Social & Labor Convergence Program (SLCP)

Decent working conditions in global supply chains.

SLCP Facility Training Webinar
The Data Collection Tool
29 May 2024

Social & Labor
Convergence
Program

Welcome to today's webinar!

Social & Labor Convergence Program (SLCP)

Decent working conditions in global supply chains.

What will you learn today?

- ✓ Which brands are accepting SLCP data

- ✓ How to implement WE Tech and the benefits for facilities

- ✓ 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

Presentation   Guest speakers   Quizzes   Room for questions

Social & Labor Convergence Program

Introduction

Davina Reid-Phillips

Customer Success
Senior Manager

Elizabeth Otten

Training Manager

Reshma KT

Support Associate
India

Sevinc Aktas Ilgun

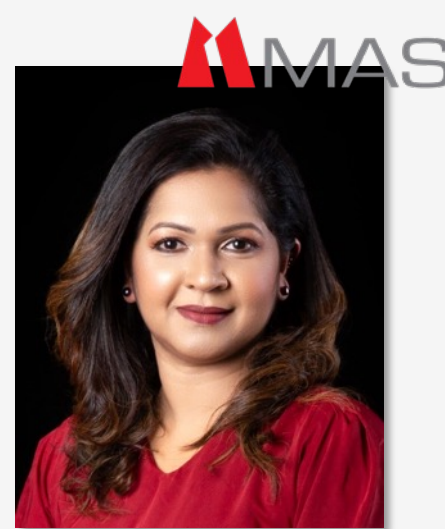Support Manager

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Meet the speakers

Krishna Sahu

Program Manager – SLCP & Higg FEM & Lead Trainer

Rochak Jain

Senior Partnerships Associate

Shyamali Liyanage

Deputy General Manager

Compliance & Social Sustainability

TC Vijayakumar

Specialist Supply Chain Sustainability

Social & Labor Convergence Program

POLL

About SLCP

What is SLCP?

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

Implements the Converged Assessment Framework (CAF) to collect & verify social compliance data.
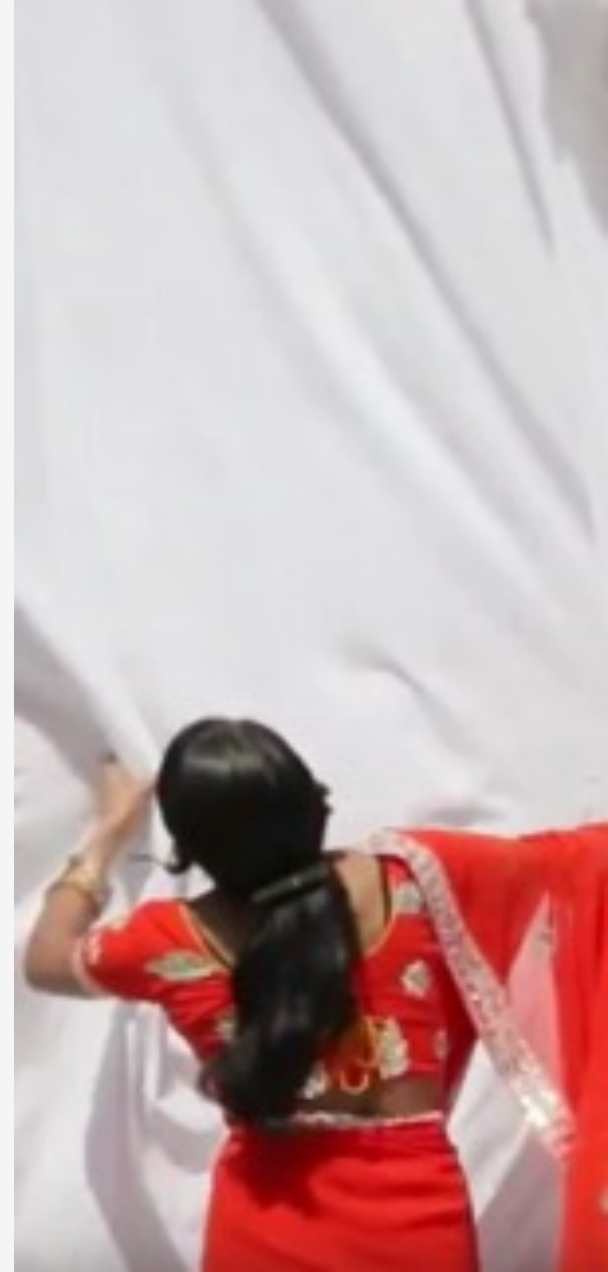
SLCP verified data is owned by the facility and can be shared with all business partners.
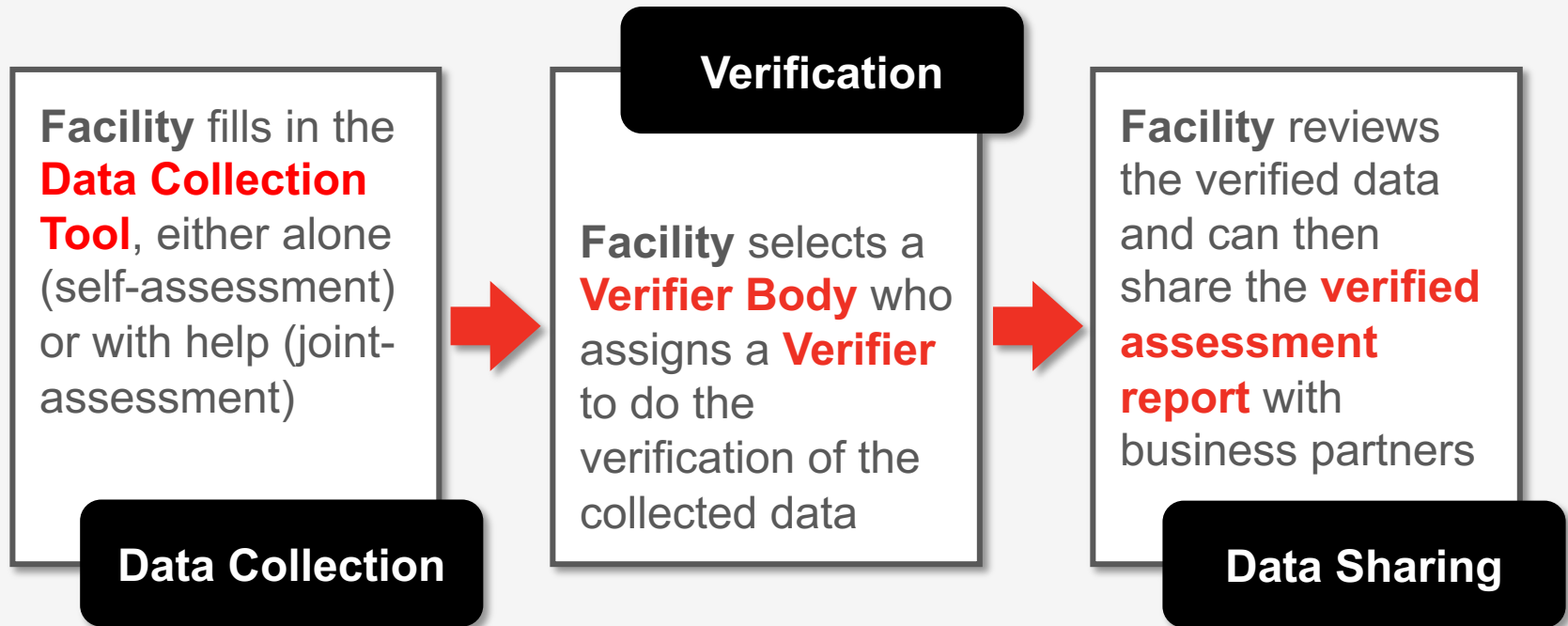
Replaces the need for repetitive audits and frees up resources for improvement programs.

Provides credible data that supports end-users to meet due diligence requirements
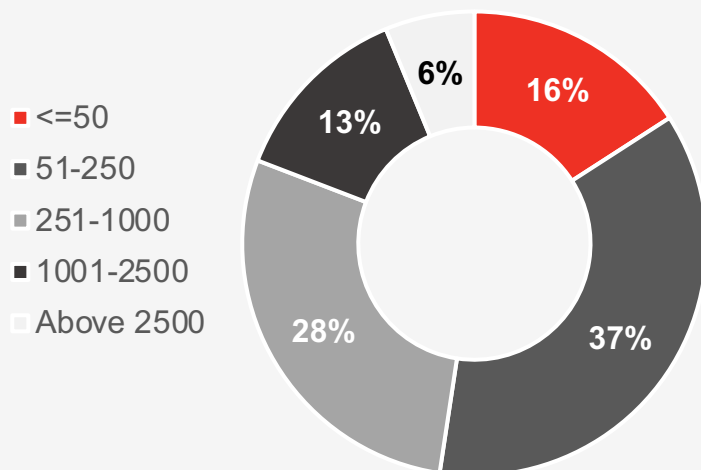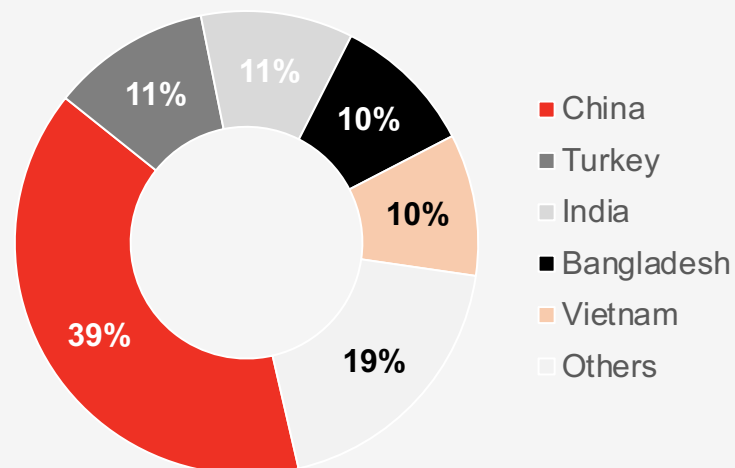
Three stages of the SLCP assessment process

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

Data Collection

Verification

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

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

Data Sharing

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2023 facility data

2023 facility breakdown by size

Legend:
- <=50
- 51-250
- 251-1000
- 1001-2500
- Above 2500

Chart values: 16%, 37%, 28%, 13%, 6%

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

2023 country breakdown of verified assessments

Legend:
- China
- Turkey
- India
- Bangladesh
- Vietnam
- Others

Chart values: 11%, 11%, 10%, 10%, 19%, 39%
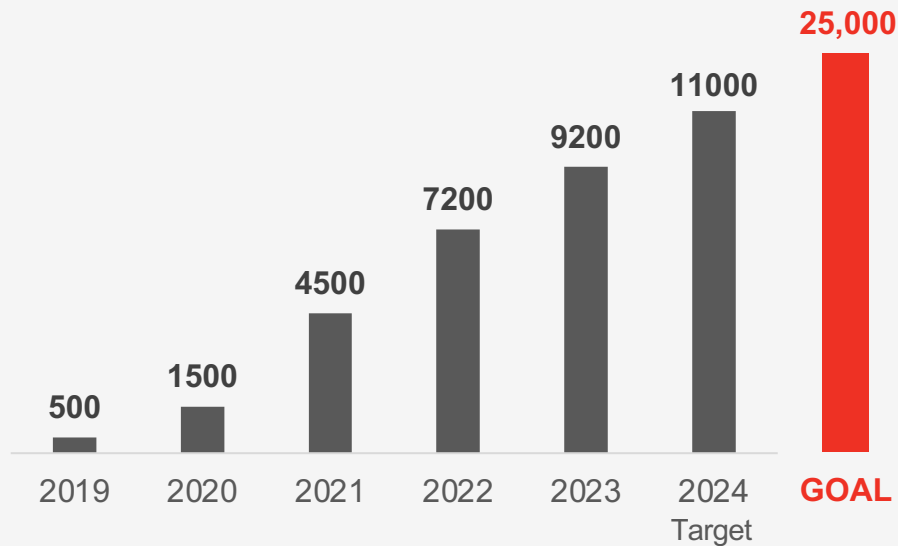
SLCP usage is becoming more worldwide. New users in India and Bangladesh account for this diversification in 2023.

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SLCP growth

Growth in verified assessments

Year	Value
2019	500
2020	1500
2021	4500
2022	7200
2023	9200
2024 Target	11000
GOAL	25,000

2024 Facilities in the SLCP Process

ASI	ASC	VRP	VRC	VRF
1,224	1,018	661	247	2,637

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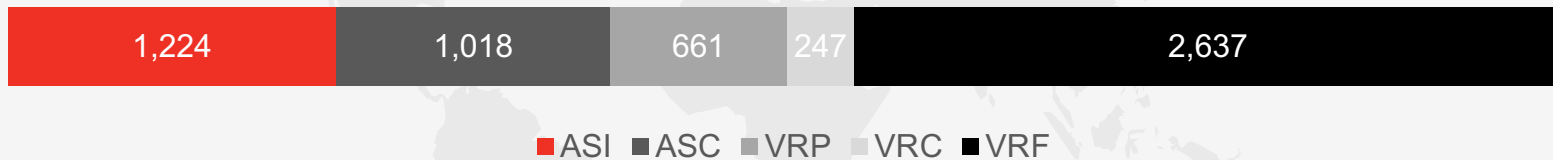
85+ brands & standard holders accept SLCP data

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

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Benefits from adopting SLCP

Facilities have experienced…

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

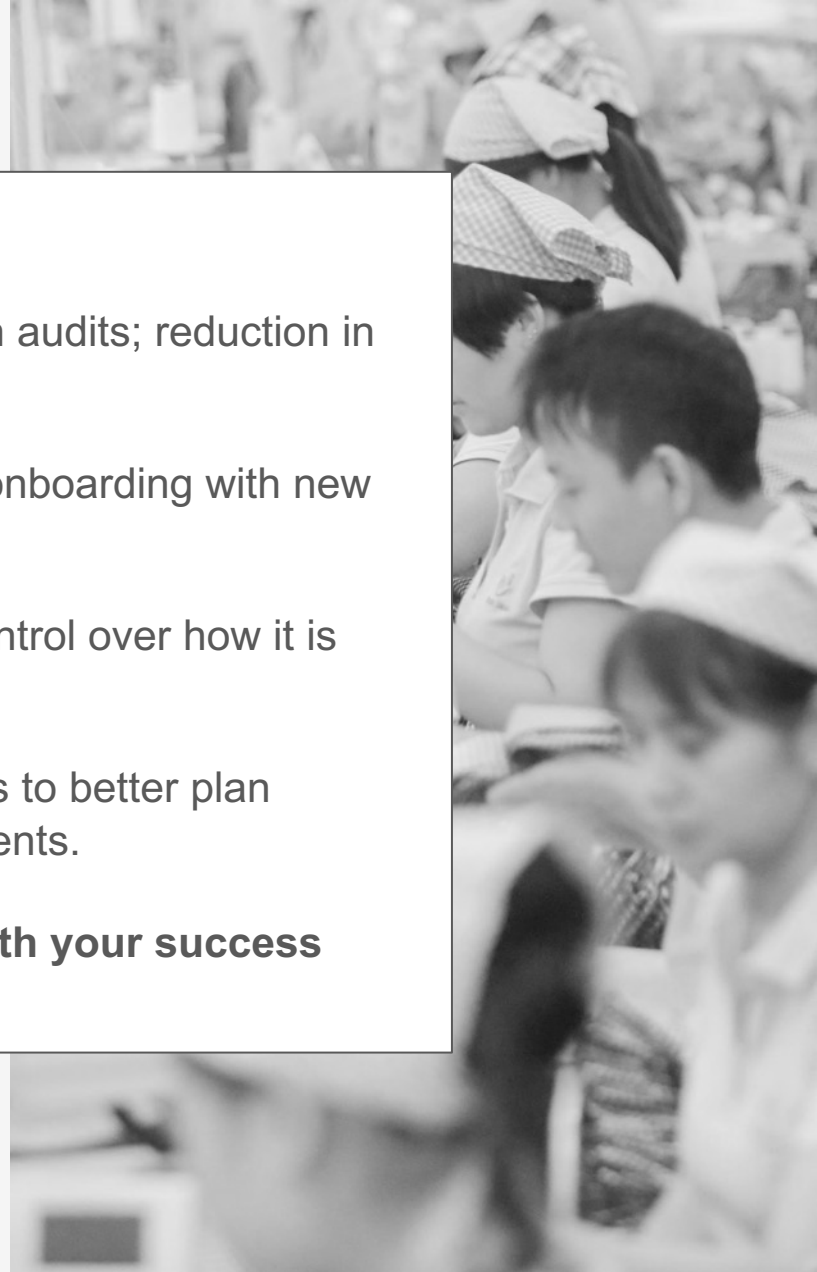Wide acceptance of SLCP expedites onboarding with new business partners

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!

Preparing to Fill in the Data Collection Tool

Objective data

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

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

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

There is no…

✗ Scoring or ranking

✗ Benchmarking against other initiatives

✗ Ensuring compliance against certification schemes or company CoC

✗ Providing remediation efforts

This makes SLCP compatible with all compliance and certification programs.

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

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

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

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

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

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

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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.

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Step data

2023 Step Selection

- Step 1
- Step 2
- Step 3

19%

48%

33%

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%
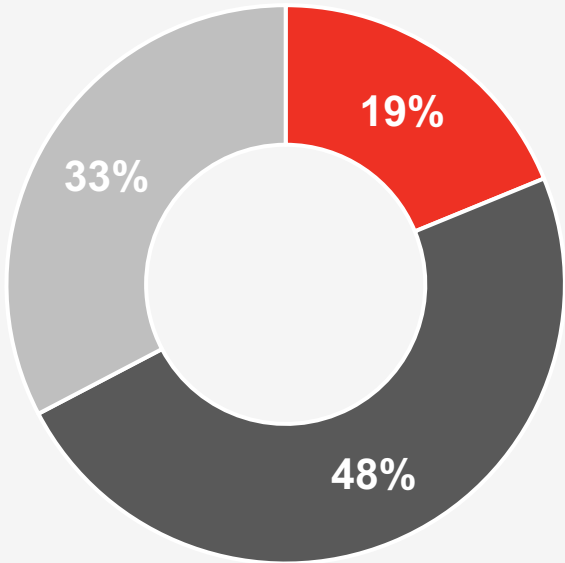
Most facilities choose to complete Step 2 in the Tool

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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

*VB who executes the facility's join-assessment can't be the same as the VB who conducts the facility's verification.

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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^ available in the [Verification Protocol](#).

*As a new facility, at least three months of data is required to fill in the Tool.
^Not all documents will apply to your facility operations.

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Know your documents

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

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

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

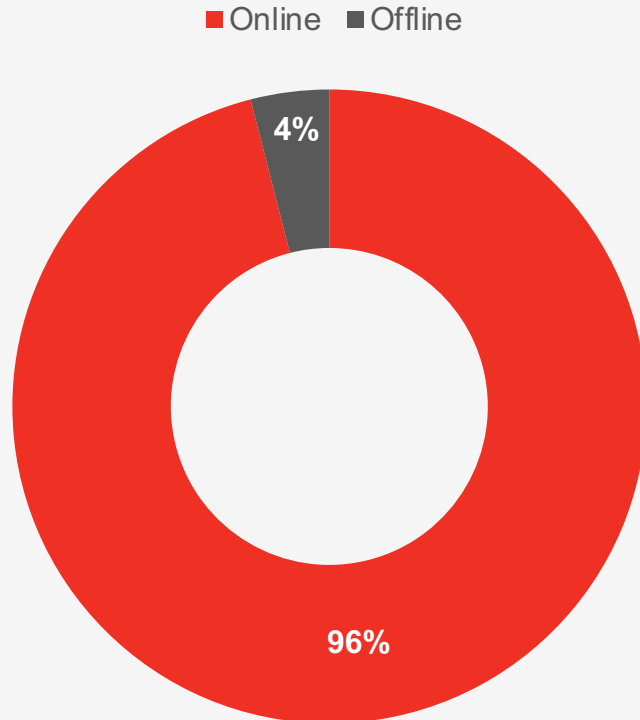# Data can be collected online (Accredited Host) and offline (Excel)

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Online vs. offline

2023 Assessment Completion

■ Online ■ Offline

4%

96%

SLCP recommends filling in the Tool **online** on an Accredited Host platform.

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

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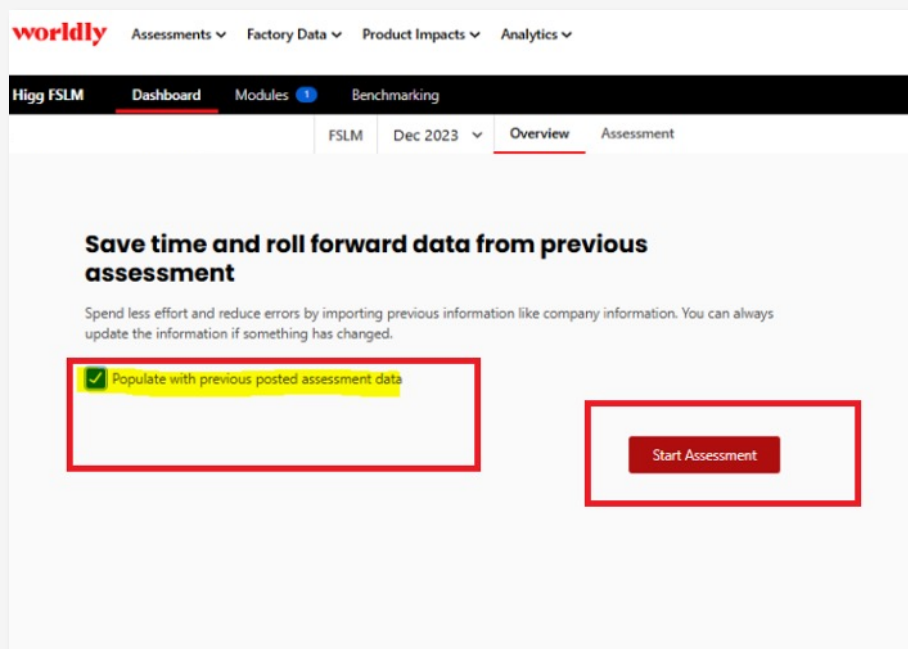
Before you start your assessment, you are prompted with the question of whether you want to roll over data from your previous assessment.

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

Shyamali Liyanage
MAS KREEDA

MAS KREEDA
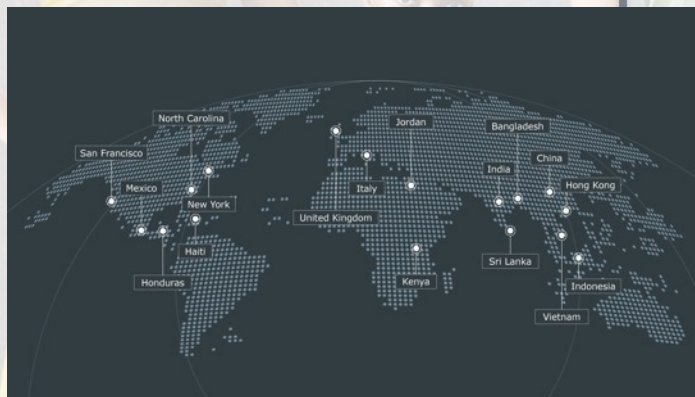
"MAS KREEDA a dedicated vertical of MAS Holdings producing revolutionary high-performance sportswear "

MULTI CLASS SUPPLIER

09

MATERIALS
ENGINEERED
FLAT &
CIRCULAR KNIT
CVC & CVS
FLEECE
BRA CUPS
ELASTICS
HOOK & EYE

APPAREL
BODYWEAR
KNIT
FLEECE
TEE
WOVEN

E.KNIT
CIRCULAR
KNIT
WARP KNIT
FLAT KNIT

BRA

$458+MN

71MN
PCS

ANNUAL TURNOVER FY22

PRESENCE

03
COUNTRIES

78%

4%

18%
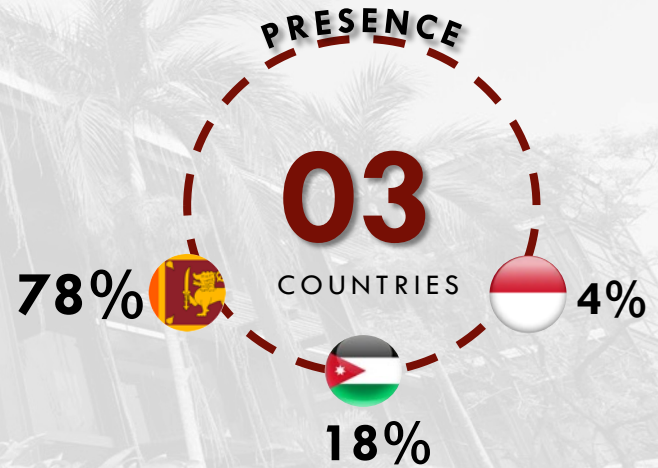
20,000+ Employees

11 Local & Foreign Manufacturing Facilities

MAS KREEDA - SCOPE

Tier 1
11

Tier 2
9

EMB Subcontractor
12
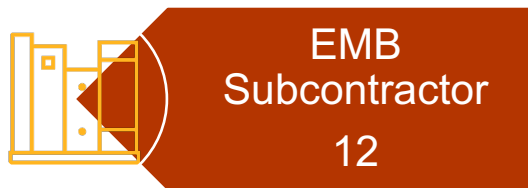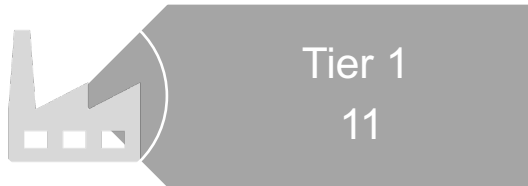
Tips for preparation

1. Policy Alignment

2. Data Gathering Sheet

3. Standardize Training Materials

4. List of Documents

5. Standardize Answer sheet – Colour Coded for Common Questions & location specific questions

Proper preparation for your assessment will···

- Save time for everyone involved

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

- Better equip you to answer questions related to legal requirements

Benefits of SLCP

1 Assessment for all Customers

It is a self-reflection

It is acting like a guide to align the systems and processes

Section by section – A comprehensive check

What is WE Tech?

Worker Engagement Technology (WE Tech) provides a digital platform for workers to **directly** and **anonymously** report information.

Provides clearer insights into the worker experience

Improves verification of sensitive data (e.g., discrimination)

Increases worker involvement

Contributes to SLCP's aim of reducing audit fatigue and improving social and labor conditions

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How does WE Tech work?

WE Tech takes the form of a worker survey via automated pre-recorded calls (i.e., interactive voice response), or via an online survey.

The WE Question Set…

Consists of 20 multiple choice questions related to facility working conditions (e.g., worker satisfaction; discrimination; harassment; forced labor; health and safety; grievance mechanism; wages and benefits).

Intends to complement, not duplicate, the CAF Tool questions.

Can be conducted either onsite at the facility or in the privacy of the worker's personal space (e.g. via mobile phone).

This makes the WE Question Set an effective tool for cross referencing with other documentation to ensure an even more accurate interpretation of facility working conditions.

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WE Tech process overview

⭐ WE Tech is **mandatory** for full virtual verifications and highly encouraged for all verifications.

Select Service Provider

✓ The facility must select and work with an SLCP approved Service Provider to complete the Worker Engagement (WE) Question Set. The list of approved Service Providers can be found on the Helpdesk.

Conduct WE Tech

✓ The WE Tech survey must be done prior to the completion of the self/joint-assessment and start of the required verification.

✓ The facility must use an existing worker committee or worker/ trade union representatives to complete the WE Tech survey.

Review Summary Report

✓ The WE Tech Summary Report is generated from the anonymous and aggregated worker responses; results are shared by the Service Provider with the facility for review.

✓ The facility uses the WE Tech Summary Report to inform their self/joint-assessment; keeping in mind worker feedback as they build an improvement plan (as applicable, depending on the results of the survey).

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What must the facility do with the WE Tech Summary Report?

Analyze the Summary Report data to identify areas in need of further investigation **while** completing the SLCP self/joint-assessment.

Provide evidence of how they used the Summary Report data in the self/joint-assessment.

Use the Summary Report data to write up an **improvement plan** (if applicable).

Upload the WE Tech Summary Report (and improvement plan) as an attachment to question FP-BAS-27.

Note: After the WE Tech Summary Report (and improvement plan) is uploaded (either by the facility of Verifier), anyone who the facility shares their SLCP verified assessment report with will also be able to view the WE Tech results (and improvement plan).

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WE Tech-related questions in the Tool

The facility can signify their use of WE Tech by answering several questions under the Facility Profile Section of the Tool.

Question: **FP-BAS-27**

"Were workers' representatives and/or workers involved in the self/joint-assessment process?"

Question: **FP-BAS-27.1**

"If yes, which SLCP approved Service Provider was used?"

Question: **FP-BAS-27.2**

"If yes, please enter the unique ID for the project completed with the SLCP approved Service Provider associated with this assessment."
Facility will receive a unique ID from the SLCP approved Service Provider.

Question: **FP-BAS-27.3**

"If yes, please describe how workers' representatives and/or workers were involved in the self/joint-assessment process."

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Benefits of using WE Tech

Formation of a Worker Engagement Committee can help increase trust between workers and management and build capacity for HRDD.

Enable facility management to better understand important workplace issues not evident from traditional onsite interviews.

When workers feel heard and their concerns are addressed, their productivity and motivation increase, leading to enhanced operational effectiveness and efficiency.

Showcases facility as innovative and responsive to workers' needs.

Brands are keen to use WE Tech thereby strengthening facility/brand relationships.

Builds trust, increases productivity, and strengthens business relationships!

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Want to learn more?

View Introduction to SLCP WE Tech Webinar

Helpdesk FAQ

WE Tech on SLCP Website

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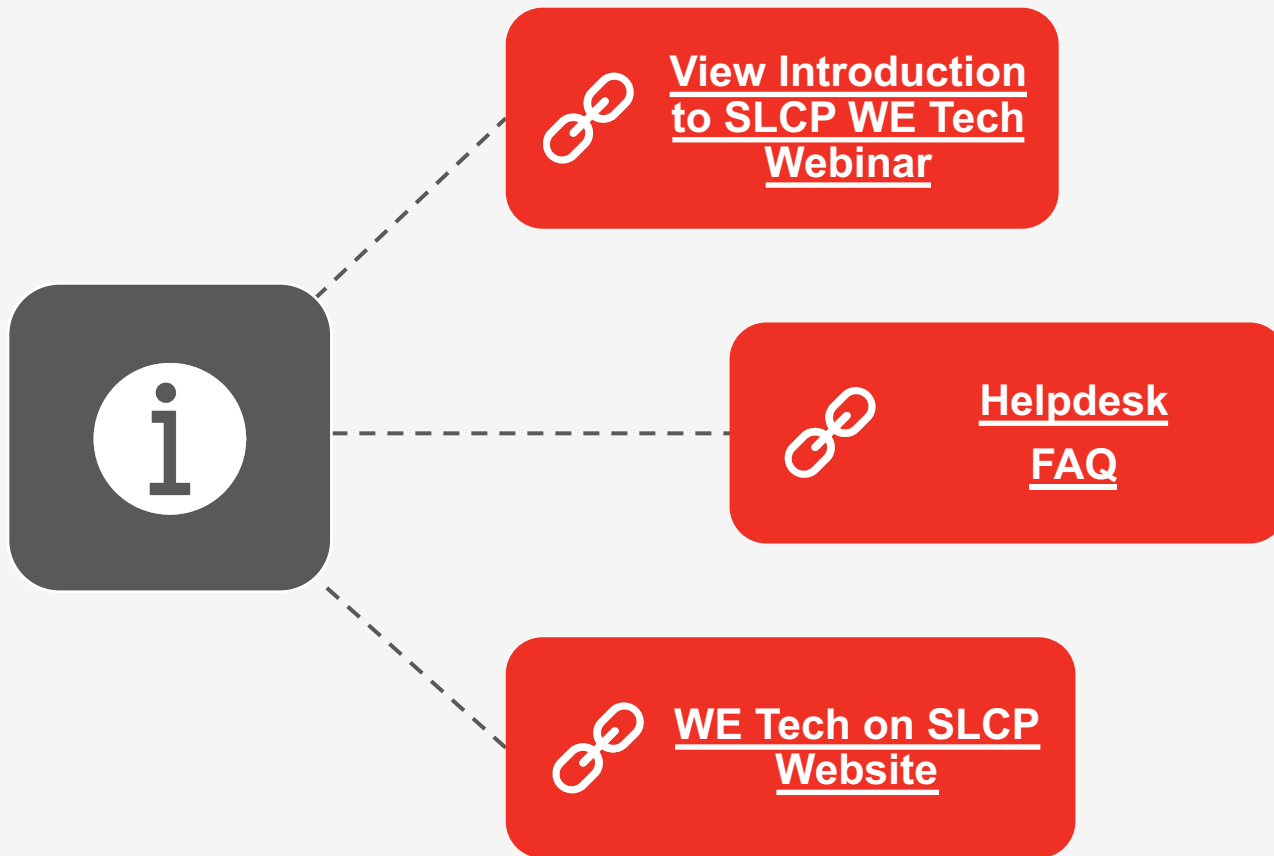
Rochak Jain
Good Business Lab

gbl.
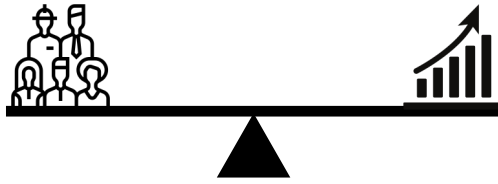
Good Business Lab (GBL) is a non-profit, dedicated to improving the lives of low-income workers everywhere

We believe that creating better conditions for workers is the most sustainable way to transform labor markets and enable all workers to live dignified lives.

gbl.
good business lab

Worker wellbeing is good business

gbl.

Our Focus Areas

 Advancing women's economic growth: Enable women to engage in paid work and firms to reach untapped labor

 Closing the skill gap: Train workers effectively in the skills they need to thrive at work

 Improving work environment: Provide an amicable and more conducive work environment

 Building holistic health: Safeguard against stressors to health

gbl.

Understand the problem through extensive qualitative research and co-design the intervention.

Evaluate the impact of the intervention

Share insights across our platforms through a variety of multimedia content.
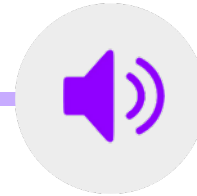
Lead businesses to adopt interventions and "productize" learnings to take to market
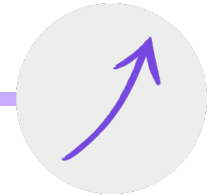
SHAHI

Provided access to their workers and their shop floor to understand issues affecting workers

THE CHILDREN'S PLACE

Provided funding to evaluate the effects of deploying a worker voice tool in an apparel factory

PVH

Participated in a panel on worker voice with GBL and our firm partners

GANNI

Endorsed the implementation of our soft skills training program with their suppliers.

We use rigorous research to evaluate the impact of worker well-being programs.

gbl.

Introducing Inache:
a two way, anonymized worker communication tool

- We designed a **multilingual, anonymized tool** that allows workers to send messages and concerns with ease through their phones.

Interactive reporting dashboard

Incentive Program

Voice Call 24x7

Multilingual SMS

Broadcast Messages

Multiple trainings for Factory management

RALPH LAUREN

H&M

GANNI

THE CHILDREN'S PLACE

SHAHI

RADNIK EXPORTS

P.A.C.E. Gap Inc.

iriedaily

Nudie Jeans co

gbl.

Insights from our collaboration with SLCP

1 GBL is a member of SLCP Technical Advisory Committees (TACs) on Stakeholder Engagement and Country Roll Out

2 We are simplifying the policy landscape in collaboration with SLCP. We are also contextualizing upcoming regulations by designing touchpoints with suppliers

3 Joint blog with SLCP on 'Enhancing Global Supply Chain Transparency

Join the upcoming webinar co-hosted by GBL and SLCP

Human Rights Due Diligence: Opportunities and Impacts for Indian Suppliers

27th June 2024
1:00pm CET / 4:30pm IST

QUIZ

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Quiz

1. What are the three stages of the SLCP assessment process?
    Data collection, verification, data sharing

2. Who decides if the facility will conduct a self-assessment or joint-assessment?
    The facility

3. SLCP recommends filling in the Tool…
    Online on the Accredited Host platform

4. The WE Question Set intends to compliment, not duplicate, the Data Collection Tool questions.
    True

5. For facilities using WE Tech, no further action is required after the Summary Report is generated.
    False

QUESTIONS?

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BREAK

Social & Labor
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TC Vijayakumar
Puma

PUMA SLCP JOURNEY

2025

T C VIJAYA KUMAR SA

MAY 29, 2024

FOREVER.FASTER.

PUMA'S 2025 SUSTAINABILITY TARGETS

Human Rights
(SDG 3, 5, 8 and 10*)

Biodiversity
(SDG 14 and 15*)

Fair Income
(SDG 1, 2 and 10*)

Health and Safety
(SDG 3*)

PUMA
SUSTAINABILITY
TARGETS
2025

Circularity
(SDG 9, 12, 14 and 15*)

Chemicals
(SDG 3 and 6*)

Products
(SDG 12*)

Water and Air
(SDG 6, 14 and 15*)

Climate
(SDG 7 and 13*)
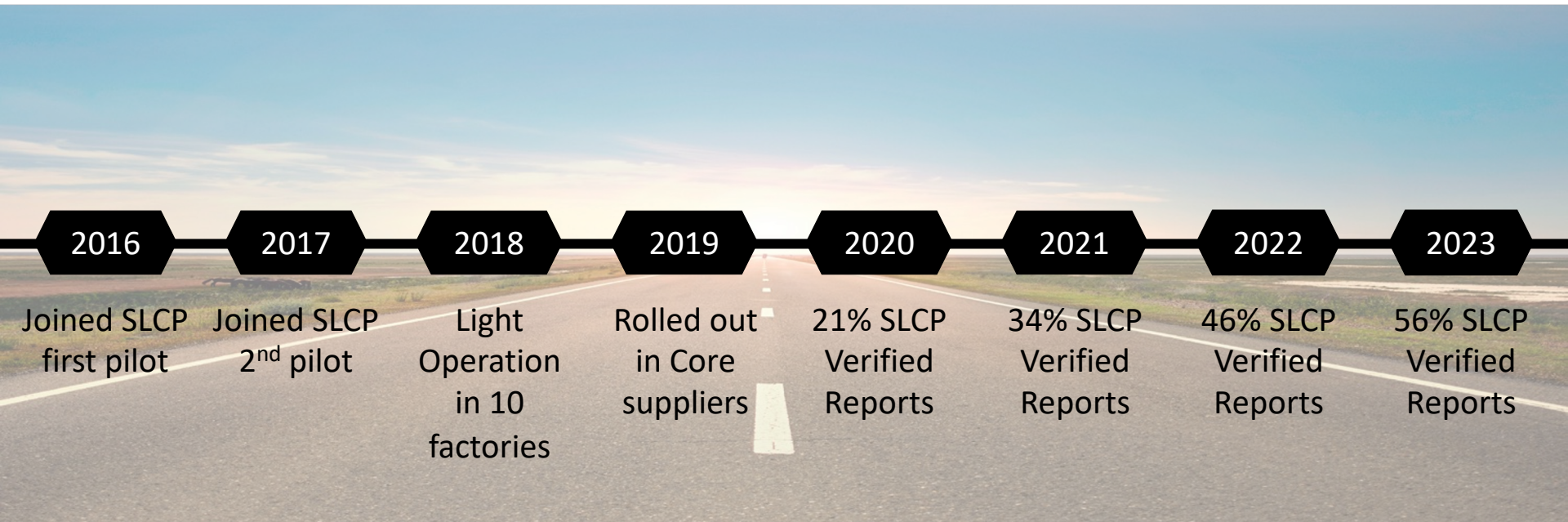
Plastics and the Oceans
(SDG 3, 14 and 15*)

*   SDG: United Nations Sustainable Development Goals

FOREVER.FASTER.

FOREVER BETTER & SUSTAINABILITY

"In an Industry where many suppliers are shared among brands, we cannot do it alone. Therefore, we are working with our industry peers towards harmonizing sustainability standards and join efforts towards implementing good practices to create positive impact"

PUMA SLCP JOURNEY

2016	2017	2018	2019	2020	2021	2022	2023
Joined SLCP first pilot	Joined SLCP 2nd pilot	Light Operation in 10 factories	Rolled out in Core suppliers	21% SLCP Verified Reports	34% SLCP Verified Reports	46% SLCP Verified Reports	56% SLCP Verified Reports

SLCP IN ACTIONS

worldly / FFC	We have worked with Fair Factories Clearinghouse (FFC) to map the SLCP data to our Code of Conduct. Other brands using FFC - which share factories with PUMA can assess this data
BetterWork	The collaboration of Better Work and SLCP to end duplication and produce actionable data provide us with consistent data from our suppliers on a more global scale
FOREVER. FASTER.	We encourage suppliers to use SLCP, as long as they have more than one client accepts SLCP, no matter it's APP, ACC, FTW, and its tier level.

SLCP BENEFITS TO PUMA

- The extensive nature of the SLCP verified data set has helped to identify issues for remediation

- Onboarding new suppliers can be a significantly faster process if they already have an SLCP verified assessment

- SLCP is an ideal tool for building long-term relationships with suppliers and supporting them to own their social and labor data

- Our suppliers acknowledge the reduced of audits duplication led to some significant savings

- It support possible collaboration among brands on capacity building and remediation, which will avoid duplication of corrective action plans and factory management training.

- Our suppliers get more time to work on the remediation, instead of facing multiple brand audits.

THANK YOU! THANK YOU! THANK YOU!

Q & A

FOREVER BETTER

FOREVER.FASTER.

Filling in the Tool

The basics

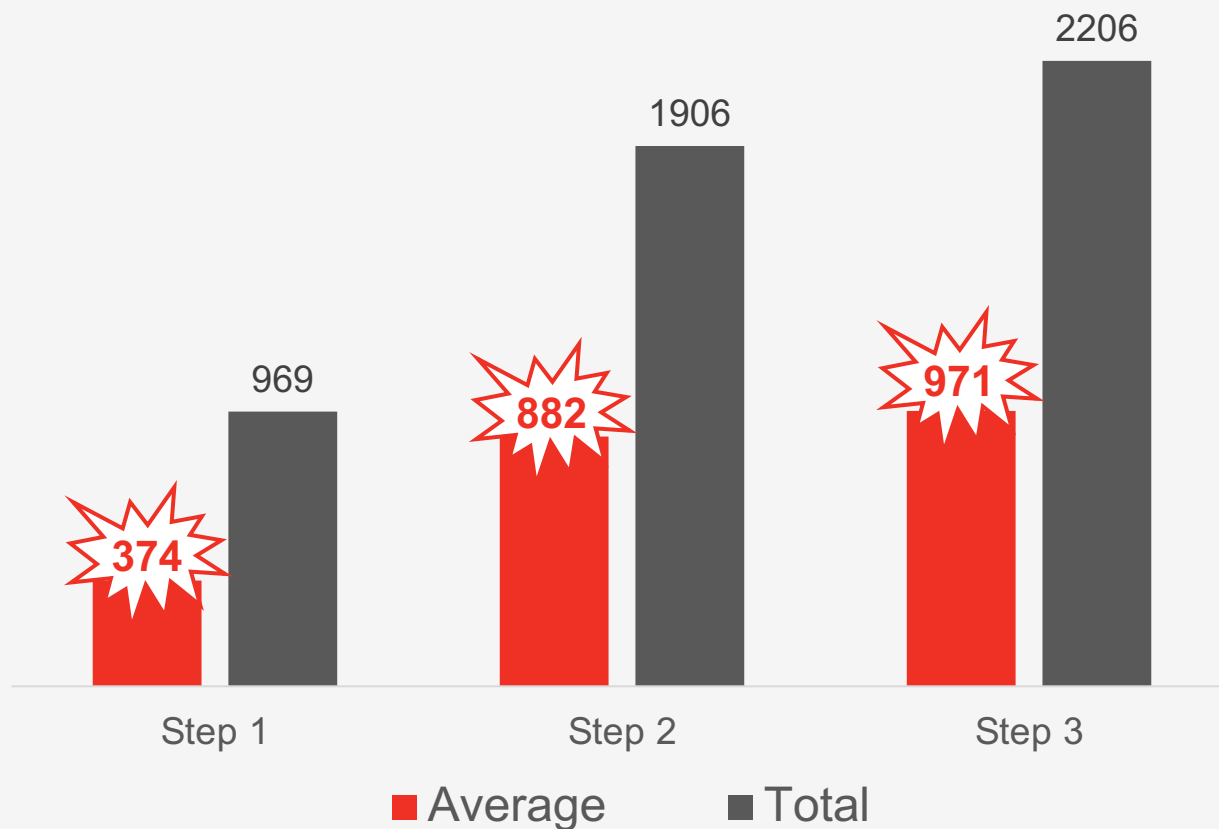The Tool must be **100%** complete to submit on the Accredited Host platform.

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.

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

Types of explanatory information provided in "More info":

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

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

➢ **"Select"** is a drop down

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

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

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

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

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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.

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

Remember…

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

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

Facility Comments

At the end of each section there is an area to describe any concerns or difficulties with questions listed in the section. You can provide information in free text form 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.

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What are applicable legal requirements?

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

If a question references the law

❑ *"in line with legal requirements"*

❑ *"in line with legal limits"*

❑ *"legally required"*

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

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

Applicable legal requirements include:

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

✓ Laws and regulations that apply in the jurisdiction

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

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

Check "More Info!"

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

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

If there are applicable legal requirements in your country, select:

Yes / No

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

No applicable legal requirements

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No applicable legal requirements

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

✓ Select "No applicable legal requirements"

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

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

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

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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)

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 take-home 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.

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

RH-FOR-2		Does the facility follow any of the following practices concerning prison labor? (SELECT all that apply with a "X")	
RH-FOR-2-1	Prison laborers have not freely and formally consented to perform the work	Info	"X" to select:
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.)	Info	"X" to select:
RH-FOR-2-3	There is no supervision and control by a public authority	Info	"X" to select:
RH-FOR-2-4	None of the above		"X" to select:

BEFORE (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 (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.

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

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

HS-BUI-5		Does the facility have any of the following safety measures in place for flooring? (SELECT all that apply with a "X")	
HS-BUI-5-1	Measures are in place to prevent workers from slipping on floors due to poor construction or lack of maintenance	Info	Select:
HS-BUI-5-2	Measures are in place to prevent standing water due to inadequate drainage	Info	Select:
HS-BUI-5-3	Measures are in place to prevent floor openings and/or holes missing covers/suitable barriers	Info	Select:
HS-BUI-5-4	None of the above		"X" to select:

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?	Info	Select:

⚠️ **Be sure to read each question carefully before answering!**

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

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

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

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Sunsetting CAF v1.5

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.

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Common Misunderstandings

Teks Tech

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Question: WH-WOR-10

Working Hours   **#2 misunderstood question**

Are the reasons for overtime in line with legal requirements?

Common Mistake

✗ Facility is not clear on the applicable laws for overtime but believe they are acting in line with legal requirements, so they answer "Yes".

Do It Right

✓ Facility must first check legal requirements before answering this question.
✓ Facility should answer "No applicable legal requirements" if there are no laws specifying reasons for overtime.
✓ If there are applicable legal requirements, facility should answer "Yes" or "No" depending on their facility circumstances.

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

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Question: WH-WOR-13

Working Hours — **#1 misunderstood question**

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

Common Mistake

- ✗ Again, facility is not clear on the applicable laws for overtime but believe they are acting in line with legal requirements, so they answer "Yes".

Do It Right

- ✓ Facility must first check legal requirements before answering this question.
- ✓ Facility should answer "No applicable legal requirements" if they are not legally required to inform and/or get permission in order to work overtime.
- ✓ If there are applicable legal requirements, facility should answer "Yes" or "No" depending on their facility circumstances.

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.

Program

Question: HS-WOR-4

Health & Safety

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

Common Mistake

✗ 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".

✓ Facilities should only answer "Yes" if there were pregnant or nursing workers present during the assessment period, there are applicable legal requirements, and they were followed by the facility.

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.

Convergence Program

Question: RH-CHI-7.1

Recruitment & Hiring

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

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

Common Mistake

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

Do It Right

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

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

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

Program

Question: WB-WAGE-18

Wages & Benefits

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

Common Mistake

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

Do It Right

✓ Facility must check legal requirements for overtime allowances and if there are none, answer "No applicable legal requirements".

✓ Even when the facility pays for overtime allowance, if there are no legal requirements they must answer with "No applicable legal requirements". In this case, if the facility wants their overtime allowance policy included in the report be sure to attach the policy and alert the Verifier in the facility comments.

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

✗ 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.

Program

Question: HS-EME-8.1

Health & Safety

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

Common Mistake

✗ Facility answers "Fire extinguishers in all areas".

Do It Right

✓ Facility should follow the "More Info" guidance and provide a detailed explanation, including 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

✗ 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.

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Health & Safety

Does the facility use portable ladders?

Common Mistake

✗ 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".

		Does the facility have any of the following safety measures in place related to portable ladders? (SELECT all that apply with a "X")	
HS-MAT-4			
HS-MAT-4-1	Portable ladders have been inspected for damage and maintenance	"X" to select:	
HS-MAT-4-2	Ladders have locking devices so that they are secure when open or in use	"X" to select:	
HS-MAT-4-3	Workers are trained to place ladders on a secure, even surface when in use	"X" to select:	
HS-MAT-4-4	The facility prohibits tying or fastening together ladders to achieve additional height	"X" to select:	
HS-MAT-4-5	The facility prohibits placing ladders in front of any doors that may or may not be locked or guarded	"X" to select:	
HS-MAT-4-6	The facility prohibits using ladders in the horizontal position as a platform or scaffolding	"X" to select:	
HS-MAT-4-7	Ladders are secured when not in use	"X" to select:	
HS-MAT-4-8	None of the above	"X" to select:	

Convergence Program

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

✗ 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-1-1

Above & Beyond

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

❑ Health Education

Common Mistake

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

Do It Right

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

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

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Question: WB-WAGE-141

Wages & Benefits

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

Common Mistake

✗ 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.

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QUIZ

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Quiz

1. Filling in the Tool requires the facility to engage multiple departments and collect/review various documents.
   True

2. All documents that facilities attach on the AH platform will be part of the final verified assessment report that can be shared with your business partners.
   True

3. It is up to the facility to decide in which language they fill in the Data Collection Tool.
   False

4. What should a facility do if there are no applicable legal requirements for a certain question, but they have a relevant policy and want it included in the report.
   All the above

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

QUESTIONS?

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If you are ever lost...

www.slconvergence.org/helpdesk

Ceren Karpuz

Han Nguyen
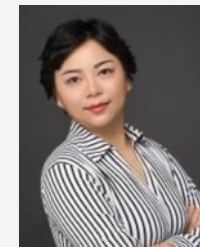
Jessica Jia

Reshma KT

Sevinc Aktas Ilgun
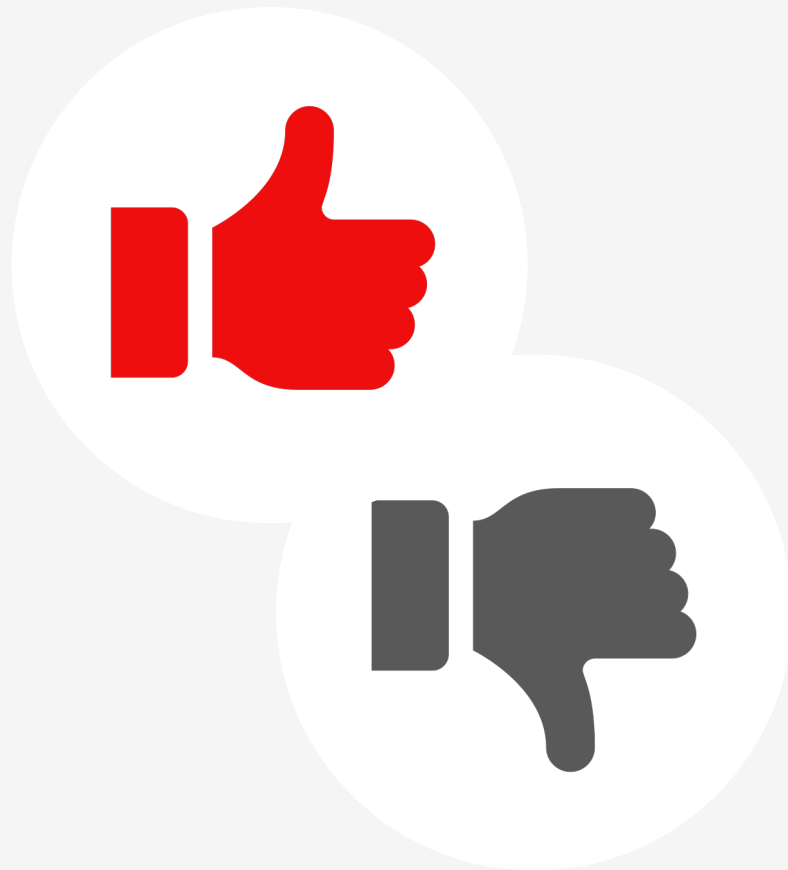
Urtty Majumder

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THANK YOU!