

supply chains.

**SLCP Facility Training** Deep Dive into the Data Collection Tool Bangladesh May 2024





## **What will you learn today?**

- How to best prepare for an SLCP assessment
- Tips for filling in the Data Collection Tool
- Important updates from CAF v1.6
- How to avoid common mistakes when filling in the Tool
- ✓ How to share data on the Gateway.
- How to navigate the Worldly platform
- The facility's role in ensuring data quality and integrity









Presentation

Guest speakers

Quizzes

Room for questions









## Meet the SLCP team



**Urtty Majumder Support Associate** Bangladesh



**Lottie Watkinson Business Development** Manager





## Meet the speakers



Abdullah Al Muktadir Deputy Manager



Md. Sohel Mia Chief Executive Officer







## 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.



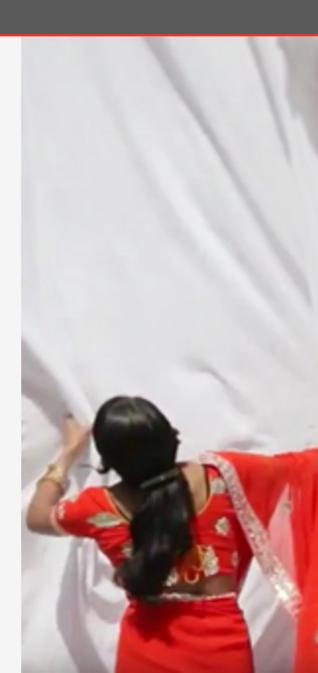
SLCP verified data is owned by the facility and can be shared with all business partners.



Replaces the need for repetitive audits and frees up resources for improvement programs.

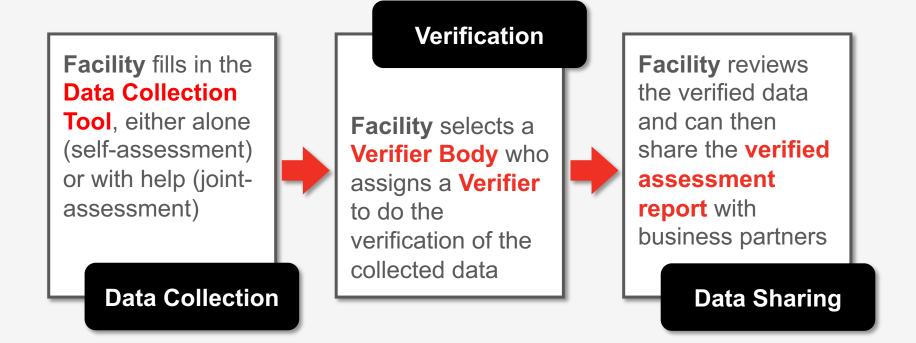


Provides credible data that supports endusers to meet due diligence requirements





# Three stages of the SLCP assessment process



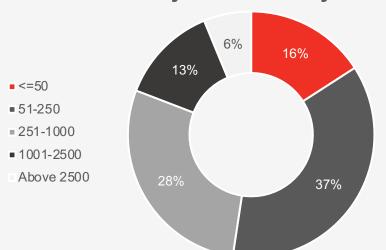




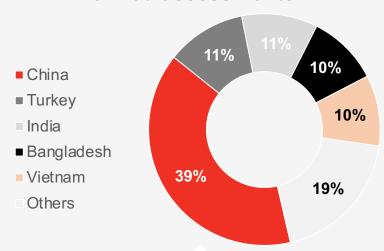
### **Growth in verified assessments**



### 2023 facility breakdown by size



## 2023 country breakdown of verified assessments



SLCP usage is becoming more worldwide. New users in India and Bangladesh account for this diversification in 2023.

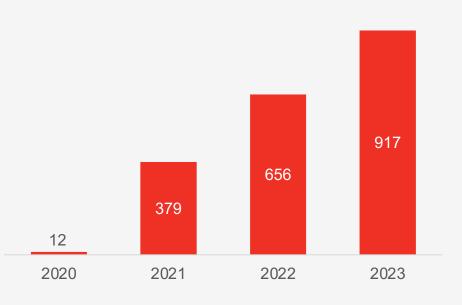
52% of all verified assessments in 2023 completed by SMEs.



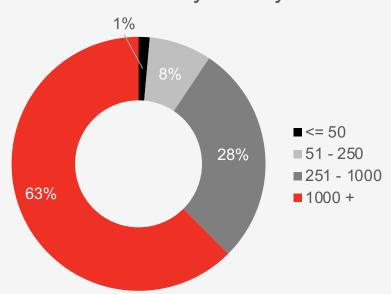


## SLCP in Bangladesh

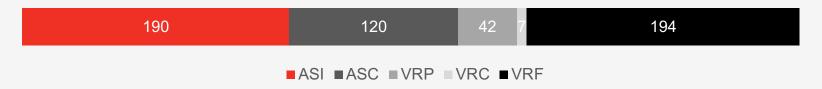




### Assessments by Facility Size



### Facilities in the SLCP Process







# 85+ brands & standard holders 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.







## Benefits from adopting SLCP

### 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!





## Objective data

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

- X 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...

- X Scoring or ranking
- X Benchmarking against other initiatives
- X Ensuring compliance against certification schemes or company CoC
- X 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.





## Tool Steps and data points

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

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).





## Decide which Step to select



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.



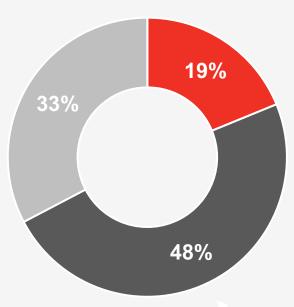
Ambition level: If you want to include everything related to your social performance (including e.g., worker well-being and community programs), choose Step 3.





### 2023 Step Selection





### 2020-2023 Step Selection

	Step 1	Step 2	Step 3
2020	25%	48%	27%
2021	19%	59%	22%
2022	22%	52%	26%
2023	19%	48%	33%

Most facilities choose to complete Step 2 in the Tool





## Self vs. joint-assessment

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

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

### Self-assessment:

When the facility fills in 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 (VB)\*
- ✓ Training Body
- ✓ SLCP signatory brand, agent or civil society organization
- ✓ Social responsibility consultancy



<sup>\*</sup>VB who executes the facility's join-assessment can't be the same as the VB who conducts the facility's verification.



## Prepare the required people and documents

### The SLCP assessment is based on 12 months\* of recent data

## People Filling in the Tool requires the involvement of multiple departments and people. □ Factory manager CSR manager ☐ HR manager ☐ Finance manager ■ Production manager

### **Documents**

Filling in the Tool requires the facility to collect and review various documents.

- Business License
- □ Production Records
- Building Permit
- **.**...

Full Document List<sup>^</sup> available in the Verification Protocol.



<sup>\*</sup>As a new facility, at least three months of data is required to fill in the Tool.

<sup>^</sup>Not all documents will apply to your facility operations.

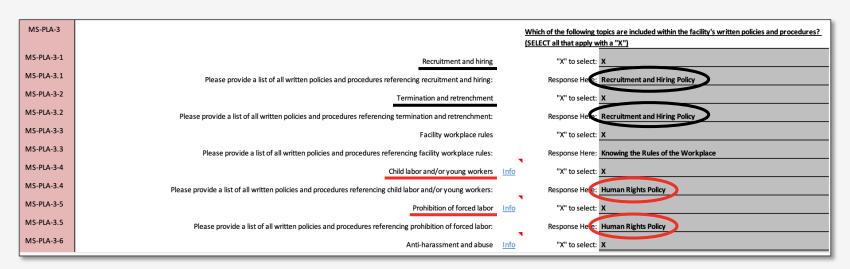


## Know your documents



With various documents needed to accurately complete the self/jointassessment 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.



### Photographs/documents

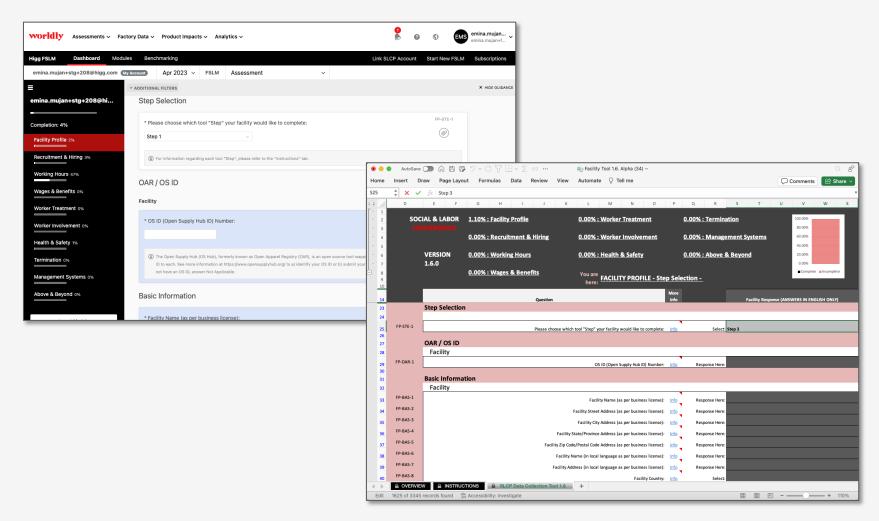
On the AH platform you can attach documents to every question.

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





# Data can be collected online (Accredited Host) and offline (Excel)

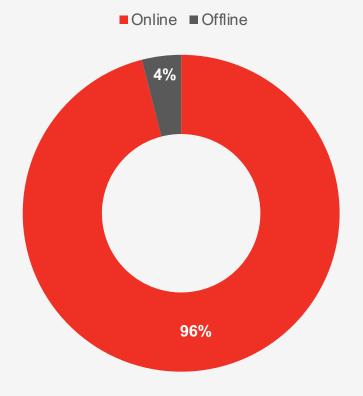






## Online vs. offline

2023 Assessment Completion





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.







The Tool must be 100% complete to submit on the Accredited Host platform.



Questions must be answered in the **English** language.



Depending on the facility's experience, it will take between a few days and two weeks to fill in the Tool.



## Average # of questions answered in 2023



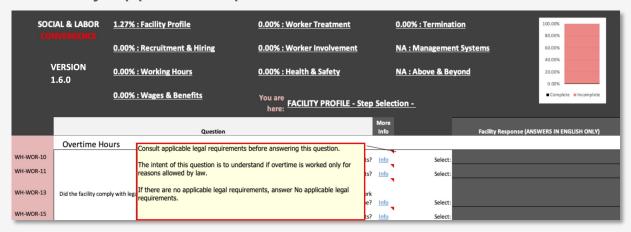
For whichever Step is chosen, the average facility answers less than half of the maximum potential questions when completing the Tool.





### Guidance in the Tool

"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





## Responding correctly in the Tool

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

"Select" is a drop down



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

	Facility Response			
Number Here:				

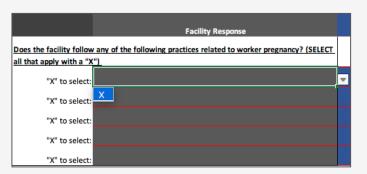
"Date Here" requires YYYY-MM-DD format

	Facility Response
Date Here:	

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

	5 - 111 - B
	Facility Response
Response Here:	
response here:	

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







## Conditional questions

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

If the facility selects "No" for RH-CHI-4 (in this example) the next question to answer is RH-CHI-7.

		Minimum Age			
	RH-CHI-2	What is the age of the youngest worker in the facility?	<u>Info</u>	Select:	18
(	RH-CHI-4	Were any workers under the legal minimum working age when hired?	<u>Info</u>	Select	No 🔻
		Remediation			
		Terreductor	,	•	
(	RH-CHI-7	Does the facility have a remediation system in place for when children (those under the legal minimum working age) are			
1	)	found to be working in the facility?	<u>Info</u>	Select	No

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-2	What is the age of the youngest worker in the facilit	? <u>Info</u>	Select: 1	8
	RH-CHI-4	Were any workers under the legal minimum working age when hire	l? <u>Info</u>	Select: Y	'es 🔻
1	RH-CHI-5	How many females are under the applicable legal minimum working ag	:?	Number Here:	
\	RH-CHI-6	How many males are under the applicable legal minimum working ag	?	Number Here:	

### Remember...

- ✓ The Tool may unhide multiple questions at once and they may not always be immediately following the answered question.
- ✓ For example, answers in the Facility Profile section will unhide questions in other sections. This is why filling in the Facility Profile immediately after your Step Selection is important. Social & Labor



## 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 with a maximum of 6,000 characters. These comments will not be verified.

### Complete "Response Here" when:

- You had difficulties applying a specific question to your facility circumstances
- ➤ If a question did not provide the answer choice for you 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 "Info" on how to enter your feedback if you make use of the Facility Comments field.





## : 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)





## 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





## 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.





## The Law Overlay

### What is it?



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

### The Law Overlay is...

- ✓ Accessible when filling in the Tool online on an Accredited Host
- Only applicable to Step 1 in the Tool
- ✓ Currently available in Bangladesh, Indonesia, Pakistan & Vietnam
- ✓ Developed by Better Work
- ✓ For offline use, facilities have access to the law guidance information in an Excel document (available on the SLCP Helpdesk)







## Category guidance: Confined Spaces

Confined spaces may be small and restrictive for the worker like pipes or tanks, or it could be far larger such as a grain storage silo with hundreds of cubic meter capacity.

### **MORE INFO:** Confined space means

- Being large enough for an employee to enter and perform work;
- Has limited or restricted means for entry or exit; and
- Is not designed for continuous occupancy.

Example: **HS-BUI-12** Does the facility have confined spaces?

Facility has septic tanks for domestic sanitary wastewater and water reservoir tanks for isn't sure if these count as confined spaces.

Are the domestic sanitary wastewater tanks and water reservoir tanks large enough for workers to enter and perform jobs, such as maintenance?

If yes, and the spaces meet the definition of confined space in the More Info, then confined spaces are present in the facility.

Facility should answer "Yes" to HS-BUI-12, followed by the rest of the questions under the Confined Spaces category.





## PCB guidance: HS-BUI-15

### What are PCBs?

Synthetic chlorinated hydrocarbon compounds used in plasticizers, surface coatings, inks, adhesives, flame retardants, pesticide extenders, paints, and microencapsulation of dyes for carbonless duplicating paper.

HS-BUI-15 Has the facility conducted an assessment to identify if equipment contains PCB?

Answer "No" if the facility has not conducted an assessment to identify if equipment contains PCBs.

Answer "Yes" if the facility has either:

- Conducted an assessment by an accredited laboratory using accredited methods.
- ✓ Asked the equipment seller if they've done an assessment of PCBs and has in writing that the equipment does or does not contain or may contain PCBs.

More Info: An 'assessment' may be a confirmation by a facility that all equipment and building materials were manufactured after the 100% prohibition of PCB use or 100% prohibition on PCB imports into the country.

Tip: Because there is no legal requirement, reach out to your business partners to ask what their expectations are. Social & Labor



## PCB guidance: HS-BUI-16

**HS-BUI-16** If equipment contains PCB, does the facility have all of the following safety measures in place:

- Equipment containing PCB is inspected and labeled accordingly
- Workers who work with or around equipment containing PCB understand the hazards of PCBs?

If the facility answers "Yes" to HS-BUI-15

### Answer **HS-BUI-16** with either:

- ✓ "Yes", meaning all protective measures are in place and workers understand. the hazards of PCBs.
- ✓ "Not Applicable", if the assessment indicates that the equipment does not contain PCB.

If the facility answers "No" to **HS-BUI-15** 

Answer "No" to HS-BUI-16.

This means that equipment containing PCB is not inspected and labeled accordingly and workers who work with or around equipment containing PCB do not understand the hazards of PCBs.





# Asbestos guidance: HS-BUI-17-1

**HS-BUI-17** Does the facility have safety measures in place regarding asbestos? (SELECT all that apply with a "X")

☐ HS-BUI-17-1 Facility has performed an asbestos exposure assessment

**MORE INFO:** There is no Not Applicable option.

Regardless of whether Asbestos Containing Material (ACM) is present or not, the facility either has or has not performed an asbestos exposure risk assessment (exposure to building materials and/or products).

An asbestos exposure risk assessment may be in the form of a building survey for Asbestos Containing Material (ACM) or some other means of confirming that there are no exposure risks (e.g. country has fully prohibited import/export of ACM). This could also be part of a large facility wide risk assessment.

## What constitutes an asbestos exposure assessment?

SLCP recommends that the assessment is conducted by accredited laboratories using accredited methods. This assessment will determine if there is risk of exposure and will inform which actions to take to remove the risk to workers or mitigate the risk.





# Answer new wage data questions correctly

**CAF v1.6 UPDATE** 

**Wage levels**: In some countries, wage levels are legally defined (Grade 1, Grade 2, etc. or skilled, semi-skilled). Where not legally defined, the facility may have their own wage grids / wage scales.

# Wage Data Lowest

Facilities should answer questions in this category with the wages for workers who fall into the **lowest** wage grade / level in the facility.

Question topics include basic wages, overtime earnings, bonus earnings, and takehome pay.

# Wage Data Most Representative

Facilities should answer questions in this category with the wages for workers who fall into the wage grade / level that most of the workers in the facility belong to.

Question topics include basic wages, overtime earnings, and bonus earnings.

Read the "More Info" for additional guidance.



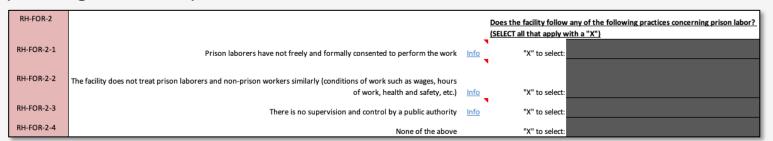


# Positive vs. negative phrasing: Step 1

**CAF v1.6 UPDATE** 

Proaram

Some questions in Step 1 have been updated to use **negative** instead of **positive** phrasing. For example, RH-FOR-2:



## **BEFORE v1.5** (positive phrasing)

(RH-FOR-2-1): Prison laborers have freely consented to perform the work

(RH-FOR-2-2): The facility treats prison laborers and non-prison workers similarly (conditions of work such as wages, hours of work, health and safety, etc.)

## NOW v1.6 (negative phrasing)

(RH-FOR-2-1): Prison laborers have not freely and formally consented to perform the work

(RH-FOR-2-2): The facility does not treat prison laborers and non-prison workers similarly (conditions of work such as wages, hours of work, health and safety, etc.)

This question is now asking facilities to select all the practices they are NOT doing regarding prison labor. Social & Labor

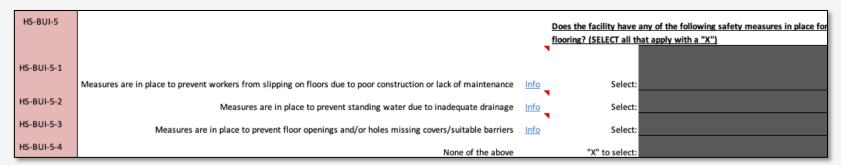


# Positive vs. negative phrasing: Step 2 & 3

**CAF v1.6 UPDATE** 

In Step 2 and 3, **positive** or **negative** phrasing is used depending on the question. For example...

# HS-BUI-5 in Step 2 is phrased **positively**:



# WB-WAGE-124 in Step 2 is phrased **negatively**:

WB-WAGE-124	Is the facility failing to contribute the legally required amount for all legally required types of social			
	insurance/social security?	<u>Info</u>	Select:	



Be sure to read each question carefully before answering!





# Trade Union questions: answer option added

**CAF v1.6 UPDATE** 

A new answer option is available for facilities that do not have a trade union present during the assessment period.

# Example:

No

(WI-FOA-2): Are workers free to join a trade union of their choosing?

Yes

Not applicable. No union presence in the facility during assessment period.



# Sunsetting CAF v1.5

**CAF v1.6 UPDATE** 



When a new version of the CAF is launched on Accredited Hosts, all new assessments started from that date will be with the new version.



Following the launch of a new CAF version, facilities have **six** months to complete assessments started with the previous version.



Therefore, facilities have until 30 September 2024 to complete any ongoing CAF v1.5 assessments.





# **QUESTIONS?**





# BREAK - 10 MIN







# **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**

X Facility answers "Yes" because they believe they are acting in line with legal requirements.

## Do It Right

✓ There are no legal requirements for facilities to get permission from the government to work overtime, so the facility should answer "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.





## Wages & Benefits

Bangladesh: Has the facility established a Workers' Participation Fund and Welfare Fund, and paid the correct amount into the funds each year, as legally required?

#### **Common Mistake**

X Facility is 100% exportoriented, but mistakenly answers "Yes".

## Do It Right

✓ The facility does not have to implement this legal requirement because they are 100% export-oriented, so they should select "Not applicable".

MORE INFO: This question is specific to Bangladesh only. Please consult the Law Overlay for more information on applicable legal requirements.

Answer Not Applicable if the facility does not have to implement this legal requirement due to its facility circumstances. This question only applies to factories that have paid-up capital of at least 1 crore taka, or fixed assets of at least 2 crore taka.





## Wages & Benefits

Does the facility **fail to** collect and forward workers' contributions to any of the following social insurance or social security programs in line with legal requirements? (SELECT all that apply with an "X")

- ☐ Pension / Provident fund
- Medical
- ☐ Work-related injury/ illness/ death

#### Common Mistake

X Facility misunderstands the questions and marks "X" for all social security schemes.

# Do It Right

In Bangladesh there are no applicable legal requirements regarding social security programs, so the facility should select "No applicable legal requirements" for all programs listed.

MORE INFO: Consult applicable legal requirements before answering this question. If there are no applicable legal requirements, answer No applicable legal requirements.



### Wages & Benefits

Which of the following facility social insurance contributions (both calculations and types required) are **out of line** with legal requirements? (SELECT all that apply with an "X")

- ☐ Pension / Provident fund
- □ Medical
- ☐ Work-related injury/ illness/ death
- Maternity

#### Common Mistake

X Facility believes they are performing in line with legal requirements, so leave the above options blank.

## Do It Right

The facility should select "No applicable legal requirements" because there are no applicable legal requirements regarding social insurance contributions in the listed areas in Bangladesh.

MORE INFO: Consult applicable legal requirements before answering this question. If there are no applicable legal requirements, answer No applicable legal requirements.





# Question: HS-WOR-4

## **Health & Safety**

Are pregnant and nursing workers protected against safety and health risks in line with legal requirements?

### Common Mistake

X Facility answers "Yes" even when there were no pregnant or nursing workers present during the assessment period.

## Do It Right

✓ If there are no pregnant or nursing. workers present during the assessment period, facility should answer "Not applicable".

MORE INFO: Consult applicable legal requirements before answering this question.

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

If there were no pregnant or nursing workers present during the assessment period, answer Not applicable.





## Wages & Benefits

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

#### **Common Mistake**

X Facility believes they are paying overtime allowances in line with legal requirements, so they answer "Yes".

## Do It Right

✓ In Bangladesh, no overtime allowances are required by law, so the facility should select "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.





## Wages & Benefits

Lowest wage grade / level: Average monthly basic wage - male

#### **Common Mistake**

X Facility answers with the average monthly basic wage of all male workers in the facility.

## Do It Right

- This question is asking for the average monthly basic wage for male workers in the lowest wage grade / level.
- ✓ Note: The lowest wage grade / level could include multiple workers or even just one worker, depending on facility circumstances.
- ✓ So, the facility should take the average calculated by 12 months of a male worker that is in the lowest wage grade.

MORE INFO: In the lowest wage grade / level in the facility, what is the average monthly basic wage for male workers?

"Average monthly" means the average calculated by month taking a period of 12 months into account. "Basic wage" means the rate of pay for a standard work period excluding additional payments like bonuses and overtime.



# 🔀 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**

X Facility answers "Fire extinguishers in all areas".

## Do It Right

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

MORE INFO: For example, "Production area xxx: fire extinguishers"; "Warehouse xxx: automatic sprinkler system"





# Question: HS-BUI-18

## **Health & Safety**

Is there on-site vehicle traffic at the facility?

#### **Common Mistake**

X Facility has a parking area for cars on-site, so they answer "Yes".

## Do It Right

- ✓ This question is asking about on-site vehicle traffic where there are workers working, not for example, a car park.
- ✓ Facilities should answer "Yes" if they determine that vehicles are operated anywhere where workers are working.
- ✓ Facilities should answer "No" if vehicles are not operated near the production area that workers are working.

MORE INFO: On-site traffic may include cars, trucks, forklifts, golf carts, or any motorized vehicle operating on the facility work site.





# Question: HS-MAT-3

## **Health & Safety**

Does the facility use portable ladders?

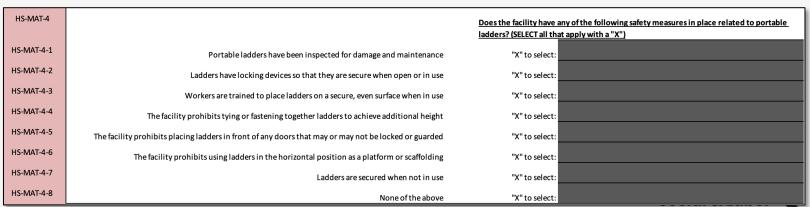
#### **Common Mistake**

X Facility has a portable ladder, but mistakenly answers "No".

## Do It Right

✓ Facilities should answer "Yes" if they have a portable ladder on-site.

Questions HS-MAT-4 through HS-MAT-4-8 ask about safety measures related to portable ladders. Facilities should select the measures they have in place. If the facility has taken none of the measures listed, select "None of the above".







# Question: MS-PLA-4.19

## **Management Systems**

MS-PLA-4: Which of the following topics are included within the facility's written policies and procedures? (SELECT all that apply with a "X")

■ Raw materials sourcing

MS-PLA-4.19: Please provide a list of all written policies and procedures referencing raw materials sourcing:

#### **Common Mistake**

X Facility selects "X" Raw materials sourcing, but they do not have a policy in place on the topic.

## Do It Right

- ✓ Facility should select "X" Raw materials sourcing only if they have an applicable policy.
- Examples of applicable policies are detailed in the More Info

MORE INFO: The intent of this option selection is to understand if the facility has written policies and/or procedures in place on the topic of "raw materials sourcing", which can include identification of specific raw materials and the origin of raw materials, adherence to customer requirements on raw materials in products (e.g. cotton or metal sourced from a specific region), and adherence to laws on socially responsible sourcing which may address specific raw materials in the product.





# Question: AB-WOR-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
- □ Gender Equality
- □ Gender Empowerment
- ...
- None of the above

#### **Common Mistake**

X Facility selects all options, even if they don't have the programs in place.

# Do It Right

✓ If the facility does not have any structured developmental programs, then select "None of the above".





### Wages & Benefits

Does the facility charge for in-kind benefits at or below cost?

#### **Common Mistake**

X Facility does not read the More Info and mistakenly answers "No" despite providing in-kind benefits to workers at no cost.

## Do It Right

✓ Because no costs are charged to workers for in-kind benefits, the facility should answer "Yes".

MORE INFO: The intent of this question is to understand if in-kind benefits are always provided for free or at the actual cost of goods.

The idea is that facilities are not "making money" by offering in-kind benefits.

For example, if facility offers workers food on-site at the facility, but charges for the food at a cost that is above the cost incurred by the facility (meaning, the initial purchase and preparation costs), answer No.

If no costs are charged at all, answer Yes.







# There are three ways to share your verified data to end users

## **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

# worldly

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 <u>Verified Assessment Report</u> with end users, not simply self/joint-assessment data.









# ITC – SLCP's Gateway Partner



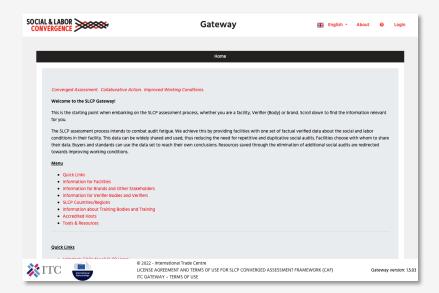
ITC works with local and regional institutions and business people to build trade capacity.

#### Our mission

To foster inclusive and sustainable growth and development through trade and international business development.

ITC works together with SLCP to provide:

- Gateway
- E-learning
- Training
- Benchmarking









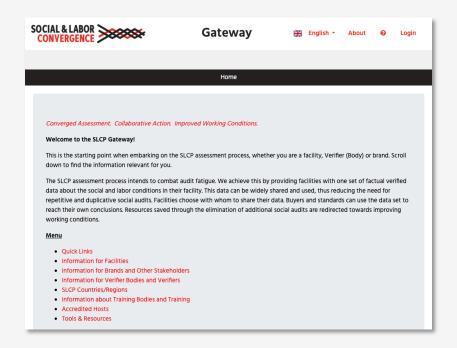


# **What is the Gateway?**

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









# Once final, share your verified assessment from the Gateway

# **SLCP Gateway**





Download in PDF or Excel format



Share via email



Share with another Accredited Host



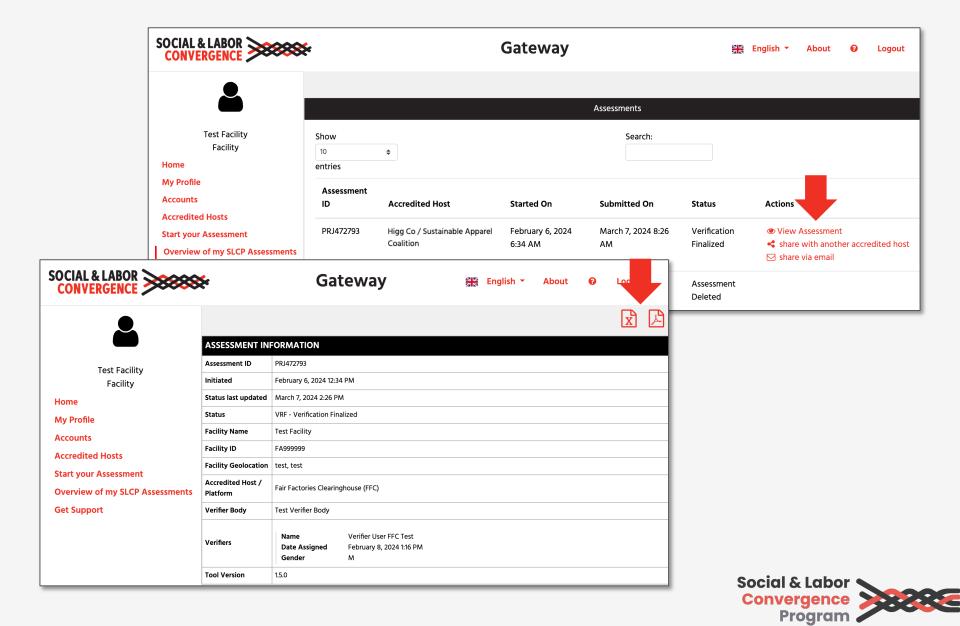
Share with a Brand Host







# Download in PDF or Excel format





# Share via email

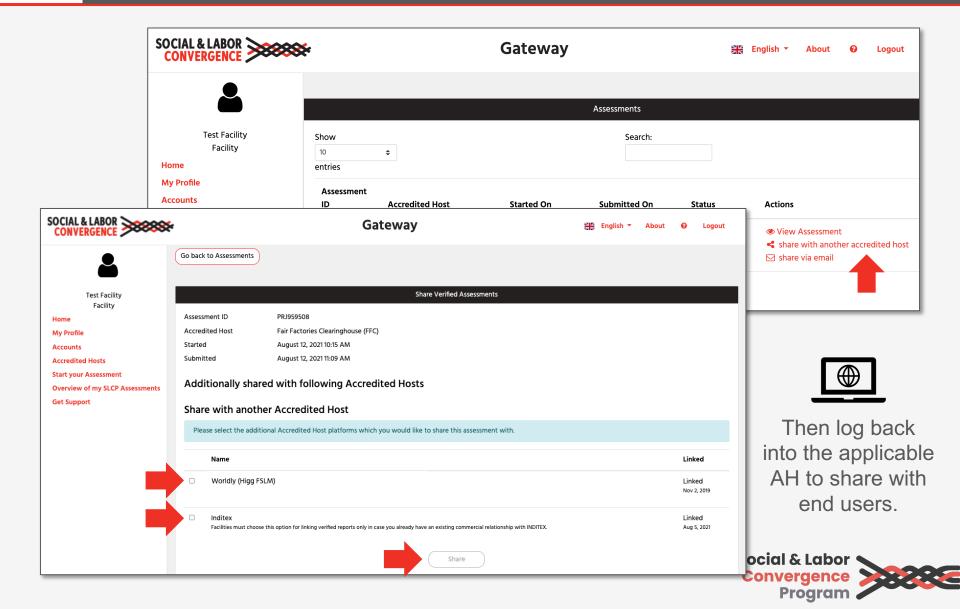
	SOCIAL & LABOR CONVERGENCE	Gateway				English ▼ About • Logout			
	CONVERGENCE			•					
	Test Facility Facility Home My Profile Accounts Accredited Hosts	Show	<b>*</b>		Assessments Search:				
		entries  Assessment ID	Accredited Host	Started On	Submitted On	Status	Actions		
	Start your Assessment  Overview of my SLCP Assessments  Get Support	PRJ472793	Higg Co / Sustainable Apparel Coalition	February 6, 2024 6:34 AM	March 7, 2024 8:26 AM	Verification Finalized			accredited host
OCIAL & LABOR CONVERGENCE	Go back to Assessments	Gatev	vay	물통 English	n ▼ About <b>②</b> Logout	- sessment leted			
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Convergence

Program -



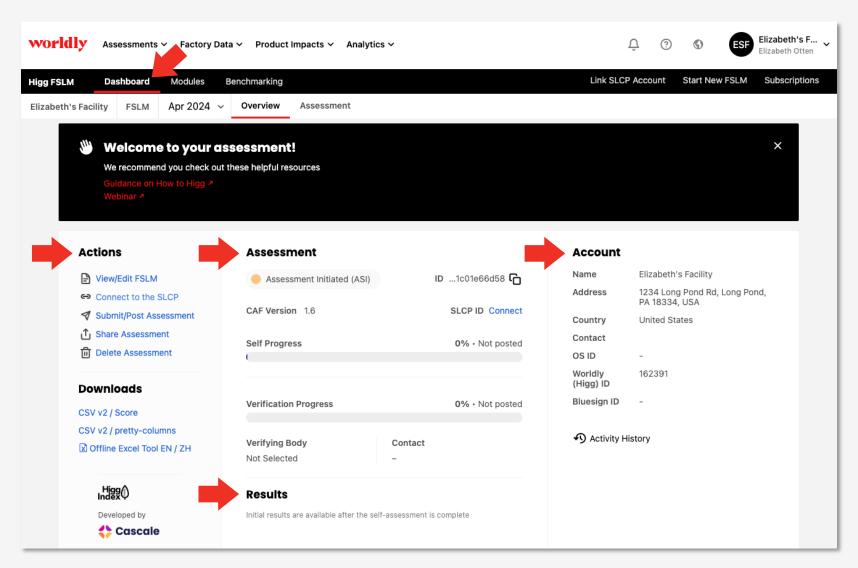
# Share with another Accredited Host or Brand Host







# **Worldly dashboard**



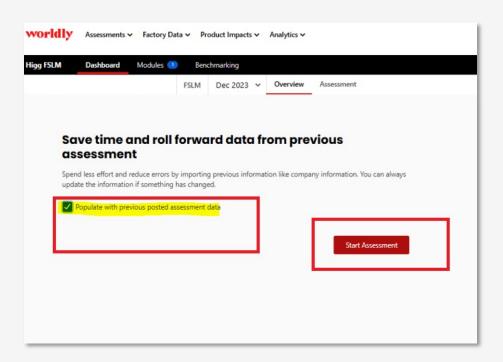






# **Worldly's roll forward feature**

Save time and roll forward data from your previous assessment on the Worldly platform. The roll forward feature is available for questions that overlap with your last assessment.



Before you start your assessment, you are prompted with the question of whether you want to roll over data from your previous assessment.

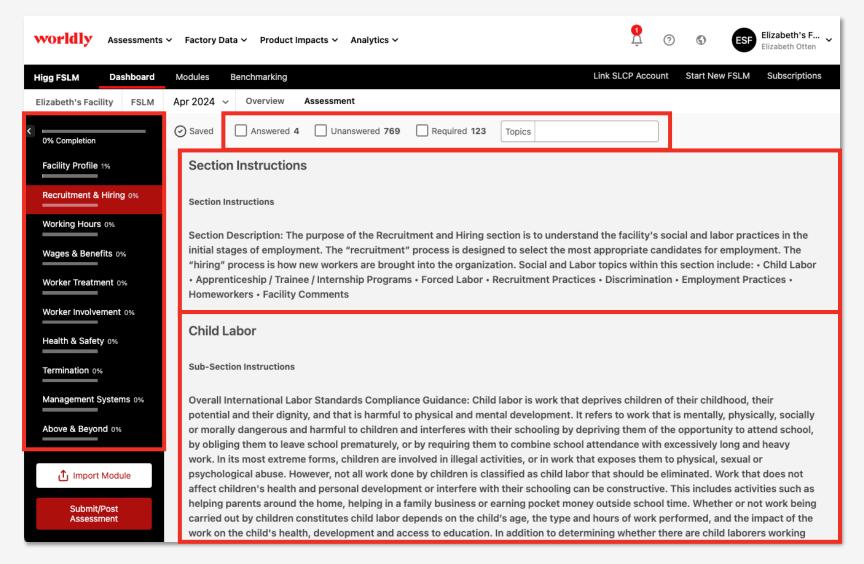


You must review all roll forward data to be sure it still reflects your facility's present circumstances.





# View your assessment

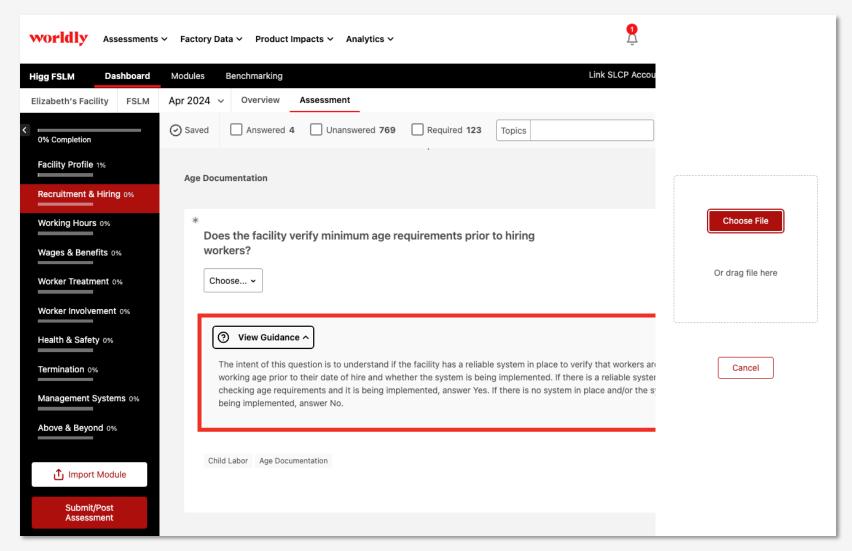








# Attach documents & review More Info

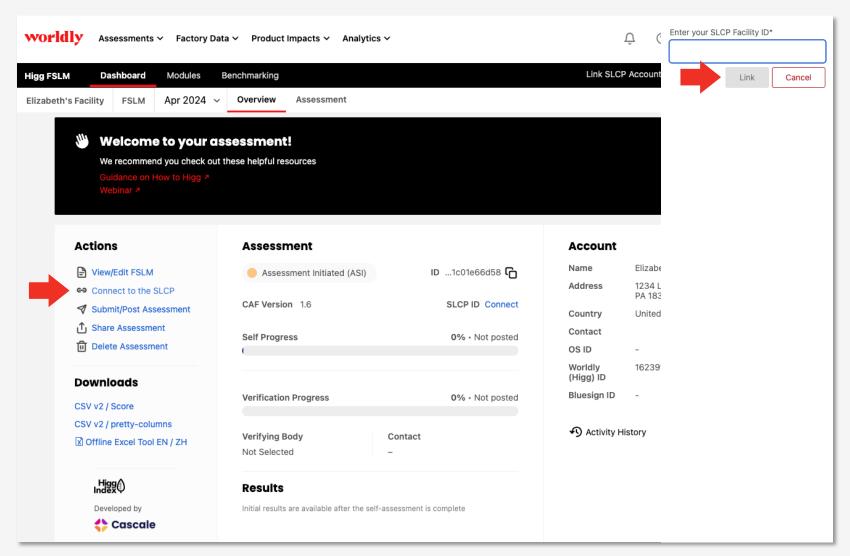








### Connect your account to the Gateway

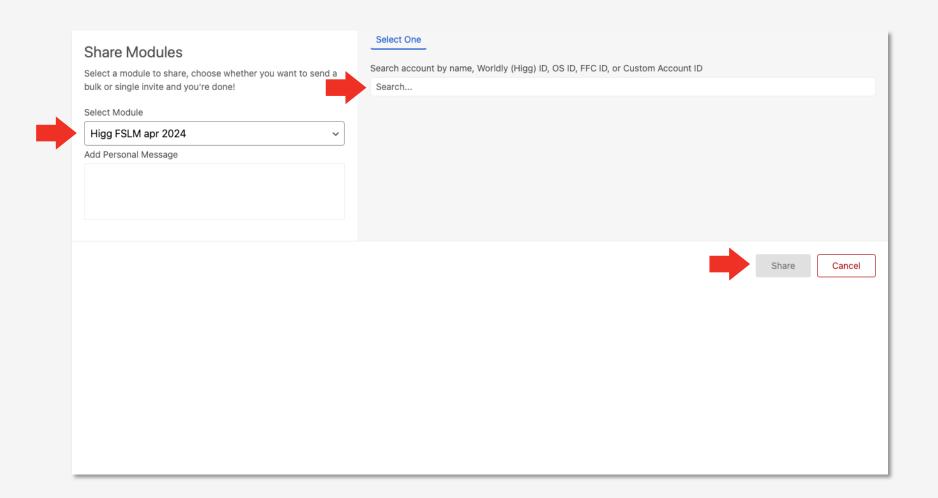








## Share your Higg FSLM module

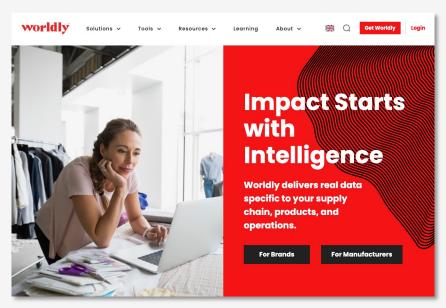




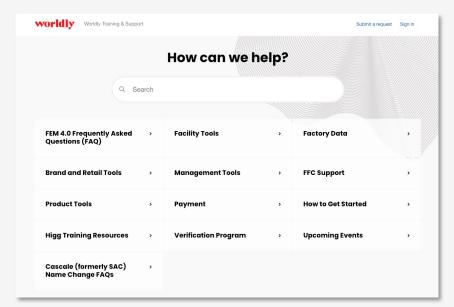




## Do you have questions?







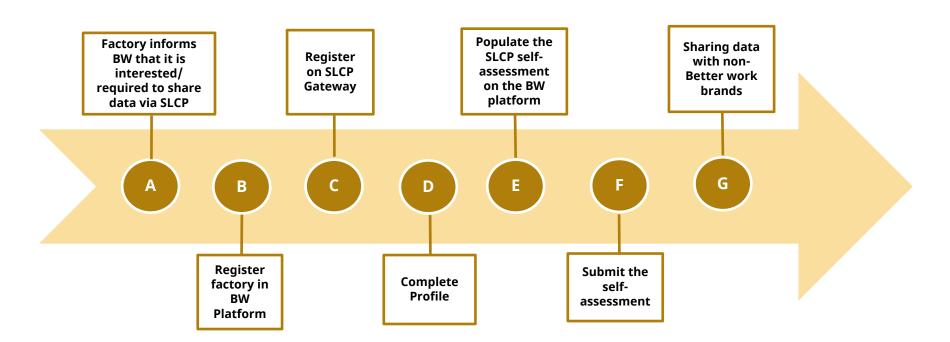








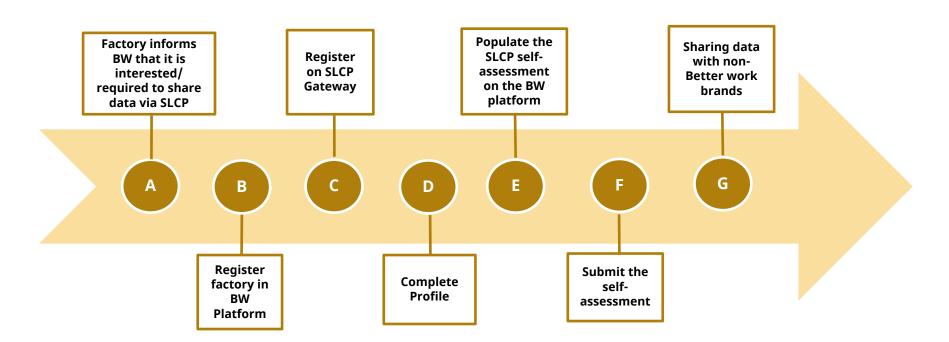




#### A. Factory informs BW that it is interested to share data via SLCP

- Inform BW Advisor; or
- Submit interest via BW portal

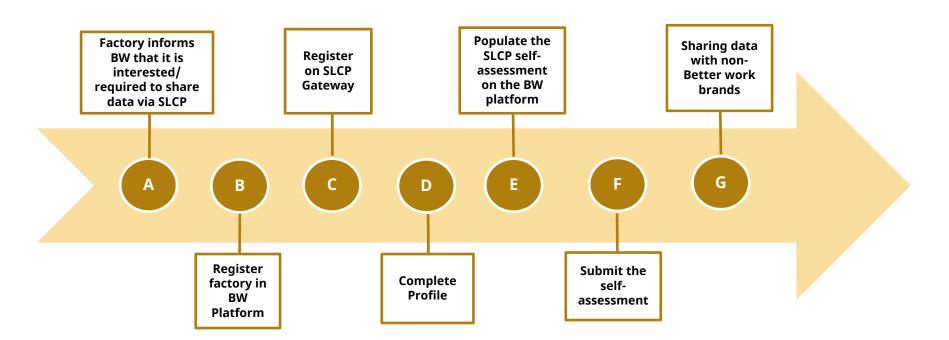




### B. Register factory in BW Platform

- Factory Manager (registered contact) will receive an invitation link
- Click on/follow the link and register a profile in BW Platform

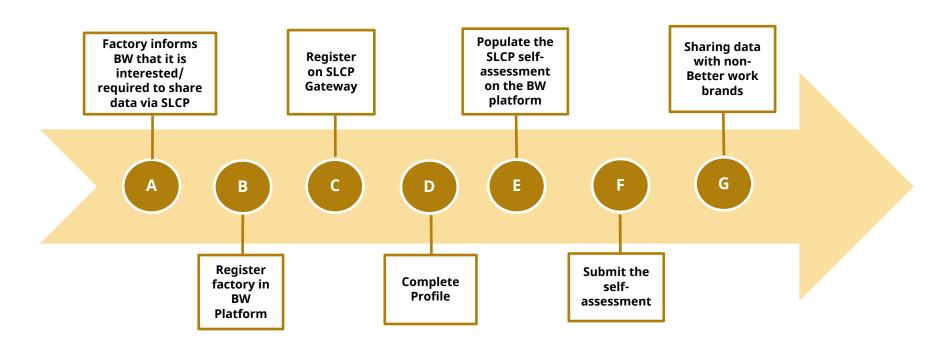




#### C. Register on SLCP Gateway

- "Connect with SLCP" from BW Platform- after completing a profile on BW Platform
- Be redirected to SLCP and complete the profile in SLCP Gateway

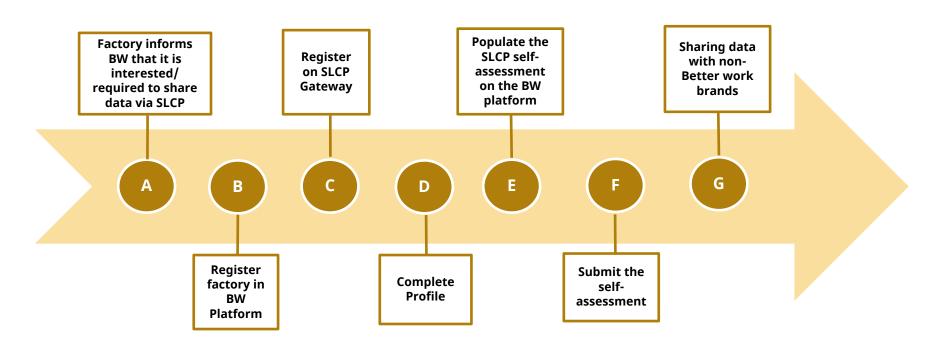




### D. Complete profile in BW Platform

 Complete all fields under "Profile Info", 100% and sign the Terms and conditions

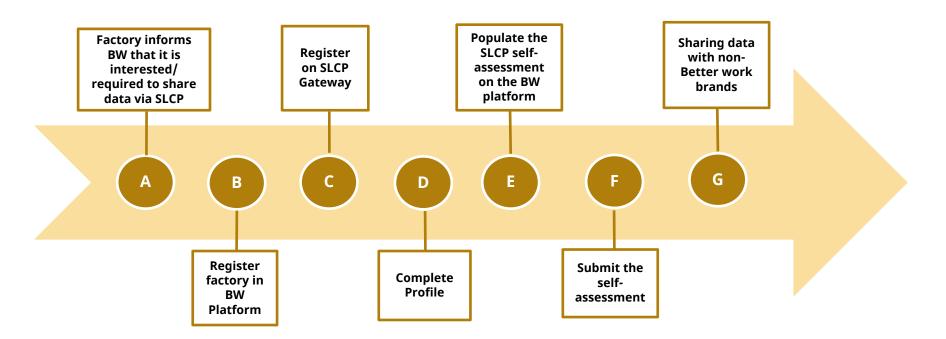




### E. Populate the SLCP self-assessment on the BW platform

- After BW has activated the service cycle on the BW platform, the factory manager can initiate the self-assessment
- Complete all the questions





- F. Submit the self-assessment
- G. Share data with non-Better Work brands





### Prioritizing data quality and integrity

Verification is an important step in the SLCP assessment process, to ensure facility data is accurate and truthful.





SLCP has an extensive **Verification Oversight** and Quality Assurance strategy. Find more information here.

SLCP's Verification Oversight Organization is responsible for ensuring the integrity of SLCP verification, and the quality of assessment data.







### Facility participation in QA activities

#### **Shadow Verification**

External observer joins the verification to observe Verifier and verification process.

#### Counter **Verification**

One-day verification taking place after original verification, to assess data quality.

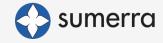
#### **Duplicate Verification**

Complete verification taking place after original verification, to assess data quality.

#### All facilities using SLCP's CAF can be selected to host a QA verification:

- Facility selection is done by the VOO\*.
- Facilities are chosen based on several criteria including size, facility type, risk factors and geographic location.
- Agenda is sent to the facility at least one week prior to the Counter or Duplicate Verification.
- Summary of the QA verification report is only shared with the facility.
- No costs associated with QA verification for facilities.

<sup>\*</sup>Shadow Verifications can be requested by any organization (other than a VB).







# The facility's role in ensuring data quality & integrity



Communicate with end-users to understand the type of information they want to see in the report.



Fill in the Tool with complete and accurate information; carefully reading the questions and more info.



Before selecting a Verifier Body (VB), ask for a screenshot of their VB score to compare to the average (available on the <u>QA Dashboard</u>), and check the Active VB list to understand their risk level.



During the closing meeting:

- ✓ Review all "Inaccurate" and "Non-compliance" items.
- ✓ Specify where Verifier must enter additional explanation for endusers to have a full picture of facility circumstances.



Read the entire verified assessment report to confirm all relevant information is included. If edits are required, contact the Verifier immediately and request edits (VRE status) through the AH platform.



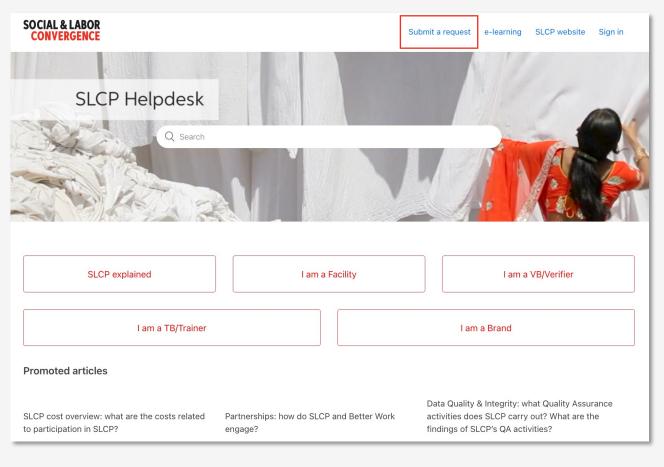


# **QUESTIONS?**





## If you are ever lost...



www.slconvergence.org/helpdesk



Ceren Karpuz



Han Nguyen



Jessica Jia



Reshma KT



Sevinc Aktas Ilgun



Urtty Majumder



# **THANK YOU!**

