

The background of the slide features a close-up, slightly blurred view of several spools of thread in various colors (white, brown, black) and a sewing needle, suggesting a textile or garment manufacturing environment.

Social & Labor Convergence Program

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

SLCP Training for Small & New Facilities – Sri Lanka
December 14, 2023



Welcome to today's webinar!

Recording You are viewing Webinar Zoom's screen View Options

Social & Labor Convergence Program

Converged Assessment. Collaborative Action. Improved Working Conditions.

Q&A

Audio Settings Chat Raise Hand Q&A Leave Meeting



Table of contents

Topic	Time	Objective
1. Welcome	15 min.	Welcome the participants and introduction
2. About SLCP	10 min.	Introduce SLCP , how SLCP works and the brands that accept verified data
3. Register for the E-Learning	5 min.	Understand the e-learning requirements
4. Register on the Gateway	15 min.	Learn about the SLCP IT system and how to register on the Gateway
5. Preparing for the Assessment	15 min.	Learn about the assessment process and how to prepare
Break	5 min.	
6. Filling in the Tool	15 min.	Understand how to properly fill in the Data Collection Tool
7. Common Misunderstandings	15 min.	Understand how to avoid common mistakes when filling in the Tool
8. Verification	15 min.	Introduce and walk through the verification process
9. Sharing SLCP Data	10 min.	Learn how to share your SLCP verified data

What will you learn?



Objectives

- How to register on E-learning and Gateway
- How to prepare for your self/joint-assessment
- How to navigate the Tool
- How to properly fill in the Tool
- How to avoid common misunderstandings



Form

- Presentation
- Room for questions

Meet the Speakers



Nikhil Hirdaramani
Director of The
Hirdaramani Group and
SLCP Council Member

*What is your favorite
pastime?
Singing*



Reshma KT
Support Lead, SLCP

*What is your favorite
pastime?
Cooking, watching
movies, playing with my
son*



Sevinc Aktas Ilgun
Support Manager,
SLCP

*What is your favorite
pastime?
Listening to music,
walking by the beach*



Yohan Lawrence
Secretary General
JAAF

*What is your favorite
pastime?
Morning exercise
& relaxing with my 2
and 4 legged children*

Meet the Speakers



Kavindu Kasun
Karunathilaka
Country Manager
GSCS International
Ltd

*What is your
favorite pastime?
Travelling &
sightseeing*



Prabhath Rathnayake
Director / Scheme
Manager / APAC Lead
(Social Compliance
Programs)
Control Union

*What is your favorite
pastime?
Reading*



Shyamali Liyanage
Deputy General
Manager –
Compliance and
Social Sustainability
MAS KREEDA

*What is your
favorite pastime?
Spending time with
my Cats!*



Suresh Rathnayake
Divisional Manager
Social Compliance &
OHS - Hirdaramani
Group

*What is your
favorite pastime?
Watching sports,
travel with family!*



Meet the support team today!

Answering your questions!



Han Nguyen



Urtty Majumder

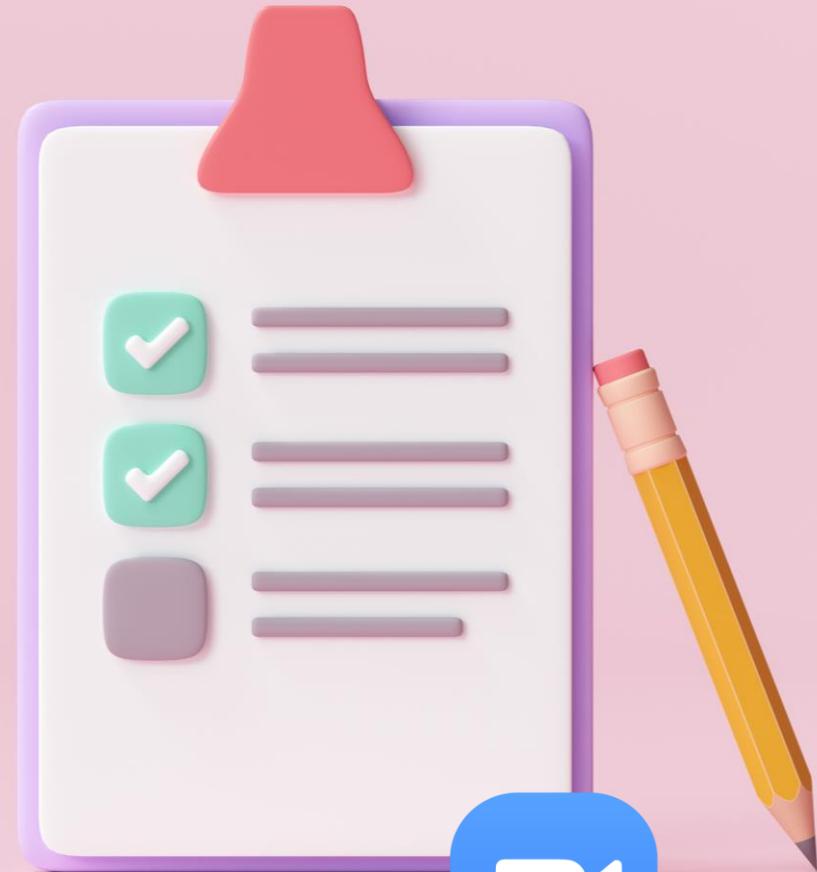


Welcome



Let's meet!

- 1) Which type of organization do you work for?
- 2) Are you already registered on the SLCP Gateway?
- 3) How many social audits/assessments does your facility complete each year?
- 4) Have you already completed an SLCP assessment (including verification) so far?
- 5) Did you attend one of SLCP's training sessions in 2023?
- 6) What is your favorite pastime?



About the Social and Labor Convergence Program (SLCP)

**SOCIAL & LABOR
CONVERGENCE**



**SOCIAL & LABOR
CONVERGENCE** 



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





SLCP Signatories – Who are they?

SLCP is a signatory-driven multi-stakeholder initiative.

You can find the full list of signatories [here](#).

264 Signatories

51 Brands | Retailers

45 Manufacturers

103 Audit Firms

30 MSIs | Standard Holders | Civil Society

5 Consultancies

10 Service Providers

7 Agents

12 Industrial Associations

2 National Governments

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](#).



Which manufacturers use SLCP?

Over 10,000 facilities have created an account on Gateway and started their SLCP assessment process, including from the manufacturers below:

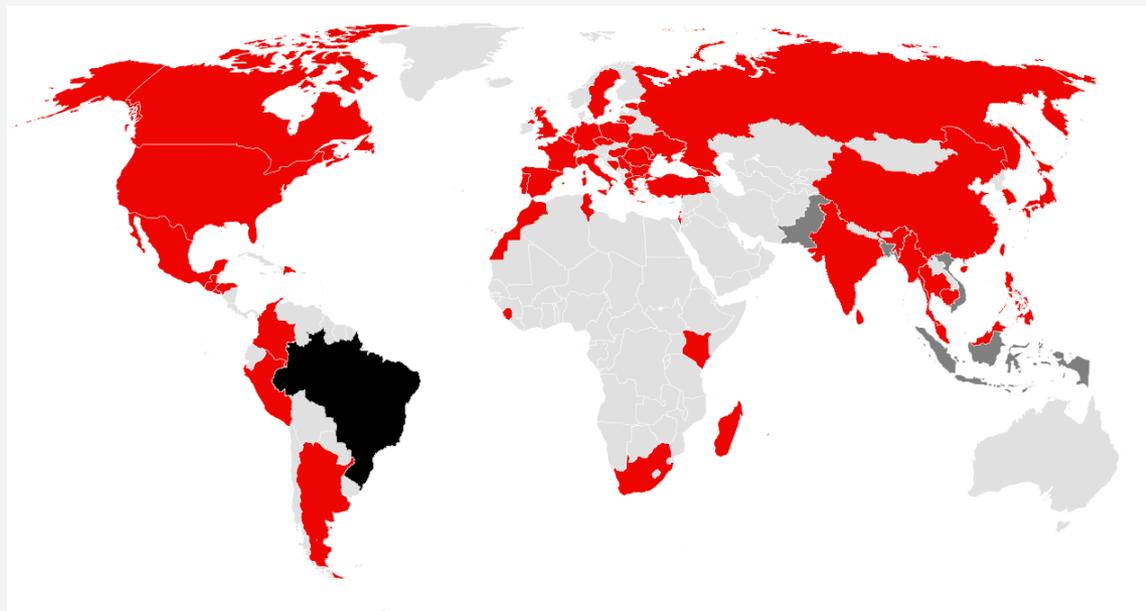


For an overview of individual facilities participating in the SLCP assessment process, view the [public facility list](#).



Where is SLCP available?

SLCP is available in **62** countries/regions.



- Available
- SLCP in Better Work countries

For the full list of countries where SLCP is operational, please visit the [Gateway](#).



SLCP Key Facts



12,000+
facility profiles
in SLCP Gateway

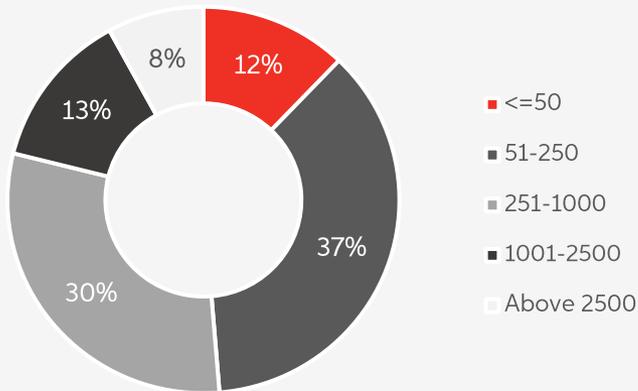


CAF available in
62 countries and
regions

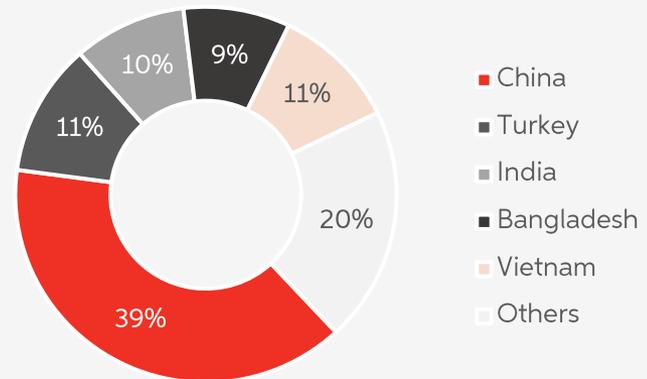


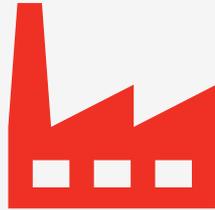
68 approved
Verifier Bodies and
700+ Verifiers

2022 Facility Size



2022 Assessments by Country





Facility Adoption

- **233** facilities on the Gateway
- **126** facilities already completed an SLCP assessment in 2023



Verifier Capacity

- **13** Verifier Bodies*
- **33** Verifiers

*[List of active Verifier Bodies qualified to conduct SLCP verification](#)

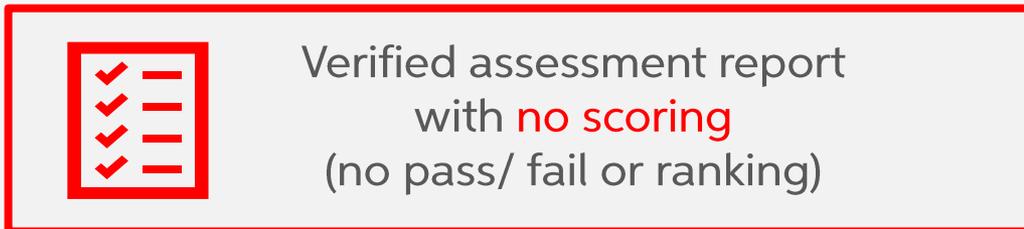


SLCP Tools and Process

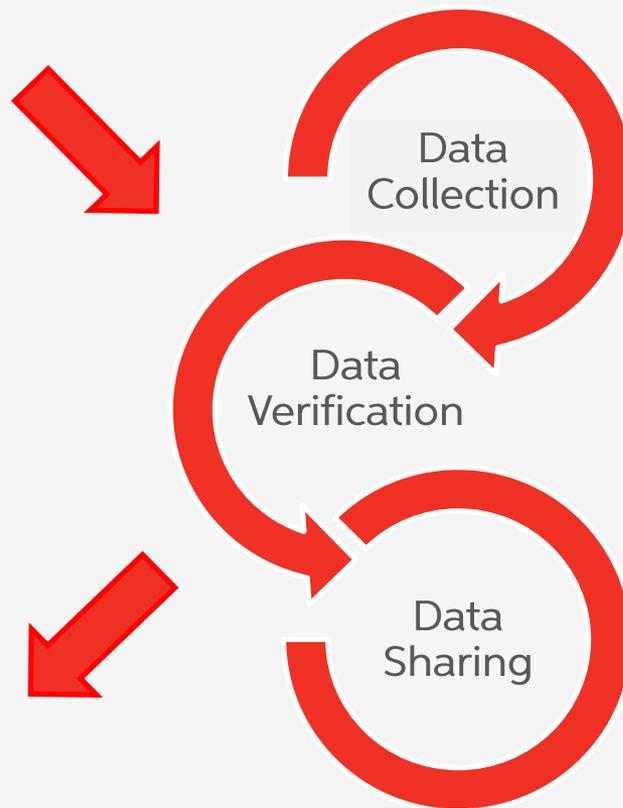
The **Converged Assessment Framework (CAF)** consists of:



The assessment process results in an SLCP verified assessment report:



The CAF is used to complete the 3 stages of the assessment process:

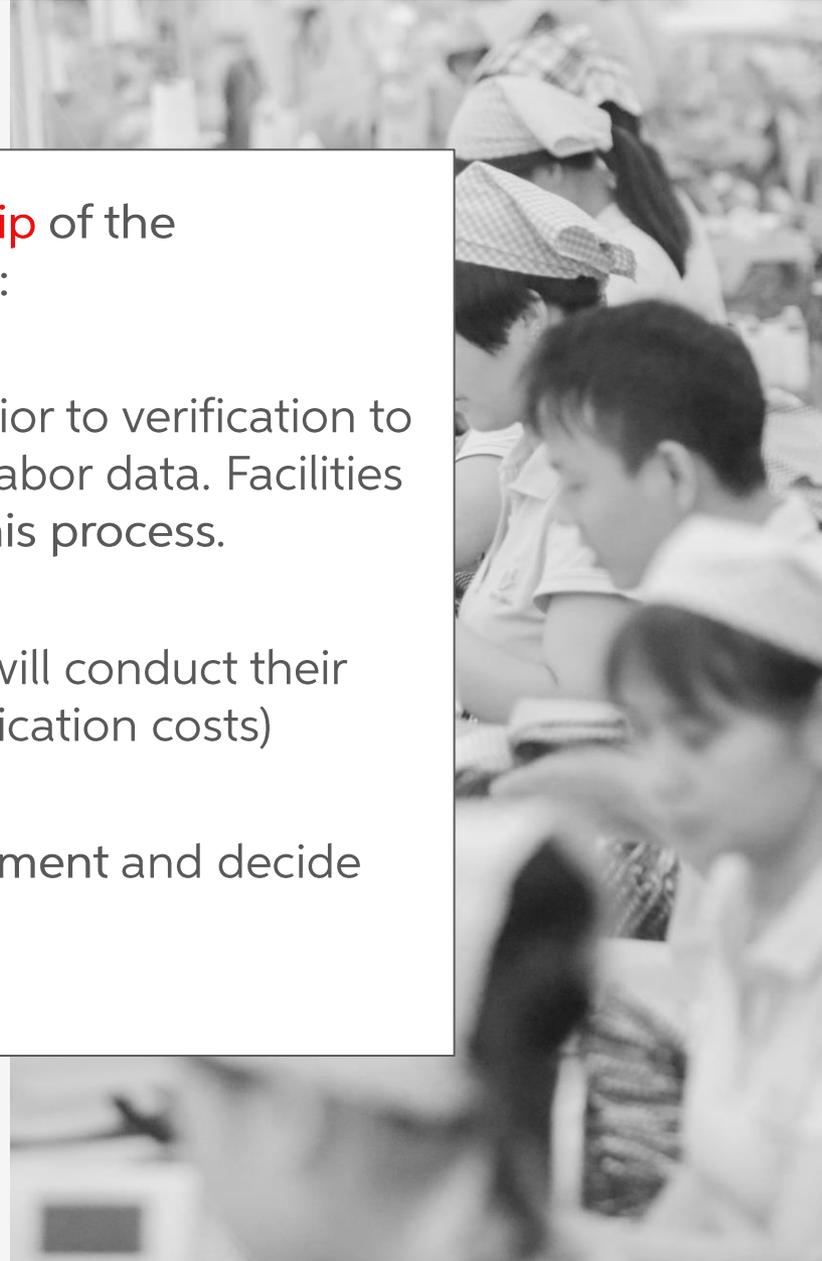




How does SLCP ensure facility ownership?

A core principle of SLCP is **facility ownership** of the assessment process and the resulting data:

- Facilities complete a self-assessment prior to verification to build understanding of their social and labor data. Facilities are encouraged to include workers in this process.
- Facilities choose the Verifier Body that will conduct their verification (and usually pay for the verification costs)
- Facilities own their SLCP verified assessment and decide how to share it and with whom





Facilities' role in the assessment process

It is the facility's responsibility to take up an active role in the assessment process.

Self/Joint-Assessment

- ✓ Understand the type of information your customer would like included in the report
- ✓ Share all relevant and important data in the assessment

Verification

- ✓ Read the entire verified assessment report to confirm all relevant information is included
- ✓ Connect with the Verifier(s) within 14 days if information is missing and/or edits are required

Note: with SLCP, facilities own their data. Therefore, you must take an active role in the assessment process in order to obtain a high-quality verified data set.



What are the benefits of SLCP?



- **Efficiency:** reduction in time and money spent on audits; reduction in audit fatigue
- **Comprehensive tool:** SLCP covers all the data points / questions collected in nearly all other audits
- **Multi-stakeholder:** SLCP has been developed collaboratively by brands, manufacturers and other stakeholders
- **Credibility:** high quality, reliable verified social & labor data
- **Flexibility:** brands can score the data according to their own code of conduct
- **Facility ownership:** facilities own their data & control how it is shared

Register for the E-Learning

**SOCIAL & LABOR
CONVERGENCE**



**SOCIAL & LABOR
CONVERGENCE** 

SLCP online training

SOCIAL & LABOR CONVERGENCE

Home Helpdesk Contact us

Log in Create new account

SLCP Online Training

The way to prepare yourself for the SLCP assessment and verification process

[LEARN MORE](#) [SIGN UP](#)

e-learning.slconvergence.org

Create an account

New account

Account information

Email address



Email (again)



The password must have at least 6 characters

Password



Password again



First name



Surname



Additional information

Fill

in the following information to be enrolled in the course and language of your choice.

Note: SLCP/VOO manage enrollment for the Verifier and Trainer courses. Only candidates who meet the criteria for the Verifier Course and/or Trainer Course will be enrolled and gain access to the course content.

Country



City

Year of Birth



Gender



Select a course to complete



Select a language to complete the course in



Gateway ID

Security verification



I'm not a robot



reCAPTCHA
Privacy - Terms

Create my new account

Navigate to the Facility Course and Certificate

The screenshot displays the user interface of the Social & Labor Convergence website. At the top left is the logo for 'SOCIAL & LABOR CONVERGENCE' with a stylized graphic. To the right are notification and user profile icons. Below the logo is a navigation menu with 'Home', 'Courses & Certificates' (highlighted with a dashed box), 'Helpdesk', and 'Contact us'. A secondary navigation bar shows 'My Courses' (active) and 'My Certificates'. On the right side, there is a 'Progress Bar' for the 'Facility Course and Certificate' with a green segment and the text 'Mouse over or touch bar for info.'.

The main content area is titled 'My courses' and features a course card for 'Facility Course and Certificate'. The card includes a photo of people working at sewing machines, the course title, duration ('7 hours over two weeks'), language ('en'), cost ('Free of charge'), and a rating ('4.83 (87)'). A red 'Access Course' button is at the bottom of the card. A dashed box highlights the course card, and a red arrow points from a callout box to it.

Available in: English, Chinese, Turkish, Spanish, Bahasa, Vietnamese & Portuguese



Complete modules 3, 6 & 7

Facility Course and Certificate

Your progress



- Module 1: Introduction to SLCP
- Module 2: Introduction to the ITC Sustainability Program
- Module 3: The Data Collection Tool** ✓
- Module 4: The Verification Process
- Module 5: Quality Control in the SLCP Verification Process
- Module 6: Navigating the Gateway** ✓
- Module 7: Understanding the Role of Accredited Hosts** ✓



Issued

Tuesday, 19 October 2021, 3:06 PM

Click the button below to open your certificate in a new browser window.

[Get your certificate](#)

Save your certificate!

CERTIFICATE

**SOCIAL & LABOR
CONVERGENCE** 

 International
Trade
Centre

SLCP acknowledges that

Elizabeth Otton

has completed 3 modules (Data Collection Tool, Gateway, Accredited Hosts) of the

Facility Course

The course was delivered by SLCP in partnership with ITC to prepare SLCP system users to successfully navigate the SLCP process and system in order to produce high quality verified data on social and labor conditions.

Janet Mensink

JANET MENSINK,
SLCP EXECUTIVE DIRECTOR



CODE: **ILS2021014**

DATE: **October 19, 2021**

For more information, verify at:
[LEARNING.INTRACEN.ORG/VERIFY](https://learning.intracen.org/verify)

You will need to include your CODE in your Gateway profile.

 International
Trade
Centre

**SOCIAL & LABOR
CONVERGENCE** 

Register on the Gateway

**SOCIAL & LABOR
CONVERGENCE**



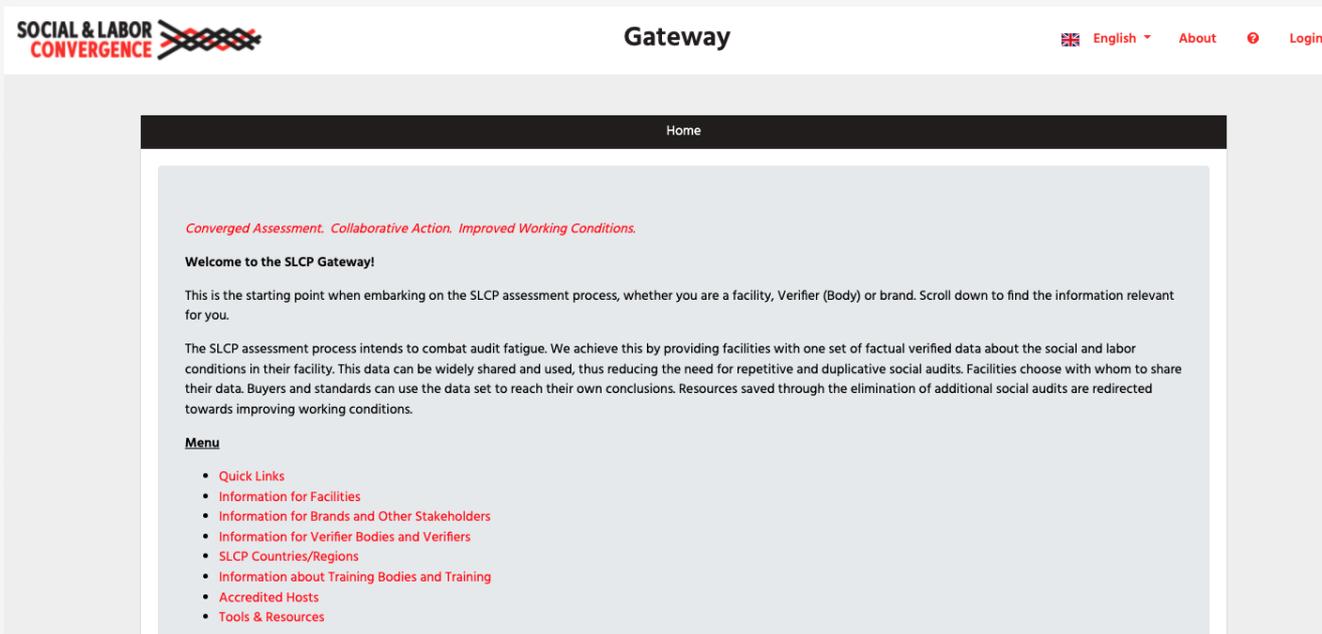
**SOCIAL & LABOR
CONVERGENCE** 

What is the Gateway?

The Gateway is where all SLCP verified data is stored, and the starting point when beginning the SLCP assessment process. It is free to use, and the homepage is also a directory to lots of useful information.

Why did we develop the Gateway?

- ✓ Securely store your data on a UN server
- ✓ Share your verified data with your business partners, e.g. brands
- ✓ Connect you with other SLCP users, i.e. Verifier Bodies, Verifiers, Accredited Hosts



The screenshot shows the homepage of the Social & Labor Convergence Gateway. The header includes the logo on the left, the word "Gateway" in the center, and navigation links for "English", "About", and "Login" on the right. Below the header is a "Home" section with a navigation bar. The main content area features a red tagline: "Converged Assessment. Collaborative Action. Improved Working Conditions." followed by a "Welcome to the SLCP Gateway!" section. This section explains that the Gateway is the starting point for the SLCP assessment process and aims to reduce audit fatigue by providing a single set of verified data. A "Menu" section lists various links: Quick Links, Information for Facilities, Information for Brands and Other Stakeholders, Information for Verifier Bodies and Verifiers, SLCP Countries/Regions, Information about Training Bodies and Training, Accredited Hosts, and Tools & Resources.

SOCIAL & LABOR CONVERGENCE

Gateway

English About Login

Home

Converged Assessment. Collaborative Action. Improved Working Conditions.

Welcome to the SLCP Gateway!

This is the starting point when embarking on the SLCP assessment process, whether you are a facility, Verifier (Body) or brand. Scroll down to find the information relevant for you.

The SLCP assessment process intends to combat audit fatigue. We achieve this by providing facilities with one set of factual verified data about the social and labor conditions in their facility. This data can be widely shared and used, thus reducing the need for repetitive and duplicative social audits. Facilities choose with whom to share their data. Buyers and standards can use the data set to reach their own conclusions. Resources saved through the elimination of additional social audits are redirected towards improving working conditions.

Menu

- [Quick Links](#)
- [Information for Facilities](#)
- [Information for Brands and Other Stakeholders](#)
- [Information for Verifier Bodies and Verifiers](#)
- [SLCP Countries/Regions](#)
- [Information about Training Bodies and Training](#)
- [Accredited Hosts](#)
- [Tools & Resources](#)

Getting started: register on the Gateway



Only facilities from countries where SLCP **operates in** can register.
Please complete your registration in English.

IF YOU ALREADY HAVE AN ACCOUNT



[Forgot your password?](#)

Login

Are you a facility and new to the Gateway?

[Click here to create an account.](#)



<https://gateway.slconvergence.org>

Fill in your data and “create account”

Only facilities from countries where SLCP operates in can register.
Please complete your registration in English.

REGISTER

Please use an official company email address that you are also using (or intend to use) for logging in to the Accredited Host platform.

Email

A valid Email is required

Gateway Role

Facility

First Name

Surname

I agree with the [LICENSE AGREEMENT AND TERMS OF USE FOR SLCP CONVERGED ASSESSMENT FRAMEWORK \(CAF\)](#), [ITC GATEWAY – TERMS OF USE](#)

[Sign in](#)

Provide a general and official company email address (not a personal/non-business address like Gmail or Hotmail)

First Name and Surname for the creator of the account, not the name of the facility

Click “Confirm” in the registration email to continue registering



TIP: include notifications@slcpgateway.sustainabilitymap.org as a “safe” email address.

 Contact the [SLCP Helpdesk](#) if you did not receive the confirmation email.

Create a password to access unapproved profile

Set your password

Username

Password*

Password should be at least 6 characters long and should contain at least one number and one character

Confirm Password*

 **Create**



Get your facility profile approved: fill in all fields and request approval



Facility

[Home](#)

[My Profile](#)

[Accounts](#)

[Get Support](#)

Profile Approval

Your profile application has not been submitted yet. To submit your request, complete the profile information below and press the "Submit for Approval" button.



[Submit for Approval](#)

Facility Information

Welcome to your facility profile page. Please add or modify the fields below in English language.

Your facility information

You will receive your Facility ID once your profile has been approved. Please provide your facility profile information on this page, save the changes by clicking the button at the bottom of your profile and then click the Request Approval button at the top of this page.

E-learning completion code

Please provide below CODE from the certificate that you were given after completing the mandatory SLCP facility e-learning course. If you have not started the e-learning course yet, visit the [SLCP e-learning platform](#).

Facility Name *



[Save Changes](#)



Correctly fill in your facility name



Facility

- Home
- My Profile**
- Accounts
- Get Support

Facility Information

Welcome to your facility profile page. Please add or modify the fields below in English language.

Your facility information

You will receive your Facility ID once your profile has been approved. Please provide your facility profile information on this page, save the changes by clicking the button at the bottom of your profile and then click the Request Approval button at the top of this page.

E-learning completion code

Please provide below CODE from the certificate that you were given after completing the mandatory SLCP facility e-learning course. If you have not started the e-learning course yet, visit the [SLCP e-learning platform](#).

Facility Name *

Facility Type *

Business License Number *

Website

Facility Name must:

- ✓ Match the name on your business license
- ✓ Not be used by another facility
- ✓ Be in English

If the facility is part of a manufacturing group, use the following format:

Group Name – Facility Name / Unit number

Tell us more about your production process. Do you, for example, cover Cut Make Trim (CMT), washing, printing, fabric production? description.



Select all languages spoken in your facility in your Gateway profile

All languages spoken at the facility (required to communicate with management and workers) *

i If your workers speak different languages please select all languages that you need to communicate with them. You can select multiple languages in the field below by clicking on the ones that are applicable. The information will be used to match you with a Verifier that speaks at least one of the selected languages.

Select languages here ▾

Please select at least one language from the list!

GPS Coordinates

Latitude (example: 23.175970)

Longitude (example: 113.281368)

Employees

Number of employees *

1-50

51-250

250-1000

1001-2500

2500+

Is this facility owned or managed by a woman? *

Yes

No

Save Changes

Common Mistake

- X** Facility doesn't select all languages spoken in their facility, so the Verifier Body they want to work with isn't listed as an option on their Accredited Host.
- ✓** Facility must select all languages required to communicate with management and workers.



Link to your brand partners



Facility

[Home](#)

[My Profile](#)

[Accounts](#)

[Get Support](#)

Profile Approval

Your profile application has not been submitted yet. To submit your request, complete the profile information below and press the "Submit for Approval" button.

[Submit for Approval](#)

Facility Information

Brands

Please select Brands from the list that you work with.

i By selecting the brands that you work with, they will be able to see an overview of your assessment progress on their chosen Accredited Host(s), if the Hosts they use have made this option available. This overview includes the status of your assessments and which Accredited Hosts you are using. Brands you select here will not see your final verified assessment data until you share it with them.

Select brands here ▾

Select the brands you work with to alert them that you are participating in the SLCP process and to let them know:

- ✓ Which Accredited Host you are using
- ✓ Where you are in the assessment process
- ✓ When you have verified data to share with them

Approval email from the Gateway



notifications@slcpgateway.sustainabilitymap.org

SLCP Gateway Facility Profile Approved

To: [Redacted]

Dear Muhammad Rizwan,

Your SLCP Gateway profile has been approved!

Please share this email with the person(s) who will perform the assessment process. Find below the next steps to complete the SLCP process:

Step 1: You can now [login to your Gateway profile](#) and add the required additional information. If you have not yet done so, you will have to update your profile with your e-learning completion CODE within the next two weeks. For more information on how to access and complete the e-learning modules read this [FAQ](#).

Step 2: You can now link with the Accredited Host (AH) of your choice. Your options are: Fair Factories Clearinghouse (FFC) and Higg. You will need your Gateway Facility ID of F.A. 100707 to link the profiles.

After registering on the Active Accredited Host (and having your profile approved) you can:

Step 3A: Fill in the Data Collection Tool (as a self/joint-assessment) on the AH platform. We strongly recommend directly filling in the online tool on the AH platform as it will save you time.

Step 3B: Alternatively, you can start the offline assessment by downloading the (Excel) Tool from your Accredited Host platform.

Step 4: If you chose to fill in the offline Tool, upload the assessment on the Accredited Host (AH) platform you linked with. You do not need to do this if you chose to fill in the tool online on the AH platform.

NOTES:

- You can invite a colleague to your facility profile on the Gateway: you will find this option in your Gateway menu. You can only invite a colleague (not a customer or other business partner) and do so by filling in his/her name in English and use his/her company email address.
- We advise that you ask Verifier Bodies (VB) for quotes as soon as possible to allow enough time to schedule a verification. The list of VBs is available online [here](#).
- When you create an account on an Accredited Host system, please use the same e-mail address that you are using on the Gateway.
- Further information on the SLCP process is available online. If you require support, please find information in the [FAQ](#) or submit a request on the SLCP Helpdesk.
- For additional training opportunities, visit the SLCP Helpdesk to view training webinars on the SLCP process and system in English, Chinese and Turkish. Additionally, you can contact an approved Training Body (TB) for individual support or join one of their upcoming training sessions.
- You may also find this Quick Guide for facilities helpful, in [English](#) or [Chinese](#).

Regards,

SLCP Support



Contact the [SLCP Helpdesk](#) if you didn't receive the confirmation email.

After approval you can log back into the Gateway



Home

Converged Assessment. Collaborative Action. Improved Working Conditions.

Welcome to the SLCP Gateway!

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- [Accredited Hosts](#)
- [Tools & Resources](#)



Invite a colleague to your profile

Different emails can access the account if you invite a colleague to your Facility profile. When given access the colleague can also manage the profile.

The screenshot shows the 'Gateway' web interface. At the top left is the 'SOCIAL & LABOR CONVERGENCE' logo. The page title is 'Gateway'. On the right, there are links for 'English', 'About', and 'Logout'. A left-hand navigation menu includes 'Test Facility Facility', 'Home', 'My Profile', 'Accounts', 'Accredited Hosts', 'Start your Assessment', 'Overview of my SLCP Assessments', and 'Get Support'. The main content area is titled 'Invite a colleague to create a user account'. It contains a paragraph of instructions: 'If you want colleagues to have access to your company's Gateway profile, you can invite them below. Your colleague will be able to **access, update and manage your profile and assessments**. For facilities: note that this is NOT the way to give 3rd parties access to your verified assessments. If you do want to share, select 'Overview of my SLCP Assessments' from the menu.' Below this is a form with the heading 'Invite a colleague'. The form has four fields: 'First Name *', 'Surname *', 'Email *', and 'Language choice *'. A red arrow points to the 'Invite a colleague' heading, and another red arrow points to the 'Invite' button at the bottom of the form.

NOTE: this function should not be used to share your facility data with someone outside your organization!

Link to an Accredited Host to start your assessment on their platform



Test Facility
Facility

- Home
- My Profile
- Accounts
- Accredited Hosts** 
- Start your Assessment
- Overview of my SLCP Assessments
- Get Support

Accredited Hosts

An SLCP assessment can be carried out using any of the Active Accredited Host platforms listed below. To get started, please click on the Accredited Host of your choice. You will be redirected to link your SLCP Gateway profile to the selected Accredited Host. If your Gateway Facility ID is requested, you can find it on the [My Profile](#) page.

Once an SLCP assessment has been verified, it is shared from the Accredited Host platform to the Gateway. It will be visible below. You can then choose to view your verified assessment or share with an Accredited Hosts or via email.

More information about the Accredited Hosts can be found [online](#).

Active Accredited Hosts



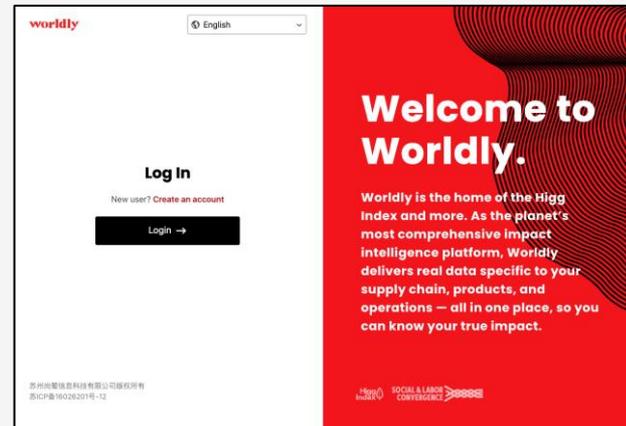
Name	Linked
Fair Factories Clearinghouse (FFC)	Linked Nov 20, 2019
N/A - Data shared by Better Work	Not Linked
Worldly (Higg FSLM)	Linked Nov 2, 2019



Facilities can choose which AH they want to use for their assessment



[Fair Factories Clearinghouse \(FFC\)](#)



[Worldly \(Higg FSLM\)](#)

Preparing for the Assessment

 MAS



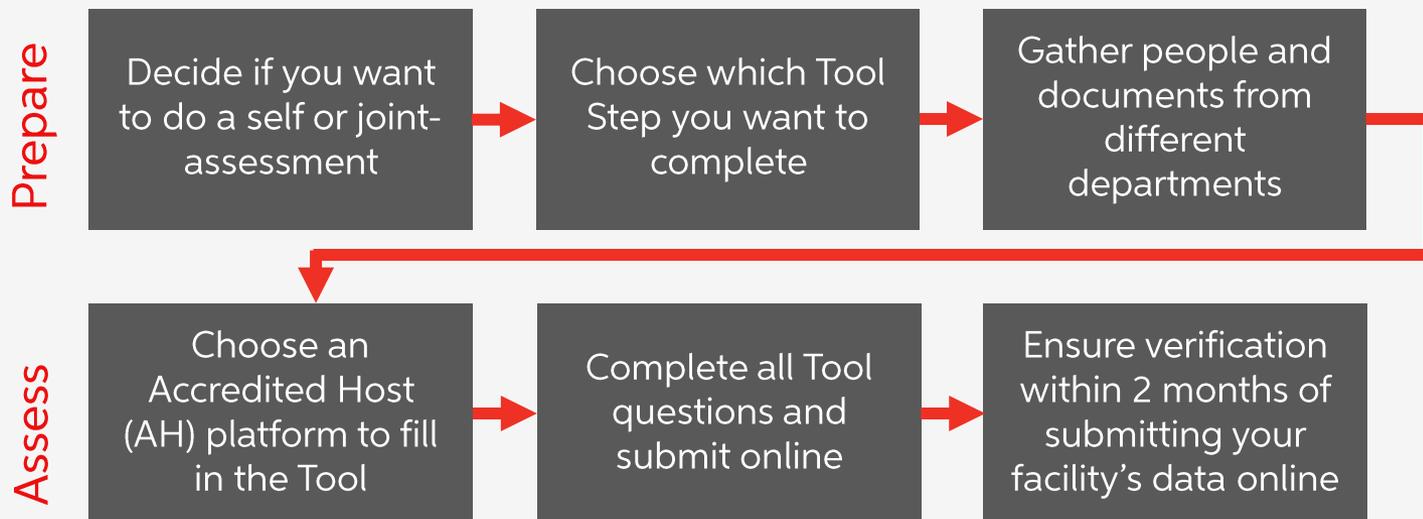


The self/joint-assessment process

Why does the SLCP process start with a self/joint-assessment?

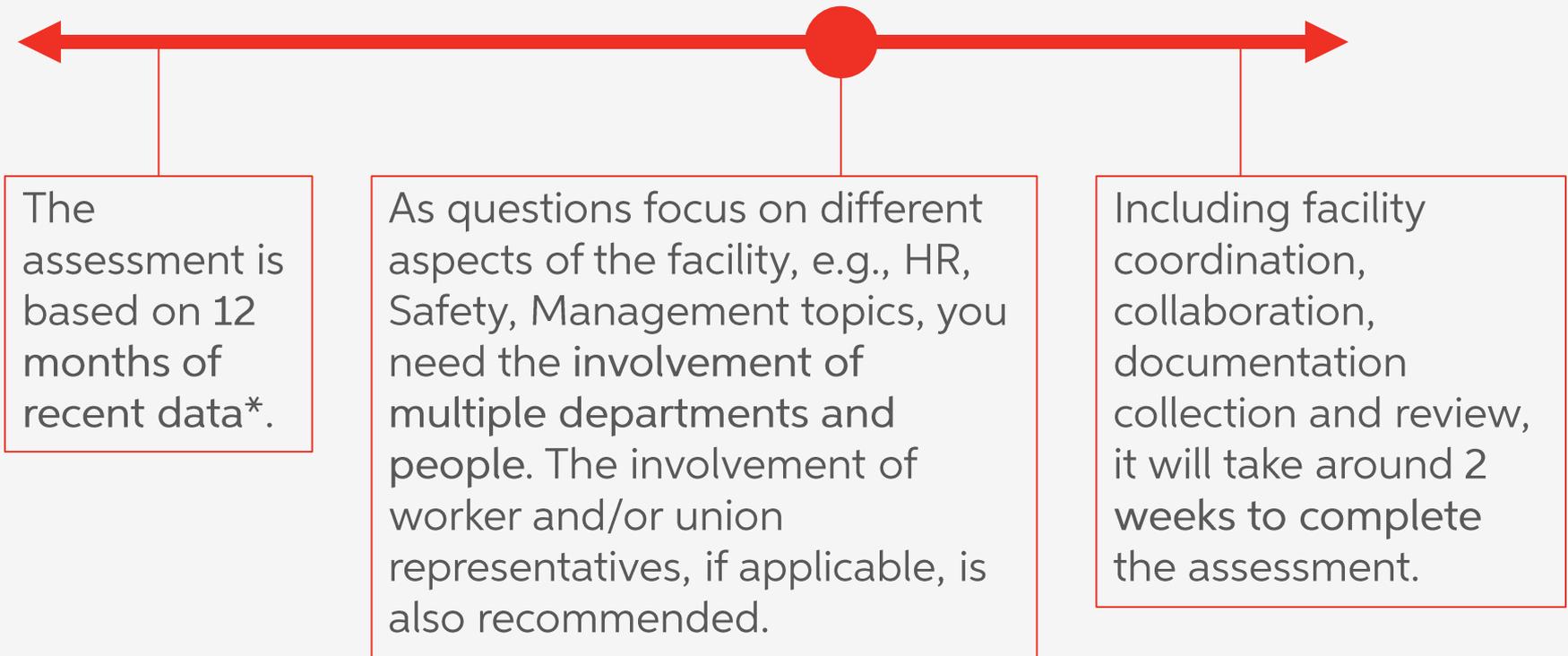
- ✓ Promote facility ownership of SLCP process and data
- ✓ Understand your own factory's working conditions for informed conversations with business partners
- ✓ Lay a strong foundation for improvement plans

During the self/joint-assessment you need to:





Make sure you have all the information and people you need



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

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.

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: <input checked="" type="checkbox"/>
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: <input checked="" type="checkbox"/>
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: <input checked="" type="checkbox"/>
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: <input checked="" type="checkbox"/>
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: <input checked="" type="checkbox"/>
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: <input checked="" type="checkbox"/>

Photographs/documents

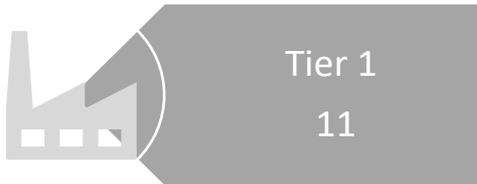
On the AH platform you can attach documents to every question.

All attachments will be part of the final verified assessment that can be shared with your business partner. Do not include confidential information.



Tips for preparation

MAS KREEDA - SCOPE



Tips for preparation

- Policy Alignment
- Data Gathering Sheet
- Standardize Training Materials
- List of Documents
- Standardize Answer sheet – Colour Coded for Common Questions & location specific questions

Proper preparation for your assessment will...

- Save time for everyone involved
- Ensure you reserve enough amount of time and energy for the process
- Better equip you to answer questions related to legal requirements

5 min
break!



Filling In the Data Collection Tool



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

The screenshot shows the SCLP online tool interface. The main heading is 'SOCIAL & LABOR CONVERGENCE'. Below this, there is a table with columns for 'Section', 'Step Selection', 'Basic Information', 'Building Structures', 'Employee Demographics', 'Nationalities and Languages', 'Operating Licenses / Certifications', 'Production / Operation Information', and 'Subcontractor Used'. The 'Step Selection' column shows '0 of 24', '0 of 18', '0 of 24', '0 of 15', '0 of 5', and '0 of 11'. Below the table, there are sections for 'Instructions', 'General Information', 'Upload/Download Excel Tool', and 'Facility Profile'. The 'Facility Profile' section includes 'Facility Profile / Section Description' and 'IMPORTANT NOTES'.

The screenshot shows the 'Step Selection' section of the SCLP online tool. It displays a progress bar for 'SOCIAL & LABOR CONVERGENCE' at 1.27% for 'Facility Profile'. Other sections like 'Worker Treatment', 'Termination', 'Recruitment & Hiring', 'Worker Involvement', 'Management Systems', 'Working Hours', 'Health & Safety', and 'Wages & Benefits' are all at 0.00%. The 'VERSION' is 1.5.0. Below this, there is a 'Step Selection' section with a question: 'Please choose which tool "Step" your facility would like to complete.' The options are 'Step 1' and 'Step 2'. Below this, there is an 'OAR Open Apparel Registry' section with a question: 'Open Apparel Registry (OAR) ID Number.' Below that, there is a 'Basic Information' section with questions for 'Facility Name (as per business license)', 'Facility Street Address (as per business license)', 'Facility City Address (as per business license)', 'Facility State/Province Address (as per business license)', 'Facility Zip Code/Postal Code Address (as per business license)', 'Facility Name (in local language as per business license)', 'Facility Address (in local language as per business license)', and 'Facility Country'.

The screenshot shows the 'Step Selection' section of the SCLP online tool. It displays a progress bar for 'SOCIAL & LABOR CONVERGENCE' at 1.27% for 'Facility Profile'. Other sections like 'Worker Treatment', 'Termination', 'Recruitment & Hiring', 'Worker Involvement', 'Management Systems', 'Working Hours', 'Health & Safety', and 'Wages & Benefits' are all at 0.00%. The 'VERSION' is 1.5.0. Below this, there is a 'Step Selection' section with a question: 'Please choose which tool "Step" your facility would like to complete.' The options are 'Step 1' and 'Step 2'. Below this, there is an 'OAR Open Apparel Registry' section with a question: 'Open Apparel Registry (OAR) ID Number.' Below that, there is a 'Basic Information' section with questions for 'Facility Name (as per business license)', 'Facility Street Address (as per business license)', 'Facility City Address (as per business license)', 'Facility State/Province Address (as per business license)', 'Facility Zip Code/Postal Code Address (as per business license)', 'Facility Name (in local language as per business license)', 'Facility Address (in local language as per business license)', and 'Facility Country'.

SCLP 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 Structure

OVERVIEW

OVERVIEW

Important information on the Tool, including enabling macros, SLCP process information and Terms of Use

INSTRUCTIONS

INSTRUCTIONS

To understand how to:

- Open the Tool
- Orientate yourself
- Fill in the required content
- Understand applicable standards
- Scope & timeframe

SLCP Data Collection Tool 1.5

SLCP Data Collection Tool 1.5

Contains the questions for the facility to complete and is organized into 9 key sections plus general Facility Profile information



Instructions and completion %

Individual completion % of each section of the Tool

Indicates the section, sub-section and category you are in when you click a cell in the Tool

Indicates completeness of the Tool from the assessment point of view – Currently 100% incomplete

SOCIAL & LABOR CONVERGENCE

1.18% : Facility Profile

0.00% : Worker Treatment

0.00% : Termination

0.00% : Recruitment & Hiring

0.00% : Worker Involvement

0.00% : Management Systems

VERSION 1.5.0

0.00% : Working Hours

0.00% : Health & Safety

0.00% : Above & Beyond

0.00% : Wages & Benefits

You are here: **WORKING HOURS - Working Hours - Records**



Question	More Info	Facility Response (ANSWERS IN ENGLISH ONLY)
----------	-----------	---

WORKING HOURS

Section Instructions

Section Description: The purpose of this section is to understand the facility's social and labor practices with respect to Working Hours. Social and labor topics within this section include:

- Working Hours
- Forced Labor
- Overtime
- Facility Comments

Working Hours

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

Working hours refers to hours worked in an activity during normal periods of work, plus overtime, time spent at the place of work, when the worker is at the disposal of the employer. Working Hours are a fundamental component to the employment process and limitations (legal or otherwise) should be respected. For industrial enterprises, international standards limit regular (pre-overtime) working hours to 8 hours each day, 48 hours each week, subject to certain exceptions. They also say that workers must have at least one day off in seven. The sub-section below includes questions on items such as working hour records, regular and overtime hours, breaks, and rest days.

Provides instructions for the section of the Tool you are in

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

Tool questions

Provides additional clarifying information to both facility and Verifier

Facility to select or enter a response in English in line with its current operations

SOCIAL & LABOR CONVERGENCE

1.27% : Facility Profile

0.00% : Worker Treatment

0.00% : Termination

0.00% : Recruitment & Hiring

0.00% : Worker Involvement

NA : Management Systems

VERSION 1.5.0

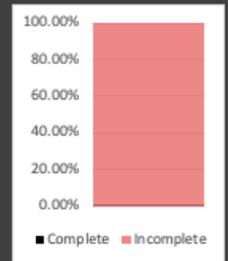
0.00% : Working Hours

0.00% : Health & Safety

NA : Above & Beyond

0.00% : Wages & Benefits

You are here: **FACILITY PROFILE - Step Selection**



	Question	More Info	Facility Response (ANSWERS IN ENGLISH ONLY)
RH-CHI-1	Age Documentation Does the facility verify minimum age requirements prior to hiring workers?	Info	Select:
RH-CHI-4	Minimum Age Are any workers under the legal minimum age for employment?	Info	Select:
RH-CHI-8	Historical Child Labor Do records indicate that any workers were under the legal minimum working age when hired?	Info	Select:

Questions related to each category



Colors in the Tool to guide you

To quickly know what has been filled in and what not, light and dark grey colors show you what already has an answer or what still needs an answer.

Light grey indicates you provided an answer to the question.

SOCIAL & LABOR CONVERGENCE

VERSION 1.5.0

1.18% : Facility Profile **0.00% : Worker Treatment** **0.00% : Termination**

0.00% : Recruitment & Hiring **8.00% : Worker Involvement** **0.00% : Management Systems**

0.00% : Working Hours **0.00% : Health & Safety** **0.00% : Above & Beyond**

0.00% : Wages & Benefits **You are WORKER INVOLVEMENT - FOA & CB - Interference and here: Discrimination**

	Question	More Info	Facility Response (ANSWERS IN ENGLISH ONLY)
	Interference and Discrimination		
WI-FOA-47	Are workers and workers' representatives free to meet without the presence of management? Info		Select: Yes
WI-FOA-50	Is a job applicant's current or previous trade union membership or trade union activities a factor during the hiring process?		Select: No
WI-FOA-52	Were terminations of trade union official(s) (if any) in line with applicable legal requirements? Info		Select:

Dark grey indicates you must still provide an answer.

Guidance in the Tool: More Info

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

The screenshot displays the Social & Labor Convergence tool interface. At the top, there are progress indicators for various categories: Facility Profile (1.27%), Worker Treatment (0.00%), Termination (0.00%), Recruitment & Hiring (0.00%), Worker Involvement (0.00%), Management Systems (NA), Working Hours (0.00%), Health & Safety (0.00%), and Above & Beyond (NA). A progress bar on the right shows 0.00% completion. The main content area is titled 'FACILITY PROFILE - Step Selection -' and shows a table of questions. A red box highlights the 'More Info' popup for the question 'Overtime Hours', which contains the following text: '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.' The table also shows other questions like 'Did the facility comply with legal requirements?' and 'If there are no applicable legal requirements, answer No applicable legal requirements.'

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



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

A screenshot of a 'Facility Response' form. The form has a dark header with the text 'Facility Response'. Below the header, there is a label 'Select:' followed by a dropdown menu. The dropdown menu is open, showing two options: 'Yes' (highlighted in blue) and 'No'.

- “Response Here” is a free text/narrative box with max. 6,000 characters

A screenshot of a 'Facility Response' form. The form has a dark header with the text 'Facility Response'. Below the header, there is a label 'Response Here:' followed by a large, empty text input field.

- “Number Here” requires the facility to enter a number and not text

A screenshot of a 'Facility Response' form. The form has a dark header with the text 'Facility Response'. Below the header, there is a label 'Number Here:' followed by a text input field.

- “X” to select is a drop down (if selection does not apply, no action is required)

A screenshot of a 'Facility Response' form. The form has a dark header with the text 'Facility Response'. Below the header, there is a question: 'Does the facility follow any of the following practices related to worker pregnancy? (SELECT all that apply with a "X")'. Below the question, there are five rows, each with a label '"X" to select:' followed by a dropdown menu. The first dropdown menu is open, showing an 'X' option.

- “Date Here” requires YYYY-MM-DD format

A screenshot of a 'Facility Response' form. The form has a dark header with the text 'Facility Response'. Below the header, there is a label 'Date Here:' followed by a text input field.

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.

RH-CHI-4	Minimum Age			
		Are any workers under the legal minimum age for employment? Info	Select:	No
RH-CHI-8	Historical Child Labor			
		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.

RH-CHI-4	Minimum Age			
		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:	
RH-CHI-8	Historical Child Labor			
		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.



Submit your data on an AH platform to complete the assessment

Fill in data in offline Tool and upload to AH platform

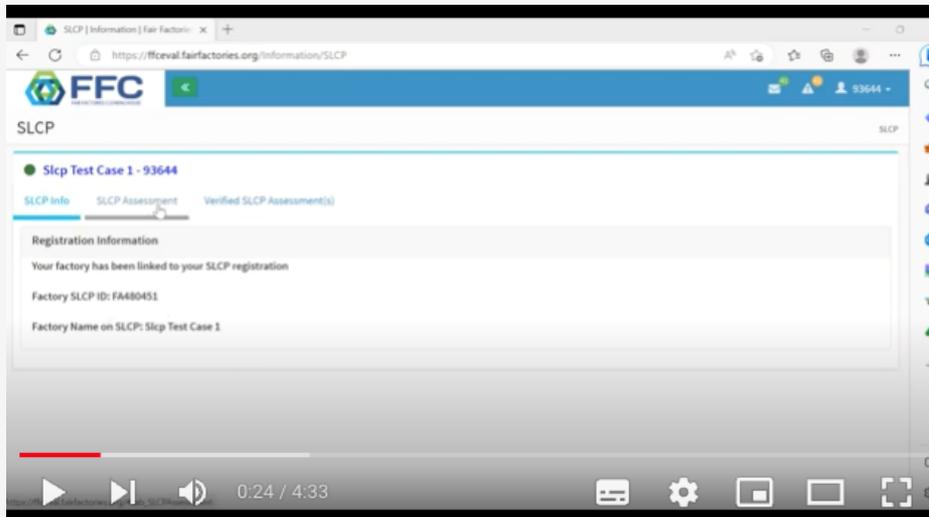
Fill in data in online Tool on the AH platform

An Accredited Host checks your data to make sure that:

- answers are given in English language only;
- the Tool is 100% complete;
- max 6,000 characters are in a free text answer field; and
- specific questions are answered correctly as numbers or dates.

After you assign the VB on the AH platform, answers are shared with the Verifier assigned to the verification. The Verifier will use the data to prepare for off-site review (depending on facility request) and verification. Verification needs to take place within 2 months after completing the assessment.

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



How to...

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

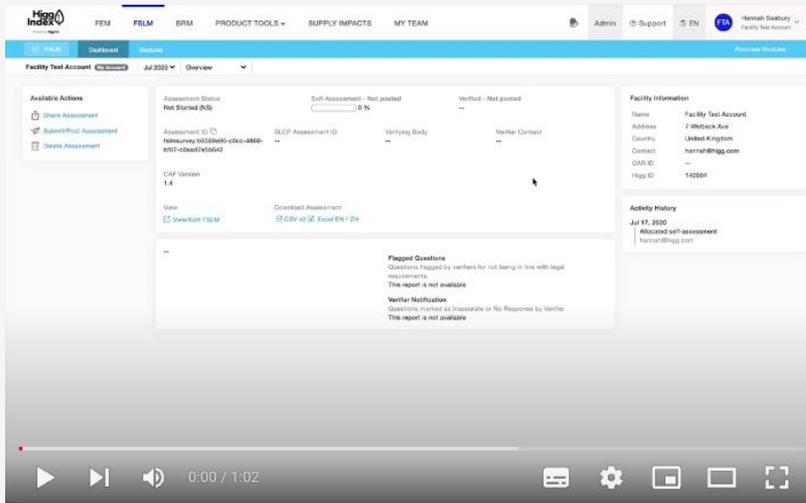
For additional guidance on the FFC platform, visit fairfactories.org

For support, contact SLCPsupport@fairfactories.org



Worldly (Higg FSLM) resources

Helpdesk FAQ: [Guidance on navigating the Worldly 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 Worldly (Higg FSLM) platform, visit howtohigg.org

For support, submit a request on support.worldly.io

Common Misunderstandings





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.



Question: RH-DIS-1

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-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.





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.



Question: HS-EME-8.1

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.



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.

Verification

 CONTROL UNION



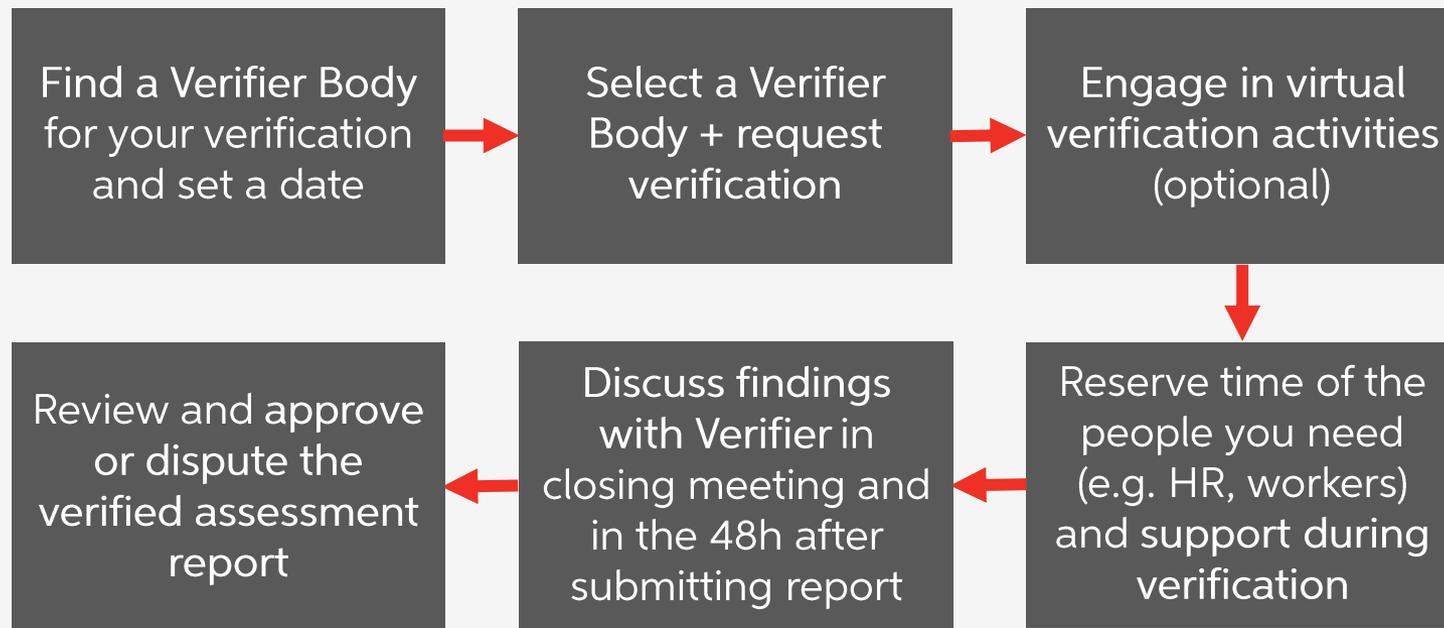
SOCIAL & LABOR
CONVERGENCE 

Overview of the verification process

Why do we need verification?

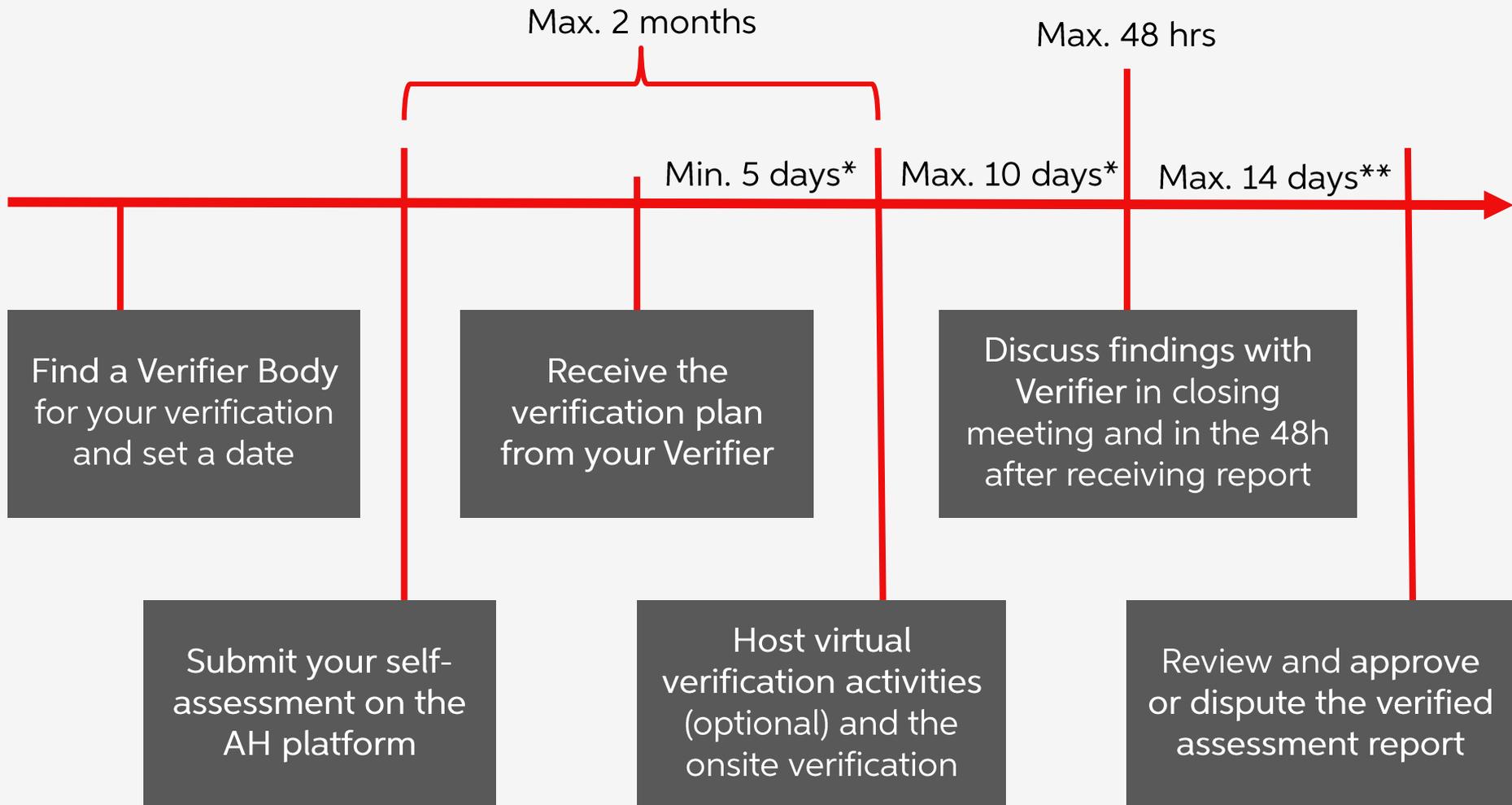
- ✓ Ensure correctness of facility assessment data
- ✓ Include additional information if needed, as well as legal non-compliance
- ✓ Lay a strong foundation for improvement plans

The verification process requires you to:





Verification timeline



* Working days

** Calendar days



Ask for quotes and choose a VB

The facility will provide the necessary information for a cost estimation by the VB.

Costs for onsite verification differ depending on:



Country and location within the country



Size of the facility / compound



Number of workers



Number of virtual verification activities / full virtual verification



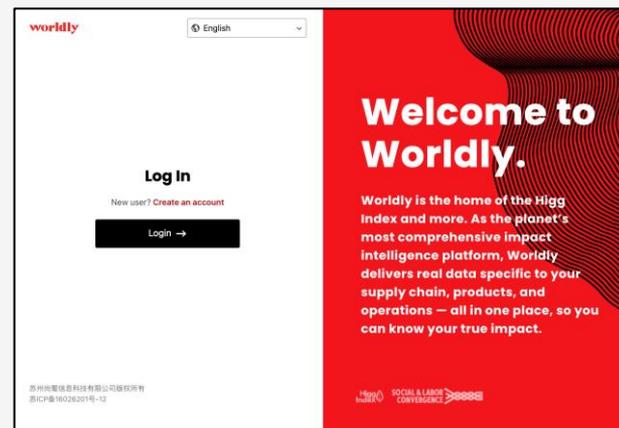
...



Select a Verifier Body on your AH



[Fair Factories Clearinghouse \(FFC\)](#)



[Worldly \(Higg FSLM\)](#)

Note: you cannot choose a Verifier.
The Verifier Body will select a matching Verifier for you.

Review your verification plan

At least 5 working days before the virtual / onsite verification the Verifier sends the plan. The verification plan gives verification details including:

-  Specific calendar days onsite (or number of days if verification is semi-announced)
-  Verification hours (start and finish for each day)
-  Expectations for the opening meeting, including who should attend
-  Minimum number of interviews that must be conducted
-  Minimum number of wage/hour/personnel records that must be reviewed
-  Document request list



Supporting an onsite verification

Just like for the self/joint-assessment, you need an internal team to support the onsite verification. Having your staff and paperwork prepared helps the Verifier and saves you both time. An onsite verification should not take longer than 4 consecutive business days.

During an onsite visit, a Verifier will conduct:



Management staff interviews



Onsite observations



Document reviews



Worker interviews



Findings of the Verifier

Opportunities to discuss findings and possible changes with the Verifier:

During the closing meeting of the onsite verification

- Verifier explains discrepancies between the facility's assessment and the verification.
- Facility requests clarification and changes when needed.

Within 48h after the verified assessment report becomes available

- Resolve all outstanding disagreements with the Verifier.
- If you feel changes are needed, provide documentation that substantiate your point of view.

Review the verified assessment

The verified assessment report is available for review within 10 working days after the onsite verification. To review, you can start with the Verification Summary.

The Verification Summary is an automated output containing all "Inaccurate" and "legal non-compliance" items from each section of the Tool. It contains useful information such as:

- **Accuracy Index:** compares the number of inaccurate answers against the total number of facility responses. Note that this is not a score.
- **Legal compliance:** gives non-compliances with International Labor Standards (ILS) and National Labor Laws (NLL) on a question level.

SOCIAL & LABOR CONVERGENCE		Verification Summary		Completion: 97.55%		Accuracy Index: 92.57%				
Click here: (no double-click) and wait to create/update Verification Summary		Facility Name:	Rabat Design & Apparel	Verification Start Date:	2020-12-14					
Section	Sub-section	Category	Number	Question	Facility Response	Verification Selected	Final Verified Response	Verification Data	Non-Compliance	Legal Reference
RECRUITMENT & HIRING	Child Labor	Age Documentation	RH-CHI-1.1	If yes, please describe what legal	Birth certificates	Inaccurate	Not copies of ALL	Not copies of ALL		
RECRUITMENT & HIRING	Child Labor	Minimum Age	RH-CHI-4	Number Here:	Yes	Inaccurate	No	Misunderstanding, Legal		
RECRUITMENT & HIRING	Child Labor	Historical Child Labor	RH-CHI-8	Do records indicate that	Yes	Inaccurate	No	There was one incident in 2019		
RECRUITMENT & HIRING	Child Labor	Workers under 18	RH-CHI-9	Does the facility	Yes	Inaccurate	No	Misunderstanding, Facility read it		
RECRUITMENT & HIRING	Child Labor	Workers under 18	RH-CHI-10	Is the facility's practice	Yes	Inaccurate	No	Some parental permission	X	Dahir n°1-03-194 du 11
RECRUITMENT & HIRING	Child Labor	Workers under 18	RH-CHI-13	Does the facility arrange	Yes	Inaccurate	No	Facility inquires as to whether		
RECRUITMENT & HIRING	Child Labor	Workers under 18	RH-CHI-16	Does the facility provide	Yes	Inaccurate	No	Misunderstanding, Young		
RECRUITMENT & HIRING	Discrimination	Recruitment	RH-DIS-14-1	Which of the following elements are	Yes	Inaccurate	X	In line with the Labour Code, Act		
RECRUITMENT & HIRING	Employment Practices	Workplace Rules	RH-EMP-1	Do workplace rules	Yes	Inaccurate	No applicable legal	Dahir n°1-03-194 of		
RECRUITMENT & HIRING	Employment Practices	Workplace Rules	RH-EMP-2	Are all new workers	Yes	Inaccurate	No	Workers are provided with a		
RECRUITMENT & HIRING	Employment Practices	Workplace Rules	RH-EMP-3	Are workplace rules	Yes	Inaccurate	No	Work place rules available in		
RECRUITMENT & HIRING	Employment Practices	Contracts / T&Cs	RH-EMP-10-3	Does the facility follow any of the following	No applicable legal	Inaccurate	X	Specified in Labor Law 2003.		
RECRUITMENT & HIRING	Working Hours	Records	WH-WOR-2-2	Who performs the clock-in/clock-out function	Management	Inaccurate	X	Occasionally during peak		
WORKING HOURS	Working Hours	Records	WH-WOR-3	Response Here:	Yes	Inaccurate	No	During conversion of the three	X	Dahir n°1-03-194 of
WORKING HOURS	Working Hours	Records	WH-WOR-4-4	Does the facility follow any of the following	X	Inaccurate	During the switch over to	During the switch over to the		
WORKING HOURS	Working Hours	Records	WH-WOR-4-5	Does the facility follow any of the following	X	Inaccurate	During the switch over to	During the switch over to the		
WORKING HOURS	Working Hours	Regular Hours	WH-WOR-8	Number Here:	Yes	Inaccurate	No	Facility has a set number of		
WORKING HOURS	Working Hours	Total Working Hours	WH-WOR-17	Did any workers work	Yes	Inaccurate	No	Workers did not work more than		
WORKING HOURS	Working Hours	Breaks	WH-WOR-20	Does the facility provide	No applicable legal	Inaccurate	No	Facility does provide		
WORKING HOURS	Overtime	Exceptional	WH-OVE-4	Does the facility consult	Yes	Inaccurate	No	Worker interviews revealed that		
WORKING HOURS	Overtime	Exceptional	WH-OVE-5	Is the facility's practice	Yes	Inaccurate	No applicable legal	Moroccan employers are not		
WAGES & BENEFITS	Wages and Benefits	Facility Information	WB-WAG-2-5	What are the units for rate of pay for	Monthly	X	Inaccurate	Misunderstanding, Misunderstanding, Workers		
WAGES & BENEFITS	Wages and Benefits	Records	WB-WAG-4-2	Does the facility follow any of the following	X	Inaccurate	No	Discrepancy between		
WAGES & BENEFITS	Wages and Benefits	Other Premium Pay	WB-WAG-13	Which of the following types of regular hours	No	Inaccurate	No applicable legal	All workers are paid in line with		
WAGES & BENEFITS	Wages and Benefits	Overtime Allowances	WB-WAG-16	Is the facility not paying	Yes	Inaccurate	No	No reference to overtime		
WAGES & BENEFITS	Wages and Benefits	Wage Increase	WB-WAG-42	Number of male workers that where	1568	Inaccurate	156	Facility incorrectly entered		
WAGES & BENEFITS	Wages and Benefits	Bonus	WB-WAG-43	Do workers receive any	Yes	Inaccurate	No	Records show that during the		
WAGES & BENEFITS	Wages and Benefits	Loans & Advances	WB-WAG-62.1	If yes, please describe the terms of the loans	Interest free loan for	Inaccurate	Advanced wage payments	Advanced wage payments must		
WAGES & BENEFITS	Wages and Benefits	Deductions	WB-WAG-67.1	If yes, please describe the type of deductions	Advances in wages	Inaccurate	Advanced wage payments	Advanced wage payments must		
WAGES & BENEFITS	Wages and Benefits	Compensatory Leave	WB-WAG-85	Does the facility provide	Yes	Inaccurate	No	No evidence found of	X	Dahir n°1-03-194 of
WORKER TREATMENT	Harassment and Abuse	Harassment	WT-HAR-1	Have there been any	No	Inaccurate	Yes	Facility responded inaccurately.		
WORKER TREATMENT	Harassment and Abuse	Discrimination	WT-HAR-11	Have there been any	No	Inaccurate	Yes	No recorded cases but		



Approve the verified assessment

Within 14 calendar days, a facility needs to approve, or dispute the verified assessment on the Accredited Host.

The report is very comprehensive. The Reader Guide helps you navigate.

Be sure to check the entire report. The facility needs to ensure that the Verification Data contains all the information needed by the end-users, their business partners.

After 14 calendar days the report is automatically approved and sent to Gateway. You can now share the report.



How to read the SLCP verified assessment (VRF assessment status)	
First three work sheets contain summarized information. Subsequent sheets contain verified data per Tool section. Last sheet is important to see all verified data in a standardized template.	
Assessment Information:	Key information on facility, verification date, Verifier Body (VB) and Verifier
Verification Summary:	Accuracy index showing level of correctness of self/joint-assessed data versus the verified data Completion percentage showing level of completeness of the self/joint-assessed data List of all data points where there was deviation between self/joint-assessed data and verified data marked as 'Inaccurate'. In the list you will find the Final Verified Response. List of all data points where there is non-alignment with local law and/or international labor standards in the verified data. In the list you will find these showing as Non-Compliance.
Verification Details:	More details about the Verifier (team), verification process and general observations from the Verifier about the facility
10 Tool Section Sheets (Facility Profile, Recruitment and Hiring, etc.)	These work sheets show all data points per section (e.g. Facility Profile, Recruitment and Hiring, Wages and Benefits) of the Data Collection Tool. "All data points" means that some questions may not be applicable to this specific facility, yet they appear in the work sheet. The Final Verified Response column is blank for Facility Response and blank for Verification Selection if the question was not applicable.
Questions and Answers (last sheet in Tool)	This work sheet shows all questions of the Data Collection Tool with the applicable self/joint-assessed response (column G) and Verifier data (columns H-M). The structure of the sheet (column descriptions) and the content in columns A-F will always remain the same, meaning this is a standardized template. If columns G-M are blank, that means the question does not apply to this facility. Column D (Key) is the unique identifier of the question. This key does not change when the Tool version changes. Column E (Number) is the number of the question visible to the facility and Verifier when they complete the Tool offline or on the Accredited Host platform. Numbering is kept clean and sequential and can therefore change when the Tool version changes.



Dispute the verified assessment

Facilities can dispute the outcome of an SLCP verification if needed. The Verification Oversight Organization (VOO) will rule on the dispute; its decision is final.

Some limitations:



Facilities have 14 calendar days to dispute a verified assessment report. You do this on the Accredited Host platform.



Disputes can not be raised on a question level. They can only be raised when there are quality and/or integrity issues due to Verifier conduct or not following Protocol in the verification process.



A dispute can be substantiated or not after review by the VOO. After a dispute is closed on a verified assessment, no new dispute can be filed.



The facility's role in verification

The facility ensures a successful verification by:



Completing 100% of the self/joint-assessment



Selecting a Verifier Body (VB) for the verification



Providing necessary information for a cost estimation by the VB



Working with the VB/Verifier to schedule the verification



Providing onsite access to the Verifier(s), incl. relevant documents and personnel



Clarifying concerns and answering all questions as early as possible (at least within 48 hours after the onsite visit)



Reviewing the verified assessment report in detail prior to finalizing it

Sharing SLCP Data

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CONVERGENCE**



There are 3 ways to share your data

Direct from Gateway



Send a link that takes the end-user directly to PDF and xls files of the Verified Assessment Report (VRF).

Via Active Accredited Host



Send Verified Assessment Reports to the end-user from an Accredited Host platform.

To Brand or Passive Accredited Hosts



Send Verified Assessment Reports directly to your brand partner's system.

Note: Facilities can only share a final Verified Assessment Report with end users, not simply self/joint-assessment data.



Sharing to a Brand or Passive Host

SLCP Gateway



Central repository for all verified SLCP assessments, built by ITC. Facility controls data sharing here.



Brand Hosts

Brand platforms that RECEIVE SLCP verified data directly from the Gateway.

Current Brand Hosts:

INDITEX

Passive Accredited Hosts

Platforms that only RECEIVE and distribute SLCP verified data to end-users with additional services.



Facilities can select the platform(s) they want to share their SLCP verified data with via their Gateway account.

Once ready, share your verified assessment from the Gateway



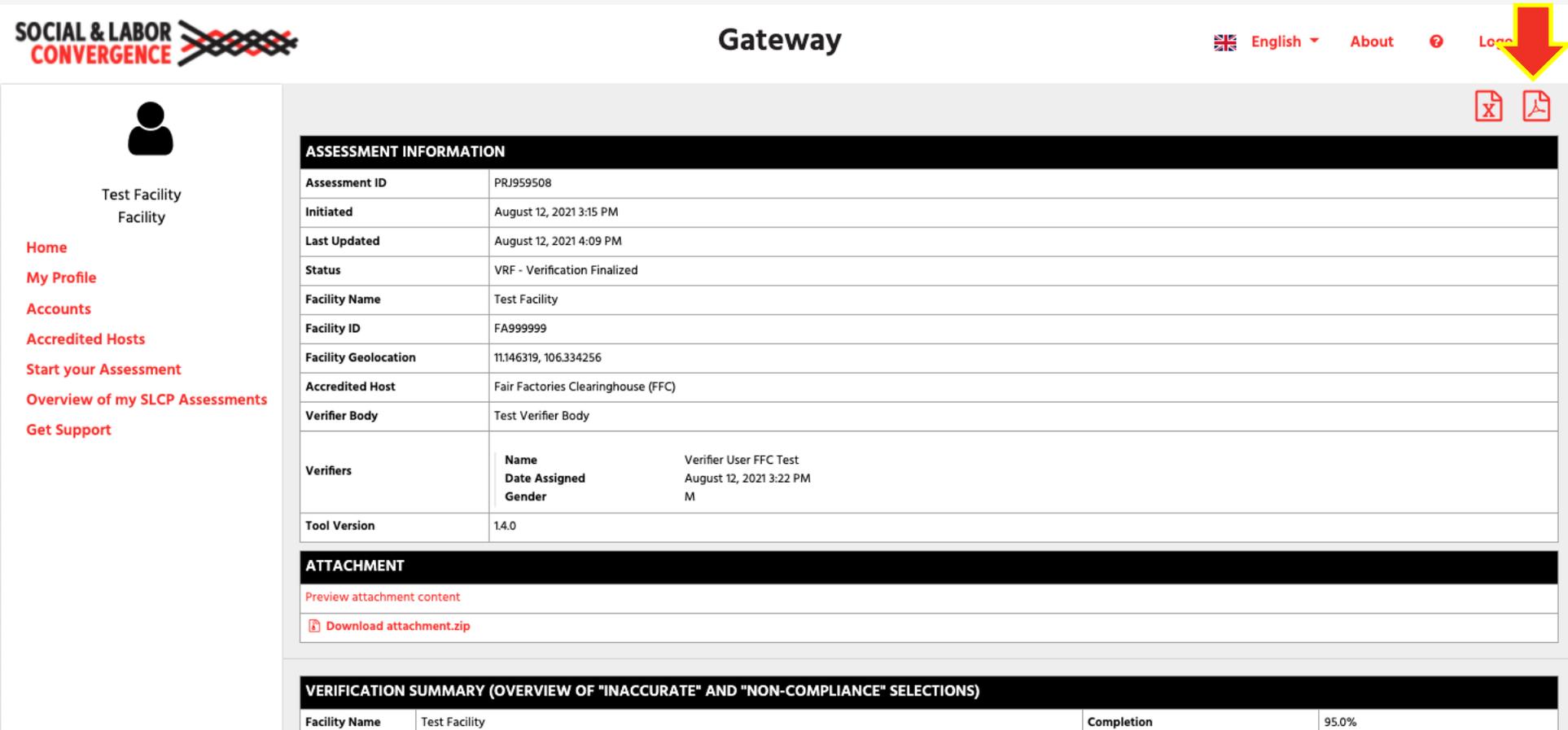
Test Facility
Facility

- Home
- My Profile
- Accounts
- Accredited Hosts
- Start your Assessment
- Overview of my SLCP Assessments**
- Get Support

Assessments						
Show		Search:				
<input type="text" value="10"/>		<input type="text"/>				
entries						
Assessment ID	Accredited Host	Started On	Submitted On	Status	Actions	
PRJ959508	Fair Factories Clearinghouse (FFC)	August 12, 2021 10:15 AM	August 12, 2021 11:09 AM	Verification Finalized	 View Assessment  download attachment  share with another accredited host  share via email	
PRJ642092	Higg Co / Sustainable Apparel Coalition	August 12, 2021 8:10 AM	August 12, 2021 10:08 AM	Verification Finalized	 View Assessment  download attachment  share with another accredited host  share via email	
PRJ1066337	Fair Factories Clearinghouse (FFC)	August 12, 2021 7:38 AM	August 12, 2021 8:09 AM	Verification Finalized	 View Assessment  download attachment  share with another accredited host  share via email	

View assessment

Click on “View Assessment” icon, it will take you to the next screen.



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Gateway English ▾ About ⓘ **Logout**

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ASSESSMENT INFORMATION

Assessment ID	PRJ959508						
Initiated	August 12, 2021 3:15 PM						
Last Updated	August 12, 2021 4:09 PM						
Status	VRF - Verification Finalized						
Facility Name	Test Facility						
Facility ID	FA999999						
Facility Geolocation	11.146319, 106.334256						
Accredited Host	Fair Factories Clearinghouse (FFC)						
Verifier Body	Test Verifier Body						
Verifiers	<table border="1"><thead><tr><th>Name</th><td>Verifier User FFC Test</td></tr><tr><th>Date Assigned</th><td>August 12, 2021 3:22 PM</td></tr><tr><th>Gender</th><td>M</td></tr></thead></table>	Name	Verifier User FFC Test	Date Assigned	August 12, 2021 3:22 PM	Gender	M
Name	Verifier User FFC Test						
Date Assigned	August 12, 2021 3:22 PM						
Gender	M						
Tool Version	14.0						

ATTACHMENT

[Preview attachment content](#)

[Download attachment.zip](#)

VERIFICATION SUMMARY (OVERVIEW OF "INACCURATE" AND "NON-COMPLIANCE" SELECTIONS)

Facility Name	Test Facility	Completion	95.0%
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You can download the VRF in PDF or Excel format, and then share it.

Share via Email

Fill out the form.

The email recipient will receive an email with a link to access the report.



Test Facility
Facility

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[Go back to Assessments](#)

History of email sharing

Share with another email contact

From

donotreply@slcpgateway.sustainabilitymap.org

To

Name

Language

Message

[Send Email](#)



Share with another Accredited Host

After clicking the checkboxes, you can share the verified assessment. Log back into the applicable AH to share with specific end users.

SOCIAL & LABOR CONVERGENCE  **Gateway**  English  About  ? Logout


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Facility

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[Go back to Assessments](#)

Share Verified Assessments

Assessment ID	PRJ959508
Accredited Host	Fair Factories Clearinghouse (FFC)
Started	August 12, 2021 10:15 AM
Submitted	August 12, 2021 11:09 AM

Additionally shared with following Accredited Hosts

Share with another Accredited Host

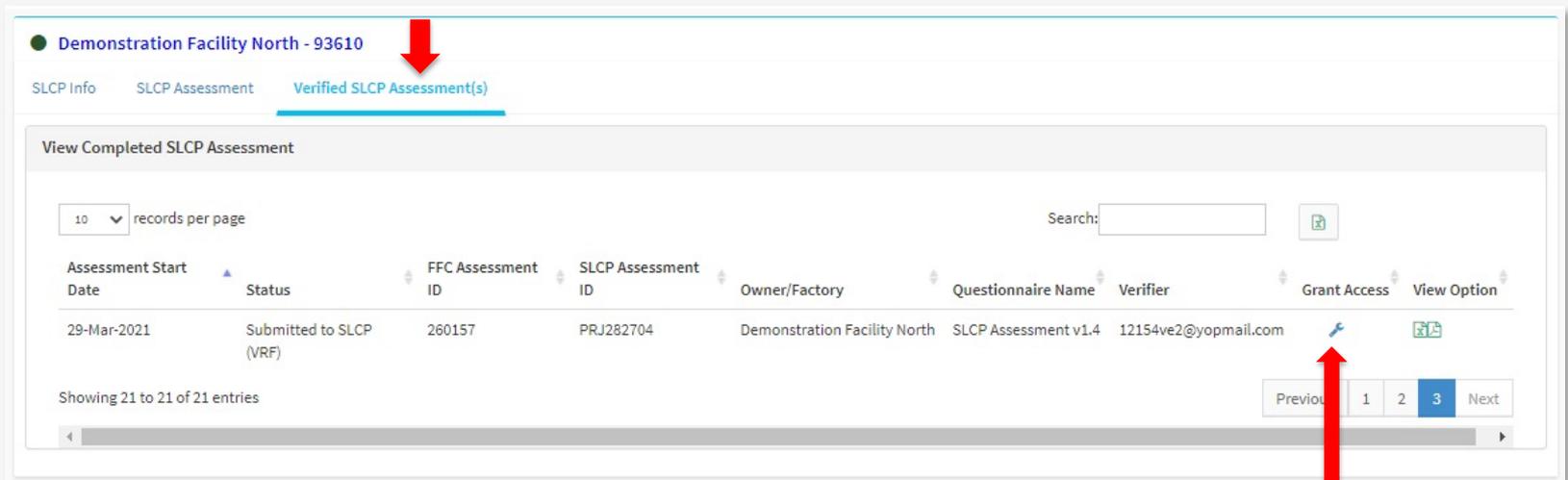
Please select the additional Accredited Host platforms which you would like to share this assessment with.

Name	Linked
<input type="checkbox"/> Worldly (Higg FSLM)	Linked Nov 2, 2019
<input type="checkbox"/> Inditex Facilities must choose this option for linking verified reports only in case you already have an existing commercial relationship with INDITEX.	Linked Aug 5, 2021



Sharing on FFC

Step 1: On the FFC platform, click the Verified SLCP Assessment(s) tab.



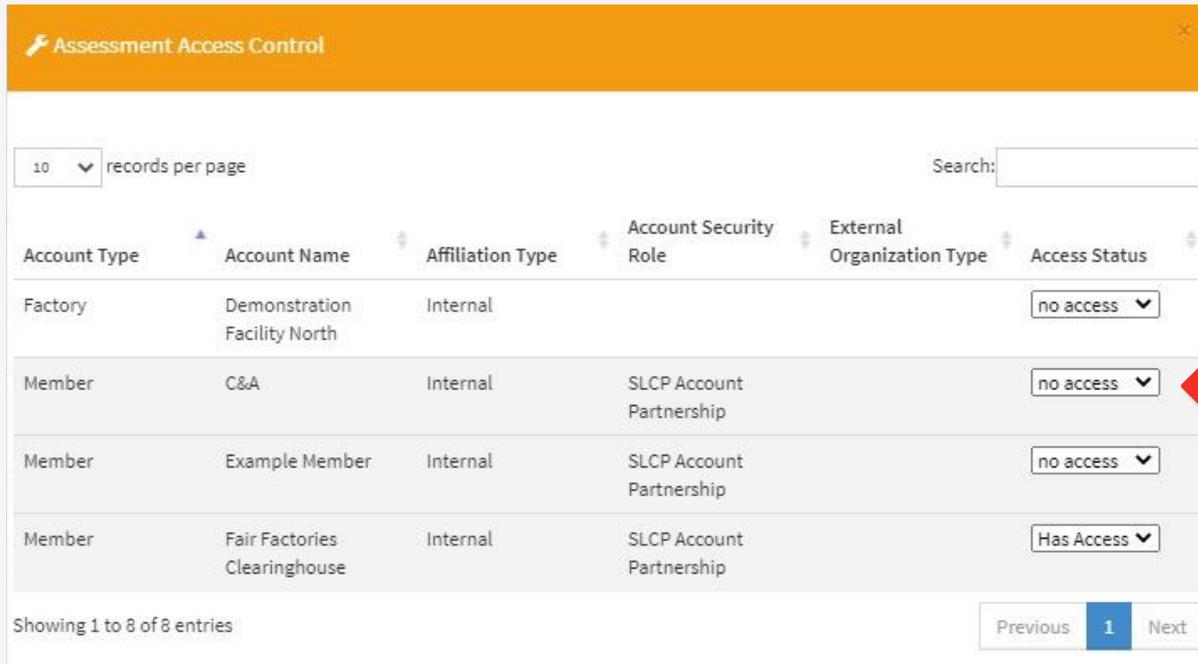
The screenshot shows the FFC platform interface for a facility named "Demonstration Facility North - 93610". The "Verified SLCP Assessment(s)" tab is selected. Below the tab, there is a section titled "View Completed SLCP Assessment". This section includes a search bar, a dropdown menu for "records per page" (set to 10), and a table of assessment records. The table has columns for Assessment Start Date, Status, FFC Assessment ID, SLCP Assessment ID, Owner/Factory, Questionnaire Name, Verifier, Grant Access, and View Option. A single record is shown for the date 29-Mar-2021, with status "Submitted to SLCP (VRF)", FFC Assessment ID 260157, and SLCP Assessment ID PRJ282704. The "Grant Access" column contains a wrench icon, which is highlighted by a red arrow. Below the table, there is a pagination bar showing "Showing 21 to 21 of 21 entries" and navigation buttons for "Previous", "1", "2", "3", and "Next".

Assessment Start Date	Status	FFC Assessment ID	SLCP Assessment ID	Owner/Factory	Questionnaire Name	Verifier	Grant Access	View Option
29-Mar-2021	Submitted to SLCP (VRF)	260157	PRJ282704	Demonstration Facility North	SLCP Assessment v1.4	12154ve2@yopmail.com		

Step 2: Click the wrench icon to see a list of brands that are linked to your facility on the FFC platform.

Sharing on FFC

Step 3: Change the “no access” to “has access” next to the name of the brand you wish to give access to your verified data.



Assessment Access Control

10 records per page Search:

Account Type	Account Name	Affiliation Type	Account Security Role	External Organization Type	Access Status
Factory	Demonstration Facility North	Internal			no access
Member	C&A	Internal	SLCP Account Partnership		no access
Member	Example Member	Internal	SLCP Account Partnership		no access
Member	Fair Factories Clearinghouse	Internal	SLCP Account Partnership		Has Access

Showing 1 to 8 of 8 entries

Previous 1 Next

For guidance on the FFC platform, visit fairfactories.org
For support, contact SLCPsupport@fairfactories.org



Sharing on Worldly (Higg FSLM)

Step 1: On the Worldly (Higg FSLM) platform, go to the FSLM Modules page and click “Share module”.

The screenshot shows the Worldly (Higg FSLM) platform interface. The top navigation bar includes the 'worldly' logo and menu items: Assessments, Factory Data, Product Impacts, and Analytics. The user profile 'emina.mujan...' is visible in the top right. The main navigation bar shows 'Higg FSLM', 'Dashboard', and 'Modules' (highlighted with a red arrow). Below the navigation bar, the 'All Modules' section is displayed. A red arrow points to the 'Share module' button. The table below shows a list of modules with columns for Year, Account Name, Country, Tags, Status, Self, Verified, CAF Version, Modified, and Actions. The first row shows a module from April 2023, with account name 'Trainingdemo@Yopmail.Com', country 'China', status 'VRF Verification Finalized', and a '100% Posted' verification status. The bottom of the table shows pagination: '1' of 1 items, 20 items per page.

Year	Account Name	Country	Tags	Status	Self	Verified	CAF Version	Modified	Actions
Apr 2023	Trainingdemo@Yopmail.Com	China	+ Tag	VRF Verification Finalized	100% Posted	100% Posted	1.5	6/8/2023	...



Sharing on Worldly (Higg FSLM)

Step 2: Select the module you want to share, search for the brand account, then share.

Share Modules
Select a module to share, choose whether you want to send a bulk or single invite and you're done!

Select Module
Higg FSLM apr 2023

Add Personal Message

Select One
Search account by name, Worldly (Higg) ID, OS ID, or Custom Account ID
Search...

Share Cancel

Once the brand accepts the share request, the module will be shared.

For guidance on the Worldly (Higg FSLM) platform, visit howtohigg.org
For support, submit a request on support.worldly.io



Feedback & SLCP Support



If you are ever lost...

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SLCP Helpdesk

Search

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[I am a TB/Trainer](#) [I am a Brand](#)

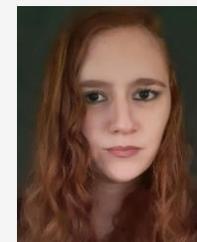
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- ✓ Process and system updates
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Thank you!