

Social & Labor Convergence Program

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

SLCP Data Collection Tool
April 12, 2021



Welcome





How to Zoom?

Ann
Wilkins

Jack
Zhong



You are viewing Webinar Zoom's screen

View Options

Social & Labor Convergence Program

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

Audio Settings

Chat

Raise Hand

Mute

Leave Meeting



Today's agenda

Topic	Time	Objective
1) Getting Acquainted	10 min.	Understand who is on the call and what we aim to do today.
2) Introducing SLCP	20 min.	Introduction to SLCP and what we aim to do.
3) SLCP Assessment Process	25 min.	High-level overview of the assessment process and an introduction to the Accredited Host platforms.
4) Content of the Tool	20 min.	Clarity on the type of data that is collected through the Tool.
Break	5 min.	Get a refreshment or visit the restroom 😊
5) Navigating the offline Tool	30 min.	Walk-through the offline Tool and its features, which help you navigate and complete it.
6) Filling in the Tool	20 min.	Guidance and tips on how to correctly answer the questions in the Tool
7) Final Q&A	20 min.	To cover any question that has not been answered yet.



Getting Acquainted

Today's teachers

**SOCIAL & LABOR
CONVERGENCE**



Sharon Hesp
Senior
Operations
Manager SLCP

Life in space?
Yes. Look at what
already exists on
earth!



H.M



Kiran Gokathoti
Sustainability
Manager

Life in space?
Yes

ga



**Ashoka
Narayanappa**
Sr Manager –
Compliance

Life in space?
Yes

**RANDA
ACCESSORIES**



Robert Reid
Senior Manager,
Corporate Social
Responsibility

Life in space?
No. But in other
dimensions yes.

Who are you?

Tell us

- 1) Which location are you dialing in from?
- 2) Which type of organization do you work for?
- 3) How familiar are you with the Data Collection Tool?
- 4) Is there life on other planets?





Introducing 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.

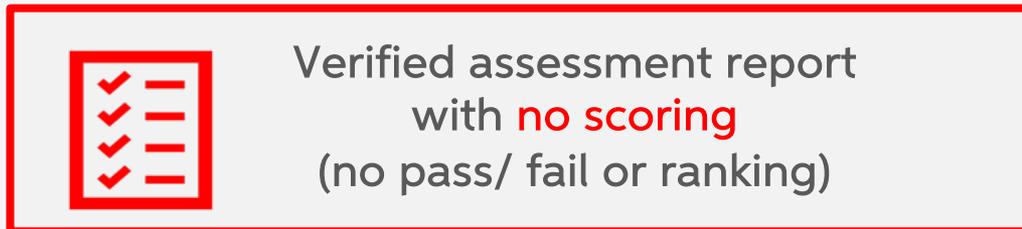


SLCP Tools and Process

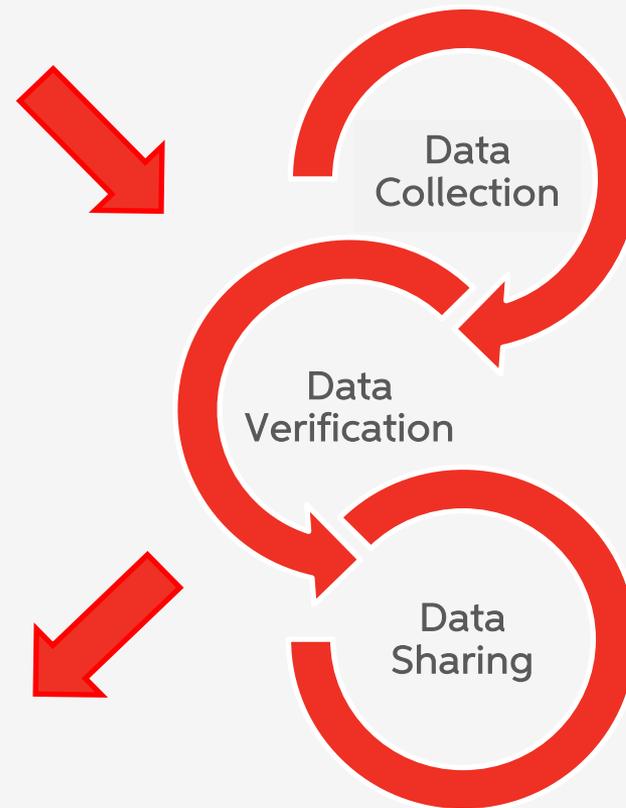
The **Converged Assessment Framework (CAF)** consists of:



The assessment process results in an SLCP verified assessment report:



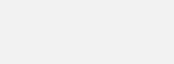
The CAF is used to complete the 3 stages of the assessment process:





Manufacturers using SLCP

For more details, including which countries and tiers each manufacturer has implemented SLCP in, please see the full list on our [website](#).

 ACPL EXPORTS Agra Chains Pvt Ltd (ACPL)	 FASHIONING POSSIBILITIES Arvind Ltd	 Avery Dennison	 TEKSTİL Can Tekstil	 Ciel Textile	 CRYSTAL INTERNATIONAL GROUP LIMITED Crystal International Group Ltd	 DÉCOR (Suzhou) Co. Ltd	 DELTA GALIL INDUSTRIES LTD. Delta Galil
 Dhruv Globals Ltd	 Dongguan Gaiwach Garment Co. Ltd	 EREN SOCKS Eren Socks	 ESQUEL GROUP Esquel Group	 evOLV Evolv Clothing Co. Pvt Ltd	 Fortune Swimwear	 Gokaldas Export	 HANSAE fashion worldwide Hansae Co. Ltd
 HIDDADAMANI Hirdaramani International Exports Pvt Ltd	 HOP LUN Hop Lun	 ISKO ISKO	 MAS CHANGE IS COURAGE MAS	 MILTEKS TEKSTİL SANAYİ VE TİCARET A.Ş. Milteks Group	 Pratibha Pratibha Syntex Ltd	 SAE-A Dominicana SRL	 SAITEX SaiTex International Dongnai (VN) Co. Ltd
 Shandong Tianhong Yihua Tradingng	 SLN Tekstil SLN Tekstil ve Moda San Tic	 TAL Apparel	 TAL Apparel	 Tim Knitting Mills Ltd	 UGUR Ugur Tekstil Sanayi ve Ticaret Ltd Sirketi	 YOUSSTEX INTERNATIONAL Yousstex	

One manufacturer's experience in 2019

Seven SLCP assessments and verifications carried out in total in 2019. 3 in facilities in China and 4 in Sri Lanka.

7

According to their estimations, SLCP saved the manufacturer approximately 20 unnecessary audits in 2019

20

30% of all buyers were willing to accept the SLCP verified data from these facilities instead of conducting their own audit

30%

The manufacturer will continue SLCP roll-out in 2020, including to facilities in Mauritius and Malaysia, saving 30 unnecessary audits

30

The manufacturer says:

"We believe by encouraging our customers to accept SLCP data, both brands and factories can reduce the redundancy of audits and focus on the improvement plans, training, & other beyond compliance programs"



Acceptance of SLCP verified data

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

 7 For All Mankind	 adidas	 Aldo Group	 American Eagle	 ASICS Corporation	 BESTSELLER	 C&A	 Centric Brands	 Columbia Sportswear Co.
 Deckers Brands	 Eileen Fisher	 Fanatics	 Fast Retailing	 Fenix Outdoor International	 G-Star RAW	 Gap Inc	 Grupo Dass	 H&M Group
 Inditex	 Splendid	 KappAhl	 Kathmandu	 Komar Brands	 Levi Strauss & Co.	 L.L.Bean	 Lojas Renner	 MEC
 MUD Jeans	 New Balance	 Nike	 Outerknown	 OVS	 P.J.Salvage	 PUMA	 PVH Corporation	 Randa Accessories
 REI	 SAC	 Target	 Treadler by H&M Group	 Under Armour	 VF Corporation	 WE Fashion	 Williams-Sonoma	 Zalando



Kiran Gokathoti

Social Sustainability Method
Specialist
and Program Manager Health &
Safety

"H&M believes SLCP is the solution to a long-standing problem in the apparel and footwear sector, that of duplicative social audits that are a drain on resources and cause audit fatigue. SLCP can help the industry move beyond compliance to real collaboration and the improvement of working conditions. For this reason, H&M has committed to fully adopting SLCP where possible within our supply chain by 2022."





SUSTAINABILITY PRODUCTION



International
Trade
Centre

**SOCIAL & LABOR
CONVERGENCE**





Jointly towards a better industry

Looking forward to spending resources on improvement actions instead of audits, and to do so in partnership with:



Suppliers

- Ownership of the process, the data and the conditions in a facility
- Knowledge and expertise building



Other brands

- Using the same data
- Alignment on what really matters
- Joint remediation



Any questions?

True or False?

- SLCP aims to reduce audit fatigue
- 40+ brands have committed to replacing their own audit with SLCP
- The SLCP assessment process results in a score regarding your facility's social and labor conditions
- The SLCP assessment process has 2 stages: collect data, share data

Any other questions?





SLCP Assessment Process

At present, facilities host social audits.

Auditors enter your site for interviews, a walk through, to review records and look at your policies.

The facility invests a lot of time in assisting with the audit.

In the SLCP process the facility's role is expanded to include a self-assessment prior to an on-site verification.

This requires even further resources from the facility.

So, why is this self-assessment part of the SLCP process?



At present, the facility is subject to an audit. The end-user, e.g. a brand or standard holder, owns the data and final report.

In SLCP,

- ✓ The facility owns the process: you start it, and then own the data at the end of it. You decide with whom you want to share.
- ✓ You get a full understanding of the working conditions in your facility by filling in the Data Collection Tool.
- ✓ You can identify improvement actions and business opportunities, and take advantage of them.



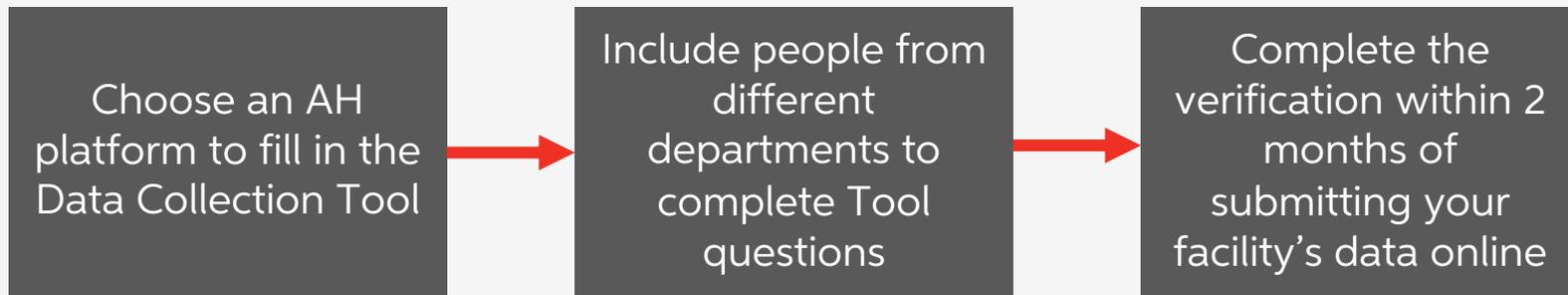


Overview of the assessment process

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

- ✓ Enable facility ownership of SLCP process and data
- ✓ Understand your own factory's working conditions
- ✓ Lay a strong foundation for improvement plans

The assessment process requires you to:

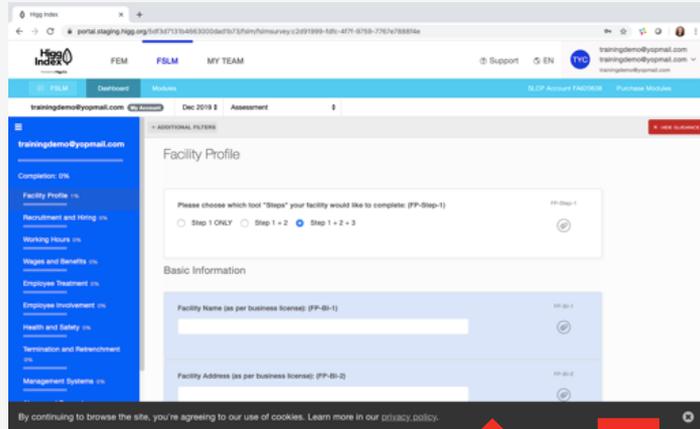


Data Collection Tool was developed to cover:

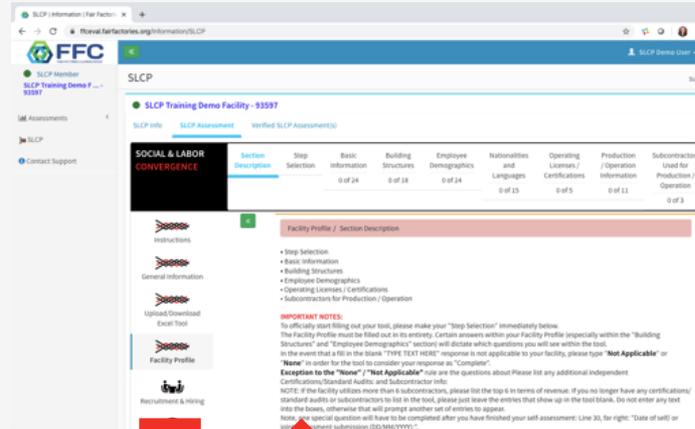
1. Usual social compliance topics
2. Management system questions
3. Practices that go above and beyond compliance and replace the need for proprietary social audits.



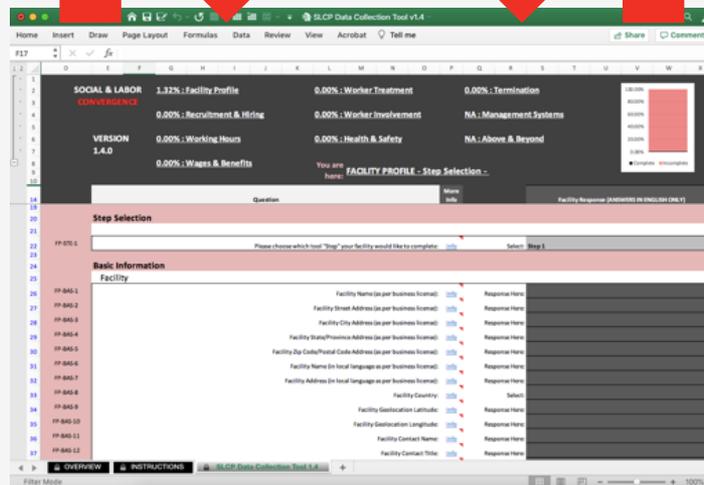
Online and offline Tool



Higg



Fair Factories
Clearinghouse (FFC)



Fair Factories Clearinghouse online Tool

<https://ffc2.fairfactories.org/Home/Login>



Choose Assessment

Available Assessment Assessment Timeline

Custom Search

Assessment Status: [All] Questionnaire: [All] Auditor: [All]

Select Columns

10 records per page

Date ID Questionnaire Auditor Assessment Status

No data available in table

Showing 0 to 0 of 0 entries

SLCP

SLCP Training Demo Facility - 93597

Section	Description	Step Selection	Basic Information	Building Structures	Employee Demographics	Nationalities and Languages	Operating Licenses / Certifications	Production / Operation Information	Subcontractor Used for Production / Operation
SOCIAL & LABOR CONVERGENCE			0 of 24	0 of 18	0 of 24	0 of 15	0 of 5	0 of 11	0 of 3

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" sections) 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 certifications/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)".



Higg online Tool

<https://portal.higg.org>

Higg | Trusted Sustainability Data

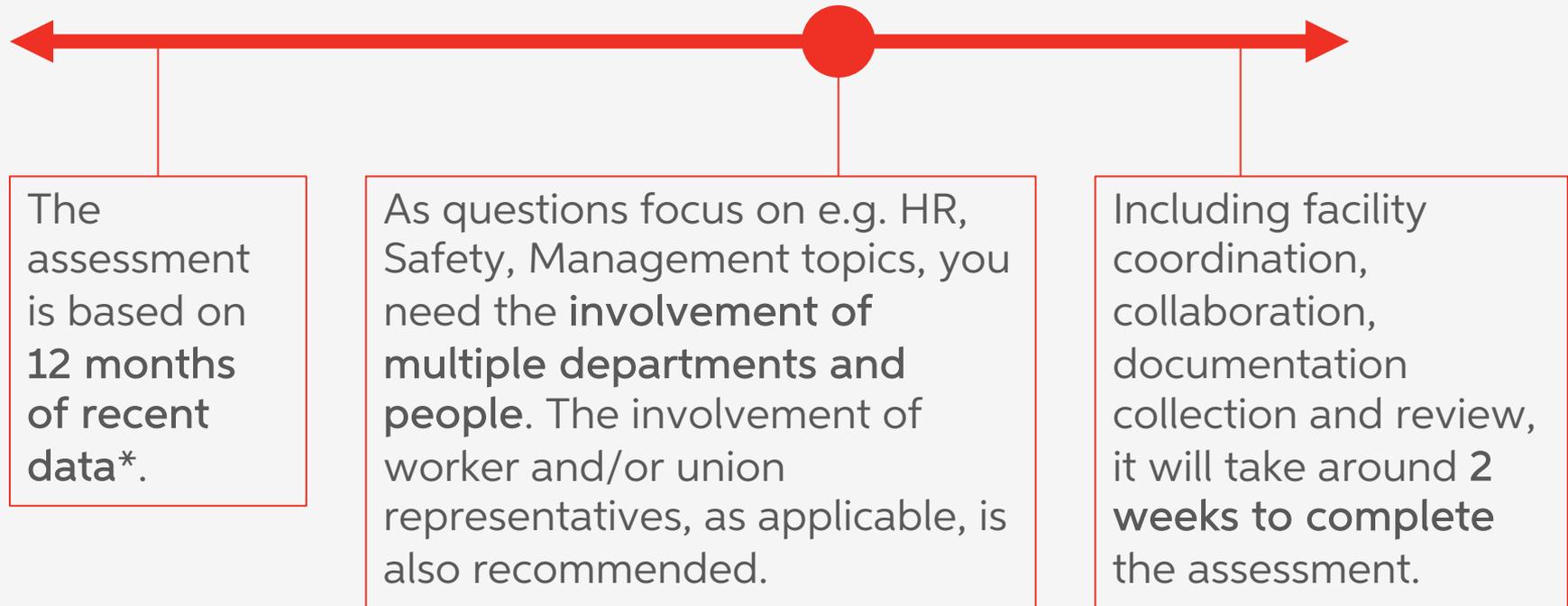
This screenshot shows the Higg Index dashboard for 'Anitas company'. The top navigation bar includes 'FEM', 'FSLM', 'BRM', 'ANALYTICS', and 'MY TEAM'. The 'FSLM' menu is expanded, showing 'Dashboard' (1) and 'Modules'. The 'Overview' (2) module is selected. The dashboard displays 'Assessment Status' as 'Not Started (NS)' with a 0% progress bar. It lists 'Assessment ID', 'SLCP Assessment ID', 'Verifying Body', and 'Verifier Contact'. Under 'Available Actions', there are options for 'Purchase vFSLM', 'Share Assessment', 'Submit/Post Assessment', and 'Delete Assessment'. A 'Download Assessment' section (3) offers 'CSV v2 / v1' and 'Excel EN / ZH / ES'. A sidebar on the left lists 'Critical Issues and Opportunities' and 'Flagged Questions', both with 'This report is not available'.

This screenshot shows the 'Facility Profile' form in the Higg Index. The top navigation bar includes 'FEM', 'FSLM', and 'MY TEAM'. The 'FSLM' menu is expanded, showing 'Dashboard' and 'Modules'. The 'Facility Profile' form is displayed, with a sidebar on the left listing various modules: 'Facility Profile', 'Recruitment and Hiring', 'Working Hours', 'Wages and Benefits', 'Employee Treatment', 'Employee Involvement', 'Health and Safety', 'Termination and Retrenchment', and 'Management Systems'. The 'Facility Profile' module is selected. The form includes a section for 'Please choose which tool "Steps" your facility would like to complete: (FP-Step-1)' with radio buttons for 'Step 1 ONLY', 'Step 1 + 2', and 'Step 1 + 2 + 3'. Below this is a 'Basic Information' section with fields for 'Facility Name (as per business license): (FP-BI-1)' and 'Facility Address (as per business license): (FP-BI-2)'. A footer at the bottom states: 'By continuing to browse the site, you're agreeing to our use of cookies. Learn more in our privacy policy.'



It takes a team effort!

Make sure you have all the people and information you need to answer all the questions in the Tool.



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

Submit your data on an AH platform

Fill in data in
online Tool
on the AH
platform

Fill in data in
offline Tool
and upload to
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 95-100% complete;
- max 1,000 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.

Any questions?

True or False?

- ✓ A facility completes the Data Collection Tool on the Accredited Host (AH)
- ✗ A facility needs to fill in the Data Collection Tool on all AH platforms
- ✗ The Data Collection Tool must be downloaded from the Gateway to start an SLCP assessment
- ✓ Facility data is based on 12 months of recent data on social and labor conditions
- ✓ All self-assessed data is verified before it can be shared

Any other question?





Content of the Tool



Content and logic of the 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**

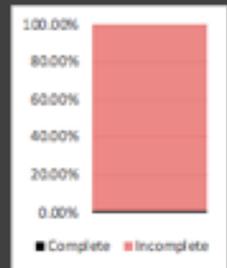
0.00% : Working Hours

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 Laws (NLL)
- ✓ If desired, social & labor compliance questions that are less critical as well as management systems
- ✓ If desired, questions that go above and beyond social and labor practices

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

Tool Steps and data points



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



Included in Step 1

STEP 1	Data Topic [Category of Question]
FACILITY PROFILE	Step Selection Basic Information Building Structures Worker Demographics Nationalities Languages Operating Licenses Certifications Production / Operation Information Subcontractors Used For Production / Operation
RECRUITMENT & HIRING	Child Labor [Age Documentation; Minimum Age; Historical Child Labor; Workers under 18; Hazardous Work and other Worst Forms] Apprenticeship / Trainee / Internship Programs Recruitment Practices [Deposits; Foreign Migrant Workers; Recruitment Fees] Forced Labor [Prison Labor], Discrimination [Recruitment; Hiring; Pregnancy and Maternity; Disability; Infection or Illness] Employment Practices [Workplace Rules; Record-keeping; Contracts / T&Cs; Foreign Migrant Workers; Probationary Periods; Benefits Avoidance] Homeworkers
WORKING HOURS	Working Hours [Records; Regular Hours; Overtime Hours; Breaks; Break Payment; Rest Days] Forced Labor [Forced Overtime] Overtime [Voluntary Overtime; Exceptional Circumstances]
WAGE & BENEFITS	Wages And Benefits [Minimum Wage; Facility Information; Records; Overtime Wage; Other Premium Pay; Piece Rate Workers; Wage Payment; Legal Withholdings; Social Insurance / Social Security; In-kind Benefits; Leave; Compensatory Leave; Work Stoppages]
WORKER TREATMENT	Forced Labor [Coercive Tactics, Violence or Threats; Physical Force; Freedom of Movement; Withholding] Harassment and Abuse [Harassment; Discrimination] Discrimination [Sexual Harassment; Promotion and Access to Training; Compensation; Conditions of Work; Pregnancy and Maternity; Disability; Infection or Illness] Discipline [Measures]
WORKER INVOLVEMENT	FOA & CB [Freedom to Associate; Trade Unions; Trade Union Operations; Interference and Discrimination; Collective Bargaining; Collective Bargaining Agreement; Industrial Action] Workplace Cooperation [Workers' Representatives; Interference and Discrimination; Bipartite Committee(s)] Grievance Systems [Settlement]
HEALTH & SAFETY	General Work Environment [Temperature and Ventilation; Lighting; Noise Levels; Cleanliness, Sanitation & Waste; Toilet / Restroom; Toilet / Restroom Access; Drinking Water; Drinking Water Access] Building Safety [Permits and Certificates; Structure; Fall Protection] Risk Assessment HS Policy Qualified HS Staff HS Committee HS Worker Engagement [HS Cooperation Mechanisms] Emergency Preparedness [Fire Detection and Alarm; Fire-fighting Equipment; Evacuation Markings; Emergency Exits; Evacuation Procedures; Response Team] Flammable And Combustible Materials Chemicals And Hazardous Substances [Storage; Handling] Worker Protection [Imminent Danger; Special Categories; Personal Protective Equipment (PPE); Machinery and Equipment; Ergonomics; Hot Work] Materials Handling and Storage [Storage] Safety Warnings Electrical Safety [Safety Warnings; Electrical Panels; Electrical Wiring; Maintenance; Machinery] First Aid and Medical [First-aid; Health Checks; Medical Treatment; Medical Treatment Access; Work-related Accidents and Diseases] Dormitories Canteens Childcare Facilities
TERMINATION	Forced Labor [Debts] Employment Practices [Unjust Termination; Notice; Opportunity to Defend; Invalid Reasons; Outstanding Wages; Severance Payment; Timely Termination Payment; Unused Annual Leave; Other Termination Benefits; Reinstatement/ Compensation Orders; Suspension / Reduction Workforce] Discrimination [Termination]



Added in Step 2

STEP 2	Additional Data is collected under the same Step 1 Topic but also new, distinct Topics or [Category of Question] are included. Below are only the additional Topics or [Category of Question].
FACILITY PROFILE	Building Structures [Off-site Housing]
RECRUITMENT & HIRING	Child Labor [Remediation] Recruitment Practices [Recruiters] Forced Labor [Forced Labor by Governments]
WORKING HOURS	Working Hours [Total Working Hours]
WAGE & BENEFITS	Wages And Benefits [Work-related Activities; Overtime Allowances; Wages; Wage Increase; Bonus; Deductions]
WORKER TREATMENT	Harassment and Abuse [Discipline; Security Personnel] Discipline [Communication; Appeal; Records]
WORKER INVOLVEMENT	FOA & CB [Non-Union Representative] Grievance Systems [System; External Assistance; Retaliation; Records]
HEALTH & SAFETY	General Work Environment [Air Quality] Building Safety [Floors; Stairs and Raised Platforms; Elevators; Confined Spaces; PCB; Asbestos; On-site Vehicles] Emergency Preparedness [Emergency Response Plan] Chemicals and Hazardous Substances [Gas Cylinders] Materials Handling and Storage [Ladders; Forklifts] Electrical Safety [High Voltage Areas; Sub-Station; Emergency Systems; Compressors and Generators] First Aid and Medical [Contagious Diseases] Contractor Safety Children [Presence on Work Floor]
TERMINATION	Forced Labor [Notice] Discrimination [Absence due to Illness; Complaints / Proceedings]
MANAGEMENT SYSTEMS	Plan [Policies & Procedures] Do [Roles and Responsibilities; Communication and Training] Check [Monitoring; Self Assessment] Act [Continuous Improvement]

You must complete Step 1 Essentials to progress onto Step 2.

Themes & question categories cut across both Step 1 and Step 2, but additional questions apply to Step 2



Added in Step 3

STEP 3	Additional Data is collected under the same Topic as under Step 1 & 2 but also new, distinct Topics or [Category of Question] are included. Below are only the additional Topics or [Category of Question].
FACILITY PROFILE	No new topics or categories
RECRUITMENT & HIRING	No new topics or categories
WORKING HOURS	No new topics or categories
WAGE & BENEFITS	Wages And Benefits [Performance Evaluations; Loans & Advances]
WORKER TREATMENT	Harassment and Abuse [Written Records]
WORKER INVOLVEMENT	Worker Feedback
HEALTH & SAFETY	No new topics or categories
TERMINATION	No new topics or categories
MANAGEMENT SYSTEMS	Plan [Strategy and Goals]
ABOVE & BEYOND	Workplace Well-Being [Developmental Programs; Market Access; Economic Empowerment Programs; Wage Aspirations; HS Recognition] Community Impact [Supplier Engagement; Community Service; Charitable Contributions; Community Investment; External Engagement & Collaboration; Goals / Targets; Sourcing Practices; Land Grabbing; Public Disclosure & Transparency]

You need to complete all of Step 2 content to progress to Step 3.

Themes & question categories cut across both Step 2 and Step 3, but additional questions apply to Step 3



Step selection guidance

Facilities may consider the following points when making their Step selection:



Buyer relationships: If you are working with your buyers on specific social compliance programs/requirements, discuss with them the most appropriate Step. Step 2 covers less critical questions, but questions that are often found in social industry standards or Codes of Conduct. You can find a list of the brands and retailers accepting SLCP verified data and details of which Steps they require via the Gateway homepage.



Legal compliance: If your aim is to assess your compliance with International Labor Standards (ILS) and National Labor Laws (NLL) then Step 1 will provide you with all the information needed.



Size: If your facility is of smaller size (e.g. less than 500 workers), and you do not want an assessment of your management systems, Step 1 may be the most appropriate choice for you.



Ambition level: If you have a high ambition level on social performance (e.g. worker well-being and community programs), choose Step 3.



Ashoka Narayanappa

Sr Manager – Compliance

“Gokaldas Exports Ltd endorses SLCP as a powerful initiative. We are very much inspired and motivated to be part of this, as the framework integrates robust social and labor compliance standards. While this can help us standardize the social compliance process across the organization, it would also obviate the requirement of multiple customer audits, thereby eliminating the element of audit fatigue. We are happy to partner and explore how it can help us optimize our cost as well as commitment of resources, as we accelerate our transition towards sustainable Business / Labor compliance.”



Gokaldas Exports Ltd



International
Trade
Centre

**SOCIAL & LABOR
CONVERGENCE**





Gokaldas Exports Ltd's experience



2019

- We started SLCP in one of our manufacturing units as a pilot.
- Our self-assessment was verified by one of the brands.
- It was a great opportunity and has helped us enhance our knowledge.



Today

- Comprehensive training is available to all our process owners in our manufacturing units.
- We have started self-assessment at various other factories with third party verification.
- In 2020, we had 6 verified assessments (out of our 15 manufacturing units) where more than one brand was accepting the verified data.



Advantages of SLCP



- ✓ SLCP enhanced our knowledge of global standards
- ✓ Most of our brand partners accept SLCP 3rd party verified reports
- ✓ Use of the SLCP framework eliminates the requirement of multiple audits by various brands which results in audit fatigue
- ✓ All SLCP procedures and documents are standardized for uniform implementation
- ✓ Manufacturing units can now focus on core areas for continual improvements
- ✓ With the FSLM score on our Accredited Host Higg, we can continuously improve our own performance





Comprehensive Tool pleases many buyers

In summary, Gokaldas Exports Ltd started with SLCP in 2019 and found the Tool content helpful to:



Inform clients

- Several clients SLCP signatories that accept SLCP verified data
- Increased acceptance due to COVID restrictions to facility visits



Become knowledgeable

- Increased understanding of working conditions in facility
- Better information to formulate goals and define roadmaps





Take a break,
take a breath!



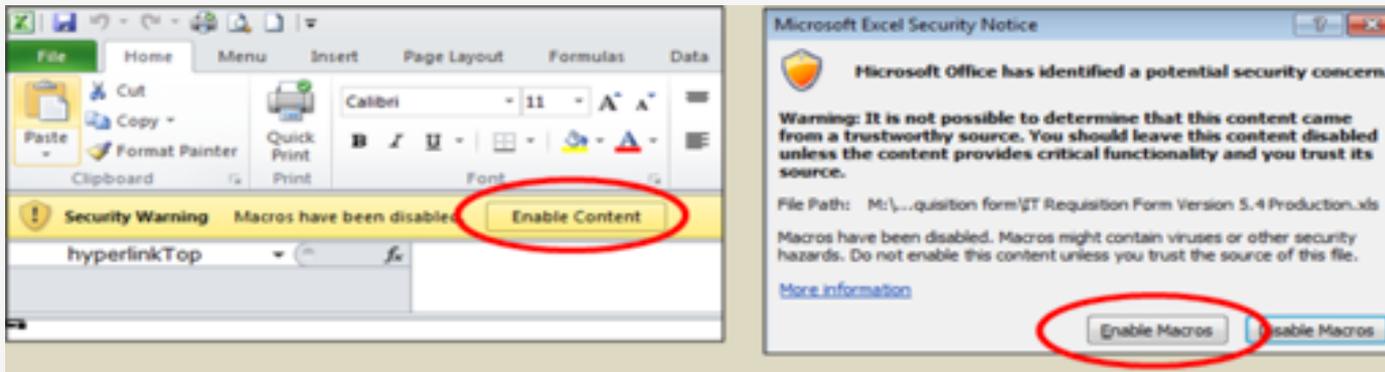
5 Minute Break



Navigating the offline Tool

Open the Data Collection Tool

- Open the Tool in Microsoft Excel. Do not use sharing platforms like Sharepoint or Google Docs, and do not open any other Excel files at the same time.
- Close all Excel files that are already open. Close any other large applications. Open "fresh" your Excel application and then proceed to open the Tool.
- When opening the file, a pop up appears and/or you see a security warning at the top of the screen. You must **ENABLE CONTENT** and/or **ENABLE MACROS**.





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



Steps in the Data Collection Tool

SOCIAL & LABOR
CONVERGENCE

VERSION
1.4.0

1.32% : 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

0.00% : Termination

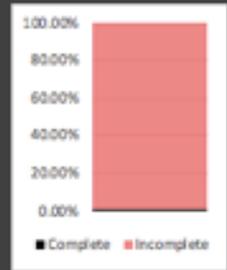
NA : Management Systems

NA : Above & Beyond

You are
here:

FACILITY PROFILE - Step Selection -

Step 1 Essential



There are 3 Steps you can choose between:

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

Step selection

You can select the Step you would like to complete in the Facility Profile:

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

Legend: ■ Complete ■ Incomplete

Important: After you open the Data Collection Tool you can choose your Step. 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.



Instructions and completion %

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

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

The dashboard shows completion percentages for several sections:

- SOCIAL & LABOR CONVERGENCE**: 1.18% (Facility Profile)
- VERSION 1.4.0**: 0.00% (Working Hours, Wages & Benefits)
- Worker Treatment**: 0.00%
- Worker Involvement**: 0.00%
- Termination**: 0.00%
- Management Systems**: 0.00%
- Health & Safety**: 0.00%
- Above & Beyond**: 0.00%

A progress bar on the right shows 0.00% completion (red bar) and 100.00% (black bar). A legend indicates 'Complete' (black) and 'Incomplete' (red).

You are here: WORKING HOURS - Working Hours - Records

Buttons: Question, More Info, Facility Response (ANSWERS IN ENGLISH ONLY)

Section Instructions

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

- Working Hours
- Forced Labor
- Overtime
- Facility Comments

Working Hours

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

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

Provides instructions for the section of the Tool you are in

Provides instructions on the sub-section of the Tool you are in, referencing applicable ILO Core Conventions. Note: not every sub-section is followed by sub-section instructions

Tool questions

Provides additional clarifying information to both facility and Verifier

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

The screenshot displays the 'SOCIAL & LABOR CONVERGENCE' tool interface. At the top, a progress dashboard shows completion percentages for various categories: Facility Profile (1.18%), Worker Treatment (0.00%), Termination (0.00%), Recruitment & Hiring (0.00%), Worker Involvement (0.00%), Management Systems (0.00%), Working Hours (0.00%), Health & Safety (0.00%), Above & Beyond (0.00%), and Wages & Benefits (0.00%). The current category is 'RECRUITMENT & HIRING - Child Labor - Age Documentation'. A progress bar on the right indicates 0.00% completion.

The main section is a table of questions related to 'Child Labor - Age Documentation':

Question	More Info	Facility Response (ANSWERS IN ENGLISH ONLY)
Age Documentation		
R4-D0-1: Does the facility verify minimum age requirements prior to hiring workers?	Info	Select:
Minimum Age		
R4-D0-2: What is the age of the youngest worker in the facility?	Info	Select:
R4-D0-4: Are any workers under the legal minimum age for employment?	Info	Select:
Remediation		
R4-D0-7: 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		
R4-D0-8: Do records indicate that any workers were under the legal minimum working age when hired?	Info	Select:

Questions related to each category

Prompts tell you how to answer (1/2)

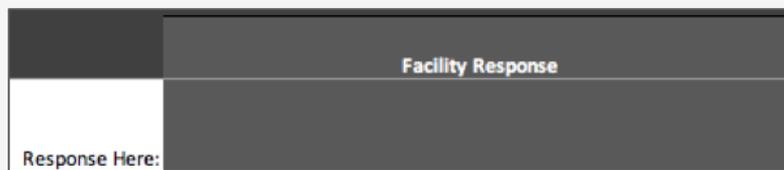
The prompt before the Facility Response field shows the type of entry the Tool is asking for:

- **Select** is a drop down



A screenshot of a form titled "Facility Response". Below the title is a "Select:" dropdown menu. The dropdown is open, showing two options: "Yes" (highlighted in blue) and "No".

- **Response Here** is a free text/ narrative box with max. 1000 characters



A screenshot of a form titled "Facility Response". Below the title is a "Response Here:" text input area.

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

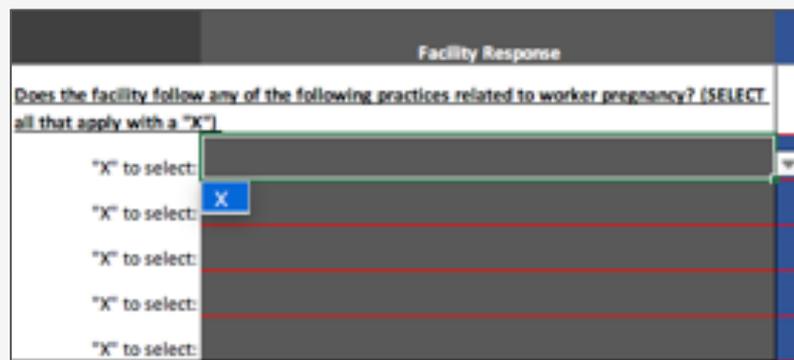


A screenshot of a form titled "Facility Response". Below the title is a "Number Here:" text input area.

Prompts tell you how to answer (2/2)

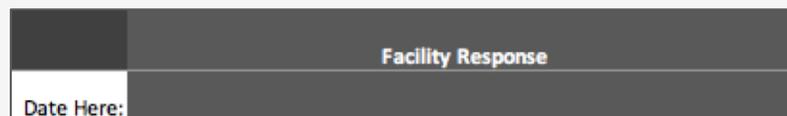
The prompt before the Facility Response field shows the type of entry the Tool is asking for:

- “X” to select is a drop down



The screenshot shows a form titled "Facility Response". The question is "Does the facility follow any of the following practices related to worker pregnancy? (SELECT all that apply with a 'X')". Below the question are five rows, each starting with "X" to select:". The first row has a dropdown menu open, showing a blue button with a white "X" icon. The other rows have empty input fields.

- Date Here requires YYYY-MM-DD format



The screenshot shows a form titled "Facility Response". The prompt is "Date Here:". The input field is empty.



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

The screenshot shows a dashboard with various progress indicators for categories like 'SOCIAL & LABOR CONVERGENCE', 'VERSION 1.4.0', and 'RECRUITMENT & HIRING'. A red arrow points from a text box to a 'More Info' link in the 'Recruitment Fees' section. A yellow pop-up box with a red border provides detailed instructions for answering questions related to recruitment fees and legal requirements.

Question	More Info	Facility Response (Answers in Info box (if r))
Recruitment Fees		
BA-RIC-3	Info	Select
BA-RIC-4	Info	Select
Forced Labor		
Prison Labor		
BA-FOR-1	Info	Select
Forced Labor by Gov		
BA-FOR-2	Info	Select
Discrimination		
Sub-Section (instructions)		(if in the formula bar above)

Consult applicable legal requirements before answering this question.

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

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.).

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?

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.





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 1,000 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:

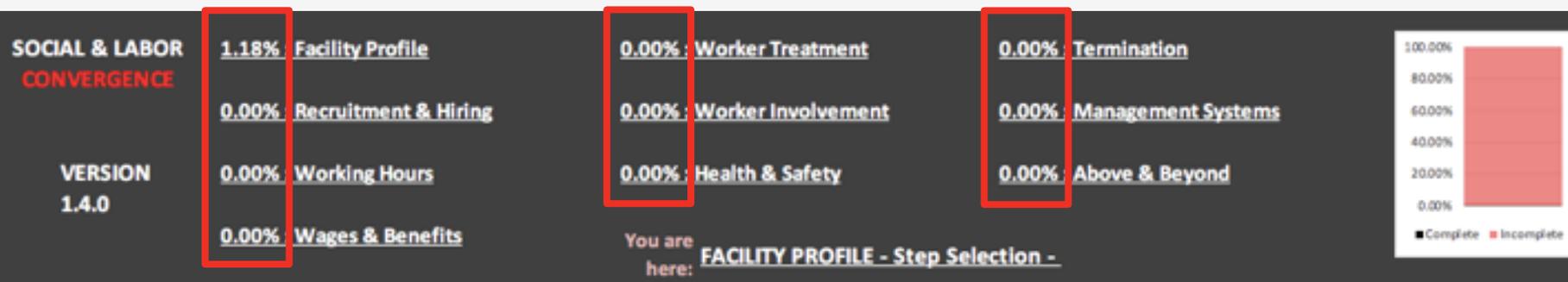
Follow the “Info” on how to enter your feedback if you make use of the Facility Comments field.

Photographs/documents

- 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.

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 95-100% 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!

Any questions?

True or False?

- The facility needs to answer at least 95% of the Tool questions
- Facilities pick one of the following Steps to complete: Step 1 Essential, Step 2 Progressive, Step 3 Advanced
- There are 9 key sections in the Tool, plus general Facility Profile information
- Colors help guide you through the offline Tool (Excel)
- All Tool questions are visible when opening the Tool

Any other questions?





Filling in the Tool



General tips to fill in the Tool

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



Legal questions in the Tool

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.

NOTE: When filling in the Data Collection Tool online on an Accredited Host you might see the presence of a ”Law Overlay”. The ”Law Overlay” refers to special guidance for questions that relate to ILS and NLL. The list of countries for which the ”Law Overlay” is available can be found on the [Gateway](#) homepage.



Avoiding mistakes: WB-WAG-13

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.





Avoiding mistakes: RH-DIS-18

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”.





Avoiding mistakes: WH-WOR-20

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

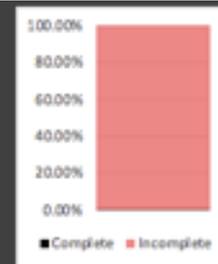
0.00% : Working Hours

0.00% : Health & Safety

0.00% : Above & Beyond

0.00% : Wages & Benefits

You are
here: FACILITY PROFILE - Step Selection -



Question [WH-WOR-20]

Does the facility provide time off for breastfeeding in line with legal requirements?

Common mistake

- Facility provides time off for breastfeeding, so they fill in “Yes” even though there are no applicable legal requirements.



Do it right

- Facility should instead fill in “No applicable legal requirements” because they are not legally required to provide time off
- The Verifier will enter in the Verification Data that the facility provides time off for breastfeeding





Robert Reid

Senior Manager, Corporate Social
Responsibility

“Randa Accessories is a SLCP signatory and is fully committed its goal of improving social and labor conditions in global supply chains. We believe it is the most effective way to ensure factory social compliance performance while at the same time reducing the number of assessments a factory must undergo. SLCP is a rare opportunity to reduce costs on duplicated auditing, with resources instead focused on factory improvement, sustainability, and Worker Well Being initiatives.”

RA RANDA
LEADING WITH ACCESSORIES



International
Trade
Centre

**SOCIAL & LABOR
CONVERGENCE**



Why SLCP?

Randa is the world's largest men's accessories company, with 75 global licenses. We spend a great deal of time and resources on social auditing.

Randa adopted SLCP tools as our internal standard.

SLCP allows Randa to:

- Use one common assessment to simplify compliance
- Align internal social program seamlessly with brands
- Focus efforts on factory improvement



SLCP Common Global Standard



Through SLCP Randa has achieved a **common global standard and alignment** for:

1. Internal Compliance Program
2. Factory Partners
3. Brand Partners

SLCP 2021 Plans

2021: Achieve a common standard for our global compliance ecosystem

- Align internal systems to accommodate SLCP (i.e. records and scoring)
- Forecast cost benefits of SLCP
- Assist 20+ new factories in SLCP process
- Expand ecosystem: advocate for acceptance of SLCP with US retail partners
- Complete training of internal auditor base
- Complete internal auditors' applications for SLCP verifier approval



Completing SLCP: The Top 5 Mistakes



1

Make sure the factory understands SLCP benefits.

- **Factory must understand that SLCP will reduce the number of audits they will have to do.**
- **While there can be a higher upfront cost, great cost and time savings will be realized through SLCP.**

Completing SLCP: The Top 5 Mistakes



2

Do not rush the e-learning training modules.

- **The training is a great guide to completing the process.**
- **The training provides a road map to completion.**

Completing SLCP: The Top 5 Mistakes



3

Spend time before the self assessment gathering information.

- **The more information on hand, the easier the process.**
- **Gather information according to SLCP sections.**

Completing SLCP: The Top 5 Mistakes



4

If needed, get help during the self assessment.

- **SLCP Online Resources**
- **SLCP Facility Guidance**

Completing SLCP: The Top 5 Mistakes



5

If possible, avoid offline entry.

- Try filling in the Tool online.
- Completing online will avoid issues related to downloading/uploading of data.



Questions?



Training focus on offline Tool

The screenshot displays the SCLCP Data Collection Tool v1.4 interface. At the top, there is a progress dashboard with the following data:

Category	Progress
SOCIAL & LABOR CONVERGENCE	1.32% : Facility Profile
VERSION 1.4.0	0.00% : Worker Treatment
Wages & Benefits	0.00% : Worker Involvement
	0.00% : Termination
	NA : Management Systems
	NA : Above & Beyond

Below the dashboard, the 'Step Selection' section shows a dropdown menu set to 'Step 1'. The main area is titled 'Basic Information Facility' and contains a list of fields for data entry:

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

You can download the Tool **for testing purposes** on our [Helpdesk](#)

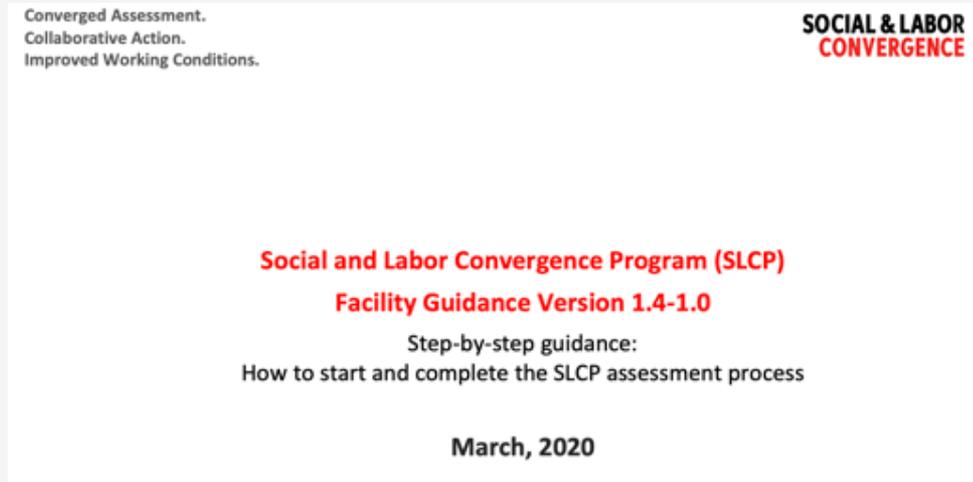


Download the Facility Guidance

The Facility Guidance is a compilation of resources that helps the facility understand the assessment process and how to complete the self/joint-assessment.

The Facility Guidance provides:

- ✓ Information from various SLCP sources
- ✓ Content organized by SLCP assessment process
- ✓ Three annexes with guidance on how to increase worker engagement during the self/joint-assessment



Download the Facility Guidance [here](#)



If you are ever lost...

Jack Zhong



[Submit a request](#)

Sahana Kubsad



[Sign in](#)

Sevinc Aktas Ilgun



Screenshot of the SLCP Helpdesk website interface. The browser address bar shows 'helpdesk.slconvergence.org'. The page features the 'SOCIAL & LABOR CONVERGENCE' logo, a search bar, and navigation buttons for 'SLCP explained', 'I am a Facility', 'I am a Brand', 'I am a VB/Verifier', and 'Resources'. Below these are 'Promoted articles' including 'Who can I contact for support?', 'Step-by-step guidance: How do I start and complete the SLCP assessment process?', 'SLCP Terms of Use', and 'List of all downloadable resources'.

www.slconvergence.org/helpdesk



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Before you go...

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



Thank you!

