

Term	Definition
3 rd party (or third-party)	A third-party vendor is a company or entity with whom you have a written agreement to provide a product or service on behalf of your organization to your customer or upon whom you rely on for a product or service to maintain daily operations.
Anonymous process	An anonymous process is formal way to collect information, such as concerns or improvement suggestions without identifying the source or origin of comments.
Child	According to the International Labor Organization (ILO), a child is defined as a person under 18 years of age. The general minimum age for admission to employment or work is 15 years (13 for light work) and the minimum age for hazardous work is 18 (16 under certain strict conditions).
Child Labor	The International Labour Organization (ILO) declares child labor as work performed by a child that is mentally, physically, socially, or morally dangerous and harmful to children and / or interferes with their schooling. The unconditional worst forms of child labor are internationally defined as slavery, trafficking, debt bondage and other forms of forced labor, forced recruitment of children for use in armed conflict, prostitution and pornography, and illicit activities such as production and trafficking of drugs. It also includes hazardous child labor or work that jeopardizes the physical, mental, or moral well-being of a child, either because of its nature or because of the conditions in which it is carried out, known as "hazardous work." Examples of hazardous child labor includes: work which exposes children to physical, psychological or sexual abuse; work underground, underwater, at dangerous heights or in confined spaces; work with dangerous machinery, equipment and tools or carrying heavy loads; exposure to hazardous substances, agents or processes, or to temperatures, noise levels or vibrations damaging to health; work for long hours, night work, and unreasonable confinement to the premises of the employer.
Code of Conduct	A code of conduct is the most common policy within an organization that lays out the company's principles, standards, and the moral and ethical expectations.
Contract	Contracts are written agreements, especially one concerning employment, sales, or tenancy, that is intended to be enforceable by law and sets forth the general conditions of engagement and of work.
Direct Supplier	Direct suppliers also known as 1st tier suppliers are persons or companies from which goods and / or services are acquired without another party. Contracts and purchase orders are generally signed and issued to direct suppliers. 1st tier suppliers can also include factories and distributors.

Term	Definition
Discrimination	In accordance with the Fair Labor Association (FLA) Code of Conduct, discrimination is any distinction, exclusion, preference, or prejudicial treatment made on the basis of race, age, sex, sexual orientation, religion, political opinion, national extraction or social origin, disability, etc., which has the nullifying or impairing equality of opportunity or treatment in employment, occupation, compensation, advancement, termination or retirement.
Exploitation	Exploitation is the act or fact of treating someone unfairly in order to benefit from their work. The United Nations Office on Drugs and Crimes (UNODC) states that "Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude, or the removal of organs."
Fair and Comparable Wages	Fair and comparable wages are those that comply with all applicable legal requirements regarding wages and are equivalent to the local minimum wage or the appropriate prevailing wage. The Fair Labor Association (FLA) provides guidance that a fair wage ensures that the weekly compensation can meet the worker's basic needs and provide some discretionary income. In addition to wages, compensations should include benefits required by law or contract.
Fees	Guidance issued by the International Labour Organization (ILO) distinguishes (recruitment) fees as the cost (monetary or otherwise) of securing employment or placement, regardless of manner, timing, or location or their imposition or collection. These can include, but are not limited to, employment applications, visas, medical examinations, security checks, labor broker services, transportation (for migrant workers), and personally purchasing required training or protective equipment and uniforms for the job without reimbursement.
Forced Labor	Per the International Labour Organization (ILO) Forced Labour Convention, 1930 (No.29), forced labor is all work and service which is exacted from any person under the menace of any penalty and for which the said person has not offered herself or himself voluntarily. As defined by the ILO, forced labor is an umbrella term that includes slavery, slave-like practices, various forms of debt bondage, human trafficking – also called modern slavery – and other practices.
Grievance	A grievance is a complaint that an action by management or another employee or contractors that has violated the rights of an individual (or group of individuals) as set out in the collective agreement or law, or by some unfair practice.

Term	Definition
Health and Safety Conditions	Healthy and safe conditions for living and work conditions include environments that, according to the Fair Labor Association (FLA), are free from physical, sexual, psychological, or verbal harassment or abuse. In the workplace, measures should be taken to prevent accidents and injury to health arising out of, linked to, or occurring in the course of work or as a result of the operation of employers' facilities. If the employer has designated worker housing such as dormitories for migrant workers (whether these are provided directly by the employer or arranged by the labor agents), these areas should be clean and secure.
Human Trafficking	Human trafficking, in accordance with the United Nations (UN) Palermo Protocol of 2000, is the recruitment, transportation, transfer, harboring, or receipt of persons by improper means (such as force, abduction, fraud, or coercion) for the purpose of exploitation. Exploitation can include sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs. As defined by the United Nations (UN), human trafficking is an umbrella term covering different forms. The International Labour Organization (ILO) also calls human trafficking "modern slavery" when done for the purposes of forced labor.
Immigration Documentation	Immigration documents are any valid form or document issued by a government or state to foreigners for legal status in that country or region. These documents include Visas, Passports, Work Permits, Permanent Resident Cards, etc.
Labor Agent	A labor agent is any individual (including a director, officer, employee, or independent contractor) or company authorized to act on behalf of an organization that act as intermediaries between employers and job-seekers, providing labor market information and frequently acting as translators for immigrants who cannot speak the native language for the country or area of future employment.
Labor Regulations	All regulations applicable to a party or to a party's business, the primary purpose of which is to govern labor relations, unions, collective bargaining, employment conditions, employment discrimination and harassment, wages, hours and / or occupational safety and health are considered labor regulations.
Migrant Workers	The United Nations Convention on the Protection of the Rights of all Migrant Workers and Members of their Families defines a migrant worker as a person who is to be engaged, is engaged or has been engaged in a remunerated activity in a state of which he or she is not a citizen. Migrant workers can be both foreign and domestic.

Term	Definition
Modern Slavery	According to UK Home Office, modern slavery is defined as the recruitment, movement, harbouring or receiving of children, women, or men through the use of force, coercion, abuse of vulnerability, deception, or other means for the purpose of exploitation. Australia's Department of Home Affairs describes modern slavery as situations where offenders use coercion, threats, or deception to exploit victims and undermine their freedom. Globally, modern slavery is an umbrella term that encapsulates slavery, servitude and forced or compulsory labor, human trafficking, or situations of exploitation that a person cannot refuse or leave because of threats, violence, coercion, deception, and / or abuse of power.
Policy	Policies are documented guidelines or rules of conduct within an organization. As related to human rights, these could be stand alone statements or included within codes of conduct, contracts, and mission statements.
Recruiter	Recruiters are private or public entities that offer labor recruitment services. They can be referred to as labor intermediaries or brokers, middlemen, and recruitment or hiring agents. Recruiters sometimes manage workers beyond recruitment and hiring.
Slavery	Slavery or bondage, in accordance with the United Nations (UN) 1926 Slavery Convention, is the status or condition of a person over whom all or any of the powers attaching to the right of ownership are exercised.
Subcontract	Subcontract is the process of assigning, or outsourcing, part of the obligations and tasks under a contract to another party known as a subcontractor.
Withholding Employee Documents	Withholding employee documentation includes destroying, concealing, confiscating, or denying access to personal documentation such as Worker Identification or Immigration Documents.
Worker	A worker is a person who performs work, including seasonal, contract, and other temporary labor. Both employees and independent contractors are considered workers.
Worker Identification	Any document that is considered personal identity documents such as driver's licenses, visas, passports, etc. are considered worker identification.