

◆ 2.0 MANAGEMENT SYSTEMS

2.1 Policies and Procedures

Q1: Does the company have written HR policies or handbook communicated to employees?

- Yes, and we review our policies regularly → ● Low
 - Yes → ● Medium
 - No → ● High
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Q2: Upload or provide HR policy document

(No risk categorization – conditional upload)

Q3: Do you have documented procedures to ensure your policies are implemented?

- Yes, formally documented and regularly updated → ● Low
 - Yes, but not formally structured or updated → ● Medium
 - No documented procedures, but implemented informally → ● Medium
 - No, and implementation may be inconsistent → ● High
 - I don't know → ● High
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2.2 Resources

Q1: Is a senior manager or business owner accountable for ensuring labor law compliance?

- Yes → ● Low
 - No → ● High
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2.3 Communication and Training

Q1: How do you ensure supervisors and team managers understand and apply HR policies?

- Training + Refresher + Evaluation → ● Low
 - Training only → ● Medium
 - No training or evaluation / None of the above → ● High
 - No HR policies → ● High
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Q2: How do you ensure staff understand and apply labor law policies?

- Full training + Evaluation → ● Low
 - Partial training / Only one component → ● Medium
 - No training / None of the above → ● High
 - We do not have written policies → ● High
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Q3: Do you keep evidence of actions to ensure implementation?

- Yes, all types of records maintained → ● Low
 - Some records only → ● Medium
 - No records kept → ● High
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2.4 Monitoring

Q1: Do you take actions to monitor procedure effectiveness?

- Audits, KPIs, feedback, and periodic reviews → ● Low
 - Some mechanisms (1–2 only) → ● Medium
 - No monitoring mechanisms in place → ● High
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◆ 3.0 FREELY CHOSEN EMPLOYMENT

3.1 Recruitment of Migrant Workers

Q1: Do you or any labour providers recruit workers who will need to **move from another country to work for you?**

- Yes → ● Medium
 - No → ● Low
 - I don't know → ● High
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Q2: If yes, which countries do workers move from?

Risk level depends on origin country — here's a basic guide for common classification:

- **High-Risk Countries**
(High vulnerability to labor exploitation, weak enforcement of labor laws, or human rights issues):
 - Bangladesh, Myanmar, Pakistan, Afghanistan, Sudan, Ethiopia, Nigeria, Nepal, Yemen, etc. → ● High
 - **Medium-Risk Countries**
(Moderate labor protection, some risk factors in place):
 - Turkey, India, Indonesia, Philippines, Egypt, Morocco, Tunisia, Brazil → ● Medium
 - **Low-Risk Countries**
(Strong labor protections and rule of law):
 - UK, Canada, Germany, Australia, Sweden, France, Japan → ● Low
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Q3: Do you or any labour providers recruit workers who will need to **migrate within your country to work for you?**

- Yes → ● Medium
- No → ● Low

- I don't know → ● High
 - Not applicable (with details) → ● Low
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◆ 4.0 FREEDOM OF ASSOCIATION

4.1 Workplace Dialogue

Q1: Are all workers free to form and join a trade union?

- Yes → ● Low
 - No, due to **local law** → ● Medium
 - No, due to **company policy** → ● High
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Q2: Do you recognize any trade unions at the company?

- Yes, **free and independent union** → ● Low
 - Yes, **company union / state-affiliated** → ● Medium
 - No, not received request → ● Medium
 - No, unions banned by law → ● Medium
 - No, request rejected / will not negotiate → ● High
 - In process of negotiating → ● Medium
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4.2 Industrial Action

Q1: Has there been any industrial action (strikes etc.) in the last two years?

- No → ● Low
 - Yes, **general strike** → ● Medium
 - Yes, **specific to company** → ● High
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Q2: What action did you take?

- None of the above (respected right to strike) → ● Low
 - Prevented participation → ● High
 - Hired replacements → ● High
 - Punished strikers → ● High
 - Used security/police/armed forces → ● High
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◆ 5.0 HEALTH AND SAFETY

5.1 Health and Safety Management

Q1: How do you manage health and safety risks?

- Regular assessments + training + reporting system → ● Low
 - Partial measures only → ● Medium
 - No formal H&S system → ● High
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Q2: Is PPE required?

- Yes → ● Medium
 - No / I don't know → ● High
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Q3: PPE Measures?

- PPE provided, training, and free access → ● Low
 - Workers provide their own PPE / None → ● High
 - Partial (e.g., only training, no provision) → ● Medium
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5.2 Machinery, Vehicles and Workplace Hazards

Q1: Do workers operate high-risk/heavy machinery?

- No → ● Low
 - Yes → ● Medium
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Q2: Who provides the machinery?

- Company or third-party → ● Medium (risk depends on controls)
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Q3: Risk control measures?

- All controls (training, procedures, guards, etc.) → ● Low
 - Partial controls → ● Medium
 - No controls → ● High
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5.3 Housekeeping and Hygiene

Q1: Workplace facilities provided?

(Each selected option can be scored)

- Clean drinking water → ● Low
 - Toilets with privacy + access + hygiene → ● Low
 - Clean food storage/consumption areas → ● Low
 - Washing/shower facilities (if chemicals used) → ● Low
 - Shade for heat protection → ● Low
 - None of the above → ● High
 - Some missing elements → ● Medium
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◆ 6.0 WORKING HOURS

Q1: How do you monitor hours?

- Internal system + regular review → ● Low

- Informal/partial tracking → ● Medium
 - No system → ● High
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Q2: How can workers raise concerns?

- Formal communication channel → ● Low
 - Speaking to manager only → ● Medium
 - No method → ● High
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◆ 7.0 DISCRIMINATION

Q1: Do any workers receive less favorable treatment due to:

- Any discriminatory reason listed → ● High
 - No → ● Low
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Q2: Do you organize/request health checks to avoid hiring?

- No → ● Low
 - Yes (e.g., pregnancy, HIV, other tests) → ● High
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◆ 8.0 ENVIRONMENT

8.1 Environmental Management System

Q1: Does your service have environmental impact potential?

- No → ● Low
 - Yes → ● Medium
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Q2: Environmental violations in past 3 years?

- No → ● Low

- Yes (or under appeal) → ● High
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8.2 Client Environmental Requirements

Q1: Do you know your clients' environmental requirements?

- Yes, for **all clients** → ● Low
 - Yes, but only major clients → ● Medium
 - No / Not applicable → ● High
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Q2: What measures do you have to ensure compliance?

- Internal review/process in place → ● Low
 - No process → ● High
 - Other (needs evaluation) → ● Medium
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◆ 9.0 BUSINESS ETHICS MANAGEMENT

Q1: Ethics-related legal violations in the last 3 years?

- No → ● Low
 - Yes / Under appeal → ● High
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Q2: Do you have someone responsible for business ethics?

- Yes (senior manager or dedicated person) → ● Low
- No → ● High