Social & Labor Convergence Program

Converged Assessment. Collaborative Action. Improved Working Conditions.

SLCP Facility Training Webinar
The Data Collection Tool
April 25, 2023

SOCIAL & LABOR CONVERGENCE

Welcome to today's webinar!

You are viewing Webinar Zoom's screen   View Options

Recording

Social & Labor Convergence Program

Converged Assessment. Collaborative Action. Improved Working Conditions.

Q&A

Audio Settings   Chat   Raise Hand   Q&A   Leave Meeting

SOCIAL & LABOR CONVERGENCE

What will you learn?

Objectives

➢ How to prepare for your self/joint-assessment

➢ How to navigate the offline Tool

➢ How to properly fill in the Tool

➢ How to avoid common misunderstandings

Form

➢ Presentation

➢ Quizzes

➢ Room for questions

SOCIAL & LABOR
CONVERGENCE

Introduction

Meet the speakers

Ann Wilkings
Converged Assessment
Framework Associate

*What did you want to be
when you grew up?*
Nun or teacher.

Reshma KT
Support Coordinator
India

*What did you want to be
when you grew up?*
Journalist.

Sharon Hesp
Senior Operations
Manager

*What did you want to be
when you grew up?*
Police officer.

Meet the speakers

Leadership & Sustainability

Farouk Boujemaa
Global Senior Training and
Verification Manager

*What did you want to be
when you grew up?*
Doctor.

Sónia Silva
CSR Operations Deputy
Manager & Regional
Technical Manager - Europe

*What did you want to be
when you grew up?*
Singer.

MAS

Shyamali Liyanage
Deputy General Manager –
Compliance and Social
Sustainability

*What did you want to be
when you grew up?*
Cat.

SOCIAL & LABOR
CONVERGENCE

Meet the support team today!

Han Nguyen

Jessica Jia

Sevinc Aktas Ilgun

Urtty Majumder

Answering your questions!

SOCIAL & LABOR CONVERGENCE
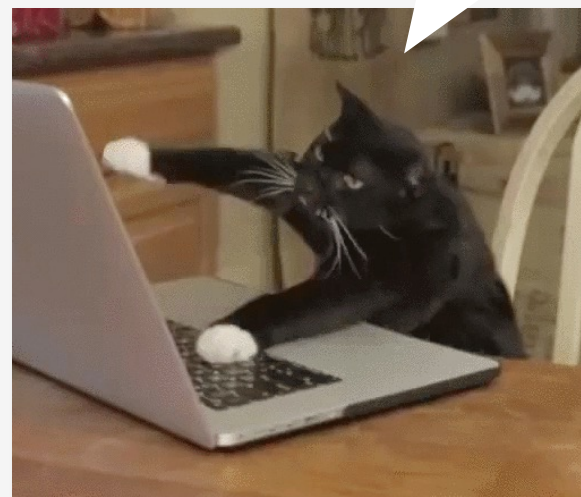
Tell us about yourself

1) Where are you dialing in from?

2) Which type of organization do you work for?

3) How many SLCP assessments have you completed?

4) Did you attend one of SLCP's training sessions in 2022?

5) What did you want to be when you grew up?

About the Social & Labor Convergence Program (SLCP)

Sharon Hesp

What is SLCP?

SLCP is a multi-stakeholder initiative to reduce audit fatigue and improve working conditions.

Implements the Converged Assessment Framework (CAF) to collect & verify social compliance data.
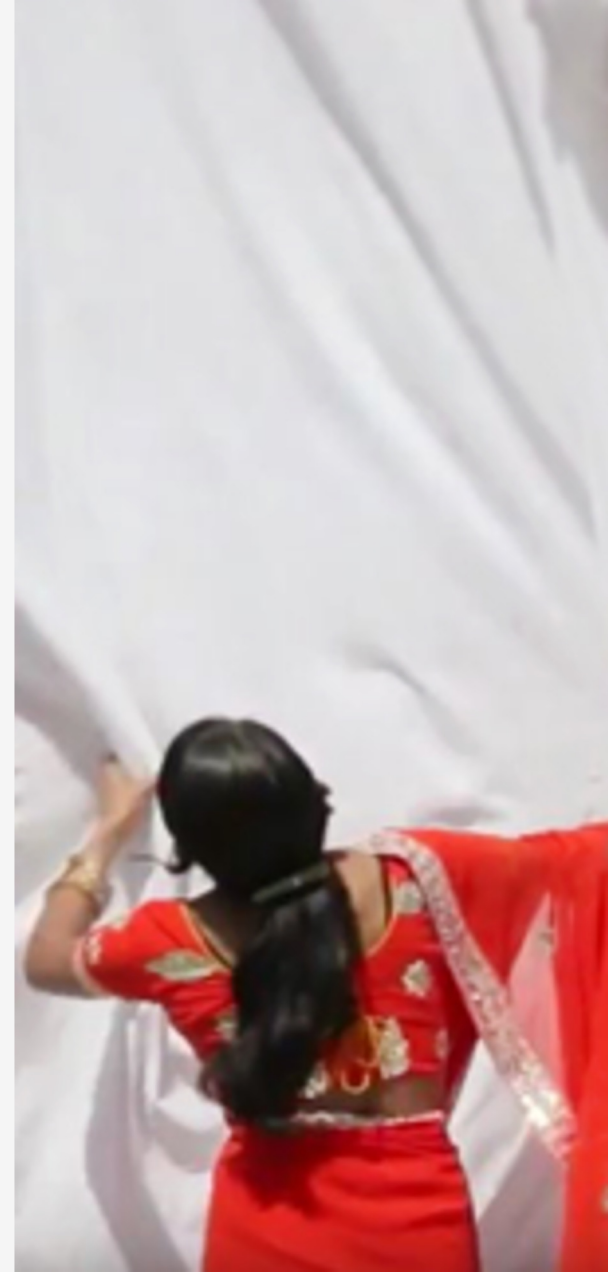
SLCP verified data is owned by the facility and can be shared with all business partners.

Replaces the need for repetitive audits and frees up resources for improvement programs.
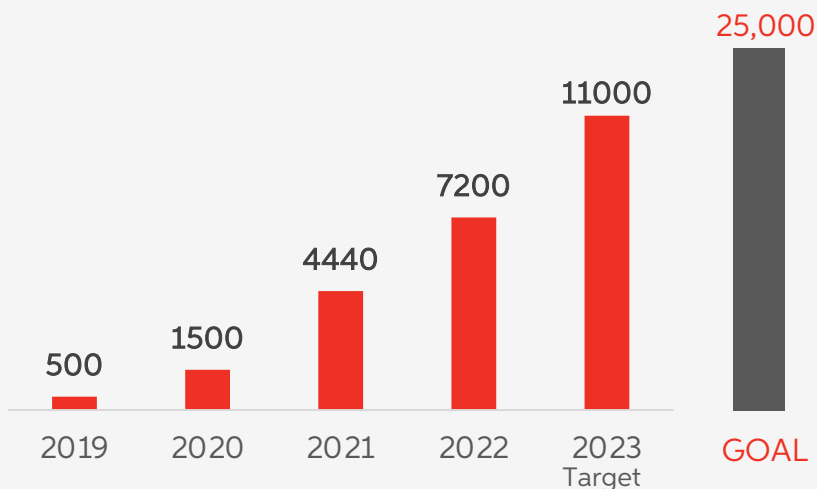
Provides credible data that supports end-users to meet due diligence requirements
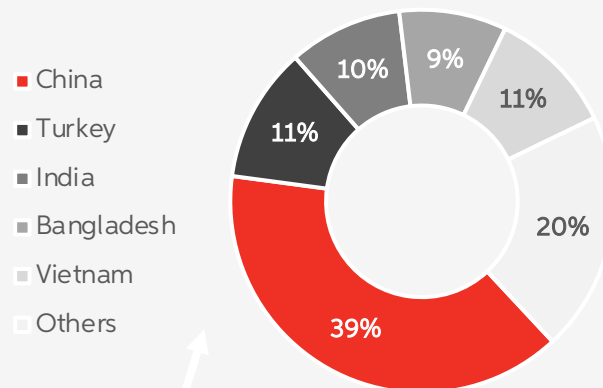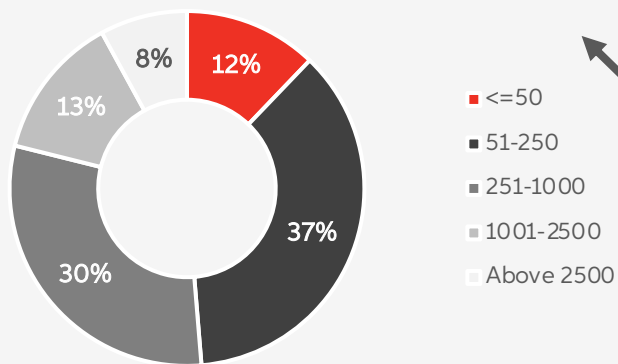
How has SLCP grown?

Growth in verified assessments

25,000 GOAL

11000 — 2023 Target
7200 — 2022
4440 — 2021
1500 — 2020
500 — 2019

2022 country breakdown of verified assessments

- China — 39%
- Turkey — 11%
- India — 10%
- Bangladesh — 9%
- Vietnam — 11%
- Others — 20%

SLCP usage is becoming more worldwide, with assessments in 2022 more diversified than in previous years

2022 facility breakdown by size

- <=50 — 12%
- 51-250 — 37%
- 251-1000 — 30%
- 1001-2500 — 13%
- Above 2500 — 8%

49% of all verified assessments in 2022 completed by SMEs.

SOCIAL & LABOR CONVERGENCE

Brands & Standard Holders that accept SLCP Data

For more details, including which countries and tiers brands & standard holders accept SLCP data from, please see the full list on our website.

What benefits have you experienced?

Facilities have experienced…

Reduction in time and money spent on audits; reduction in audit fatigue

Wide acceptance of SLCP expedites onboarding with new business partners

Ownership of high-quality data and control over how it is shared

Identification of key issues which helps to better plan systematic and sustainable improvements.

What have you experienced? **Contact us** with your success story!

Introduction to the Data Collection Tool

Sharon Hesp

SOCIAL & LABOR
CONVERGENCE

There are 3 stages of the SLCP assessment process:

✓ **Facility** fills in the Data Collection Tool, either alone (self-assessment) or with help (joint-assessment)

Stage 1:
Data Collection

1

✓ **Facility** selects a **Verifier Body** who assigns a **Verifier** to do the verification of the collected data

Stage 2:
Verification

2

✓ **Facility** reviews the verified data and can then share the verified assessment report with selected business partners
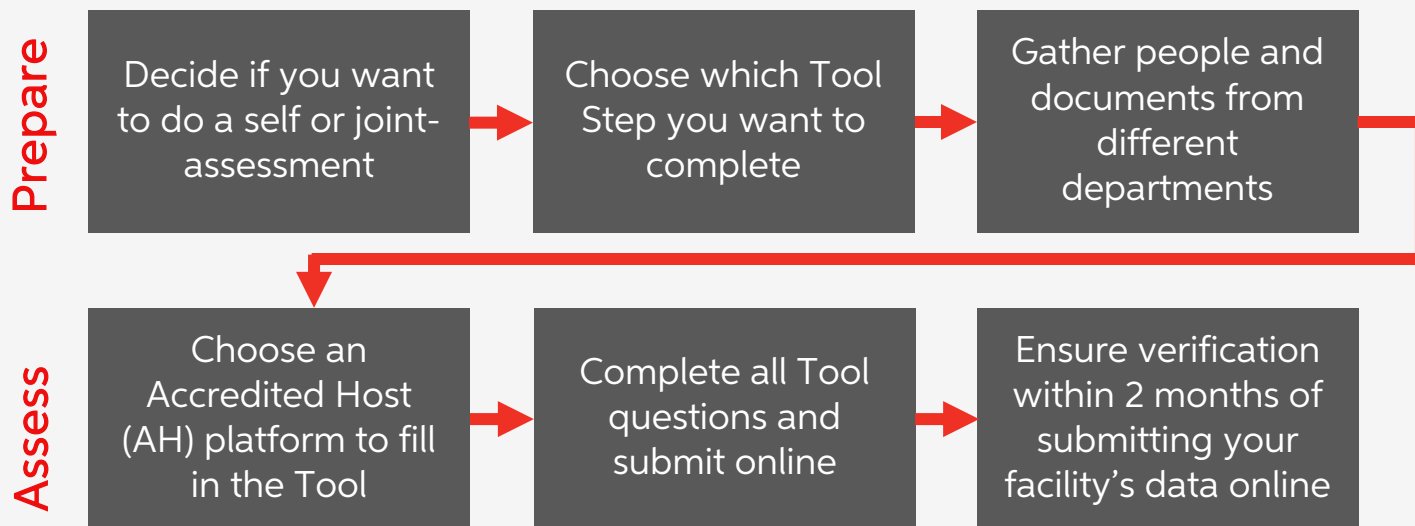
Stage 3:
Data Sharing

3

International Trade Centre

SOCIAL & LABOR CONVERGENCE

The self/joint-assessment process

Why does the SLCP process start with a self/joint-assessment?
- ✓ Promote facility ownership of SLCP process and data
- ✓ Understand your own factory's working conditions for informed conversations with business partners
- ✓ Lay a strong foundation for improvement plans

During the self/joint-assessment you need to:

Prepare

Decide if you want to do a self or joint-assessment	→	Choose which Tool Step you want to complete	→	Gather people and documents from different departments

Assess

Choose an Accredited Host (AH) platform to fill in the Tool	→	Complete all Tool questions and submit online	→	Ensure verification within 2 months of submitting your facility's data online

SOCIAL & LABOR CONVERGENCE

Self vs. joint-assessment

Self-assessment:

The facility completes the Data Collection Tool on their own.

NOTE: The report can still be classified as a self-assessment if you reach out to a business partner to ask a few questions and/or get some clarification.

Joint-assessment:

When an external organization is contracted (paid or unpaid) by the facility to assist in completing the Data Collection Tool. The organization might help with:
- ✓ Advising on how to answer questions
- ✓ Reviewing the report
- ✓ Preparing for the verification

Examples of who can help:
- ✓ Verifier Body*
- ✓ Training Body
- ✓ SLCP signatory brand, agent or civil society organization
- ✓ Social responsibility consultancy

*If a Verifier Body helped a facility with the joint-assessment, they cannot be the same Verifier Body that verifies the joint-assessment.

SOCIAL & LABOR
CONVERGENCE

Sections of the Data Collection Tool

Facility Profile: Step selection, general facility information, building structures, worker demographics, production/ operation information, subcontractors information

Recruitment & Hiring: Data related to minimum age, discrimination, employment practices

Working Hours: Data related to hours of work and breaks

Wages & Benefits: Data related to minimum wage, social insurance and other benefits

Worker Treatment: Data related to forced labor, harassment and abuse, discrimination, discipline

Worker Involvement: Data related to freedom of association and collective bargaining, grievance systems, worker representation

H&S: Data related to general work environment, building safety, emergency preparedness, chemicals/hazardous substances, worker protection, materials handling and storage, electrical safety, first aid/medical, contractor safety, dormitories, canteens, childcare

Termination: Data related to forced labor, discrimination, employment practices, wages and benefits

Management Systems: Data related to the structure of "Plan" (policies and procedures/ strategy and goals), "Do" (roles and responsibility/ communication and training), "Check" (self-assessment), "Act" (continuous improvement)

Above and Beyond: Data related to workplace well-being, community impact

SOCIAL & LABOR
CONVERGENCE

Tool Steps and data points

STEP 1	STEP 2	STEP 3
FACILITY PROFILE	FACILITY PROFILE	FACILITY PROFILE
RECRUITMENT & HIRING	RECRUITMENT & HIRING	RECRUITMENT & HIRING
WORKING HOURS	WORKING HOURS	WORKING HOURS
WAGE & BENEFITS	WAGE & BENEFITS	WAGE & BENEFITS
WORKER TREATMENT	WORKER TREATMENT	WORKER TREATMENT
WORKER INVOLVEMENT	WORKER INVOLVEMENT	WORKER INVOLVEMENT
HEALTH & SAFETY	HEALTH & SAFETY	HEALTH & SAFETY
TERMINATION	TERMINATION	TERMINATION
	MANAGEMENT SYSTEMS	MANAGEMENT SYSTEMS
		ABOVE AND BEYOND

Step 1 = Essential key social & labor compliance questions, mostly connected to **International Labor Standards (ILS) and National Labor Laws (NLL)**

Step 2 = Progressive focuses on management systems and questions that are additional/supportive social & labor compliance questions but less critical. These questions are often found in **social industry and certification standards**.

Step 3 = Advanced questions that go above and beyond social responsibility, and seek to **elevate workplace well-being and community impact**

Selection Step 1, Step 2 or Step 3 (where Step 2 includes Step 1 scope, Step 3 includes Step 1 and 2 scopes).

SOCIAL & LABOR CONVERGENCE

Country-specific questions

What are country-specific questions?

Based on the country that the facility selects in Facility Profile, questions specific to that country will appear in Step 1 of the Tool.

Why do we have country-specific questions?

To strengthen alignment of the tool with national labor law. Better Work recommended we introduce a limited number of country-specific questions to track compliance against laws that are very country specific and not applicable to all locations.

Which countries have country specific questions and how many?

- **Bangladesh**: 8 questions
- **Cambodia**: 11 questions
- **Indonesia**: 3 questions
- **Pakistan**: 1 question
- **Vietnam**: 15 questions

SOCIAL & LABOR
CONVERGENCE

Preparing for the Assessment

MAS

Shyamalii Liyanage

SOCIAL & LABOR
CONVERGENCE

Make sure you have all the information and people you need

The assessment is based on **12 months of recent data***.

As questions focus on different aspects of the facility, e.g., HR, Safety, Management topics, you need the **involvement of multiple departments and people**. The involvement of worker and/or union representatives, if applicable, is also recommended.

Including facility coordination, collaboration, documentation collection and review, it will take around **2 weeks to complete** the assessment.

* **NOTE:** As a new facility, at least three months of data is required to fill in the Tool.

SOCIAL & LABOR CONVERGENCE

Decide which Step to complete

Consider the following points when choosing your Step:

Legal compliance: Step 1 assesses your compliance with International Labor Standards (ILS) and National Labor Laws (NLL).

Size: If your facility is of smaller size (e.g., less than 500 workers) and you have few buyers, Step 1 may be the most appropriate choice for you.

Buyer relationships: Know what your buyers need. Many want at least Step 2 data that includes questions that are often found in social industry standards or Codes of Conduct. We have a list of Steps required by SLCP accepting brands and retailers on our website.

Ambition level: If you want to include everything related to your social performance (including e.g., worker well-being and community programs), choose Step 3.

CONVERGENCE

Step Selection

2022 Step Selection

■ Step 1 ■ Step 2 ■ Step 3

22%

52%

26%
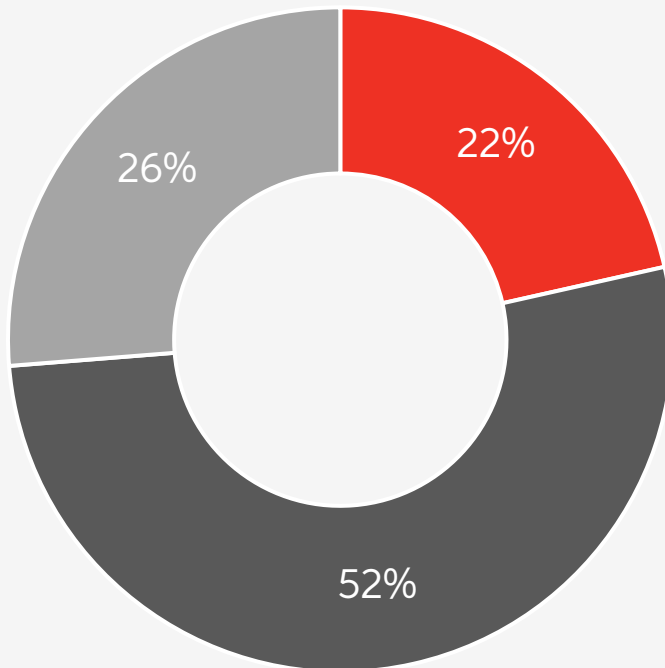
2020-2022 Step Selection

	2020	2021	2022
Step 1	25%	19%	22%
Step 2	48%	59%	52%
Step 3	27%	22%	26%

The majority of facilities choose to complete Step 2 in the Tool

SOCIAL & LABOR
CONVERGENCE

Know your documents

With various documents needed to accurately complete the self/joint-assessment process, facilities must know and understand the contents of the documents they attach to their assessment.

For example, the same policy can apply to multiple SLCP management system questions, if that one policy addresses multiple social and labor issues.

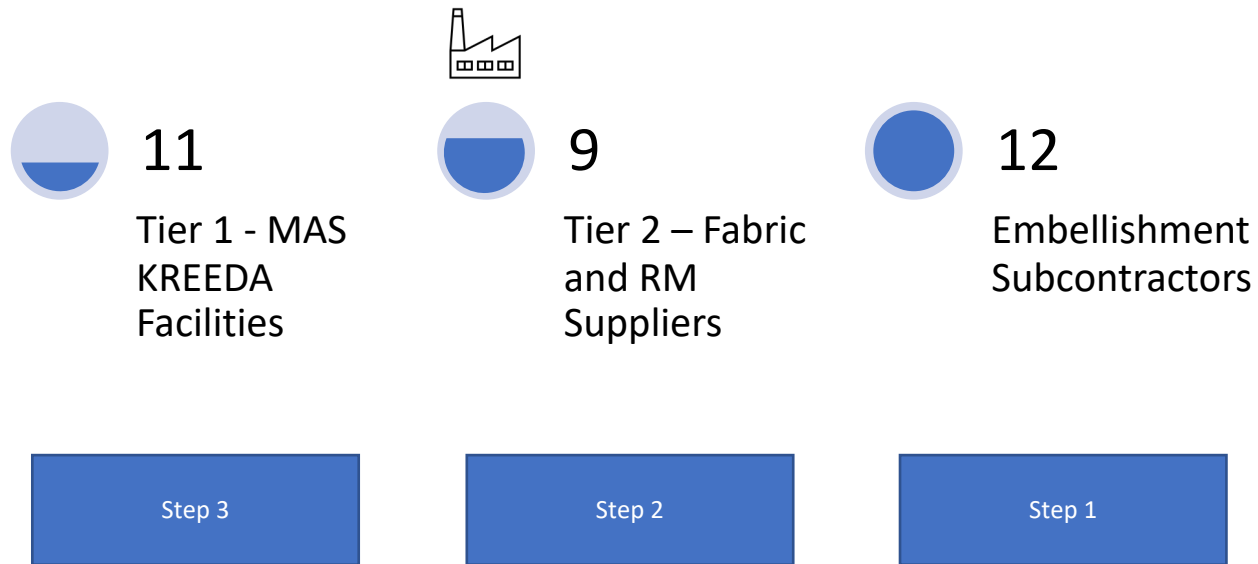| MS-PLA-3		Which of the following topics are included within the facility's written policies and procedures? (SELECT all that apply with a "X")
MS-PLA-3-1	Recruitment and hiring	"X" to select: X
MS-PLA-3.1	Please provide a list of all written policies and procedures referencing recruitment and hiring:	Response Here: **Recruitment and Hiring Policy**
MS-PLA-3-2	Termination and retrenchment	"X" to select: X
MS-PLA-3.2	Please provide a list of all written policies and procedures referencing termination and retrenchment:	Response Here: **Recruitment and Hiring Policy**
MS-PLA-3-3	Facility workplace rules	"X" to select: X
MS-PLA-3.3	Please provide a list of all written policies and procedures referencing facility workplace rules:	Response Here: **Knowing the Rules of the Workplace**
MS-PLA-3-4	Child labor and/or young workers Info	"X" to select: X
MS-PLA-3.4	Please provide a list of all written policies and procedures referencing child labor and/or young workers:	Response Here: **Human Rights Policy**
MS-PLA-3-5	Prohibition of forced labor Info	"X" to select: X
MS-PLA-3.5	Please provide a list of all written policies and procedures referencing prohibition of forced labor:	Response Here: **Human Rights Policy**
MS-PLA-3-6	Anti-harassment and abuse Info	"X" to select: X

Photographs/documents
On the AH platform you can attach documents to every question.
All attachments will be part of the final verified assessment that can be shared with your business partner. Do not include confidential information.

Preparation for Data Collection

SLCP Scope at MAS KREEDA

11 Tier 1 - MAS KREEDA Facilities

9 Tier 2 – Fabric and RM Suppliers

12 Embellishment Subcontractors

Step 3

Step 2

Step 1

MAS KREEDA

Data Gathering – At Self Assessment & 1 day before Verification

#	Information required	Question No	Question as in the Asessment Tool	Data input at Self Assessement On --/--/2023	Data given at the verification date on --/--/2023
IF 24	Total no of warehouses-onsite	FP-BUI-3	Number of warehouses on-site:		
IF 25	No of multi floors	FP-BUI-16	Number of all floors:		
IF 26	Total facility area - build permises(m2)	FP-BUI-11	Total Facility Area (m2) - only built premises:		
IF 27	Building no and age of the building	FP-BUI-12	Please enter any additional building related comments here, including age of each facility building:		
IF 28	TM level employees from RM - FG (Remove TL/GL)	FP-WOR-1	Total number of workers:		
IF 29	Full work force %	FP-WOR-2	What percentage of the normal workforce does the Total number of workers reflect?		
IF 30	TM level male employees from RM - FG (Remove TL/GL)	FP-WOR-3	Number of male workers:		
IF 31	TM level employees from RM to FG (Remove TL/GL)	FP-WOR-4	Number of full-time workers:		
IF 32	TM level male employees from RM to FG (Remove TL/GL)	FP-WOR-5	Number of male full-time workers:		
IF 33	TM level employees from RM to FG (Remove TL/GL) working on a part time basis	FP-WOR-6	Number of part-time workers:		
IF 34	TM level male employees from RM to FG	FP-WOR-7	Number of male part-time workers:		

Infromation sheet   OAR No   Training   Details Labor   Policy details   Goals KPIs details   Documents in hand   Documents O

MAS KREEDA

Standardized Answer sheet – Color coded for common questions and factory specific questions

	Question	Facility Response (ANSWERS IN ENGLISH ONLY)
RECRUITMENT & HIRING		
	Section Instructions	
	• Facility Comments	
	Child Labor	
	Other relevant ILO documents: R146 Minimum Age Recommendation, 1973; R190 Worst Forms of Child Labour Recommendation, 1999	
	Age Documentation	
RH-CHI-1	Does the facility verify minimum age requirements prior to hiring workers?	Yes
RH-CHI-1.1	If yes, please describe what legal documentation or other proof of age are reviewed to verify minimum age requirements and whether copies are maintained:	NIC, Birth Certificate
	Minimum Age	
RH-CHI-2	What is the age of the youngest worker in the facility?	Information Sheet - IF 203
RH-CHI-3	If other, please describe:	
RH-CHI-4	Are any workers under the legal minimum age for employment?	No

Factory Profile   **Recruitment and Hiring**   Working Hours   Wages and benifit   Worker Treatment   Worker Involvement   H

Standardize Training Materials

Question No	Section	Training	Yes/No	PPT	Signature Sheets	Photo graphic evidences	Eveluations	No of participant
MS-DO-7	Snr Management(Annual Executive and manager training)	Annual executive and above compliance training done by plant HRM		LC/PPT/01				
		MAS DNA Trainings to Executive & Above Cadre by the divisional team		LC/PPT/02				
MS-DO-9	Individuals responsible for implementation (HR)	Annual Training for HR Team On Fair Recruitment Practices		LC/PPT/03				
		Annual training for Implementation team (HR team)		LC/PPT/04				
MS-DO-11	NEW production workers (Induction)	Induction covers all necessary areas and Induction training manual available (Refer MAS Kreeda Induction training guidelines)		LC/PPT/05				
MS-DO-13	EXISTING production workers (Full Factory Training)	Annual Full factory training for TMs and staff on Nike CLS and compliance		LC/PPT/06				
		MAS DNA Awarenesses to all TM & Staffs		LC/PPT/07				
MS-DO-15	Security guards training	Annual Training on Compliance & Nike CLS's for Security Service Provider		LC/PPT/08				
MS-DO-17	suppliers/subcontractors Trainings	Annual Training for subcontractor by divisional team (keep records for every subcontractor)		LC/PPT/09				
		Annual Training on Compliance & Nike CLS's for Janitorial service providers		LC/PPT/10				
		Annual Training on Compliance & Nike CLS's for Catering service providers		LC/PPT/11				
		Annual training for any service provider such as Shiran polybag/Averytension etc		LC/PPT/12				
Internal audit tool/Training an awarness/8.17	Driver training	Prevention of Sexual harassment		LC/PPT/13				

MAS KREEDA

List of Documents

Q No	What	Remarks	Availability
		Statutory approval	
RH-CHI-2	What is the age of the youngest worker in the facility?	Youngest worker file	
WB-WAG-41	Does the facility conduct worker performance evaluations based on a standard set of criteria?	Documented Skill Eveluation procedure	
MS-PLA-1	Does the facility have written policies and/or formal procedures for social and labor practices	Policy list and policy folder (keep it)	
MS-PLA-18.1	Please provide the name of document(s) referencing overall goals in terms of social and labor outcomes:	Social Sustainability Score Tool, Sustainability Hoshin	
MS-DO-3.1	Please provide the name of the document(s) here:	HR Structure	
AB-WOR-5-4	Skill Matrix - including all worker skill levels	Skill matrix eveluations/ personel goal sheets	
WB-WAG-46.1	Documented production Incentive Shceme		
	Documemnted Attendence Bonus procuedure		
	Documented TM Promotion Criteria		
WB-WAG-67	Salary Advance guidelines document		

Policy Alignment

Q no	Topic	Policy name
MS-PLA-4	**Which of the following topics are included within the facility's written policies and procedures for child labor and young workers? (SELECT all that apply with a "X")**	
MS-PLA-4-1	Facility minimum age requirement	HR-18 Work Conditions for employing young persons policy-3
MS-PLA-4-2	Facility minimum age requirements for certain types of workers (if applicable)	
MS-PLA-4-3	Age Verification Process	HR-09-Minimum Age-4.1.1 , 4.1.2
MS-PLA-4-4	Remediation for child labor (for when children under the legal minimum working age are found to be working for the facility)	HR-09-Minimum Age-6.0
MS-PLA-4-5	Children visiting facility production areas (i.e. for when those under the legal working are visiting the production floor)	HR-09-Minimum Age-8.0
MS-PLA-4-6	Work restrictions for young workers	HR-18 Work Conditions for employing young persons policy-4.1 , 4.2

MAS KREEDA

Properly preparing for your assessment will…

- ✓ Save time for everyone involved

- ✓ Ensure you reserve the proper amount of time and energy for the process

- ✓ Better equip you to answer questions related to legal requirements

MAS KREEDA

Knowledge check-in

1) Why does the SLCP process start with a self/joint-assessment?
   All of the above

2) What can a joint-assessor help facilities with?
   All of the above

3) How many months of recent data is an SLCP assessment based on?
   12

4) Facilities should involve multiple departments and people when filling in the Tool.
   True

5) Where can you find the list of Steps required by brands and retailers that accept SLCP?
   SLCP Website

SOCIAL & LABOR
CONVERGENCE

Navigating the Data Collection Tool

Reshma KT

The Data Collection Tool is available online (AHs) and offline (Excel)

Online vs. offline

Assessment completion: online vs. offline
2020 vs. 2021 vs. 2022

■ Online %   ■ Offline %
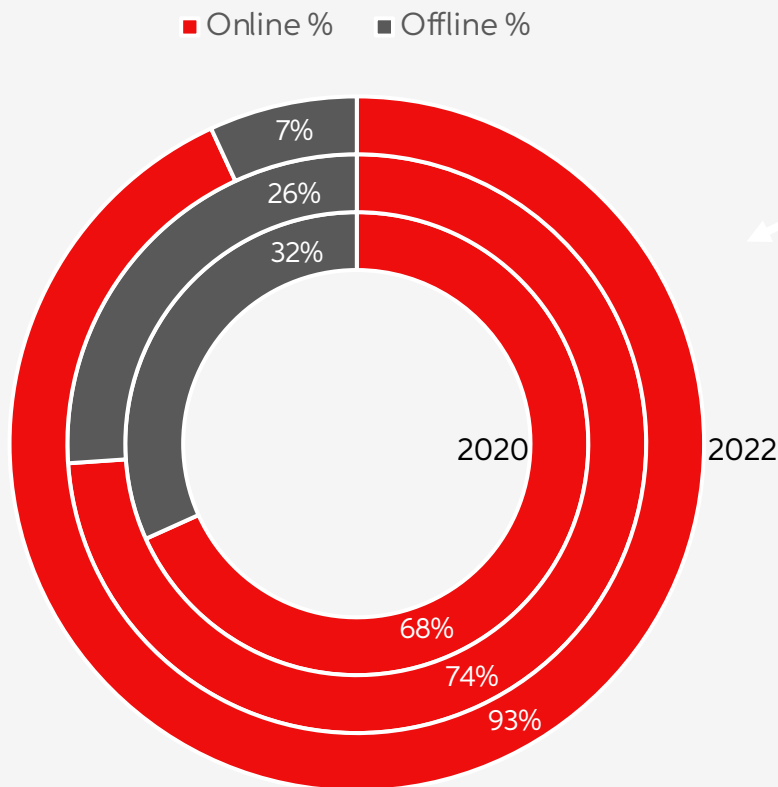
SLCP recommends filling in the Tool **online** on an Accredited Host platform.

The online Tool better **guides completion** and enforces **data collection rules**, resulting in less mistakes and greater efficiency.

Data Collection Tool demo

FFC resources

Helpdesk FAQ: **Guidance on navigating the FFC platform**
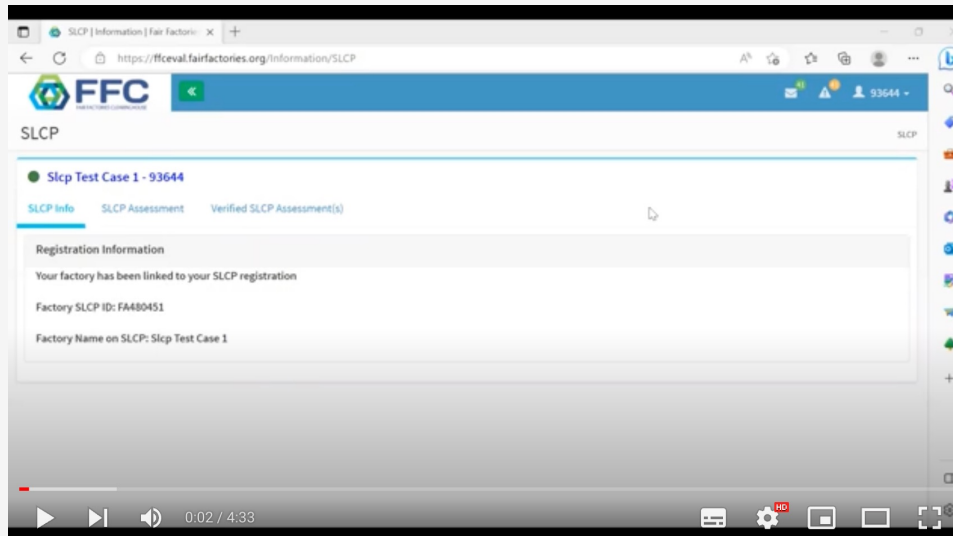
Video and **guidance** include how to…

- ✓ Register on FFC
- ✓ Navigate the platform
- ✓ Start assessment
- ✓ Upload excel
- ✓ Add attachments

For additional guidance on the FFC platform, visit fairfactories.org

For support, contact SLCPsupport@fairfactories.org

Higg resources

Helpdesk FAQ: Guidance on navigating the Higg platform
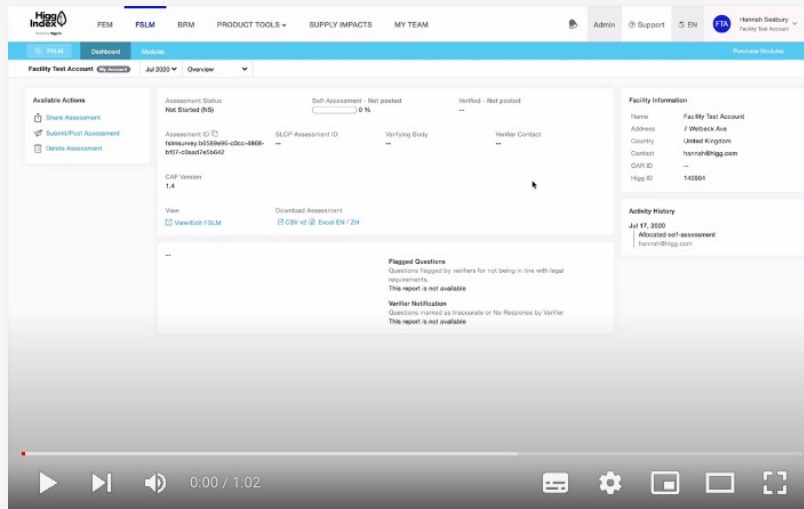
How to…

✓ Create an account: guidance

✓ Purchase FSLM: guidance

✓ Complete FSLM: guidance and video

✓ Interpret FSLM scoring: guidance and video

For additional guidance on the Higg platform, visit howtohigg.org

For support, submit a request on howtohigg.org/request

Questions?

SOCIAL & LABOR
CONVERGENCE

Filling in the Tool

Ann Wilkings

Objective data

The Data Collection Tool collects **objective** data. Meaning, question answers reflect the actual working conditions in your facility.

✗ SLCP verification does not apply performance judgments or prescribed follow-up actions

✓ SLCP only identifies compliance against national labor law and international labor standards

There is no…

✗ Scoring or ranking

✗ Benchmarking against other initiatives

✗ Ensuring compliance against certification schemes or company CoC

✗ Providing remediation efforts

This makes SLCP compatible with all compliance and certification programs.

Users can use the data to come to their own conclusions and proceed with any applicable corrective action, remediation efforts or capacity/ capability building.

SOCIAL & LABOR
CONVERGENCE

Instructions

RECRUITMENT & HIRING

Section Instructions

Section Description: The purpose of the Recruitment and Hiring section is to understand the facility's social and labor practices in the initial stages of employment. The "recruitment" process is designed to select the most appropriate candidates for employment. The "hiring" process is how new workers are brought into the organization. Social and Labor topics within this section include:

- Child Labor
- Apprenticeship / Trainee / Internship Programs
- Forced Labor
- Recruitment Practices
- Discrimination
- Employment Practices
- Homeworkers
- Facility Comments

Child Labor

Sub-Section Instructions (Select/click on below cell to ensure you see all text of the cell in the formula bar above)

Overall International Labor Standards Compliance Guidance: Child labor is 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, by obliging them to leave school prematurely, or by requiring them to combine school attendance with excessively long and heavy work. In its most extreme forms, children are involved in illegal activities, or in work that exposes them to physical, sexual or psychological abuse. However, not all work done by children is classified as child labor that should be eliminated. Work that does not affect children's health and personal development or interfere with their schooling can be constructive. This includes activities such as helping parents around the home, helping in a family business or earning pocket money outside school time. Whether or not work being carried out by children constitutes child labor depends on the child's age, the type and hours of work performed, and the impact of the work on the child's health, development and access to education. In addition to determining whether there are child laborers working at the facility premises, the possibility of workers taking work home should be monitored. If work is performed outside the facility premises, determine whether underage family members are doing it.

Applicable legal standards include: ILO Core Conventions, C138 Minimum Age Convention, 1973 and C182 Worst Forms of Child Labour Convention, 1999, which provide the baseline standards for child labor; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements

Other relevant ILO documents: R146 Minimum Age Recommendation, 1973; R190 Worst Forms of Child Labour Recommendation, 1999

Section Instructions: Provides instructions for the section of the Tool you are in.

Sub-Section Instructions: Provides instructions on the sub-section of the Tool you are in, referencing applicable ILO Core Conventions. Note: not every sub-section is followed by sub-section instructions.

"More Info" provides valuable clarifying information and should be referenced for every applicable question.

Types of explanatory information provided in "More info":
- Calculation methods for measurement or distance questions
- Legal compliance questions
- Distinctions for clarity across similar questions
- Details on types of programs (e.g., financing programs)
- Appropriate answers based on specific scenario (e.g., if the facility provides a weekly rest day, but not for 20 consecutive hours, answer "No")
- Definition/explanation of terms
- The overall intent of the question

Your answers are <u>anonymous</u>!

Additions to "More Info"

SLCP analyzed facility feedback and data points most misunderstood by facilities and introduced more detailed and clearer "More Info" with CAF v1.5.

Example: WH-WOR-25

"Are the weekly rest days provided by the facility in line with legal requirements?"

OLD More info

Consult applicable legal requirements before answering this question.

If there are no applicable legal requirements, answer No applicable legal requirements.

NEW More info

This question refers to the actual weekly rest days provided in the assessment period, which may or may not be in line with the overall facility policy in the previous question.

Consult applicable legal requirements before answering this question.

If there are no applicable legal requirements, answer No applicable legal requirements.
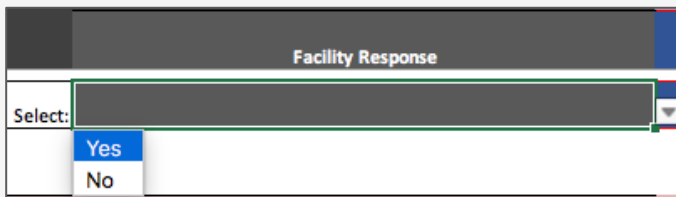
Impact future versions of the Tool by sharing your feedback with SLCP via the <u>SLCP Helpdesk</u>.

SOCIAL & LABOR
CONVERGENCE

Responding correctly in the Tool
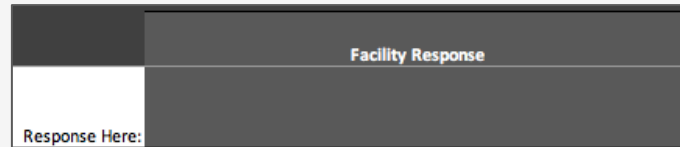
The Tool provides prompts to help guide the facility on how to answer the question

➤ **"Select"** is a drop down
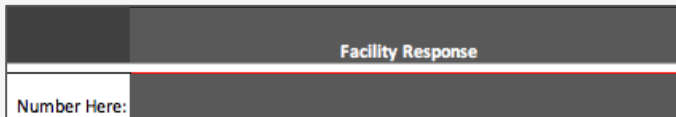
➤ **"Number Here"** requires the facility to enter a number and not text
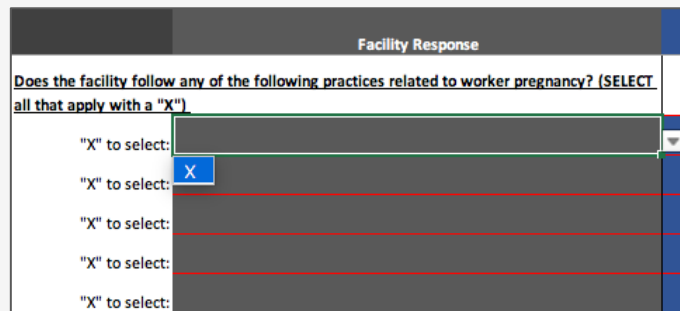
➤ **"Date Here"** requires YYYY-MM-DD format

➤ **"Response Here"** is a free text/narrative box with max. 6,000 characters

➤ **"X" to select** is a drop down (if selection does not apply, no action is required)

Conditional questions

At times, a facility response opens a related question that was not visible before.

If the facility selects "No" for RH-CHI-4 (in this example) the next question to answer is RH-CHI-8.

	Minimum Age			
RH-CHI-4		Are any workers under the legal minimum age for employment?	Info	Select: **No** ▼
	Historical Child Labor			
RH-CHI-8		Do records indicate that any workers were under the legal minimum working age when hired?	Info	Select:

However, if the facility answers "Yes" to RH-CHI-4, conditional questions RH-CHI-5 and RH-CHI-6 appear asking for further details.

	Minimum Age			
RH-CHI-4		Are any workers under the legal minimum age for employment?	Info	Select: **Yes** ▼
RH-CHI-5		How many females are under the applicable legal minimum working age?		Number Here:
RH-CHI-6		How many males are under the applicable legal minimum working age?		Number Here:
	Historical Child Labor			
RH-CHI-8		Do records indicate that any workers were under the legal minimum working age when hired?	Info	Select:

Remember…

✓ The Tool may unhide multiple questions at once and they may not always be immediately following the answered question.

✓ For example, answers in the Facility Profile section will unhide questions in other sections. This is why filling in the Facility Profile immediately after your Step Selection is important.

SOCIAL & LABOR CONVERGENCE

Facility Comments

At the end of each section there is an area to describe any concerns or difficulties with questions listed in the section. You can provide information in free text form. These comments will not be verified.

Complete "**Response Here**" when:

➤ You had difficulties applying a specific question to your facility circumstances (explain why!)

➤ If a question did not provide the answer choice for you (rare cases)

You must indicate the specific question number and the **details** of your concern.

Facility Comments

Please describe any concerns or difficulties with questions listed in this section: Info Response Here:

Follow the **"More Info"** on how to enter your feedback if you make use of the Facility Comments field.

SOCIAL & LABOR
CONVERGENCE

What are applicable legal requirements?

While the Data Collection Tool does not make judgements about data, it is aligned with **international labor standards** and **national laws**.

If a question references the law

❏ *"in line with legal requirements"*

❏ *"in line with legal limits"*

❏ *"legally required"*

the facility must consult **applicable legal requirements** to assess the answer to the question.

Tip: "More Info" provides instructions on what to do if there are no applicable legal requirements.

Applicable legal requirements include:

✓ The ILO Core Conventions, and other conventions in force in the country

✓ Laws and regulations that apply in the jurisdiction

✓ Collective Bargaining Agreements (where the provision in question is at least as favorable for workers as relevant legal requirements)

SOCIAL & LABOR CONVERGENCE

WH-WOR-11
"Are all overtime working hours in line with legal limits?"

Check "More Info!"

Consult applicable legal requirements before answering this question. Note that overtime limits may be calculated in different ways (yearly, monthly, weekly, daily, etc.). Answer Yes only if ALL applicable overtime limits are in line with legal requirements.

If there are no applicable legal limits on the amount of overtime that can be performed, answer No applicable legal requirements.

If there are applicable legal requirements in your country, select: | Yes / No

If there are no applicable legal requirements in your country, select: | No applicable legal requirements

SOCIAL & LABOR CONVERGENCE

No applicable legal requirements

If there are no applicable legal requirements, but you want information on your facility's relevant policy included in the report…

✓ Select "No applicable legal requirements"

✓ Add information to "facility comments" explaining why you want to include the policy and the question number

✓ Attach the relevant facility policy to the question on the AH platform

Tip: check with your customers to see if there is any specific information they want to see included in the report. Follow the instructions above if the information they desire is linked to a question where there are no applicable legal requirements for your facility.

SOCIAL & LABOR
CONVERGENCE

The Law Overlay

What is it?

ℹ️ The Law Overlay helps facilities interpret legal questions and gives guidance on how to answer them.

The Law Overlay is…

✓ Accessible when filling in the Tool **online** on an Accredited Host

✓ Only applicable to Step 1 in the Tool

✓ Currently available in Bangladesh, Indonesia, Pakistan & Vietnam

✓ Developed by Better Work

✓ For offline use, facilities have access to the law guidance information in an Excel document (available on the SLCP Helpdesk)

BetterWork **SOCIAL & LABOR CONVERGENCE**

Trade union questions

Questions WI-FOA-37 through WI-FOA-54 are not conditional on presence of a trade union in the facility.

Why? They follow the International Labor Standards on collective bargaining and freedom of association which address requirements for when unions are in place or where workers are in the process of unionizing. Therefore, the labor standards apply to all facilities, even if there are no active trade unions.

Example:

? WI-FOA-49
"Has the facility management tried to control, manipulate or interfere with any of the unions in the facility?"

Answer options:

Yes / No

More info: Provides an explanation of what interference with unions in the facility would look like.

If any of the situations presented in the trade unions questions have never happened or the facility has never been in this specific situation, then the facility answers "No".

SOCIAL & LABOR
CONVERGENCE

Knowledge check-in

True or false…

1) The Data Collection Tool collects objective data.

   True

2) There is no way for facilities to impact future versions of the Tool.

   False

3) "More Info" provides valuable clarifying information and should be referenced for every applicable question.

   True

4) Conditional questions only appear one after the other in the Tool.

   False

5) The Law Overlay is applicable to all three Steps in the Tool.

   False

Tips for Completing the SLCP Assessment Process

Sónia Silva

Before you begin

Complete SLCP's 7-module e-learning

Decide what the right Step selection is for your facility; discuss internally and consult buyers

slconvergence.org/training

Review important timelines to follow throughout the assessment process
- ✓ Verification within 2 months
- ✓ Share assessment with Verifier 10+ days prior to verification
- ✓ 14 days to approve/dispute verified assessment
- ✓ …

Fill in the Tool as a team instead of one single person

Reserve sufficient time and don't try to complete it all at once

Read each question carefully to understand the meaning

Be open minded when reading the questions; it is not an audit!

Reply accurately with short, objective, and direct sentences

Use the online Tool when possible (less mistakes and greater efficiency)

Make sure all questions are answered in English

Keep all evidence to support answers and attach what is not confidential

BUREAU VERITAS
1828
BUREAU
VERITAS

SOCIAL & LABOR
CONVERGENCE

Review the verification plan

Ensure relevant team members are available

Have all evidence on hand

Be calm and cooperative

Keep the verification pace
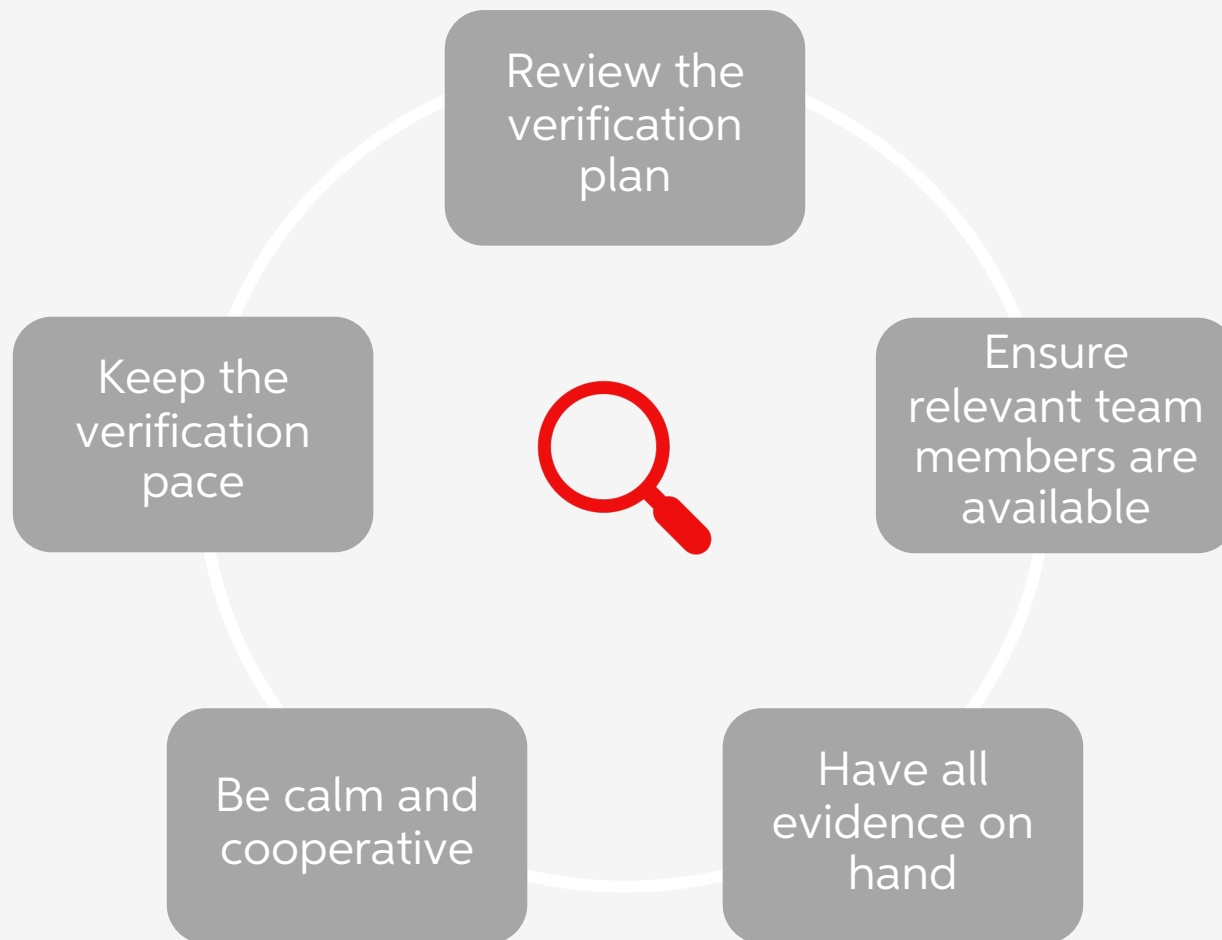
Common Misunderstandings

Leadership & Sustainability

Ann Wilkings

Farouk Boujemaa

SOCIAL & LABOR CONVERGENCE

Tip: legal questions

We get it, legal questions take time!

Preparation is key

Be sure to read each question carefully

Take your time

More Info is always there to help

Keep going, every assessment gets easier!

SOCIAL & LABOR
CONVERGENCE

Step 1: Essential

Covers key social & labor compliance questions, mostly connected to International Labor Standards (ILS) and National Labor Laws (NLL).

988
potential questions

343
average # of questions answered

Questions found in all sections except Management Systems and Above & Beyond

SOCIAL & LABOR
CONVERGENCE

Question: FP-WOR-1

Facility Profile

Total number of workers:

Common misunderstanding

✗ Facility includes all persons working in the facility in the total number of workers, including supervisors and administrators.

Do it right

✓ Start by reading the "More Info".

✓ SLCP defines workers as: persons working on/with the facility's product or directly involved in the operations of the facility. They are non-supervisory, which means no one reports to them.

✓ The number given should reflect the total number of workers on the date the assessment is submitted.

SOCIAL & LABOR CONVERGENCE

What do we mean by "worker"?

The term "worker" or "workers" is used throughout the Tool.

"Workers" are persons working on/with the facility's product or directly involved in the operations of the facility.

They are non-supervisory which means that no one reports to them.

"Workers" include those involved in production of goods, and those involved in operations related to the product (e.g., distribution).

Examples of "workers" are cutters, sewers, QC, packers, etc. (all workers who contribute to producing the product), boiler workers, mechanics (machine repair persons), and workers who load product onto trucks.

SOCIAL & LABOR
CONVERGENCE

Recruitment & Hiring

During the recruitment process, do materials such as job description or job application forms ever reference an applicant's race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age (other than the legal minimum age) or nationality/foreign migrant worker status?

Common misunderstanding

✗ Facility gathers the above information but does not use it to make hiring decisions, so they mistakenly select "No".

Do it right

✓ Answer "Yes" if job application forms reference the above information, even if it is not used to make hiring decisions.

Question: WH-WOR-10

Are the reasons for overtime in line with legal requirements?

More Info: Consult applicable legal requirements before answering this question.
The intent of this question is to understand if overtime is worked only for reasons allowed by law. If there are no applicable legal requirements, answer No applicable legal requirements.

Do it right

- ✓ Facility should check legal requirements and select "No applicable legal requirements" if there are no applicable legal requirements for overtime work.

Common misunderstanding

- ✗ Facility indicates that the reasons for overtime are in line with the local law, even when there are <u>no</u> legal requirements.
- ✗ Sometimes facilities are not sure of the legal requirements, but still answer the question "Yes" or "No".

SOCIAL & LABOR CONVERGENCE

Question: WH-WOR-13

Working Hours

Did the facility comply with legal requirements to inform and/or get permission from governmental authorities in order to work overtime?

Common mistake

✗ Facility answers "Yes" or "No", even when there are no applicable legal requirements.

More Info: Consult applicable legal requirements before answering this question. If there are no applicable legal limits, answer No applicable legal requirements.
Examples of permissions from governmental authorities include authorization to work overtime and overtime waivers.

Do it right

✓ Facility should check legal requirements and select "No applicable legal requirements" if they are not legally required to inform and/or get permission in order to work overtime.

✓ If there are legal requirements, facility should answer "Yes" or "No" depending on their facility circumstances.

SOCIAL & LABOR CONVERGENCE

Question: WH-WOR-15

Working Hours

Are work targets for production (e.g., quota or piece work) in line with legal requirements?

More Info: The intent of the question is to determine if the facility sets production volume targets for piece rate workers in line with legal requirements.

Piece rate is defined as work paid according to the number of units produced (e.g., the number of T-shirts) instead of being paid on the basis of time spent on the job.

Consult applicable legal requirements before answering this question.

If there are no applicable legal requirements, answer No applicable legal requirements.

Common mistake

X Facility answers "Yes" or "No", even when there are no applicable legal requirements.

Do it right

✓ Facility should check legal requirements and if there are none, select "No applicable legal requirements" if there are no applicable legal requirements for piece work or quotas.

Question: WH-WOR-21

Working Hours

Does the facility provide time off for breastfeeding in line with legal requirements?

Common misunderstanding

✗ Facility provides time off for breastfeeding, so they fill in "Yes" even though there are no applicable legal requirements.

Do it right

✓ Facility should instead fill in "No applicable legal requirements" because they are not legally required to provide time off.

Remember: If there are no legal requirements to do so, but the facility provides time off for breastfeeding, they should include this information in the "Facility Comments" at the end of the Working Hours section and attach the policy to the relevant question on the AH platform. The Verifier will then enter this information in the Verifier Explanation.

Knowledge check-in

1. What type of documents should you check to understand "applicable legal requirements" in your country?

   All of the above

2. Where can you find clarifying information on questions that reference legal requirements?

   More Info and section/sub-section instructions

3. What do you first need to do to answer legal requirement questions accurately?

   All of the above

4. Where can you include additional information on relevant policies for Verifiers to review?

   Facility Comments and attach relevant documents

Step 2: Progressive

Focuses on management systems and questions that are additional/ supportive social & labor compliance questions but less critical. These questions are often found in social industry and certification standards.

1886
potential questions

857
average # of questions answered

Questions added for Step 2 are found in all sections except Above & Beyond.

Facility Profile

What is the facility's definition of lead time?

More Info: Please describe in narrative form what your definition of lead time is. The actual number associated with your lead time is entered in the next question. This question focuses on an explanation of what your facility considers as lead time. Usually, lead time is the amount of time a process takes from start to finish in the facility. To answer this question you should provide details around the processes that involve your start and finish.

Do it right

✓ Describe facility's definition of Lead Time.
✓ Ex: Lead time is the time between raw material input until finished goods output.

Common misunderstanding

✗ Facility inputs lead time duration (ex: 45 days), instead of their definition of Lead Time.

Recruitment & Hiring

RH-CHI-7: Does the facility have a remediation system in place for when children (those under the legal minimum working age) are found to be working in the facility?

RH-CHI-7.1: If yes, please describe the child remediation system in place:

Common mistake

✗ Facility responds "Yes" to "Child remediation policy" but does not describe the system in place.

Do it right

✓ If the facility has a child remediation system in place, the facility must describe it in detail.

More Info: "Children" are individuals under the legal minimum working age. The **intent** of this question is to understand if there is some sort of remediation system (or plan) in place for situations in which "child labor" is found in the facility.

A remediation plan might cover the immediate and long-term steps to "remediate" the child labor situation (e.g., contacting the child's parents/relatives for pick-up, paying for their trip home, paying for their education, re-training Human Resources (HR) staff on age verification etc.)

SOCIAL & LABOR CONVERGENCE

Question: WB-WAG-18

Wages & Benefits

Are overtime allowances provided/paid in line with legal requirements?

Common misunderstanding

✗ Facility answers "Yes" or "No", even when there are no applicable legal requirements.

More Info: For example, workers who work past a stipulated time in the evening may be due a meal and/or transportation allowance, **if specified by law.**
Consult applicable legal requirements before answering this question.
If there are no applicable legal requirements, answer No applicable legal requirements.

Do it right

✓ Facility should check legal requirements and if there are none, select "No applicable legal requirements" if there are no applicable legal requirements for overtime allowances.

SOCIAL & LABOR
CONVERGENCE

Health & Safety

Please describe the types of fire fighting equipment used and in which areas of the facility the fire fighting equipment is present:

Common mistake

✗ Facility answers "Fire extinguishers in all areas".

More Info:
For example, "Production area xxx: fire extinguishers"; "Warehouse xxx: automatic sprinkler system"

Do it right

✓ Facility should follow the "More Info" guidance and be more specific with with the types and locations of fire fighting equipment.

SOCIAL & LABOR CONVERGENCE

Health & Safety

Does the facility conduct maintenance on live electrical equipment?

Common misunderstanding

✗ Facility answers "Yes" even though they do not conduct maintenance on live electrical equipment.

Do it right

✓ If machines are turned off to conduct maintenance, facility should answer "No".

More Info: If equipment is energized or live (electricity is flowing through the machine, it is in standby mode or it is on) while maintenance is going on, answer Yes.

Note: if the facility has legally required and up to date permits/ certificates/ licenses for the installation/ operation/ maintenance of special machines and equipment then maintenance of electrical equipment should be conducted by trained and knowledgeable personnel.

SOCIAL & LABOR
CONVERGENCE

Step 3: Advanced

Covers questions that go above and beyond social responsibility and seek to elevate workplace well-being and community impact.

2229
potential questions

952
average # of questions answered

Questions added for Step 3 are found in the following sections:

Wages & Benefits | Worker Treatment | Worker Involvement | Health & Safety Management Systems | Above & Beyond

SOCIAL & LABOR
CONVERGENCE

Question: AB-WOR-1-1

Above & Beyond

Are all workers offered any of the following types of developmental programs by the facility? (SELECT all that apply with a "X"):
- ❑ Health Education

More Info: A health education program does NOT include first aid training or medical kits. A program that teaches female workers about good menstrual hygiene is an example of an Above and Beyond program.

Common mistake

✗ The facility provides internal Health & Safety training, so they select "Health Education" from the list.

Do it right

✓ For this question, Health & Safety training does not fall under a Health Education program.
✓ If the facility does not have any structured developmental programs, then select "None of the above".

Questions?

Facility Newsletter

Subscribe to the facility newsletter to stay up to date on the latest SLCP news and information.

What can you expect from the newsletter?
- ✓ Tips to complete your SLCP assessment
- ✓ SLCP launch details (CAF, Better Work...)
- ✓ Process and system updates
- ✓ Invitations to upcoming trainings
- ✓ Notice of new support materials

→ Fill in this form to subscribe.

From : SLCP Operations Support <support@slconvergence.org>
Reply : support@slcp.zendesk.com
Subject : SLCP Facility Newsletter

SLCP Facility Newsletter
March 2023

Dear SLCP user,

If you are receiving this message for the first time, welcome to our monthly facility newsletter with the latest SLCP news and information!

In this message:
- **SLCP Facility Training Sessions**
- **2023 Training Body Plus Organizations**
- **Don't Wait to Schedule Your Verification**
- **Facility Visit Opportunity**
- **Gateway Profile Guidance**

SLCP Facility Training Sessions
You ask, we deliver! Beginning in April, SLCP will conduct highly requested facility training sessions on how to complete the Data Collection Tool. The webinar on April 25 in English (invitation) will provide you with the practical guidance to fill in the Tool, including question guidance, tips and how to avoid commonly made mistakes. In-person sessions will be held in Turkey on April 3, 4 and 6 in Istanbul, Bursa, and Izmir (invitation). Find information on all the upcoming trainings on the SLCP Helpdesk.
Note: Keep an eye out for information on the upcoming sessions in Bangla, Chinese, Hindi, and Vietnamese!

2023 Training Body Plus Organizations
We are pleased to announce the following organizations were chosen to work closely with SLCP to bring customized high-quality training to facilities in SLCP focus countries:

SOCIAL & LABOR CONVERGENCE

Want to learn more about the **verification process** and **sharing SLCP verified data**?

Visit the [SLCP Helpdesk](#) to view the webinar recording from 2022 in English.

Social & Labor Convergence Program

Converged Assessment. Collaborative Action. Improved Working Conditions.

SLCP Training Webinar
April 19, 2022

If you are ever lost...
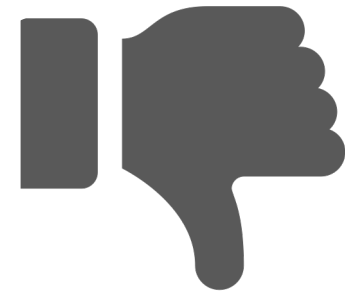

www.slconvergence.org/helpdesk

Share your feedback!

After you leave the webinar today you will be automatically redirected to a <u>short</u> feedback survey.

Help us improve future trainings by sharing your open and honest feedback.

Your responses are anonymous.

Thank you!

SOCIAL & LABOR
CONVERGENCE