

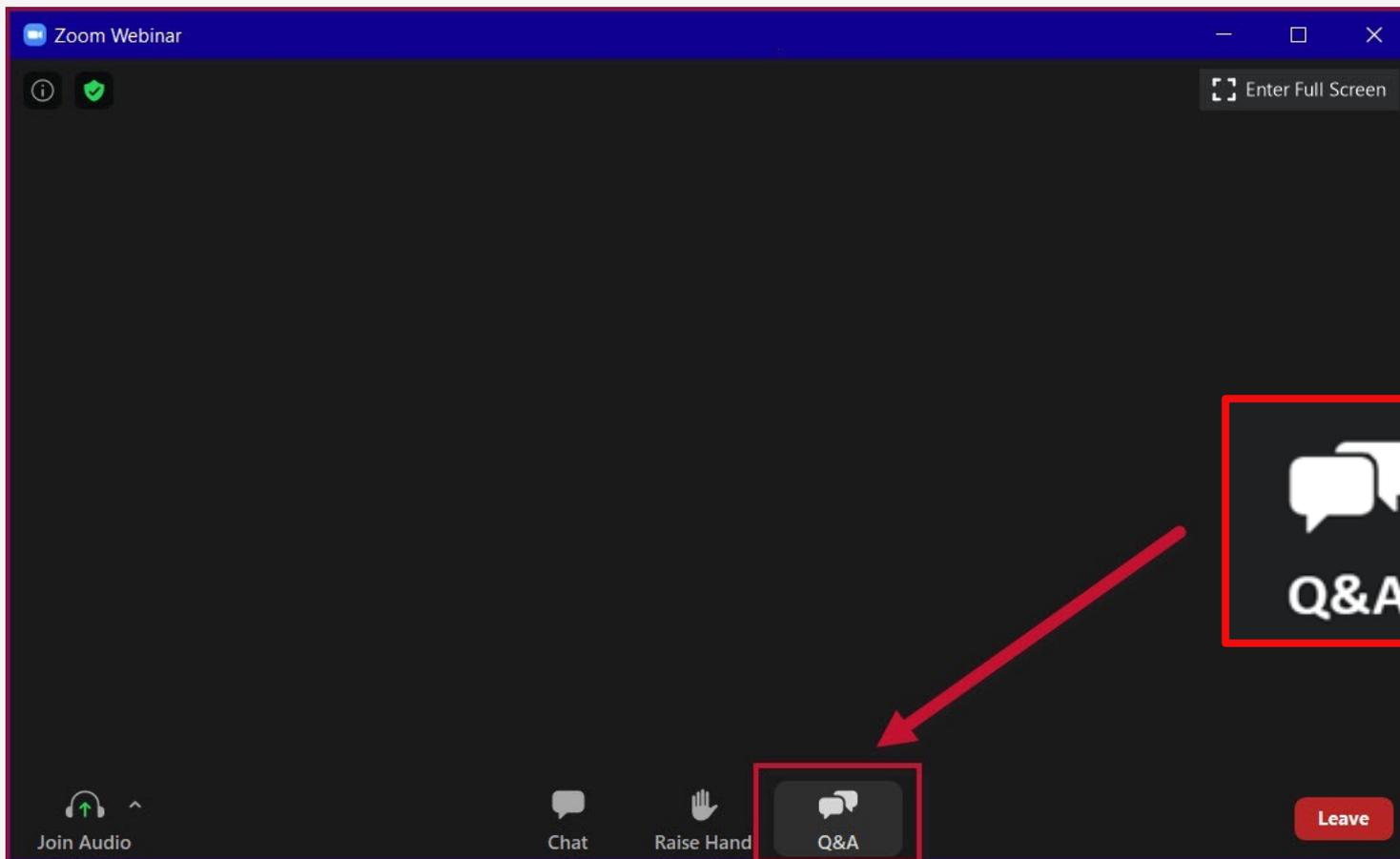
Social & Labor Convergence Program

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

SLCP Facility Training Webinar
Completing your self-assessment
April 6, 2022



Welcome to today's webinar!





Agenda

Topic	Time	Objective
1. Introduction	15 min.	Meet the speakers and tell us about yourself
2. About SLCP	10 min.	Introduce SLCP and the brands that accept verified data
3. Register on the Gateway	35 min.	Learn how to register on the SLCP Gateway and have your facility profile approved
Coffee/Tea Break	5 min.	
4. Preparing for the Assessment	15 min.	Know the necessary steps to prepare for your self-assessment
5. Navigating the Data Collection Tool	20 min.	Live demo on how to navigate the offline Tool
6. Tool Content & Questions	15 min.	Understand how Tool questions are asked, including common mistakes when answering them
7. Submitting Your Self-Assessment Data	5 min.	See what is required to submit your self-assessment data on the Accredited Host platform
8. Q&A	30 min.	Get answers to any outstanding questions

What will you learn?

Objectives

- How to successfully create an account on the Gateway
- How to prepare for your self-assessment
- How to navigate the (offline) Data Collection Tool
- How to fill in Tool questions and how to avoid common mistakes



Form

- Presentation
- Quizzes
- Room for questions



Introduction

Meet the speakers

**SOCIAL & LABOR
CONVERGENCE**



Sahana Kubsad
SLCP Support
India

*Is there life on
other planets?
I'm doubting it.*

**SOCIAL & LABOR
CONVERGENCE**



Sharon Hesp
Sr Operations
Manager SLCP

*Is there life on
other planets?
Only in primitive
form, I think.*



Meet the speakers



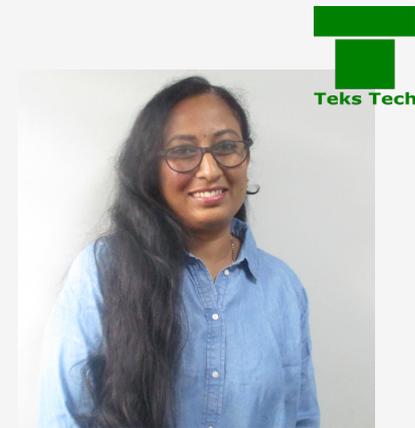
Padmalatha S
Responsible
Sourcing, Target

Is there life on other planets?
Yes, I believe there is life on other planets, but I prefer to live here.



Ashoka Narayanappa
Sr Manager
Compliance,
Gokaldas Exports

Is there life on other planets?
Yes!



Chandrika
Auditor, Teks Tech
Inspection India Pvt.
Ltd.

Is there life on other planets?
I find it difficult to believe, until I see and experience it.

What can you tell me about you?



zoom

Tell us

- 1) Which type of organization do you work for?
- 2) Are you already registered on the Gateway?
- 3) Have you already completed an SLCP self-assessment?
- 4) Is there life on other planets?



About the Social & Labor Convergence Program (SLCP)

What is the Social & Labor Convergence Program (SLCP)?

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

VISION

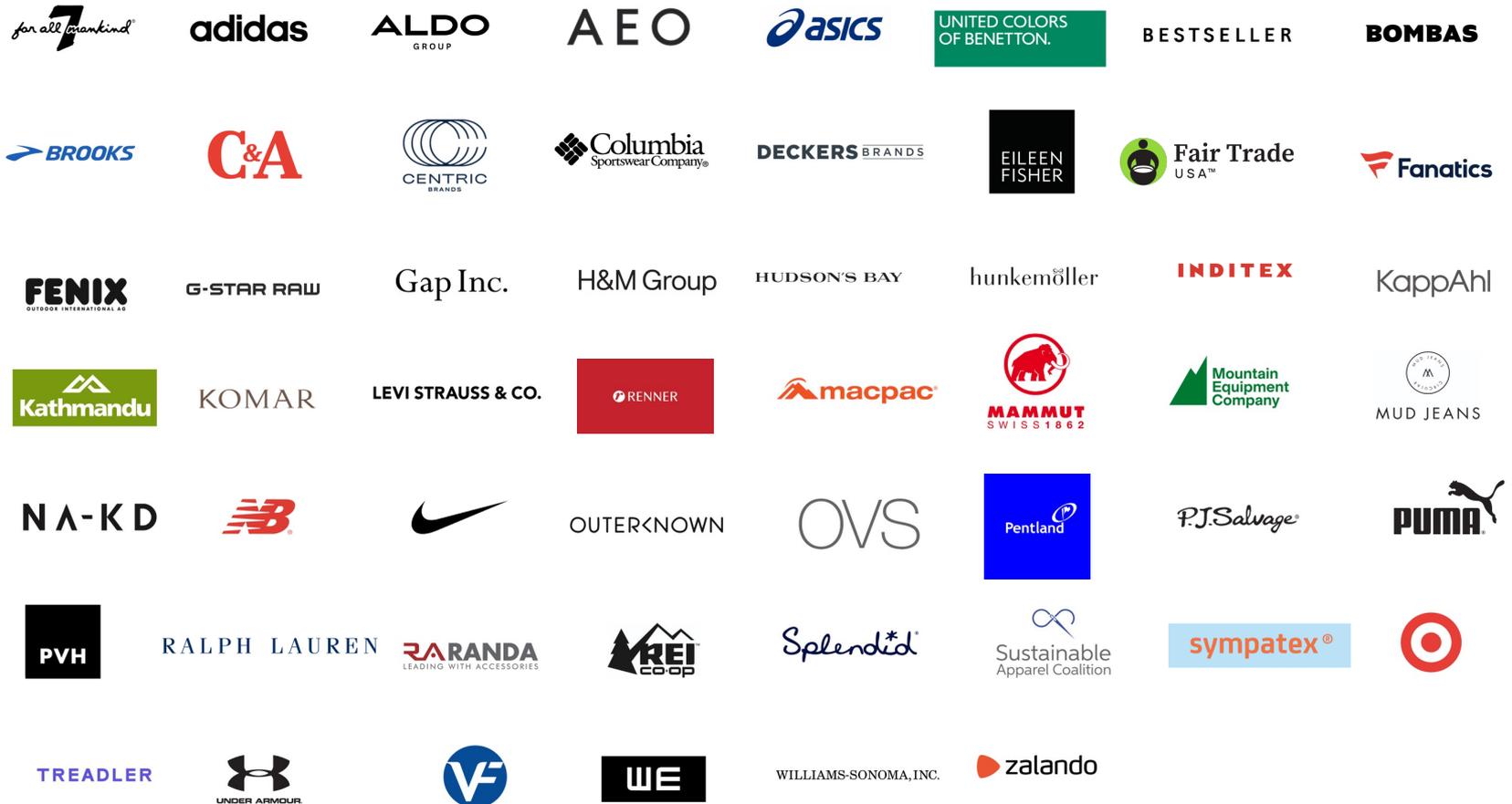
Converged Assessment.
Collaborative Action.
Improved Working Conditions.

MISSION

To implement a **converged assessment framework** that supports stakeholders' efforts to improve working conditions in global supply chains.

Brands & Standard Holders that accept SLCP Data

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





What 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



Padmalatha S



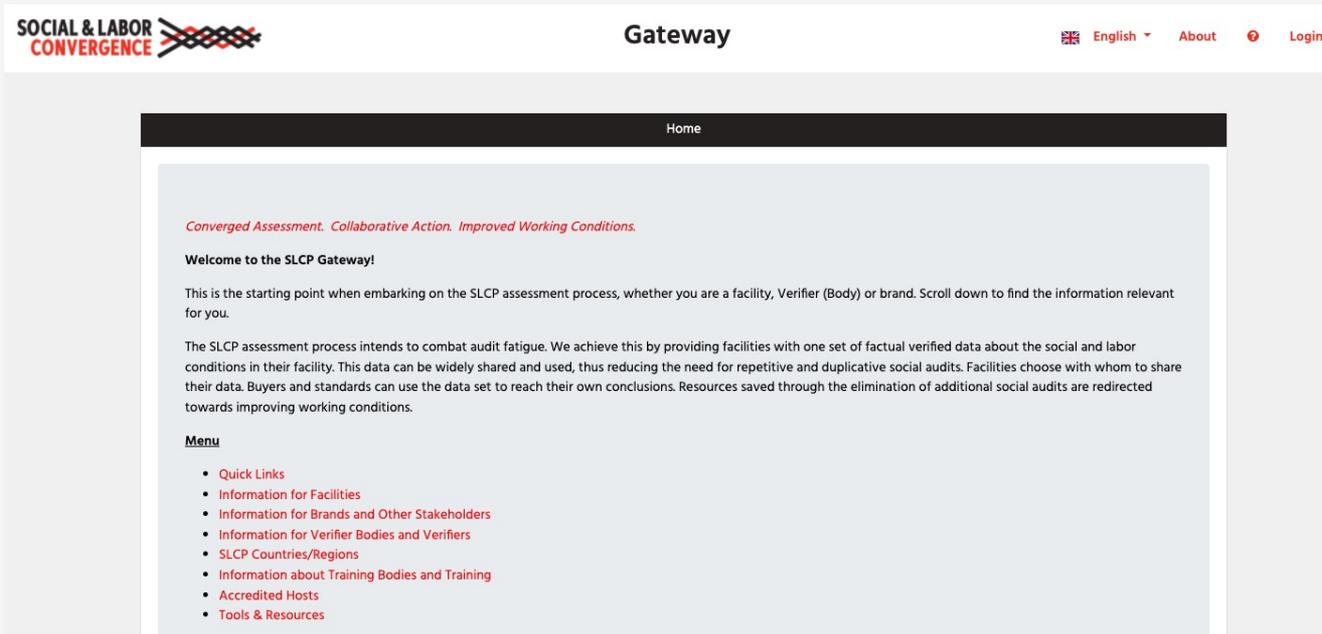
Register on the Gateway

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 dark bar. The main content area features a red headline: "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.

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

Let the system know you are not a robot

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

REGISTER



[Refresh](#)

Enter the code

[Next](#)

[Sign in](#)



TIP: Check your SPAM folder for validation email if not in INBOX

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

VERIFY YOUR EMAIL

Registration email sent

Please click on link in email to confirm your email address. If you have not received the email check your spam folder.

[Resend email](#)

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

Click “Confirm” in the registration email to continue registering



notifications@slcpgateway.sustainabilitymap.org

SLCP Gateway Account Registration

To: [Redacted]

Dear User,

Thank you for registering on the SLCP Gateway. Please click the link below to confirm your registration.

[Confirm](#)

Regards,

SLCP Support



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

Create a password to access unapproved profile

Set your password

Username

Automatically filled in

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](#)



Include your e-learning CODE



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 the bottom of your profile and then click the Request Approval button at the top of this page.

Include the CODE from your e-learning certificate

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 *

Please select facility type from the dropdown

Company Description *

If you are an Apparel Facility, please include all production processes in the dropdown

CERTIFICATE




SLCP acknowledges that

Elizabeth Owen

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,
SLCP EXECUTIVE DIRECTOR



CODE: ELOOWEN3

DATE: October 19, 2021

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



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

Choose from the list!

Facility, please tell us more about your production process. Do you, for example, cover Cut Make Trim (CMT), washing, printing, fabric production? Describe your processes in the description.

Facility Name must:

- ✓ Match the name on your business license
- ✓ Group Name Company – Facility Name Factory (if applicable)
- ✓ Not be used by another facility
- ✓ Be in English

Add your Open Apparel Registry (OAR) ID

The screenshot shows the 'Gateway' page for a facility. 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 sidebar contains a user icon and navigation links: 'Home', 'My Profile', 'Accounts', and 'Get Support'. The main content area is titled 'Profile Approval' and contains the text: 'Your profile application has not been submitted yet. To submit your request, complete the profile information below and press the "Submit for Approval" button.' Below this text is a 'Submit for Approval' button. A red box highlights the 'Facility Information' section, which contains the 'OAR ID' field. The text in this section reads: 'OAR ID. If you know that your facility is in the Open Apparel Registry then please add your OAR ID here. If you don't know what your OAR ID is then please go to the OAR website and search for your facility (<https://openapparel.org>).' Below the text is an empty input field.

The screenshot shows the Open Apparel Registry website interface. At the top left is the 'OPEN APPAREL REGISTRY' logo. The page title is 'Example' with a location 'Irvine California - United States'. Below the title is a Google Maps view of a facility. Below the map, the 'OAR ID:' is listed as 'US999EXAMPLE1111' with a blue arrow pointing to it. Below the OAR ID, the 'GPS Coordinates:' are listed as '-117.8265049, 33.6845673'. A red arrow from the text box on the right points to the OAR ID field.

Include your OAR ID on your Gateway profile to easily identify your facility and connect your profile to your accounts on other platforms.

Visit <https://openapparel.org/> to find your OAR ID and learn more.





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.

 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

Make sure you have selected all languages spoken in your facility

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

📘 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.



Czech, Danish, Dutch/ Flemish, ... ▾

Search...

- Hebrew
- Herero
- ✓ Hindi
- Hiri Motu
- Hungarian
- Icelandic
- Igbo
- Indonesian (do not select - see Malay - Indonesian)
- Inuktitut - Eastern Canadian Inuktitut
- Inuktitut - Inuinnaqtun
- Inupiaq - North Alaskan Inupiatun
- Inupiaq - Northwest Alaska Inupiatun
- Irish
- Italian
- Japanese
- Javanese
- ✓ Kannada

Longitude (example: 113.281368)

Save Changes





Submit profile for approval

Once all required fields are completed, submit your profile for approval.

The screenshot displays the 'Gateway' website interface. At the top left is the 'SOCIAL & LABOR CONVERGENCE' logo. The main header 'Gateway' is centered, with navigation links for 'English', 'About', and 'Logout' on the right. A left sidebar contains a user icon and menu items: 'Facility', 'Home', 'My Profile', 'Accounts', and 'Get Support'. The main content area is divided into two sections: 'Profile Approval' and 'Facility Information'. The 'Profile Approval' section contains a message: 'Your profile application has not been submitted yet. To submit your request, complete the profile information below and press the "Submit for Approval" button.' A red arrow points to a 'Submit for Approval' button. The 'Facility Information' section contains a welcome message: 'Welcome to your facility profile page. Please add or modify the fields below in English language.' followed by a sub-header 'Your facility information' and instructions: '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.'

Top 3 reasons for Gateway profile rejection



#1 Facility did not use their company email address

A general and official company email address must be used (not a personal email address, Gmail, Hotmail etc.)

#2 Facility already has a profile on the Gateway

Facility should check the [list of facilities participating in SLCP](#) to see if they already have a profile - only one profile is allowed per facility.

#3 Creator of the account fills in their personal name in the “Facility Name” field

Creator of the account must fill in their name in the “First Name / Surname” fields, and the facility name in the “Facility Name” field.

Common requests from facilities

When to contact SLCP for support:

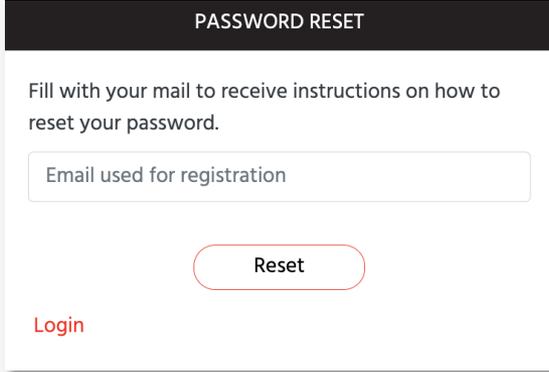
- ✓ To make a change to your facility name*
- ✓ To make a change to your facility address*

To do so, submit a request on the [SLCP Helpdesk](#).

*Facility must share their business license with SLCP in order to make the change.

Make the change yourself on the Gateway:

- ✓ To reset your Gateway password



PASSWORD RESET

Fill with your mail to receive instructions on how to reset your password.

Email used for registration

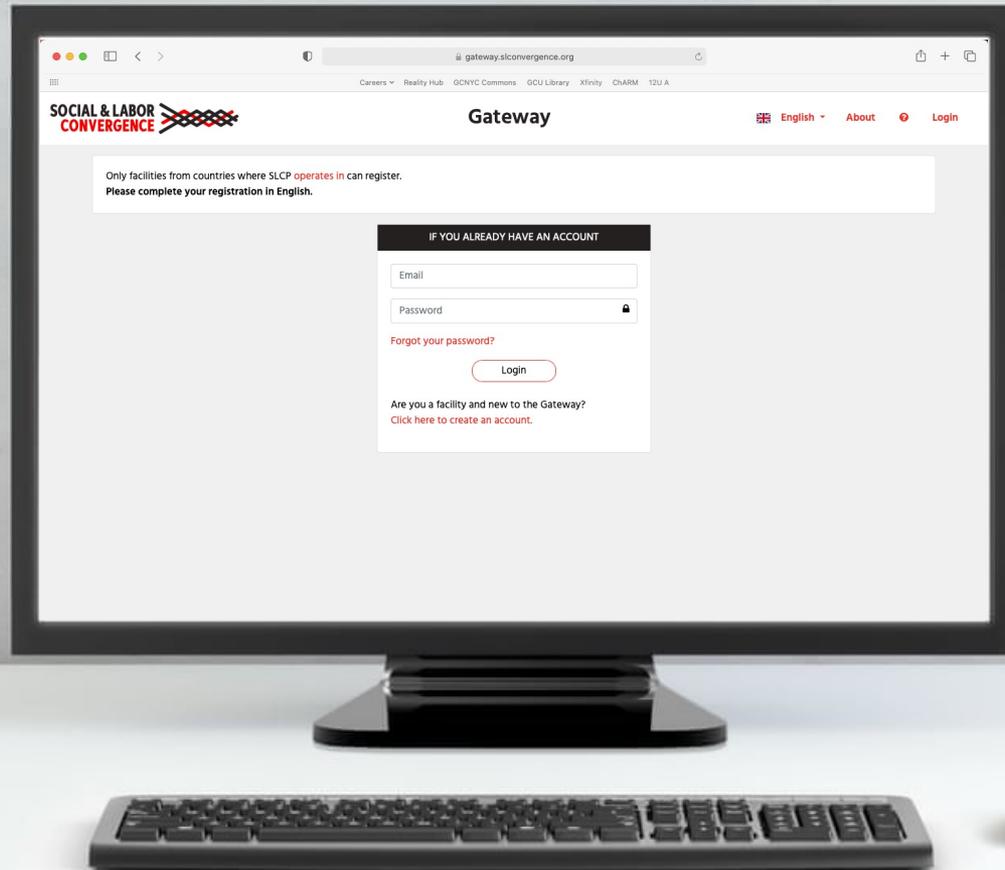
Reset

Login

- ✓ All other Gateway profile changes can be done yourself



Gateway demo



You will find more options in your menu



Test Facility
Facility

Home

[My Profile](#)

[Accounts](#)

[Accredited Hosts](#)

[Start your Assessment](#)

[Overview of my SLCP Assessments](#)

[Get Support](#)



Home

Welcome to your SLCP account!

The SLCP assessment process starts here, and consists of the following steps:

I. Register on the SLCP e-learning platform, Gateway and Accredited Host

1. **Register on the e-learning platform** and take the **Facility Course training** on the Data Collection Tool, the Gateway and the Accredited Hosts.
2. **Create an account on the Gateway.** Fill in the e-learning CODE (that you will receive after completing the online Facility Course) to complete your profile on the Gateway.
3. **Create an account on the relevant Accredited Host.** To set-up an account on an Accredited Host you need the Facility ID number from the Gateway.

II. Go through the SLCP assessment process

1. **Perform self/joint-assessment** either online through the Accredited Host or offline through the Excel file.
2. Upload the Excel file to the Accredited Host platform (if offline version used) and review, complete and revise the data according to the Accredited Host's data validation process to ensure the quality of self-/joint-assessment.
3. **Upload any documentation** for Verifier offsite review or Verifier information prior to on-site verification.

III. Go through the SLCP verification process

1. **Contact Verifier Bodies (VB)** via telephone or e-mail for quotes. The list of VB contact details can be found [here](#). When an agreement is reached, select the VB on the Accredited Host and request verification.

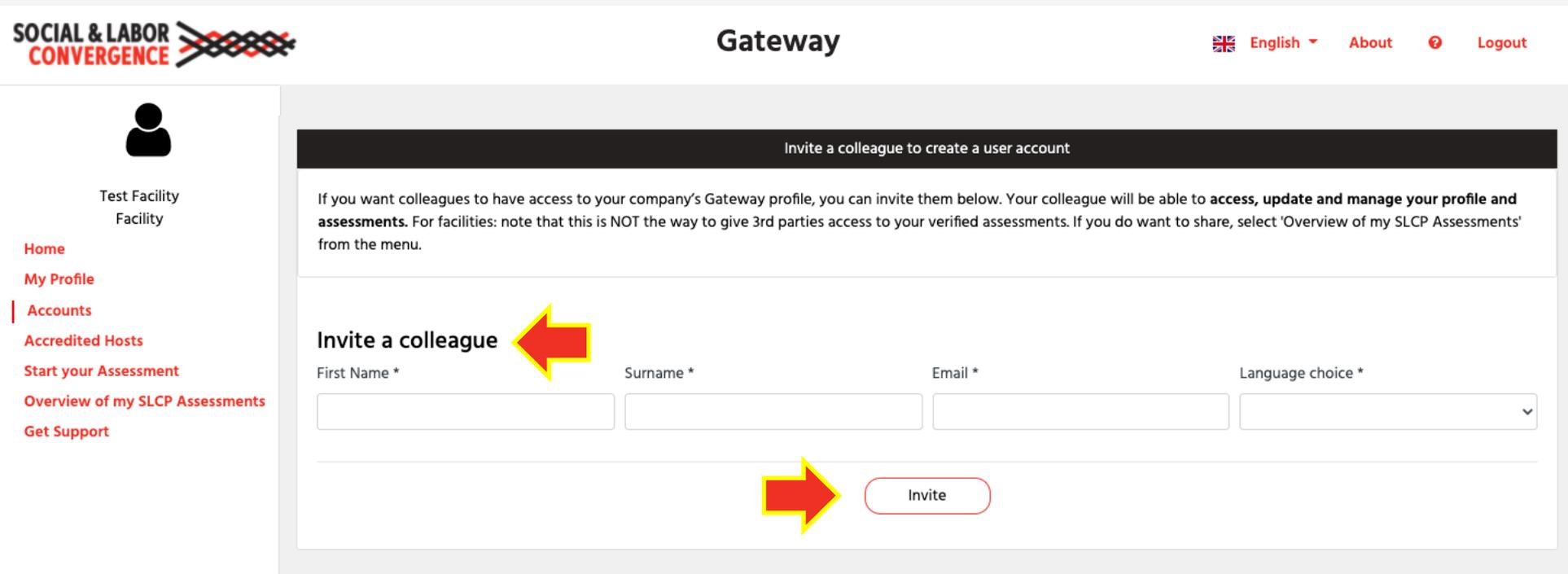
You are now included on the public Facilities page on the Gateway

Facilities					
Welcome to SLCP's public list of facilities who are participating in the SLCP process! To increase transparency and enhance SLCP adoption, all facilities registered on the Gateway are published here. Only basic profile information and assessment status information is shared. Contact the facility to access their verified assessment data.					
Download the list as an XLS file					
<input type="text" value="Search by Gateway ID, Facility name, location..."/>					
Gateway ID	OAR ID	Facility name	Location	Status of the most recent assessment (Assessment start date)	Accredited Hosts
FA1000010		Masco Exports Ltd	Bangladesh, Dhaka, Narsingdi, 1603	Verification in Progress (09/2021)	Higg Co / Sustainable Apparel Coalition
FA1000152		Nantong Shenghe Industry Co., Ltd	China, Jiangsu, Nantong, 226003	Verification Finalized (05/2021)	Higg Co / Sustainable Apparel Coalition
FA100021		Hi-tech Polyace Biobaed fiber co., Ltd.	China, Jiangsu, liyang	Verification Completed (09/2021)	Higg Co / Sustainable Apparel Coalition

<https://gateway.slconvergence.org/facilities>

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' interface for 'SOCIAL & LABOR CONVERGENCE'. The page title is 'Gateway'. In the top right corner, there are links for 'English', 'About', and 'Logout'. On the left side, there is a user profile icon and a list of navigation links: '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'. Below this title, there is a paragraph of text explaining the purpose of the form. The form itself has four input fields: 'First Name *', 'Surname *', 'Email *', and 'Language choice *'. A red arrow points to the 'Invite a colleague' text, and another red arrow points to the 'Invite' button.

SOCIAL & LABOR CONVERGENCE

Gateway

English About ? Logout

Test Facility Facility

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

Invite a colleague to create a user account

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.

Invite a colleague

First Name * Surname * Email * Language choice *

Invite

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

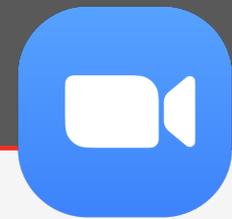
Name	Linked
Higg Co / Sustainable Apparel Coalition	Linked Nov 2, 2019
N/A - Data shared by Better Work	Not Linked
Fair Factories Clearinghouse (FFC)	Linked Nov 20, 2019



Did we explain
ourselves well?



True or False?



zoom

1. More than 50 brands accept SLCP verified data and the number continues to grow
2. You must complete modules 3, 6 and 7 in the Facility Course in order to receive your certificate
3. The Gateway functions as SLCP's central database for all verified data
4. You can fill in your Gateway profile in Kannada
5. After requesting an account on the Gateway and creating a password, your Gateway profile has been approved
6. Multiple email addresses can be linked to your Gateway profile





**BREAK
TIME!!!**



Ashoka Narayanappa



Preparing for the Assessment

What is the SLCP assessment process?

There are 3 stages of the process:

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

Stage 1:

Data Collection

1

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

Stage 2:

Verification

2

✓ **Facility** reviews the verified data and can then share the verified assessment report with selected business partners

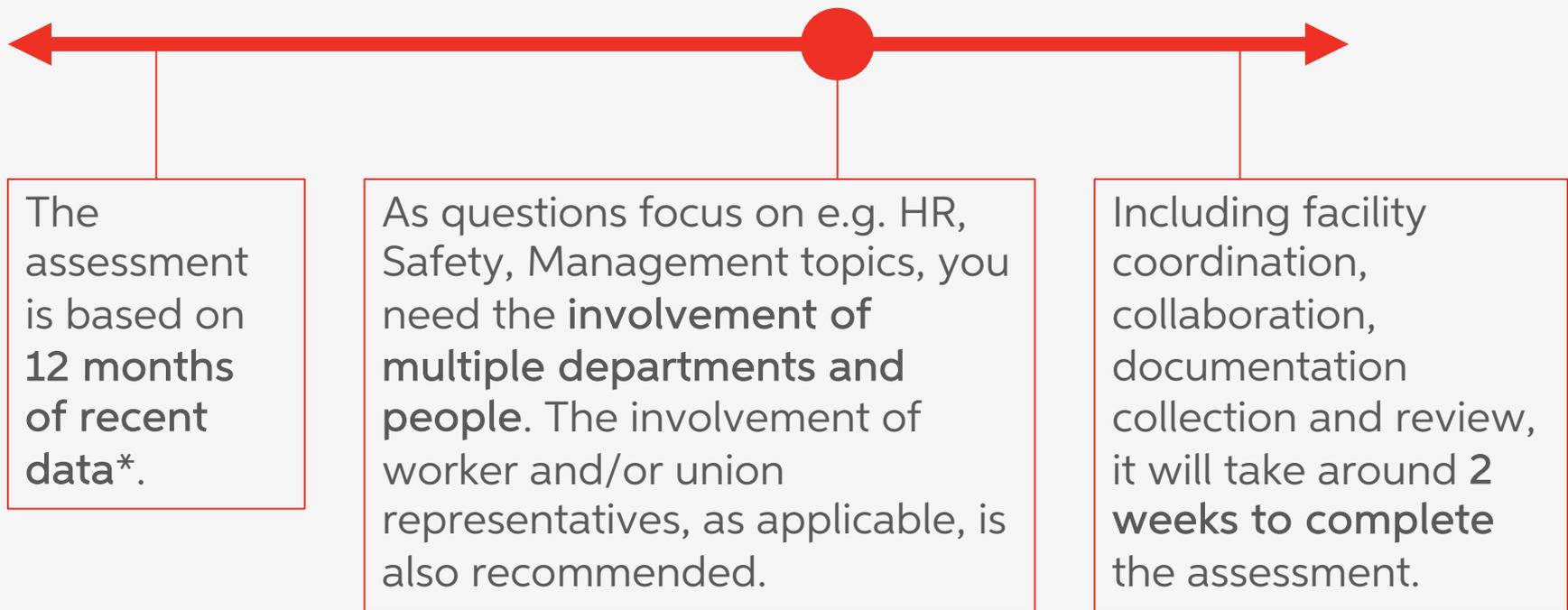
Stage 3:

Data Sharing

3



Make sure you have all the information and people you need



* **NOTE:** you can attach information to every question. However, all will be attached to the final verified assessment report. Do not attach confidential records.

Decide which Step to complete

Consider the following points when choosing your Step:



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](#).



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

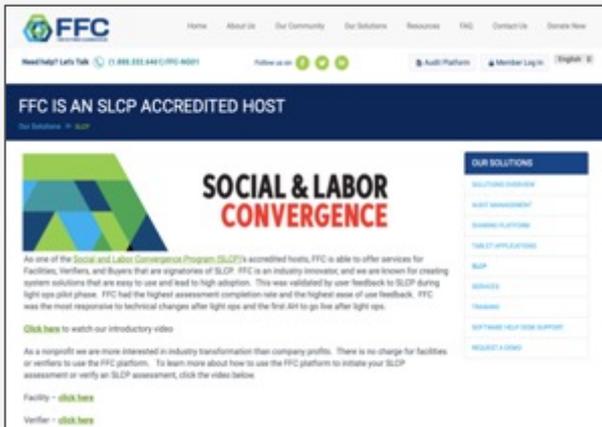


Size: If your facility is of smaller size (e.g. less than 500 workers) and you have few buyers, Step 1 may be the most appropriate choice for you.

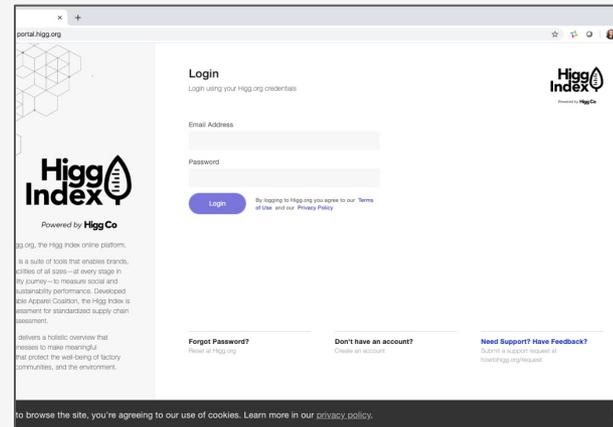


Ambition level: If you want to include everything related to your social performance (including e.g. worker well-being and community programs), choose Step 3.

Which platform will you complete your self-assessment on?



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



[Higg](#)

Gokaldas Exports' Internal Check List

We use an internal check-list to assess our readiness for the SLCP assessment process.

Elements of this check-list are:

- ✓ List of social compliance topics and the related SLCP question number
- ✓ Check of whether we have the documents needed to answer the question
- ✓ Possibility to leave remarks for the team

	Gokaldas Exports Ltd.	 SOCIAL & LABOR CONVERGENCE
	Title : Social and Labor Convergence Program (SLCP) Ver. 1.4	

LIST OF DOCUMENTS/RECORDS TO BE MADE AVAILABLE TO THE VERIFIER(S)

Sl. #	LOGS / REGISTER	Section No.	Doc.s Available		Remarks
			Yes	No	
FACTORY PROFILE					
1.	Company Profile.				
2.	Business Registration License.	FP-OPE-1			
3.	Tax Registration.				
4.	Organization Chart.				
5.	Land use/Construction Permit.	FP-BUI-2			
6.	List of Machineries.				
7.	Company Vehicle List.				
8.	Production Process Flow Chart.	FP-PRO-1-1			
9.	List of Subcontractors, if any.	FP-SUB-2			
10.	Dormitory Details.	FP-BUI-5		No	





Navigating the Data Collection Tool

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

SLCP

SLCP Training Demo Facility - 93597

Section	Step	Basic Information	Building Structures	Employee Demographics	Nationalities and Languages	Operating Licenses / Certifications	Production / Operation Information	Subcontractors
0 of 24	0 of 18	0 of 24	0 of 15	0 of 5	0 of 11	0 of 0	0 of 0	

SOCIAL & LABOR CONVERGENCE

Facility Profile / Section Description

- Step Selection
- Basic Information
- Building Structures
- Employee Demographics
- Operating Licenses / Certifications
- Subcontractors for Production / Operation

IMPORTANT NOTES:
To officially start filling out your tool, please make your "Step Selection" immediately below. The Facility Profile must be filled out in its entirety. Certain answers within your Facility Profile (especially within the "Building Structures" and "Employee Demographics" section) will dictate which questions you will see within the tool. In the event that a fill in the blank "TYPE TEXT HERE" response is not applicable to your facility, please type "Not Applicable" or "None" in order for the tool to consider your response as "Complete".
Exception to the "None" / "Not Applicable" rule: are the questions about Please list any additional independent Certifications (Standard Audits; and Subcontractor info).
NOTE: If the facility utilizes more than 6 subcontractors, please list the top 6 in terms of revenue. If you no longer have any certification standard audits or subcontractors to list in the tool, please just leave the entries that show up in the tool blank. Do not enter any text into the boxes, otherwise that will prompt another set of entries to appear.
Note: one special question will have to be completed after you have finished your self-assessment: Line 30, far right: "Date of self/ or joint-assessment submission (DD/MM/YYYY)".

AutoSave OFF | SCLP Data Collection Tool v1.4

Home | Insert | Draw | Page Layout | Formulas | Data | Review | View | Acrobat | Tell me

1.2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

D E F G H I J K L M N O P Q R S T U V W X

SOCIAL & LABOR CONVERGENCE 1.32% : Facility Profile 0.00% : Worker Treatment 0.00% : Termination

0.00% : Recruitment & Hiring 0.00% : Worker Involvement NA : Management Systems

VERSION 1.4.0 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)

Step Selection

FP-STE-1 Please choose which tool "Step" your facility would like to complete: info Select: Step 1

Basic Information Facility

FP-BAS-1	Facility Name (as per business license):	info	Response Here
FP-BAS-2	Facility Street Address (as per business license):	info	Response Here
FP-BAS-3	Facility City Address (as per business license):	info	Response Here
FP-BAS-4	Facility State/Province Address (as per business license):	info	Response Here
FP-BAS-5	Facility Zip Code/Postal Code Address (as per business license):	info	Response Here
FP-BAS-6	Facility Name (in local language as per business license):	info	Response Here
FP-BAS-7	Facility Address (in local language as per business license):	info	Response Here
FP-BAS-8	Facility Country:	info	Select:
FP-BAS-9	Facility Geolocation Latitude:	info	Response Here
FP-BAS-10	Facility Geolocation Longitude:	info	Response Here
FP-BAS-11	Facility Contact Name:	info	Response Here
FP-BAS-12	Facility Contact Title:	info	Response Here

Filter Mode

Higg FEM FSLM BRM more Support TYC trainingdemo@yopmail.com

trainingdemo@yopmail.com My Account Mar 2021 Assessment

ADDITIONAL FILTERS HIDE GUIDANCE

Step Selection

* Please choose which tool "Step" your facility would like to complete: FP-STE-1

Step 1

For information regarding each tool "Step", please refer to the "Instructions" tab.

Basic Information Facility

Facility

* Facility Name (as per business license): FP-BAS-1

pkeest2

Facility Name is the name on the business license(s) associated with the address indicated below.

Accurate

Verification Data: Accurate

Completion: 100%

Facility Profile 100%

Recruitment & Hiring 100%

Working Hours 100%

Wages & Benefits 100%

Worker Treatment 100%

Worker Involvement 100%

Health & Safety 100%

Termination 100%

Management Systems 0%

Above & Beyond 0%

Note: today we will focus on the offline Excel Tool. However, if you are using an Accredited Host we strongly recommend using the online version as additional legal information and data checks are provided.



Data Collection Tool demo

AutoSave OFF | SCLCP Data Collection Tool v1.4

Home | Insert | Draw | Page Layout | Formulas | Data | Review | View | Acrobat | Tell me | Share | Comments

F17 | fx

Category	Progress	Sub-category
SOCIAL & LABOR CONVERGENCE	1.32%	Facility Profile
	0.00%	Worker Treatment
	0.00%	Termination
	0.00%	Recruitment & Hiring
	0.00%	Worker Involvement
	NA	Management Systems
VERSION 1.4.0	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)

Step Selection

FP-STE-1 | Please choose which tool "Step" your facility would like to complete: [Info](#) | Select: **Step 1**

Basic Information

Item ID	Question	Response Here
FP-BAS-1	Facility Name (as per business license): Info	Response Here
FP-BAS-2	Facility Street Address (as per business license): Info	Response Here
FP-BAS-3	Facility City Address (as per business license): Info	Response Here
FP-BAS-4	Facility State/Province Address (as per business license): Info	Response Here
FP-BAS-5	Facility Zip Code/Postal Code Address (as per business license): Info	Response Here
FP-BAS-6	Facility Name (in local language as per business license): Info	Response Here
FP-BAS-7	Facility Address (in local language as per business license): Info	Response Here
FP-BAS-8	Facility Country: Info	Select:
FP-BAS-9	Facility Geolocation Latitude: Info	Response Here
FP-BAS-10	Facility Geolocation Longitude: Info	Response Here





Data Collection Tool Structure



OVERVIEW



INSTRUCTIONS

SLCP Data Collection Tool 1.4

OVERVIEW

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

INSTRUCTIONS

To understand how to:

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

SLCP Data Collection Tool 1.4

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

Content of the Data Collection Tool

**SOCIAL & LABOR
CONVERGENCE**

1.32% : Facility Profile

0.00% : Worker Treatment

0.00% : Termination

0.00% : Recruitment & Hiring

0.00% : Worker Involvement

NA : Management Systems

**VERSION
1.4.0**

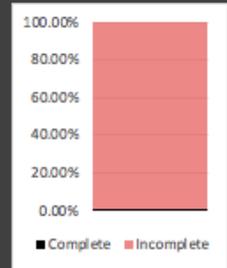
0.00% : Working Hours

0.00% : Health & Safety

NA : Above & Beyond

0.00% : Wages & Benefits

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



Content

- ✓ Questions cover key social compliance topics, mostly connected to International Labor Standards (ILS) and National Labor Law (NLL) (Step 1)
- ✓ If desired, social & labor compliance questions that are less critical as well as management system questions (Step 2)
- ✓ If desired, questions that go above and beyond social and labor practices (Step 3)

Logic

The Tool follows a worker's lifecycle, asking questions about:

- Recruitment and Hiring
- Working Hours
- Wages and Benefits
- Worker Treatment
- Worker Involvement
- Health and Safety
- Termination



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 1.4.0

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.

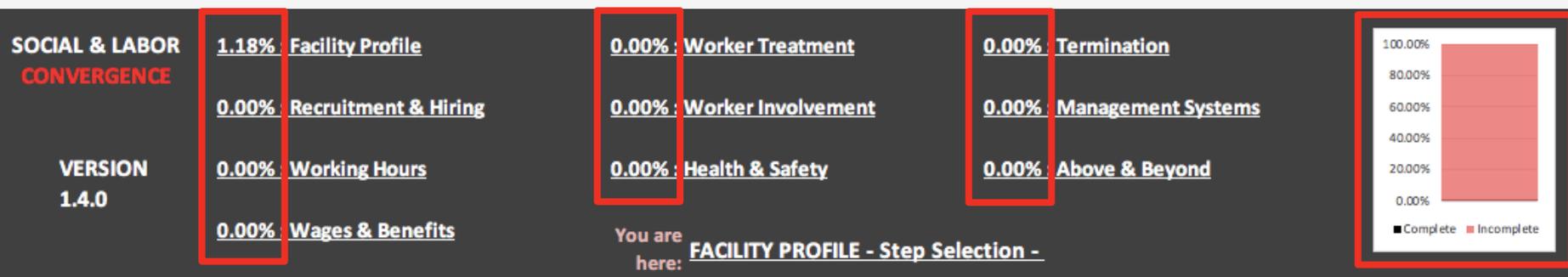
Provides instructions for the section of the Tool you are in

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

Answer at least 95% of the Tool questions

Pay attention to the individual completion percentages and the overall completion bar while you are answering the Tool questions.

You need to complete at least 95% of the Tool before you can submit.



Remember to save often! If you encounter problems with the Tool, or you get an error message:

- Press End in the error prompt or close the error prompt.
- Close the workbook.
- Close the Excel program entirely.
- Restart the Excel program and open the workbook and enable macros. The workbook should work properly again.

Unfortunately, all entries to the Tool since your last “save” will be lost. You will have to make your last entries again. Therefore: save often!

Tool questions

**SOCIAL & LABOR
CONVERGENCE**

1.18% : Facility Profile

0.00% : Recruitment & Hiring

**VERSION
1.4.0**

0.00% : Working Hours

0.00% : Wages & Benefits

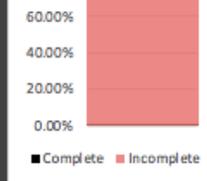
Provides additional clarifying information to both facility and Verifier

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

You are here:

RECRUITMENT & HIRING - Child Labor - Age Documentation

0.00% : Above & Beyond



	Question	More Info	Facility Response (ANSWERS IN ENGLISH ONLY)
	Age Documentation		
RH-CHI-1	Does the facility verify minimum age requirements prior to hiring workers?	Info	Select:
	Minimum Age		
RH-CHI-2	What is the age of the youngest worker in the facility?	Info	Select:
RH-CHI-4	Are any workers under the legal minimum age for employment?	Info	Select:
	Remediation		
RH-CHI-7	Does the facility have a remediation system in place for when children (those under the legal minimum working age) are found to be working in the facility?	Info	Select:
	Historical Child Labor		
RH-CHI-8	Do records indicate that any workers were under the legal minimum working age when hired?	Info	Select:

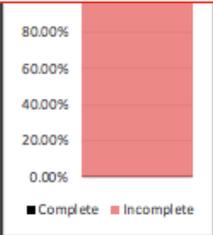
Questions related to each category

Guidance in the Tool

When you hover over the “Info” link, a pop-up box will appear that explains the question and gives you more info on how to answer the question

SOCIAL & LABOR CONVERGENCE	1.18% : Facility Profile	0.00% : Worker Treatment	0.00% : Worker Involvement	0.00% : Management Systems
	0.00% : Recruitment & Hiring	0.00% : Worker Involvement		0.00% : Above & Beyond
VERSION 1.4.0	0.00% : Working Hours	0.00% : Health & Safety		
	0.00% : Wages & Benefits			

You are here: **RECRUITMENT & HIRING - Recruitment Practices - Recruitment Fees**



	Question	More Info	Facility Response (ANSWERS IN ENGLISH ONLY)
	Recruitment Fees		
RH-REC-5		Info	Select: <input type="text"/>
RH-REC-8		Info	Select: <input type="text"/>
	Forced Labor		
	Prison Labor		
RH-FOR-1		Info	Select: <input type="text"/>
	Forced Labor by Gov		
RH-FOR-3		Info	Select: <input type="text"/>
	Discrimination		
	Sub-Section Instruction		Select: <input type="text"/>
	Overall International Labor Stand		Select: <input type="text"/>

Consult applicable legal requirements before answering this question.

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

Prison Labor
If workers pay any recruitment fees or related costs, the intent of this question is to understand if the fees/costs are in line with legal requirements (i.e. fee amounts or types of fees etc.).

Forced Labor by Gov
If (i) workers have outstanding debts for recruitment fees and related costs, and (ii) the employer is using the debt to coerce workers or is manipulating the debt, and (iii) workers do not feel free to leave the job as a result of the debt, record this under the question, Can workers who owe debts to the facility and/or a third party freely leave their jobs?

Sub-Section Instruction
Answer "Not Applicable" if workers do not pay any recruitment fees and related costs at any stage during recruitment and employment. If workers first had to pay for fees or costs before receiving reimbursement, consider whether this was in line with legal requirements.

Any time a question references the law (e.g. "in line with legal requirements", "legally required"), the facility must consult applicable legal requirements to assess the answer to the question.

The “Info” link provides instructions on what to do if there are no applicable legal requirements.



Prompts tell you how to answer

The prompt before the Facility Response field shows the type of entry the Tool is asking for:

- **Select** is a drop down

The screenshot shows a dark grey header bar with the text 'Facility Response' in white. Below the header is a white input area. On the left side of this area, the text 'Select:' is displayed. To its right is a dark grey dropdown menu with a small downward arrow on the right side. The dropdown menu is open, showing two options: 'Yes' and 'No'. The 'Yes' option is highlighted with a blue background.

- **Response Here** is a free text/ narrative box with max. 6000 characters

The screenshot shows a dark grey header bar with the text 'Facility Response' in white. Below the header is a white input area. On the left side of this area, the text 'Response Here:' is displayed. To its right is a large, empty dark grey text input field.

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

The screenshot shows a dark grey header bar with the text 'Facility Response' in white. Below the header is a white input area. On the left side of this area, the text 'Number Here:' is displayed. To its right is a dark grey text input field with a red horizontal line at the bottom.

*Starting with CAF v1.4.2



Prompts tell you how to answer

The prompt before the Facility Response field shows the type of entry the Tool is asking for:

- “X” to select is a drop down

Facility Response	
Does the facility follow any of the following practices related to worker pregnancy? (SELECT all that apply with a "X")	
"X" to select:	<input type="checkbox"/>
"X" to select:	<input checked="" type="checkbox"/>
"X" to select:	<input type="checkbox"/>
"X" to select:	<input type="checkbox"/>
"X" to select:	<input type="checkbox"/>

- Date Here requires YYYY-MM-DD format

Facility Response	
Date Here:	<input type="text"/>



Conditional questions in the Tool

At times, a facility response opens a related question that was not there before. In this screenshot Question RH-CHI-2 has the answer “14” and is followed by question RH-CHI-4. You can also see in the far-left row numbering column that a row is hidden.

14		Question	More Info	Facility Response (ANSWERS IN ENGLISH ONLY)
453		Minimum Age		
454	RH-CHI-2	What is the age of the youngest worker in the facility?	Info	Select: 14
456	RH-CHI-4	Are any workers under the legal minimum age for employment?	Info	Select:

If the answer in RH-CHI-2 changes to “Other” then a conditional question appears *If other, please describe*: This is an example of one conditional question appearing.

14		Question	More Info	Facility Response (ANSWERS IN ENGLISH ONLY)
453		Minimum Age		
454	RH-CHI-2	What is the age of the youngest worker in the facility?	Info	Select: Other
455	RH-CHI-3	If other, please describe:		Number Here:
456	RH-CHI-4	Are any workers under the legal minimum age for employment?	Info	Select:

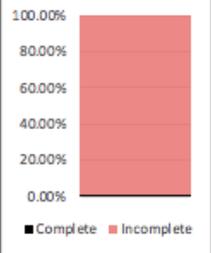
The Tool may also unhide multiple questions at once and they may not always be immediately following the answered question but further down in the Tool. The most important example is in the Facility Profile where those answers will unhide questions in other Sections. That is why filling in the Facility Profile immediately after your Step Selection is important.



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

1.18% : Facility Profile

0.00% : Worker Treatment

0.00% : Termination

0.00% : Recruitment & Hiring

8.00% : Worker Involvement

0.00% : Management Systems

VERSION 1.4.0

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. You are permitted to leave 5% of the Tool blank. There are, however, some questions that you **must** answer. The AHs will enforce this when you submit the assessment data on their platform.



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.

Photographs/documents

Also, 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.

*Starting with CAF v1.4.2

Step selection

Choose the Step you would like to complete:

- Step 1 Essential – key social & labor compliance questions (ILS and NLL)
- Step 2 Progressive – less critical question social compliance and management system questions (includes all Step 1)
- Step 3 Advanced – questions go above and beyond social responsibility industry standards (includes all Step 1 and Step 2)

SOCIAL & LABOR
CONVERGENCE

1.32% : Facility Profile

0.00% : Worker Treatment

0.00% : Termination

0.00% : Recruitment & Hiring

0.00% : Worker Involvement

NA : Management Systems

VERSION
1.4.0

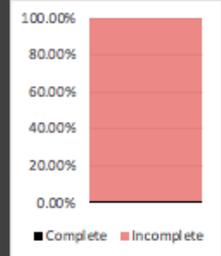
0.00% : Working Hours

0.00% : Health & Safety

NA : Above & Beyond

0.00% : Wages & Benefits

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



Question

More
Info

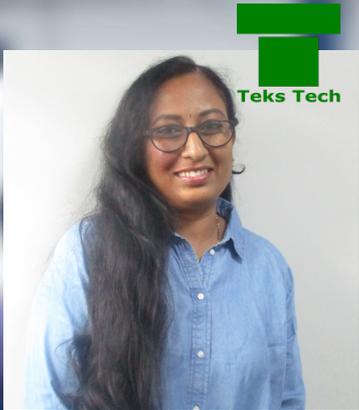
Facility Response (ANSWERS IN ENGLISH ONLY)

Step Selection

FP-STE-1

Please choose which tool "Step" your facility would like to complete: [Info](#) Select: **Step 1**

Important: After you open the Data Collection Tool you can choose your Step (note Step 1 is the default Step selection). After selecting your Step, questions will appear. Note: to be able to see all questions that apply to your facility, it is important to complete the entire Facility Profile.



Chandrika



Tool Content & Questions



Sections of the Data Collection Tool

Sections of the Data Collection Tool

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

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

Working Hours: Data related to hours of work and breaks

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

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

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

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

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

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

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

What do we mean by “worker”?



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



“Workers” are persons working on/with the facility’s product or directly involved in the operations of the facility.



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



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



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



How to fill in the Tool: general tips

SLCP aims to:

- ✓ Collect objective and true data on the working conditions in a facility
- ✓ Share comparable and verified high quality data with all brands and standard holders
- ✓ Eliminate audit fatigue to free up and redeploy resources

That means that in the Data Collection Tool:

- Answers reflect actual working conditions, but do not include a judgement on those conditions, e.g. “5” or “yes” instead of “enough” or “few”.
- Many questions are included, more than in a regular social audit. SLCP has tried to identify all possible answer options, but if you cannot find a suitable answer, choose the best option available or leave the response blank.

Note: Remember to include your concerns under “Facility Comments” at the end of the Tool section so that the Verifier and user of the report can understand your circumstances.

Keep in mind

- ✓ Fill in “objective” data that accurately reflects conditions in your facility



How to fill in the Tool: an example

References to both National Labor Law (NLL) and International Labor Standards (ILS) come back in many questions. An example related to working hours, question WH-WOR-11 reads:

”Are all overtime working hours in line with legal limits?”

The Tool is used in all countries. Legal or collective bargaining agreement requirements may not be applicable in your country. What is your answer here?

If there are no applicable legal requirements on overtime in the country the respondent is based, they would select the response **”No applicable legal requirements”**.

For all questions related to NLL and ILS: when lost, hover over the **”More Info”** link for guidance to make the correct selection.

How to fill in the Tool: avoiding mistakes

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
1.4.0

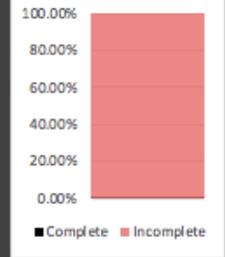
0.00% : Working Hours

0.00% : Health & Safety

0.00% : Above & Beyond

0.00% : Wages & Benefits

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



Question [FP-WOR-1]

Total number of workers:

Common mistake

Include all facility staff.



Do it right

Include permanent, temporary, fixed term / short term, monthly / piece rated and contract / agency workers, trainees and apprentices linked to the facility on the date of the verification.



How to fill in the Tool: avoiding mistakes

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
1.4.0

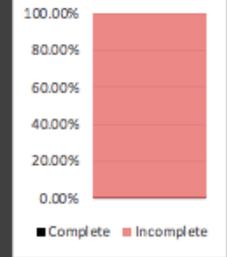
0.00% : Working Hours

0.00% : Health & Safety

0.00% : Above & Beyond

0.00% : Wages & Benefits

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



Question [FP-LAN-1]

Staff and worker language.

Common mistake

Facility only considers first language spoken by workers.



Do it right

Include the % of the workforce that speak a language; can be multiple per person.



How to fill in the Tool: avoiding mistakes

SOCIAL & LABOR

CONVERGENCE

VERSION
1.4.0

1.18% : Facility Profile

0.00% : Recruitment & Hiring

0.00% : Working Hours

0.00% : Wages & Benefits

0.00% : Worker Treatment

0.00% : Worker Involvement

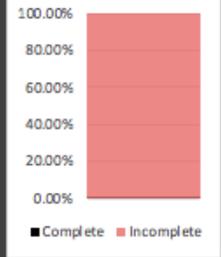
0.00% : Health & Safety

You are
here: FACILITY PROFILE - Step Selection -

0.00% : Termination

0.00% : Management Systems

0.00% : Above & Beyond



Question [RH-DIS-1]

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 or nationality/foreign migrant worker status?

Common mistake

Facility believes they do not discriminate and fills in “No”.



Do it right

Job advertisement or application form mentions one of the above-mentioned items, so the answer should be “Yes”.



How to fill in the Tool: avoiding mistakes

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
1.4.0

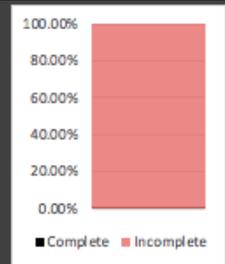
0.00% : Working Hours

0.00% : Health & Safety

0.00% : Above & Beyond

0.00% : Wages & Benefits

You are
here: FACILITY PROFILE - Step Selection -



Question [RH-DIS-18]

Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/ foreign migrant worker status been a factor in decisions regarding hiring?

Common mistake

Facility believes they do not discriminate and fills in “No”.



Do it right

When any of the options (e.g. having a minimum age for workers) is a factor in recruitment, select “Yes”.



How to fill in the Tool: avoiding mistakes

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
1.4.0

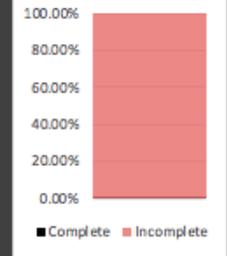
0.00% : Working Hours

0.00% : Health & Safety

0.00% : Above & Beyond

0.00% : Wages & Benefits

You are
here: FACILITY PROFILE - Step Selection -



Question [WB-WAG-11]

Is the facility not paying workers correctly for any of these types of regular hours worked at a premium rate as legally required: Regular hours worked at night; Regular hours worked on weekly rest days; Regular hours worked on public holidays?

Common mistake

Normally facility responds with “Yes”.

Do it right

The correct answer may be “No applicable Legal Requirements” as legally mandated overtime premium @200% should be reported at Data point WB-WAG-8.

How to fill in the Tool: avoiding mistakes

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
1.4.0

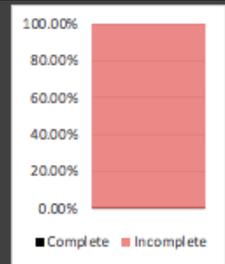
0.00% : Working Hours

0.00% : Health & Safety

0.00% : Above & Beyond

0.00% : Wages & Benefits

You are
here: FACILITY PROFILE - Step Selection -



Question [WB-WAG-13]

Is the facility not paying workers premium pay as legally required based on:

- worker's competence (e.g. experience, skills, training) and/or
- the nature of the work (e.g hazard pay)?

Common mistake



- Question asks if the facility is not paying workers premium pay in line with legal requirements.
- Facility misunderstands intent and answers “Yes” even when in line with legal requirements.

Do it right



- Facility should answer “No” if they are providing premium pay to all applicable workers as legally required.
- Review “More Info” for additional guidance.



How to fill in the Tool: avoiding mistakes

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
1.4.0

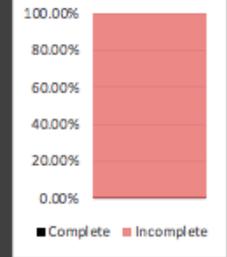
0.00% : Working Hours

0.00% : Health & Safety

0.00% : Above & Beyond

0.00% : Wages & Benefits

You are
here: FACILITY PROFILE - Step Selection -



Question [WB-WAG-16 and WB-WAG-17]

- Are overtime allowances provided/paid in line with legal requirements?
- Which of the following facility social insurance contributions (both calculations and types required) are in line with legal requirements?

**Common
mistake**

Normally facility
responds with
“Yes”.

Do it right

India has a law on facility deduct and deposit related to Provident Fund and Medical (EPF). India has no law on Work-related injury/ illness/ death, Unemployment and Maternity. This should be taken into account when answering the question.



Submitting Your Self-Assessment Data



Submit your data on an AH platform to complete the assessment

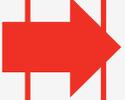
Fill in data in
offline Tool
and upload to
AH platform



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;
 - questions that are not allowed to be left blank are filled in;
 - the Tool is 95% 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.

*Starting with CAF v1.4.2

Submitting your assessment on FFC

● Demonstration Facility North - 93610

SLCP Info **SLCP Assessment** Verified SLCP Assessment(s)

SOCIAL & LABOR CONVERGENCE

[View Assessment in Read-Only mode](#)

100.00% Complete

Status : Verification Requested (ASC) [Change Status](#)

FFC Assessment ID : 260157

Assessment Start Date : 29-March-2021

Verification Requested On : 29-March-2021

Verifying Body : UL(VB294236) [Change VB](#)

Start Verification Deadline Date : 18-May-2021 ⓘ

Questionnaire Name : SLCP Assessment v1.4

SLCP Assessment ID : PRJ282704

Started By : JoeyTest@yopmail.com

Verification Requested By : JoeyTest@yopmail.com

Verifier : Requested

Verification Completed On :

Grace Period End Date :

Submitting your assessment on Higg

Assessment Status
Assessment Completed (ASC)

Self-Assessment - Posted
 100 %

Verified - Not posted
--

Assessment ID 
fslmsurvey:9405989f-a7d0-4f6a-
bf87-d8a26c68acc9

SLCP Assessment ID
--

Verifying Body
--

Verifier Contact
--

CAF Version
1.4

View
[View FSLM](#)

Download Assessment
[CSV v2 / scores](#) [Excel EN / ZH](#)

Total Scores

Overall scores

74.1%

Total for self-assessment

--

Total for verified assessment

Section Scores

Total points received for each section.

[View Details](#)

Step Scores

Total points received for each applicable step.

[View Details](#)

Risk Scores

Total points received for each risk category.

[View Details](#)

Area of Focus and Improvement 5

Opportunities for improvement and focus, based on high-level mapping of SLCP Questions to Better Work Zero Tolerance Protocols, ILO Core Conventions, and the level of risk to the employees and facility.

[View Details](#)

 [CSV](#)

Legal Compliance 0

Total points received for meeting legal compliance.

[View Details](#)

 [CSV](#)

Flagged Questions

Questions flagged by verifiers for not being in line with legal requirements.

This report is not available

Verifier Notification

Questions marked as Inaccurate or No Response by Verifier
This report is not available



Questions?

If you are ever lost...

The screenshot shows the SLCP Helpdesk website. At the top left is the logo "SOCIAL & LABOR CONVERGENCE". To the right are navigation links: "Submit a request" (highlighted with a red box), "e-learning", "SLCP website", and "Sign In". Below the navigation is a large banner image of a woman in a red sari working with white fabric. The banner contains the text "SLCP Helpdesk" and a search bar with the placeholder "Search". Below the banner are five main navigation buttons: "SLCP explained", "I am a Facility", "I am a Brand", "I am a VB/Verifier", and "Better Work & SLCP". At the bottom, there is a "Promoted articles" section with three article titles: "Manual to the SLCP Helpdesk", "Step-by-step guidance: How do I start and complete the SLCP assessment process?", and "SLCP Facility Training Webinars CAF 1.4". Below the first article is a link to "Upcoming training sessions by Training Bodies (TBs)".



Sahana Kubsad



Huyen Le Thi Thu



Jessica Jia



Sevinc Aktas Ilgun



Urtty Majumder

www.slconvergence.org/helpdesk



Join the upcoming training



Verifying and sharing SLCP verified data (Kannada)

13 April | 14:00-16:30 IST | [Register here](#)

In this session we will take you through the verification process and give you an idea of what you can do with your facility's verified data set once available. You will have a clear picture of what your role is and what you can expect from others.

SOCIAL & LABOR CONVERGENCE Submit a request e-learning SLCP website Sign in

SLCP Helpdesk

Search

SLCP explained I am a Facility I am a Brand

I am a VB/Verifier Better Work & SLCP

Promoted articles

How can I provide SLCP with my feedback? Manual to the SLCP Helpdesk How do I register my facility on the Gateway?

Step-by-step guidance: How do I start and complete the SLCP assessment process? **SLCP Facility Training Webinars** Upcoming training sessions by Training Bodies (TBs)

Visit the [SLCP Helpdesk](#) to find:

- ✓ Registration information for all upcoming sessions
- ✓ Links to training recordings and slide decks

Before you go...

Help us improve future training by giving us your feedback. It is anonymous.



<https://www.surveymonkey.com/r/SJWRXCZ>





Thank you!