non-judicial procedure that offers formalized means through which individuals or groups can raise concerns about the impact an organization has on them and can seek remedy. These mechanisms may use adjudicative, dialogue-based or other processes that are culturally appropriate and rights-compatible. According to the United Nations, for a grievance mechanism to be effective, it should be

legitimate, accessible, predictable, equitable, transparent, rights-compatible, and a source of continuous learning.

Harassment: Any form of unwanted verbal, non-verbal or physical conduct that humiliates, embarrasses, disturbs, insults, discomforts the affected person and / or affects their dignity at work. Cases of harassment may include, but are not limited to disability harassment, sexual harassment, racial harassment, verbal harassment, abuse of power and authority.

Harmful environmental impacts: Any harmful soil change, water pollution, air pollution, harmful noise emission, or excessive water consumption that a) significantly impairs the natural base for the preservation and production of food, b) denies a person access to safe and clean drinking water, c) makes it difficult for a person to access sanitary facilities or destroys them or d) harms the health of a person.

Hazardous chemicals: Hazardous chemicals and the special risks attributed to them can be identified through the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). GHS labels include hazard symbols, signal words ("danger" or "warning") and H(azard)-sentences. Additionally, they may also include P(recautionary)-sentences.

Hazardous chemical exposure: Being exposed to hazardous chemicals can cause a wide variety of short and long-term harm for employees, ranging from mild irritation to death. The risk depends on the dose, concentration and duration of exposure, the exposure route (inhalation, skin contact or ingestion), the mixing of the chemical with other hazardous substances, and the individual's personal sensitivity to the substance. Many governments set maximum exposure standards for known hazardous substances but, because the effects of long-term exposure to multiple substances and personal sensitivities are rarely considered when developing such exposure standards, exposure should be always be kept as low as possible.

Hazardous conditions (for young employees): Employment under hazardous conditions includes the exposition to any situation or activity, in or outside of the workplace, that is hazardous and / or likely to jeopardize their physical and mental health, safety or development. Hazardous situations and activities may include but are not limited to:

- heavy lifting and / or operating heavy machinery disproportionate to young employees' size and abilities;
- working the night shift;
- working during school hours although being subject to compulsory education laws;
- any exposure to toluene, lead or other toxic chemicals;
- contact with products which glorify violence and / or are pornographic.

Young employees only carry out work which

- does not prejudice their attendance to school.
- does not require them to attempt to combine school attendance with excessively long and heavy work.
- is supervised by someone who can ensure the tasks carried are not harmful for their health or interfere with their schooling.

Hazardous waste: A solid waste which, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may: (a) pose a significant or potential hazard to human health or the environment when improperly treated, stored or disposed of, or otherwise mismanaged; or (b) cause or contribute to an increase in mortality, or an increase in irreversible or incapacitating illness. Examples of hazardous waste include, but are not limited to:

- Spent chemicals, such as bleach, solvent-based paint, flammable solvents, caustic cleaners, lubricants, emulsions
- Used oil and un-drained oil filters
- Used batteries
- Used fluorescent / high-intensity-discharge lamps
- Electronic scrap
- Electrical equipment containing polychlorinated biphenyls (PCBs)

- Ballasts (PCB and Non-PCB)
- Pesticides
- Laboratory waste
- Medical waste (e.g. sharps such as hypodermic needles)
- Sludge or any other process waste contaminated with (hazardous) chemicals (sludge describe solids that are separated during the biological treatment of industrial or municipal wastewater)
- Persistent organic pollutants (POPs) prohibited by the Stockholm treaty
- Mercury or products containing mercury
- Any waste listed under Basler Convention, please see extended list [here](#) (p. 1-2)

Imminent environmental hazard: Any intentional or negligent damages to, or adverse changes of a natural resource, causing significant polluting effects on air, waters and soils.

Imminent hazard: Any conditions or practices in any place of employment posing a danger which could reasonably be expected to cause death or immediate serious physical harm. The following conditions must be met before a hazard becomes an imminent danger:

- There must be a threat of death or serious physical harm (i.e. a part of the body is damaged so severely that it cannot be used or cannot be used very well).
- For a health hazard there must be a reasonable expectation that toxic substances or other health hazards are present and exposure to them will shorten life or cause substantial reduction in physical or mental efficiency. The harm caused by the health hazard does not have to happen immediately.
- The threat must be immediate or imminent. This means that you must believe that death or serious physical harm could occur within a short time.

Important business partners: Any business partner with whom the auditee has a particularly relevant business relation with (e.g. long-lasting, critical product provided) and who was identified as important as the result of a systematic relevance analysis.

Intimidation: Any intentional behavior that would cause a person of ordinary sensibilities to fear injury or harm.

Labor agency: An individual or organization who supplies employees for factories. These organizations / individuals can be linked to the government in a country or can be independent. Usually the agency is paid a fee to provide a guaranteed number of employees. Often, the employees' employment contracts are with the agency, rather than the supplier who uses the employees.

Minimum wage: The lowest hourly, daily or monthly remuneration that employers are legally required to pay to employees for regular working hours. Countries that do not have a minimum wage defined by law rely on employer groups and trade unions to set minimum earnings through collective bargaining. In these cases, the industry prevailing wage applies as a standard. The industry benchmark and reference need to be specified under legal references in this case.

Manufacturing Restricted Substances List (MRSL): A list of chemical substances subject to a usage ban or acceptable limits of restricted substances in chemical formulations, which are used in the raw material and product manufacturing processes.

Night work: All work which is performed during a period of seven or more consecutive hours during the period from 12am to 5am. In case of young employees this definition applies for a time period after 10 pm.

Non-hazardous waste: Waste materials which are not specifically deemed hazardous. Improper management of non-hazardous waste may, however, still pose risks to the environment and human health. Examples of non-hazardous wastes include, but are not limited to:

- Kitchen waste
- Commercial waste
- Paper

- Plastic
- Glass

Overtime: Overtime refers all hours worked in addition to the regular hours, and should be compensated for with in lieu time off or financial compensation (see also overtime premium).

Overtime premium: A wage paid above the basic daily or hourly wage to compensate for time worked beyond the normal working schedule. This premium should be described in a country's labor laws. In countries where a premium rate for overtime is not regulated by law or there is no Collective Bargaining Agreement, employees shall be compensated for overtime at the auditee's premium rate or at a premium rate equal to prevailing industry standards, but at least 125% of normal pay, whichever is higher. Overtime may also be remunerated with time-off via a so called "banking hour system". This banking hour system has to be in compliance with applicable law.

Payroll records: A form of documentation which must be maintained by an employer for all individuals in the workplace. This includes the number of hours worked, average pay rates, and deductions for each employee. Payroll records also contain information about health plan contributions, bonuses and sick pay within the last year.

Pay slip: A note given to a employee when they have been paid, detailing the amount of pay given, and the tax and insurance deducted.

Personal document: A piece of written, printed, or electronic matter that provides personal information about an individual. Examples may include, but are not limited to:

- ID
- Passport
- Social Security Card
- Birth Certificate
- Religious records of age
- Work or residence permits
- Travel documents
- Marriage Certificate

Person responsible for environmental management: The purpose of a person responsible for environmental management is to ensure that all legally required environmental permits are valid and available at the auditee's site and environmental risks are identified and resolved. He or she oversees environmental compliance, manages environmental issues throughout the site and is responsible for the correct execution of local law and internal checks regarding environmental issues. Usually, this person is trained on environmental compliance and environmental management issues.

Person responsible for occupational health and safety: The purpose of a person responsible for health and safety is to promote a safe working environment at the auditee's site with employee involvement. The responsible person for health and safety will give employees a direct voice in addressing safety concerns throughout the site and is responsible for the correct execution of local law and internal checks regarding health and safety issues. Usually, this person is trained on occupational health and safety issues.

Physical abuse / assault: Any behaviors which depart from reasonable conduct and involve the misuse of physical or psychological strength, including attempts to physically injure or attack the affected person as well as actual physical harm.

Personal Protective Equipment (PPE): Safety equipment worn by employees to prevent or minimize exposure to workplace hazards. Examples include but are not limited to eyewear, face shields, ear plugs, hard hats, gloves, foot protection, respirators. Personal protective equipment must only be considered as a hazard control measure after all practical engineering controls (e.g. installing ventilation equipment to remove air contaminants.) and administrative controls (e.g. limiting the amount of time employees may do

a task) have been used and there still remains a need for additional protection. It is important to always provide employees with the PPE adequate for the respective task to be carried out (e.g. eye / face protection when drilling, sanding, grinding, welding; safety shoes when working in mechanical, construction).

Retaliation: Any action taken in response to an injury or offense, or to seek revenge. In the workplace, retaliation occurs, when an individual takes, or threatens to take, adverse action against another individual because that person reported or opposed an unethical or unlawful act, participated in a proceeding, or cooperated in an investigation or audit. There are a range of actions and comments that could be construed as retaliation. Examples may include, but are not limited to, the following actions or threats of such action:

- Termination of employment
- Demotion or denial of opportunities for promotion
- Reassignment or transfer to a post with less responsibility
- Unfavorable performance evaluations
- Offensive comments or remarks
- Loss of relationships or isolation
- Removal from a team or project
- Withholding of funding
- Withdrawing delegated authority

Retaliatory actions are materially adverse employment measures that are unjustified and detrimental to the recipient. They do not include behaviors or reasonable actions that are taken to promote the interests of the organization or to encourage a satisfactory level of performance, attendance, and / or conduct.

Retribution: A punishment inflicted on someone as vengeance for a wrong or criminal act. Examples may include, but are not limited to:

- Termination of the employment contract
- Discrimination (e.g. through differences in pay, promotion, training, hiring)
- Intimidation
- Other penalization

Risk assessment: The formal estimation of the likelihood of suffering damage as a result of identified hazards.

Safe place: see assembly area.

Safeguard: A device designed to protect employees from points of operations, revolving and rotating parts, live electrical contacts, and other parts of machines and operations.

Safety Data Sheet (SDS): It provides users of chemicals with the necessary information (e.g. potential hazardous effects, physical and chemical characteristics, recommendations for appropriate personal protective equipment and handling of (hazardous) wastes) to help them protect human health and the environment. If a hazardous substance is registered in a quantity above 10 tons per year per registrant, an extended safety data sheet, with exposure scenarios attached, has to be supplied.

Secondary containment: A container or other structure outside the primary container that is used to keep chemicals from leaking onto building or equipment surfaces or the environment (groundwater, rivers).

Service provider: An individual or legal entity which offers service to others in exchange for payment. Employees of service providers who are regularly present at the auditee's site are referred to as "in-house service providers" (i.e. security, canteen, housekeeping). All in-house service providers are part of the assessment scope and should be considered as employees.

Spill kit: Materials to control spills of chemicals or hazardous substances. Examples of spill kit items may include neutralizing agents, inert absorbents (e.g. sand), chemical resistant bags. For small amounts (< 5 liters) of low risk chemicals it might be sufficient to have towels or a cleaning rag available.

Statutory leave: The legal minimum amount of paid holiday that all employees (including temporary and agency staff) are entitled to. Staff who are off sick or on maternity leave still have the right to paid holiday.

Subcontractor: An individual or legal entity that signs a contract to perform part(s) or all of the obligations of another's contract. For the purpose of the RSCI Assessment, it refers to business partners, which is appointed by the auditee, to take over – fully or partly – the final production of goods. Subcontractors that are located within the auditee's premise (and that -therefore- share the same site) are referred to as "on-site subcontractors". All on-site subcontractors are part of the assessment scope and their employees should be considered as employees.

Supplier: An individual or legal entity, appointed by the auditee, that supplies materials of any kind necessary to make the final product.

Supply chain: A coordinated system of organizations, people, activities, information and resources involved in moving a product or service from supplier to customer.

Threat: A statement of an intention to inflict pain, injury, damage, or other harm on someone.

Trade union: An organization of employees who have freely banded together to achieve common goals and better working conditions. The trade union, through its leadership, bargains with the employer on behalf of union members and negotiates labor contracts (collective bargaining) with employers. This may include the negotiation of wages, work rules, complaint procedures, rules governing hiring, firing and promotion of employees, benefits, workplace safety and policies.

Young employee: Employees under the age of 18 but older than the legal minimum age for employment and / or older than 15 years.

Working hours / hours of work: Refer to the period of time that an individual spends performing paid occupational labor. This means the actual hours of paid "work" by a employee. What is included in working hours is defined in national labor law or in the Collective Bargaining Agreement (CBA). Some countries define break time as paid working time, some countries do not. National labor law should be checked to clarify the definition of what is included in working hours. It is possible that short breaks before and after meals are defined as paid and therefore are working time while lunch or dinner may not. If what is included in working hours is not defined in the national labor law then RSCI accepts that breaks where employees have spare time (to have lunch / dinner, refreshment, rest) and do not involve company-imposed activities such as training, admin duties are non-working time.