# Social & Labor Convergence Program

*Converged Assessment. Collaborative Action.*
*Improved Working Conditions.*

SLCP Facility Training Webinar
The Data Collection Tool
May 16, 2023

**SOCIAL & LABOR CONVERGENCE**

# Welcome to today's webinar!



Social & Labor Convergence Program

Converged Assessment. Collaborative Action. Improved Working Conditions.

# 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

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# Introduction

# Meet the speakers

**Himanshu Gupta**
Social Audit Manager, GSCS
International Private Limited

*How many languages can
you speak?*

*4 Languages!*

**Krishna Sahu**
Program Manager, Teks
Tech Inspection India
Private Limited

*How many languages can
you speak?*

*4 Languages!*

**Reshma KT**
Support Coordinator
India

*How many languages can
you speak?*

*6 Languages!*

# Meet the speakers

H&M

SHAHI

Lijo Sebastian
Social & Environment
Validation Specialist at H&M

*How many languages can
you speak?*

*4 Languages!*

Ajitha S
DGM Compliance at Shahi
Exports Pvt Ltd

*How many languages can
you speak?*

*5 Languages!*

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# Meet the support team today!



Urtty Majumder

# 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) How many languages can you speak?

# About the Social & Labor Convergence Program (SLCP)

Teks Tech

Krishna Sahu

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# 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.
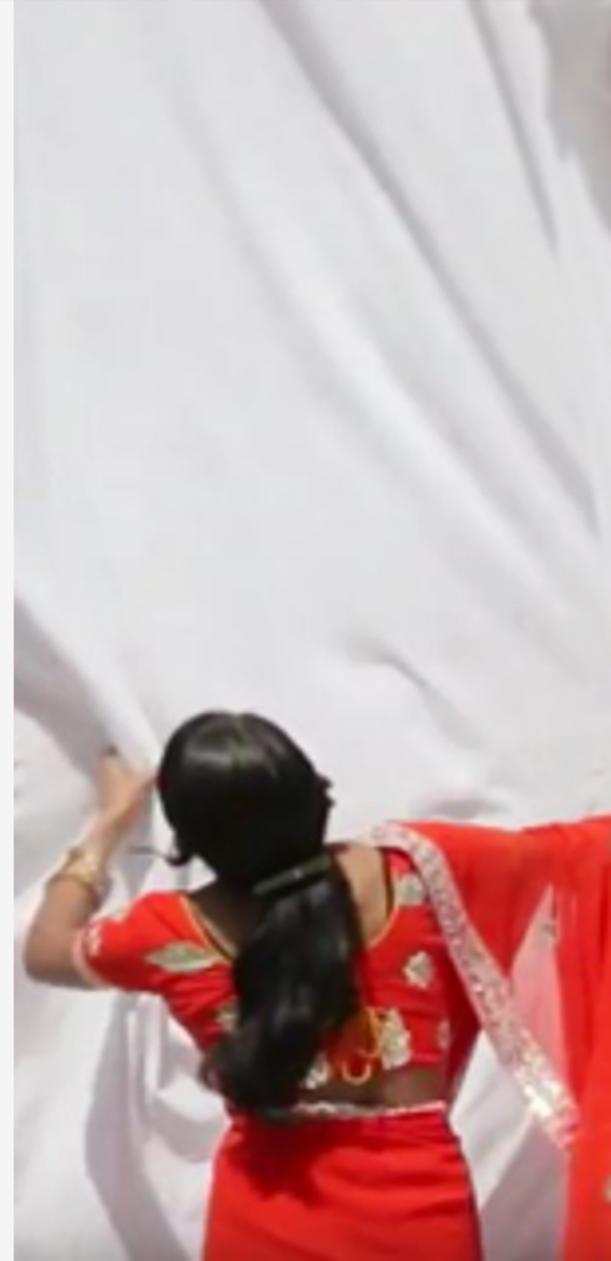
SLCP verified data is owned by the facility and can be shared with all business partners.

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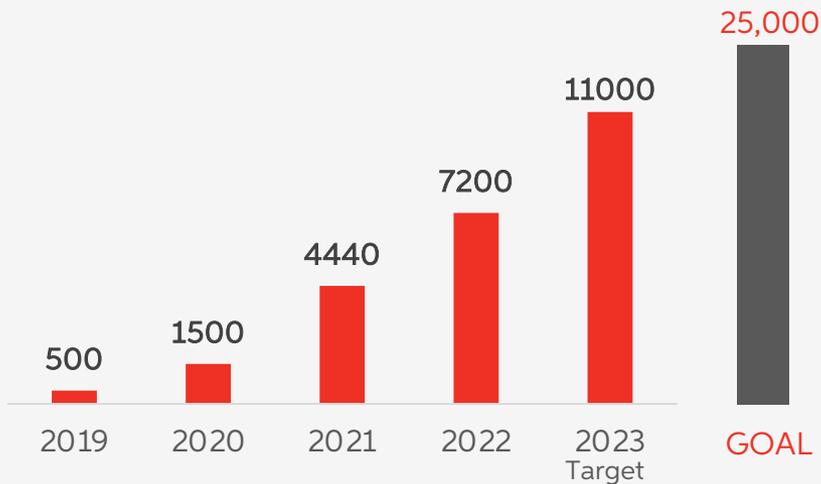
Provides credible data that supports end-users to meet due diligence requirements
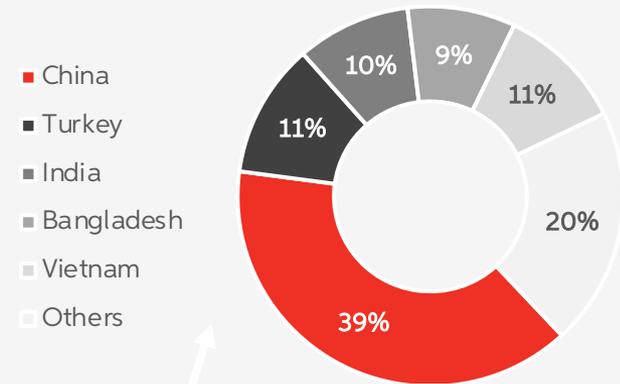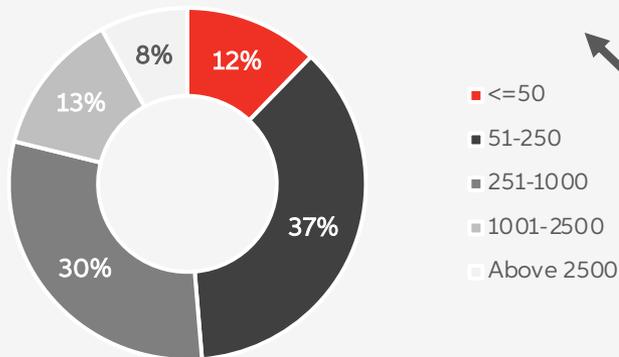
# How has SLCP grown?

## Growth in verified assessments



- 500 — 2019
- 1500 — 2020
- 4440 — 2021
- 7200 — 2022
- 11000 — 2023 Target
- 25,000 — GOAL

## 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.

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# 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](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

GSCS

Himanshu Gupta

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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
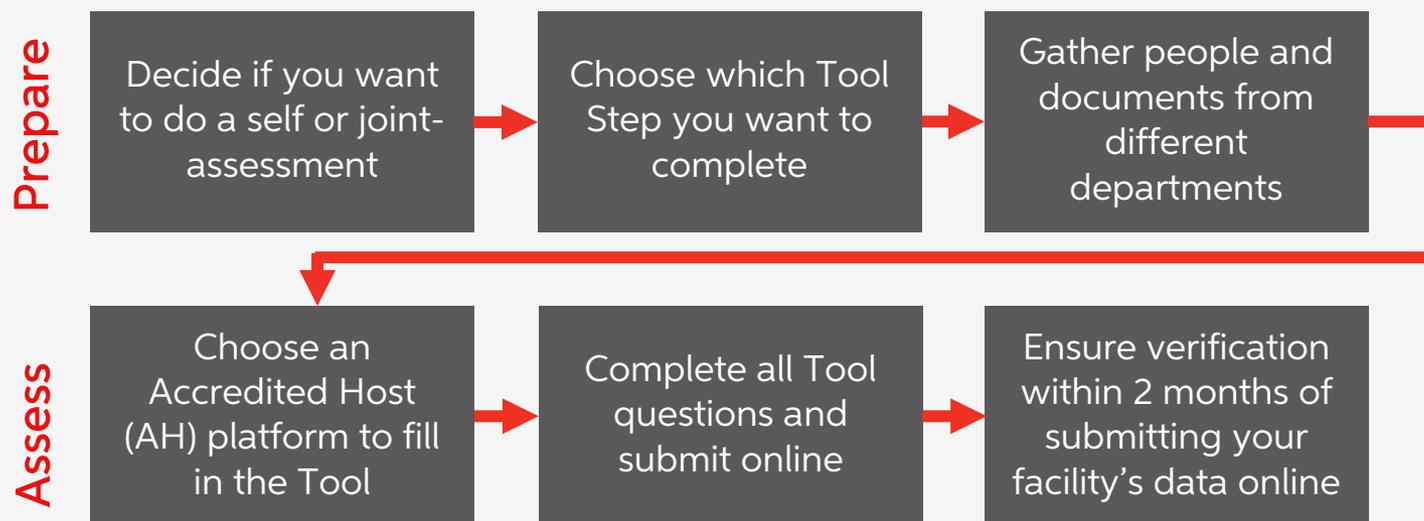
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# The self/joint-assessment process

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 |

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# 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.

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| 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).

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# Preparing for the Assessment

**SHAHI**

Ajitha S

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# About Shahi

**1974**

company founded
by a visionary female entrepreneur,
Mrs. Sarla Ahuja

**145**

million garments
produced per year

**100,000+**

full time employees

**70%**

female employees

**50+**

factories spread
over 07 states

**3**

Processing mills

**80%**

Fabric produced in-house



**SHAHI**

# Social Labour Convergence Program at Shahi

Shahi became an early signatory to SLCP. Hosted the India launch on May 30, 2019 in Bangalore to bring different stakeholders together

Mobilized all the stakeholders in the launch

We ensure continuous engagement with SLCP in CAF and the Communication Committee.

## Forward thinking approach for collaboration

➢ Value add for the customers

➢ Capacity building

➢ Autonomy

➢ Credibility

**SHAHI**

# SLCP Case Study - Shahi Exports

➢ **45** facilities in 2022-23 (80.36% of all Shahi owned and operated facilities of 56 Units that go through social audits) have completed SLCP Verification.

➢ **51%** customers have replaced traditional audits with SLCP.

➢ Seamless migration by multiple teams to SLCP model.

Since adopting SLCP, we have saved 4,608 hours due to reduced audits every year.

Saved 48 audits X 2 resources X 6 mandays spend for each audit = 576 mandays X 8 hours = 4,608 man hours.

**SHAHI**

# 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.

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# 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.

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# Step Selection

## 2022 Step Selection

■ Step 1  ■ Step 2  ■ Step 3

22%

52%

26%
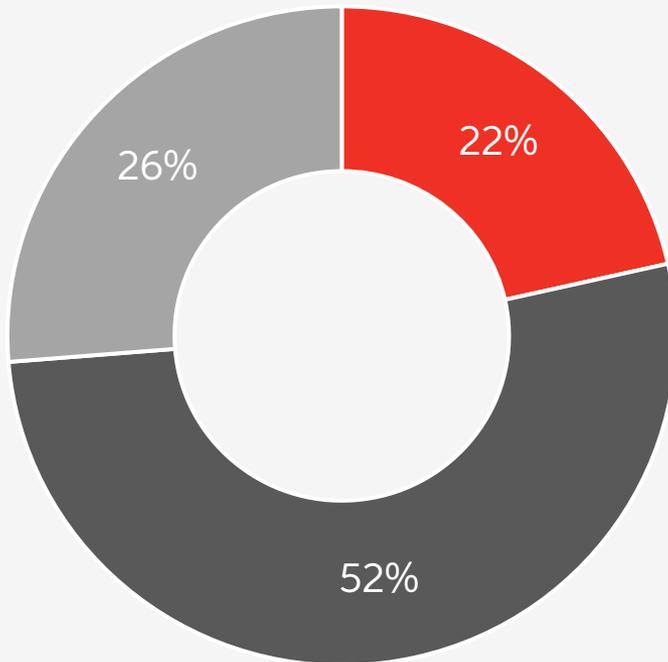
## 2020-2022 Step Selection

|        | 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

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# 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.

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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**

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# Navigating the Data Collection Tool

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Reshma KT

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# 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 %

7%
26%
32%
2020
2022
68%
74%
93%
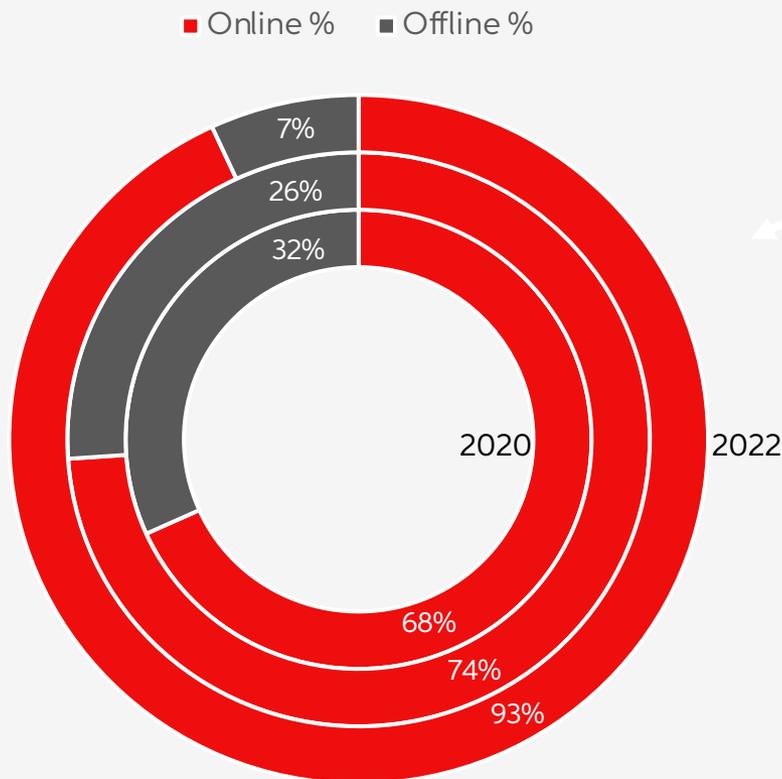
SLCP recommends filling in the Tool **online** on an Accredited Host platform.

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

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# FFC resources

Helpdesk FAQ: <u>Guidance on navigating the FFC platform</u>
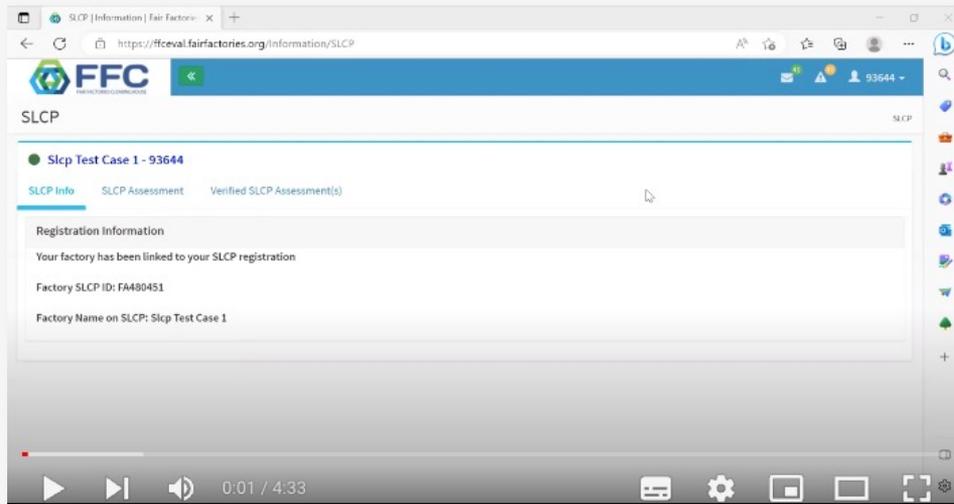


<u>Video</u> and <u>guidance</u> include how to…

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

For additional guidance on the FFC platform, visit <u>fairfactories.org</u>

For support, contact <u>SLCPsupport@fairfactories.org</u>

# Higg resources

Helpdesk FAQ: [Guidance on navigating the Higg platform](#)
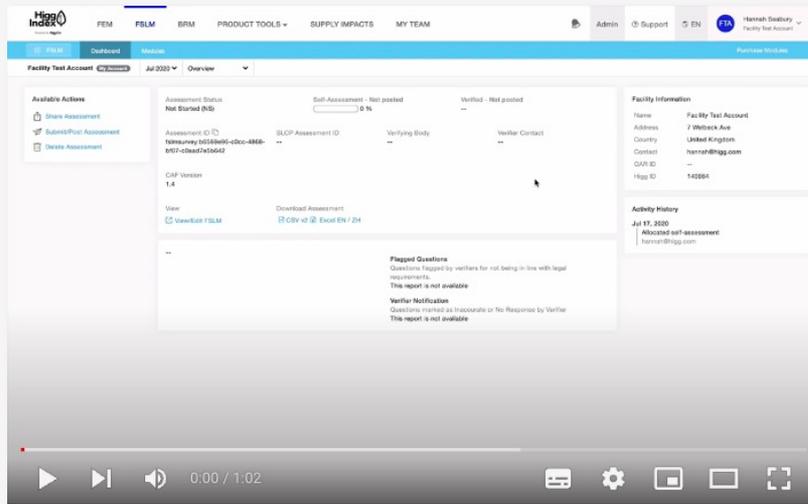


**How to...**

✓ 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](#)

# Filling in the Tool

Teks Tech

Krishna Sahu

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# 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.

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# 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.

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"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>.

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# 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

| Facility Response |
|---|
| Select: |
| Yes |
| No |

➢ **"Number Here"** requires the facility to enter a number and not text

| Facility Response |
|---|
| Number Here: |

➢ **"Date Here"** requires YYYY-MM-DD format

| Facility Response |
|---|
| Date Here: |

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

| Facility Response |
|---|
| Response Here: |

➢ **"X" to select** is a drop down (if selection does not apply, no action is required)
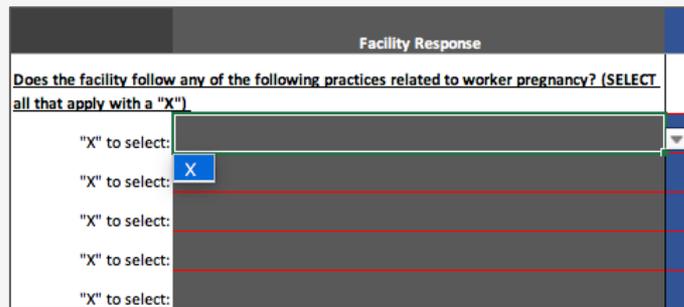
| Facility Response |
|---|
| Does the facility follow any of the following practices related to worker pregnancy? (SELECT all that apply with a "X") |
| "X" to select: |
| "X" to select: X |
| "X" to select: |
| "X" to select: |
| "X" to select: |

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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.

# 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.

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# 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)

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# Applicable legal requirements: example

**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

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# 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.

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# 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 Tool provides prompts to help guide the facility on how to answer the question.
   True

# Tips for Completing the SLCP Assessment Process

H&M – Sustainability and SLCP

Lijo Sebastian

# Our Sustainability & due diligence work ecosystem:
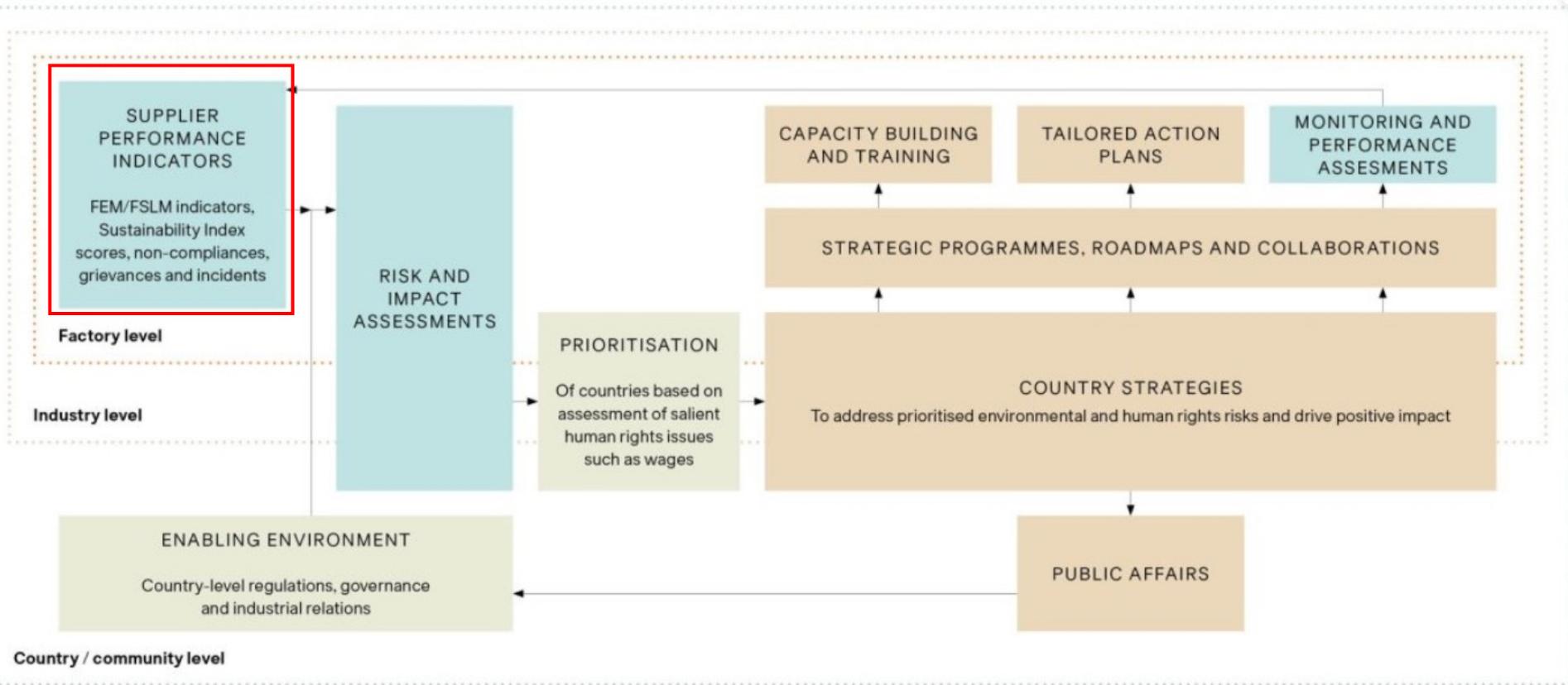


| | |
|---|---|
| Facilities covered through SLCP in the global Supply chain | **1244 facilities** |
| Facilities covered through SLCP in India Supply chain | **191 facilities** |

**What all we aim at- Through SLCP?**

Clear, reliable, and Transparent inputs on the systems and practices from our partners.

Trust building and open dialogue on the improvement areas- Both on basic compliance standards as well as beyond compliance.

Capacity development of facility resources.

Scale up the Collaboration with the Industry partners / 03rd party service providers.

H&M

# Before and the Post assessment

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 review and approve/dispute verified assessment.

# During the 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

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# Common Misunderstandings

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GSCS

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CONVERGENCE

Krishna Sahu

Himanshu Gupta

# 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!

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# 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

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## 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.

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# Question: FP-WOR-4

## Facility Profile

Number of Fulltime workers:

## Common misunderstanding

✗ Facility includes all workers irrespective of company workers, agency workers and contract workers.

## Do it right

✓ This must not include: Contract workers, Agency workers, Temporary workers on company payroll, Part time workers on company payroll, Apprentice / Trainees under scheme (Government / Company)

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# Question: FP-WOR-8

## Facility Profile

Number of PERMANENT workers:

## Common misunderstanding

✗ Facility includes all permanent workers under a contractor / agency

## Do it right

This must not include:
- ✓ Probation workers on company payroll
- ✓ Temporary workers on company payroll
- ✓ Part time workers on company payroll
- ✓ Apprentice / Trainees under scheme (Government / Company)
- ✓ Contract workers
- ✓ Agency workers

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## 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.

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## Recruitment & Hiring

Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, 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 been a factor in decisions regarding hiring?

## Common misunderstanding

✗ In some instances, the facility selects "Yes" when it didn't follow this recruitment & hiring process.

## Do it right

✓ Describe the current practice of your site here.

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## Working Hours

Does the facility consult with workers and/or provide a minimum notice period for overtime work and/or changes in rest days?

## Common mistake

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

## Do it right

✓ A minimum advance notice period of 24 to 48 hours is essential for such scheduling changes.

**More Info:** The intent of this options selection is to understand if the facility consults with workers or notifies them in advance (in other words, ahead of time) about overtime work and/or changes in rest days. Advance notice period – the minimum period required for notifying workers of changes in their work schedules due to hours averaging. This is essential to allow workers to plan their personal lives and help facilitate work-life balance. A minimum advance notice period of 24 to 48 hours is essential for such scheduling changes. For example, if the facility does not make any effort to notify workers in advance about overtime work and/or changes in rest days, this option should NOT be selected.

# Question: WH-WOR-10

## Working Hours

Are the reasons for overtime in line with legal requirements?

## 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".

## Do it right

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

**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.

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# Question: WH-WAG-5

## Working Hours

Do full-time production workers receive AT LEAST the legal minimum wage (and/or wage required by contract, CBA, or other agreement) for all regular hours worked?

## Common misunderstanding

✗ Facility includes all workers irrespective of company workers, agency workers and contract workers.

## Do it right

✓ This must not include: Contract worker (production/Non-production), Agency workers, Probation workers on company payroll, Trainee / apprentice etc. on company payroll

**Remember:** "Full-time production workers" refers to workers that are typically contractually obliged to work a standard work schedule. These workers can be paid hourly or by piece/unit or other work output, and can be working under different types of arrangements, e.g., as casual, temporary, or permanent workers. This question does not cover contract workers, probationary workers, trainees, apprentices or interns. "Legal minimum wage" refers to the minimum amount of remuneration that an employer is required to pay wage earners for the work performed during a given period, which cannot be reduced by collective agreement or an individual contract. If there is no "legal minimum wage" refer to the collective agreement or individual contract to determine whether wages are paid in line with provisions, and answer NO if they are not paid in accordance with those provisions. The intent of this question is to understand if the facility is paying minimum wages in line with legal requirements. Consult applicable legal requirements before answering this question. If there are no applicable legal requirements, answer No applicable legal requirements.

# 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.

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## Wages and Benefits

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.

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## Health & Safety

Are mechanisms to ensure cooperation between workers and management on occupational safety and health matters formed and functioning in line with legal requirements?

## Common misunderstanding

- ✗ Facility answers H&S committee here.
- ✗ Do not check the applicable legal requirements.

## Do it right

- ✓ Include worker safety delegates or representatives instead of H&S or OSH committee.
- ✓ Consult applicable legal requirements.
- ✓ If there are no applicable legal requirements, answer 'no applicable legal requirements'.

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## 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.)

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## 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

✓ This doesn't count as payment for overtime. If the facility provided any allowance, indicate YES in the report/ there is a legal requirement. In India, there is usually no legal requirement.

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## 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.

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# Question: HS-ELE-6

## 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.

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# 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

# 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

## 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".

**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.

Questions?

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# 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.

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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:

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# If you are ever lost...


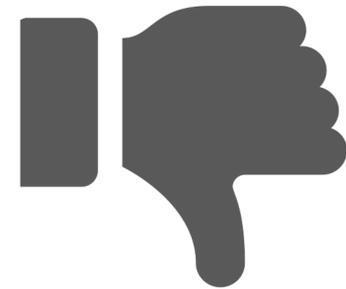
www.slconvergence.org/helpdesk

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

**Your responses are anonymous.**

Thank you!

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