



Sertifiseringsveileder

System, revisjons- og rapporteringsstandarder

Oktober 2023

Sertifiseringsveileder:

System, revisjons- og rapporteringsstandards

Denne veilederen er utviklet av Etisk handel Norge og er et bidrag til økt kompetanse i markedet knyttet til hva ulike sertifiserings- og merkeordninger dekker i sine kriteriesett.

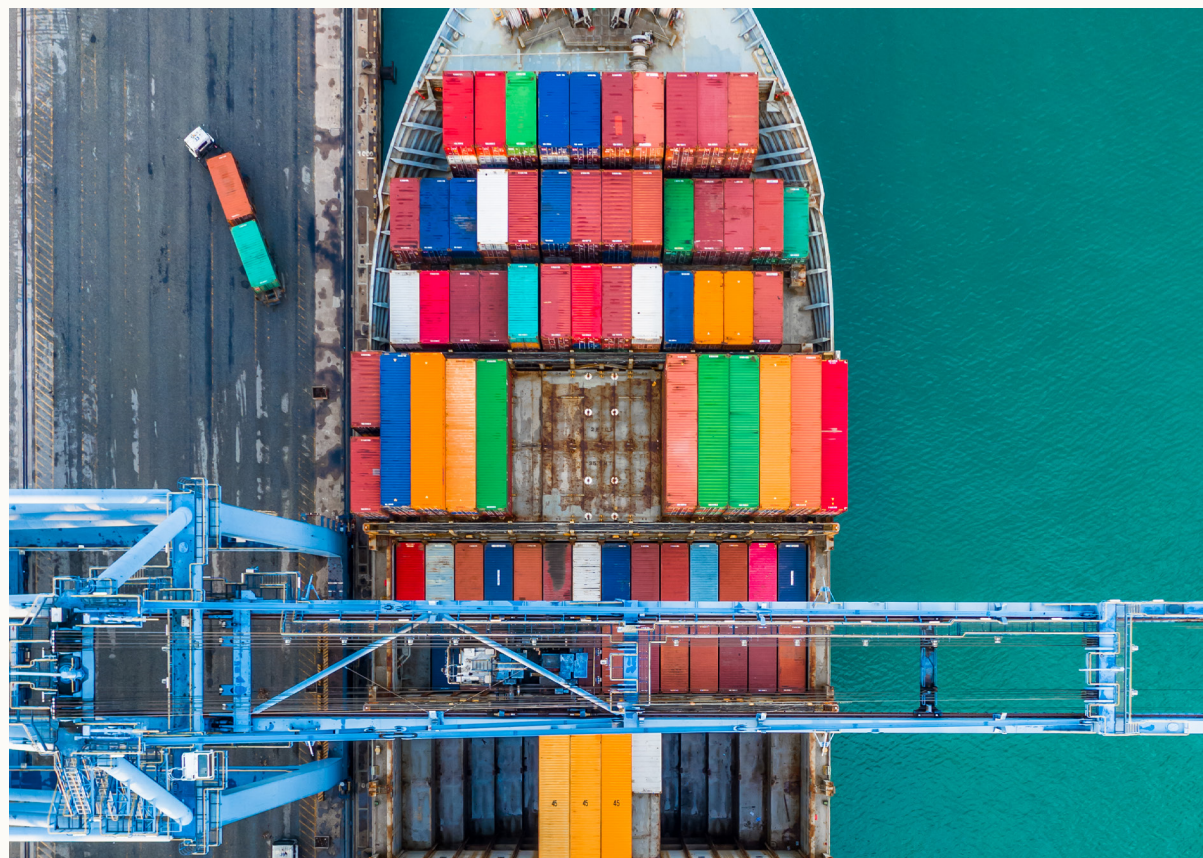
Sertifiseringsveiledere utviklet av Etisk handel Norge

Produktsertifiseringer og
merkeordninger

System, revisjons- og
rapporteringsstandards

Tekstil

Dagligvare



System, revisjons- og rapporteringsstandards

Introduksjon: Det finnes egne sertifiseringsordninger knyttet til revisjonssystemer, rammeverk og protokoller med fokus på sosiale forhold. Slike revisjonssystemer, rapporteringssystemer og protokoller omfatter ofte et svært bredt omfang, men har også flere muligheter for tilpasning. Kriteriesettene og revisjonen refererer til virksomhet og det vil aldri være merket på et produkt. Sertifisering er kun ett av flere tiltak for å stoppe, redusere og forebygge virksomhetens negative påvirkning på mennesker, dyr, samfunn og miljø. Komplementerende tiltak bør iverksettes.

Oppsett og innhold: Oversikten under gir en detaljert oversikt over de ulike ordningene i henhold til Etisk handel Norges Code of Conduct; 13 prinsipper basert på FN og ILO-konvensjoner, samt avskoging, sporbarhet og type verifisering. Oversikten viser i hvilken grad og på hvilken måte de ulike ordningene omfatter temaene i sine systemer. Sporbarhet er ikke relevant på samme måte som når en vare sertifiseres, men det er likevel tatt med i oversikten. Detaljeringen bidrar til åpenhet om hvordan vi har vurdert de ulike ordningene. For å se spesifikk standard som er vurdert, se navn under logo og lenke.

Nivåvurdering: Oversikten viser til fire ulike nivåer basert på hvor omfattende de ulike tematiske områdene er dekket i de ulike ordningene og refererer til kriteriesettene. Oversikten inneholder både en samlet oversikt samt en mer detaljert oversikt over faktiske kriteriesett for å vise hva våre vurderinger er basert på. Flere av ordningene i denne oversikten rangerer resultatet av en revisjon, eller

utarbeider en revisjonsrapport. Vi har ikke tatt høyde for ulike måter å rangere virksomheter på i denne oversikten. Dette betyr at man må være ekstra oppmerksom på hva som faktisk er revidert, kommunisert og konkludert med for den enkelte virksomhet/lokasjon.

Type sertifisering: Tredjepartsverifiserte ordninger vil si at en uavhengig part går igjennom kriteriesettet basert på innholdet i ordningen. Dette regnes som en ekstra sikkerhetsventil fordi det er en objektiv gjennomgang av kriteriesettet.

Forbehold: De fleste kriteriesett blir evaluert og oppdatert med jevne mellomrom. Etisk handel Norge tar forbehold om at kriteriesettene kan bli oppdatert etter vår gjennomgang og vurdering. Selv om Etisk handel Norge har vurdert kriteriesettet til et visst nivå, sier ikke oversikten noe om kvaliteten på ordningenes bakenforliggende dokumentasjon eller deres oppfølging og gjennomgang av kriteriene da dette ikke er noe vi har sjekket. Noen ordninger er også tiltenkt gjennomført i kombinasjon med andre, eller har tilleggsmoduler. Dette er ikke en del av omfanget i oversikten. Derfor er det viktig at virksomheten selv setter seg inn i gjeldene versjoner, krav og kriterier for aktuell ordning.

Tilgang: Noen kriteriesett er åpne, og lenker ligger i dette dokumentet. Andre kriteriesett må lastes ned eller bes spesifikt om. Der dette er tilfellet har vi lagt inn lenke til aktuelt område for nedlasting/forespørsel.

NB! Det er viktig at virksomheten selv setter seg inn i gjeldene ordning, krav og kriterier for aktuell ordning og vurderer dette opp mot egne forventninger og krav.

Forklaring til fargebruk og tilsvarende symbolbruk:



= **Beste praksis:** Inneholder absolutte og omfattende krav



= **Godt dekket:** Omfattende og strenge krav, men ikke utelukkende absolutte krav



= **Delvis dekket:** Temaet dekkes delvis



= **Ikke dekket / i liten grad dekket:** Tema er ikke dekket i kriteriesettet eller er svært lite konkret

Rangert etter hvor omfattende Etisk handel Norges prinsipper er dekket

	Tvangs- arbeid/ slavearbeid	Fagorgani- sering og kollektive forhandlinger	Barnearbeid	Diskri- minering	Brutal handling	HMS	Lønn	Arbeidstid	Regulære ansettelser	Margi- naliserte befolknings- grupper	Miljø	Korrupsjon	Dyrevelferd
Sedex² Pillar 2													
Sedex² Pillar 4													
amfori BSCI Trade with purpose													
for life													

Rangert basert på krav knyttet til avskoging, sporbarhet og type verifisering

Sertifisering	Avskogingskrav	Sporbarhet	Type verifisering
 Sedex Pillar 2		NA	
 Sedex Pillar 4		NA	
 amfori BSCI Trade with purpose		NA	NB! Kan utføres som både selvevaluering (ingen verifisering), andrepartsverifisering (av en interessent) og som tredjepartsverifisering (uavhengig part).
		NA	
			
		NA	
		NA	
		NA	Ikke nødvendigvis
			

Sporbarhet
= sporbarhet i hele leverandørkjeden
= sporbarhet i deler av leverandørkjeden
= ingen sporbarhet (kun 1. ledd)
Verifisering
= tredjepartsverifisering
= andrepartsverifisering
= ingen verifisering

1. Tvangsarbeid / slavearbeid

Sertifisering	Kriterier
 SMETA (Sedex Members Ethical Trade Audit), Version 6.1 May 2019 Pillar 2	 Vi har vurdert temaene basert på CODE og Measurement Criteria. 1. Freely chosen employment CODE: 1.1 There is no forced, bonded or involuntary prison labour. 1.2 Workers are not required to lodge “deposits” or their identity papers with their employer and are free to leave their employer after reasonable notice. Measurement Criteria: Management system investigation and document review including management interview. The auditor checks and reports on: 1.1 Contracts and Termination: * Can workers voluntarily leave their employment after reasonable notice with no monetary penalties for leaving including withholding of bonuses already earned? * Is there a process in place for workers to receive their final salary payment if they do not return e.g. after Chinese New Year? * Are there any clauses in contracts that would restrict workers leaving? * Are there any financial arrangements either personal or for family members or dependants e.g. loans which would restrict workers leaving? * Do security guards’ contracts clearly state their duties and set appropriate limits on the way they interact with workers to ensure that they are not used to restrict workers’ movements? * How does the site handle privacy rights of workers e.g. are there any workers under constant surveillance and if so, how is privacy handled? * Are workers free to leave at the end of their shift and not unreasonably delayed by e.g. security checks? * Are workers free to communicate with external individuals including family members etc.? * Are workers free to refuse overtime and if so what procedures are in place? * Did migrant workers have to pay any fees, taxes, deposits or bonds? * Is there evidence that employers provide workers with the necessary documentation to leave employment / country e.g. exit visa’s etc.? * The probationary periods do not exceed the law.

Sertifisering	Kriterier
	1.2 Personnel files: * Do employers keep only copies of ID's, Passports and 'Right to Work' checks? * Are original documents returned to workers promptly? * If it is a legal requirement to retain original documents, do workers give their informed written consent and can they retrieve their documents at any time? * Where there are loans to workers, are they covered by a signed agreement from both parties and do they detail repayments, terms and conditions? Are such repayments fair so that workers are not taken below legal minimum wage? * Are loans realistically possible to repay at termination of employment based on monthly earnings? * Is there a procedure in place to either re-assign any outstanding loan to a new employer or a process for early re-payment, such that a loan does not prevent a worker leaving employment. * Is there a process for preventing worker debt and how is this checked? Is a confirmation of payment supplied to workers? 1.3 Wage deductions, any deposits or withholdings (other than mandatory e.g. tax and social insurance) to establish: * Are there any deductions – please give full details, including exact details of any voluntary deductions (although they may meet the law they may not meet the code). * That there is a written agreement to the deduction, which meets the law and is signed by the worker. * That any deductions do not reduce wages to below minimum legal wage. * Whether deductions are for disciplinary reasons and whether this is legal. * That deposits are not taken for workplace essentials such as PPE. * That deposits are not a compulsory condition of gaining employment. * That any agreed (by the worker) and withheld deposits/withholdings are returned to the worker as appropriate. * That there are no other deductions when commencing, during, or as a condition of employment. * Are there any fees charged for accommodation and if so, is this voluntary (worker can choose whether to be in this accommodation or not) and at a fair market price? * All outstanding payments to workers are made on termination of employment

Sertifisering	Kriterier
	1.4 Where there is any prison labour, including governmental detention centres or equivalent work programmes (legally required in some countries), the auditor must record the details of such employment checking: * That any prisoners are working voluntarily. * That the work is under the control of the legal authority. * Pay and hours meet the law. 1.5 Are workers working voluntarily and can they leave their employment after reasonable notice. Do they know the procedure for giving notice. 1.6 Have any workers made deposits and if so what for and when will they be repaid. 1.7 Do workers pay deposits for essential work items such as PPE. 1.8 Whether they have possession of their original documents e.g. passports/ID's and if not why not. 1.9 Where workers must surrender their original ID's for legal reasons, do they know how to retrieve them 1.10 Do workers report any cases where they had difficulty in obtaining their documents or are they aware of others who have been affected by this issue. 1.11 Do workers feel free to leave the site during breaks and rest time and at the end of their shift. 1.12 Can they refuse to do overtime and if so how. 1.13 Are any searches performed on workers handled with respect and without restricting movement e.g. leaving at the end of shift. 1.14 Are dormitories secure and do workers feel that they can leave them when they wish. 1.15 If there are hours restrictions e.g. curfews, do workers feel these are reasonable. 1.16 If any workers have loans, have they agreed in writing to the amount and the terms – do they understand and believe them to be reasonable. 1.17 Whether workers have ever noticed other workers who were forced to work at this site. 1.18 Whether workers are detained on unpaid time for e.g. meetings, searches etc. 1.19 Do workers seem frightened, confused or withdrawn in any way – any signs of psychological or physical abuse. 1.20 Are there any indications that workers have been coached in the responses they are giving. 1.21 Do they report that they or family members or dependants, have been threatened (or have there been any threats to family) by anyone related to their employment at this site.

Sertifisering	Kriterier
	1.22 Do they receive wages directly in to their own bank account (and is the bank account only accessible by the worker), or if in cash, do they feel they are in control of their wages. 1.23 Can they live where they want. 1.24 Can workers recall correct information: accommodation addresses, and/or name or address of their employer and/or name or address of the location where they are working. <u>Kilde (s. 20–24)</u>
 <u>SMETA (Sedex Members Ethical Trade Audit), Version 6.1 May 2019</u> Pillar 4	 Samme som Pillar 2 <u>Kilde (s. 20–24)</u>
 <u>Amfori BSCI 2.0, 2018</u>	 Vi har vurdert basert på ledende tekst og hovedspørsmål i oppsettet. Se full oversikt via lenke Performance area 11: No bonded labour Bonded or forced labour is unacceptable regardless of the circumstances. The utmost must be done so that no form of bonded labour takes place anywhere in the supply chain, on company premises or within the sphere of influence. The risk of bonded labour is not only determined by the working conditions at factory or farm level, it can find its roots in the recruitment process. Workers might be exploited before they even enter a factory or step foot on a farm by unscrupulous agents To prevent these issues, the employer must conduct accurate due diligence on the business partners engaged to acquire labour force: recruiting agencies, labour brokers and labour subcontractors. 11.1 CRUCIAL QUESTION: Is there satisfactory evidence that the auditee does not engage in any form of servitude, forced, bonded, indentured, trafficked or non-voluntary labour? 11.2 Is there satisfactory evidence that the auditee acts rigorously and diligently when engaging and recruiting migrant workers both directly and indirectly? 11.3 CRUCIAL QUESTION: Is there satisfactory evidence that the auditee does not subject workers to inhumane or degrading treatment, corporal punishment, mental or physical coercion and/or verbal abuse? 11.4 Is there satisfactory evidence that the auditee has established all applicable disciplinary procedures in writing and has explained them verbally to workers in clear and understandable terms? <u>Kilde (s. 146)</u>

Sertifisering	Kriterier
 WRAP (Worldwide Responsible Accredited Production) 12 Principles, 2021 Edition	 2. Prohibition of Forced Labor Facilities will not use involuntary, forced or trafficked labor. <i>Facilities will maintain employment strictly on a voluntary basis. Facilities will not use any forced, prison, indentured, bonded or trafficked labor. This will include ensuring that any workers they hire will be under labor contracts that fully comply with all relevant legal requirements and do not impose any form of coercion (including imposing substantial fines or loss of residency papers by workers leaving employment or restricting a worker's ability to voluntarily end his/her employment). In addition, workers should not be employed subject to any financial or collateral guarantee or debt security; any recruitment fees involved should be borne by facilities, not workers. Further, 2 facilities will ensure that the workers' travel documents are not withheld, and that all written contracts are in a language understood by the workers.</i> <u>Kilde (s. 1–2)</u>
 For life Certification standard for Corporate Social Responsibility, May 2022	 2.1 Forced labour Principle: There is no forced or bonded labour, in line with ILO Convention 29 and 105. KO: * The employer does not retain original legal workers' documents (e.g. identity card) nor part of workers' salary, benefits, etc. * Workers are free to leave their work after an appropriate notice period or without such period applying. * Family and dependents of workers are not obliged to also work with the worker, they are free to seek employment elsewhere (without deductions from the main worker). * Employment is never linked to the fulfilling of an obligation or debt of a third party. Large loans to workers (disproportional to their income) do not interfere with their freedom to terminate their contract. * There is no indication of any other form of forced labour (see guidance). According to the ILO fundamental convention No 29, forced or compulsory labour is defined as "all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily. " This includes (non-exhaustive list): – human trafficking, slave / prison labour – restriction of workers' freedom of movement – retention of salary / benefits / property – storage of identity papers / important documents as condition for employment – deposits or bonds to force workers to remain / accumulated debt - control of bank accounts – threats of denunciation to immigration authorities. <u>Kilde (s. 22)</u>

Sertifisering	Kriterier
 Social Accountability 8000, International Standard June 2014	 Forced or compulsory labour Criteria: 2.1 The organisation shall not engage in or support the use of forced or compulsory labour, including prison labour, as defined in Convention 29, shall not retain original identification papers and shall not require personnel to pay 'deposits' to the organisation upon commencing employment. 2.2 Neither the organisation nor any entity supplying labour to the organisation shall withhold any part of any personnel's salary, benefits, property or documents in order to force such personnel to continue working for the organisation. 2.3 The organisation shall ensure that no employment fees or costs are borne in whole or in part by workers. 2.4 Personnel shall have the right to leave the workplace premises after completing the standard workday and be free to terminate their employment provided that they give reasonable notice to their organisation. 2.5 Neither the organisation nor any entity supplying labour to the organisation shall engage in or support human trafficking. <u>Kilde (s. 8)</u>
 ISO 9001:2015 ISO9001:2015	 Ikke dekket
 GRI (Global Reporting Initiative)	 Topic Standard: GRI 409: Forced or Compulsory Labor 1.1 The reporting organization shall report how it manages forced or compulsory labor using Disclosure 3-3 in GRI 3: Material Topics 2021. Disclosure 409-1 Operations and suppliers at significant risk for incidents of forced or compulsory labor The reporting organization shall report the following information: * Operations and suppliers considered to have significant risk for incidents of forced or compulsory labor either in terms of: - type of operation (such as manufacturing plant) and supplier; - countries or geographic areas with operations and suppliers considered at risk. * Measures taken by the organization in the reporting period intended to contribute to the elimination of all forms of forced or compulsory labor. <u>Kilde (s.747-757)</u>

Sertifisering	Kriterier
 Coffee Sustainability Reference Code, Version 3.0 2021	 5.2 Workers voluntarily and freely choose employment (ILO 29, 105): CRITICAL Applies to individual smallholders, Groups and Farms: 5.2.1 Workers can leave their work places and/or living quarters provided by the employer. 5.2.2 Identity or travel documents, salary/money or other assets belonging to workers are not retained by the employer. 5.2.3 Workers are not subject to debt bondage. For example, where they are forced to work for an employer in order to pay off their own debts or those they have inherited. This can also include purchasing schemes for food, accommodation and/or transport managed by the employer when the costs exceed local market rates <u>Kilde (s. 19)</u>



2. Fagorganisering og kollektive forhandlinger

Sertifisering	Kriterier
 Sedex Pillar 2	 2. Freedom of association CODE 2.1. Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. 2.2. The employer adopts an open attitude towards the activities of trade unions and their organisational activities. 2.3. Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace. 2.4. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates and does not hinder, the development of parallel means for independent and free association and bargaining. Measurement Criteria: Management system investigation and document review including management interview. The auditor checks and reports on: 2.1 Whether it is a legal requirement to have a union and/or a workers committee at the site and records which one(s). 2.2 Whether there is a site policy on freedom of association. 2.3 Checks whether management recognizes and negotiates with any unions present. 2.4 Checks that management places no restriction on the establishment and growth of free and representative workers' organisations – including unions. 2.5 Where the right to freedom of association is restricted under law, workforce rights are recognised by organising parallel means e.g. workers' committees. 2.6 Where unions are legally allowed checks: * Whether there is a union on site. * If workers are free to join the union if they wish. * That union officials are freely elected and allowed to perform their functions – with paid time off if a legal requirement. * If the employer takes deductions for union fees, checks that workers have given written consent, that deductions are legal, recorded on wage slips and paid to the union.

Sertifisering	Kriterier
	2.7 Where workers are represented by a union or workers committee checks: * Whether the worker representatives are volunteers and how they are elected. * That workers are aware of their union or worker representatives and of the issues that can be raised through them. * That the group which represents workers is independent of management and represents workers effectively. * The meeting minutes of both worker meetings and their meetings with management are published with agreed actions and responsibilities. * What is the remit of the committee? Are there limitations on the scope of what they can discuss with management? * That management shows evidence of responding to concerns and proposals raised in the meetings. * Whether there is a collective bargaining agreement and if so what % of the workforce is covered? * What feedback arrangements are made for workers who do not wish to join the union e.g. other workers' groups, suggestion box, worker survey, confidential hot line. * Is there evidence of an active process of discussions and responses. 2.8 Where workers are not represented by a union or workers committee and the law allows, checks: * For any policies or procedures preventing workers from joining or forming a union. * The site's attitude if workers wish to join or form a union. * How management and workers communicate in the absence of a union or workers' committee. * Examines files to establish whether any disciplinary actions or sackings occurred for workers attempting to start or join a union. 2.9 Examines the personnel files of any union or worker representatives to check: * Whether there are any disciplinary records from management. * Any evidence of union or worker representatives being discriminated against. * Evidence of union members being dismissed. * Whether there is payment for time spent in a representative function. 2.10 Establishes whether there have been any strikes at the site and records the dates and circumstances – at least as observations. <u>Kilde (s. 25–28)</u>

Sertifisering	Kriterier
	 Samme som Pillar 2 <u>Kilde (s. 25–28)</u>
	 Performance Area 3: The rights of freedom of association and collective bargaining The producer enables workers to approach management for discussing and negotiating better working conditions. The producer respects the rights to: • Freedom of association: The right of workers to form and join organisations of their own choosing. • Collective bargaining: The process of negotiation between trade unions or workers' representatives and employers to: • Define the terms and conditions of employment for workers • Confer rights, advantages, and responsibilities to the parties 3.1 The auditee respects the right of workers to form unions in a free and democratic way 3.2 CRUCIAL QUESTION: The auditee respects workers' right to bargain collectively 3.3 The auditee does not discriminate against workers because of their trade union membership 3.4 The auditee does not prevent workers' representatives from accessing or interacting with workers in the workplace <u>Kilde (s. 175–176)</u>
	 9. Freedom of Association and Collective Bargaining Facilities will recognize and respect the right of employees to exercise their lawful rights of free association and collective bargaining. <i>Facilities will respect the freedom of each employee to choose for him- or her-self whether or not to join a workers' association. Facilities cannot discriminate against workers based on whether or not they choose to associate. Both the facility and the workers shall ensure they conduct themselves in accordance with all relevant laws in this regard. Facilities will ensure an effective mechanism is in place to address any workplace grievances.</i> <u>Kilde (s. 4)</u>

Sertifisering	Kriterier
	 2.2 Freedom of association and Collective Bargaining Principle: Workers have the right to organize themselves and bargain collectively. • MUST Year 2: Workers' right to organize is effectively communicated to the workers. Workers are aware that they are free to organize in associations of their preference, without any negative repercussions, or reprisal from the employer towards them. • KO: There is no discrimination, intimidation or punishment against workers who promote association or unionisation of workers. • MUST Year 1: If workers wish to unionise, the employer does not take unpermitted measures to discourage them (e.g. anti-union consultant for 1:1 meetings with workers, individual talks to workers about unionisation, prohibition that independent trade unions visit the facility or talk to workers). • Must Year 1: Associative activities and collective bargaining of workers are allowed, and, if workers wish so, there is an active workers' organization or trade union that discusses working conditions, compliance with legal obligations and addresses workers' grievances together with the management (e.g. through scheduled / regular meetings between workers' organization and management, with mutually signed minutes). • MUST Year 2: There is no indication that the employer obstructs or controls worker representatives' meetings during working hours. The management attends workers' meetings only if invited by the workers. • Must Year 1: If the law limits the right to freedom of association and to collective negotiation, the employer shall allow the workers to freely elect their own representatives. • MUST Year 2: There is a written document outlining a fair and appropriate grievance procedure, available to the workers, e.g. in employee handbook or on notice board. • KO: Workers who follow the grievance procedure are not disciplined, intimidated or discriminated against, their rights are protected in writing (e.g. in grievance policy or procedure). • MUST Year 2: Workers who inform the certification body on labour related problems are not discriminated, intimidated or penalised. • MUST Year 4: The management encourages and supports workers' feedbacks and suggestions for improvement even beyond grievances (e.g. suggestion box, open discussion culture where workers do not feel intimidated to raise their concerns). <u>Kilde (s. 22–23)</u>

Sertifisering		Kriterier
		4 Freedom of association and right to collective bargaining Criteria: 4.1 All personnel shall have the right to form, join and organise trade union(s) of their choice and to bargain collectively on their behalf with the organisation. The organisation shall respect this right and shall effectively inform personnel that they are free to join a worker organisation of their choosing without any negative consequences or retaliation from the organisation. The organisation shall not interfere in any way with the establishment, functioning or administration of workers' organisation(s) or collective bargaining. 4.2 In situations where the right to freedom of association and collective bargaining are restricted under law, the organisation shall allow workers to freely elect their own representatives. 4.3 The organisation shall ensure that union members, representatives of workers and any personnel engaged in organising workers are not subjected to discrimination, harassment, intimidation or retaliation for being union members, representative(s) of workers or engaged in organising workers, and that such representatives have access to their members in the workplace. <u>Kilde (s. 10)</u>
		Ikke dekket
		Disclosure 2–30 Collective bargaining agreements <i>The organization shall:</i> * report the percentage of total employees covered by collective bargaining agreements; * for employees not covered by collective bargaining agreements, report whether the organization determines their working conditions and terms of employment based on collective bargaining agreements that cover its other employees or based on collective bargaining agreements from other organizations. <u>Kilde (s. 89)</u> Topic Standard: GRI 407: Freedom of Association and Collective Bargaining 1.1 The reporting organization shall report how it manages freedom of association and collective bargaining using Disclosure 3–3 in GRI 3: Material Topics 2021. Disclosure 407-1 Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk. <u>Kilde (s.724–734)</u>

Sertifisering	Kriterier
	5.4 Workers have the right to collective bargaining Applies to Groups and Farms: 5.4.1 Regular consultations between employers and authorised workers' representatives concerning working conditions, remuneration, dispute resolution, internal relations and matters of mutual concern relating to workers are taking place. Applies to individual smallholders, Groups and Farms: 5.4.2 Results of collective bargaining are applied to workers <u>Kilde (s. 19)</u>



3. Barnearbeid

Sertifisering	Kriterier
 Pillar 2	 4 Child Labour and Young Workers Code: 4.1 There shall be no new recruitment of child labour. 4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child. 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions. 4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards. Measurement Criteria: Management system investigation and document review including management interview. The auditor checks and reports on: 4.1 Whether the site has a policy on child labour and written procedures on how to ensure that children are not employed at the site. 4.2 Whether the policy on child labour is clear, communicated to workers and displayed. 4.3 That there are systems in place to check the age of all workers particularly at the point of recruitment. 4.4 That all personnel files contain copies of proof of age for each worker such as: * Worker ID with photo. * Birth certificate. * Notary or medical checks/examination prior to employment. * National insurance or social insurance numbers. * Ration cards. * Written documents/affidavits. * School leaving certificates. * School diplomas. * And that such documentation is valid and genuine.

Sertifisering	Kriterier
	4.5 That no worker is less than 15 years or the legal requirement if this is higher. If age 14 is allowed in accordance with developing country exceptions (ILO convention 138) the lower age may apply. 4.6 That if any historical child labour is found i.e. workers hired at below minimum age that are now above legal age, the auditor checks whether the current system is sufficiently robust to prevent this happening in the future. 4.7 That all young workers (up to age 18 years) meet all local legal requirements, which may include (but not be limited to): * Registration with local authority. * Consent of parent or guardian. * Contract and appropriate documents state limitations on type of work e.g. no hazards or night work. * Records of medical examinations in personnel files (annual if required by law). 4.8 That the site keeps a list of young workers and their job roles. 4.9 Examine hiring and termination records for the previous 12 months to check if any pattern of sacking young workers prior to audit. 4.10 Evaluates any training/apprenticeships schemes in operation and records the terms and conditions. Checks if these meet the law. This may include but not limited to: * Signature of parent or guardian. * Registered with local authority * Pay and benefits according to law e.g. wage rates, hours worked, time as trainee/apprentice, social security payments and other benefits. 4.11 That the site has a system in place to check age of subcontractors/any homeworkers. 4.12 That any vocational training is of an appropriate nature e.g. does not involve working with hazardous chemicals or heavy machinery. 4.13 Checks whether the site has remediation policies and procedures to end any child labour found and to support the children with educational/vocational training. This should include but not be limited to: * A statement requiring any found child no longer works. * A method for keeping the child safe and protected whilst not being at risk and not being required to work. * Requirement for the payment of a stipend.

Sertifisering	Kriterier
	* The need to contact the child's parents or guardians. * Possible re-allocation of work to an adult family member. * Local education programmes for any child found. 4.14 Checks whether any previously found child has been successfully remediated and whether they meet the conditions in 4.13. 4.15 Where any child is found, the auditor and management must: * Agree it is not acceptable to dismiss them. * Take immediate action to remove the child from hazards. * Agree with management appropriate interim arrangements for the child and a commitment for remediation. * Agree policies and procedures for remediation as per ETI Base Code. * Immediately inform the customer and where this would breach confidentiality agreements, to encourage the supplier to initiate a discussion with their customer. * Capture the identity and age of the child e.g. ID number, home address and any personnel details. 4.16 The auditor should ensure that they access all areas in case of hidden problems, please see Best Practice Guidance section 7 'Audit Execution'. 4.17 Where there are childcare facilities, checks that they are staffed appropriately and safe, meet local laws and sufficient distance between them and the work place to ensure that the children are not exposed to hazards or able to enter the workplace. <u>Kilde (s. 37-40)</u>
 Sedex Pillar 4	 Samme som for Pillar 2 <u>Kilde (s. 37-40)</u>

Sertifisering	Kriterier
	 Performance area 8: No child labour Child labour can be detected and addressed through due diligence, company recruitment and regular dialogue with workers, workers representatives and other key stakeholders. In all cases, a child must be protected, feel safe and able to express her/his work experiences in confidence. Addressing child labour in the supply chain in a responsible way is very complex; especially in locations where child labour may be common. Removing them from work may force them to enter worse forms of exploitation or greater vulnerability. When assessing family farms, the auditor shall understand that children participation to family farming activities contributes to the inter-generational transfer of culture, wisdom and skills. Auditors shall evaluate whether children contribution to farming may hide any exploitation component or depriving children from their childhood. 8.1 CRUCIAL QUESTION: Is there satisfactory evidence that the auditee does not engage in illegal child labour directly or indirectly? 8.2 Is there satisfactory evidence that the auditee has established robust age-verification mechanisms as part of the recruitment process, which may not be in any way degrading or disrespectful to the worker? 8.3 Is there satisfactory evidence that the auditee has adequate policies and procedures in writing toward protecting children from any kind of exploitation? 8.4 Is there satisfactory evidence that the auditee has adequate and remedial policies and procedures to provide for further protection in case children are found to be working? <u>Kilde (s. 131–134)</u>
	 3. Prohibition of Child Labor Facilities will not hire any employee under the age of 15 (14 in less-developed countries) or under the minimum age established by law for employment, whichever is greater, or any employee whose employment would interfere with compulsory schooling. <i>Facilities will ensure they do not engage in any form of child labor, including, but not limited to, the internationally recognized worst forms of child labor. Consistent with ILO Convention 138, facilities may not employ any person at an age younger than the law of the jurisdiction allows and in any case not below the age of 15 (14 in less-developed countries), even if permitted by local law. In addition, facilities will adhere to local legal requirements regarding mandatory schooling. Further, if, where permitted by local law, a facility employs young workers (defined as workers whose age is between the minimum age of employment and 18 years), the facility will also comply with any applicable legal restrictions on the nature and volume of work performed by such young workers, as well as any other requirements imposed by law, including limitations related to working hours and to ensuring that such young workers do not perform any hazardous work (e.g., chemical handling or operating heavy machinery).</i> <u>Kilde (s. 2)</u>

Sertifisering	Kriterier
	 2.3 Child Labour and Protection of Young Workers Principle: Children and Young workers are protected KO: • No Children are EMPLOYED as workers. • No work is carried out by CHILDREN OF CONTRACTED WORKERS. • Young workers do not engage in work at night or in work that is dangerous to their health, safety or personal development. The tasks they carry out are appropriate to their age. • Working hours of Young workers do not interfere with their education: normal school attendance is ensured. • Young workers do not work regularly more than 8 hours/ day. The accumulated time for school, work and transportation is less than 10 hours/ day. MUST Year 1: • Children under 12 years HELPING in their FAMILY's production activity do only occasionally, very light and appropriate work for less than 2 hours / day. These activities do not compromise their school attendance. • Children between 12 and 15 HELPING in their FAMILY's production activity do not do any SUBSTANTIAL work, and less than approximately 3 hours / day. The work is non- hazardous, it is appropriate to their age and it does not compromise their school attendance. <u>Kilde (s. 24)</u>
	 2 Child Labour Criteria: 1.1 The organisation shall not engage in or support the use of child labour as defined above. 1.2 The organisation shall establish, document, maintain and effectively communicate to personnel and other interested parties, written policies and procedures for remediation of child labourers, and shall provide adequate financial and other support to enable such children to attend and remain in school until no longer a child as defined above. 1.3 The organisation may employ young workers, but where such young workers are subject to compulsory education laws, they shall work only outside of school hours. Under no circumstances shall any young worker's school, work and transportation time exceed a combined total of 10 hours per day, and in no case shall young workers work more than 8 hours a day. Young workers may not work during night hours.

Sertifisering	Kriterier
	1.4 The organisation shall not expose children or young workers to any situations – in or outside of the workplace – that are hazardous or unsafe to their physical and mental health and development. <u>Kilde (s. 8)</u>
	 Ikke dekket
	 Topic Standard: GRI 408 Child Labor The reporting organization shall report how it manages child labor using Disclosure 3–3 in GRI 3: Material Topics 2021. Disclosure 408–1 Operations and suppliers at significant risk for incidents of child labor The reporting organization shall report the following information: * Operations and suppliers considered to have significant risk for incidents of: - child labor; - young workers exposed to hazardous work. * Operations and suppliers considered to have significant risk for incidents of child labor either in terms of: - type of operation (such as manufacturing plant) and supplier; - countries or geographic areas with operations and suppliers considered at risk. * Measures taken by the organization in the reporting period intended to contribute to the effective abolition of child labor. <u>Kilde (s. 725–746)</u>

Sertifisering	Kriterier
	4.1 Children under the age of 15, under the minimum age for work or the age of completion of compulsory education are not employed. Child labour does not include children helping their parents on their own farm, provided that working does not jeopardize their schooling or health. (ILO 182 and 138): CRITICAL Applies to individual smallholders, Groups and Farms: 4.1.1 Children under the age of 15 (or legal school age) attend school. 4.1.2 Children below the age of 18 years are not engaged in work which could jeopardize their health, safety or morals. (Worst forms of Child Labour ILO 182). Applies to individual smallholders and Farms: 4.1.3 Children's participation in work is only accepted as part of light family work, outside school hours for children below 15 years old, and they are not performing hazardous work <u>Kilde (s. 18)</u>



4. Diskriminering

Sertifisering	Kriterier
 Sedex² Pillar 2	7 Discrimination Code: 7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation. Measurement Criteria: Management system investigation and document review including management interview. The auditor checks and reports on: 7.1 Are there policies and procedures in place which cover the need for all workers to be treated equally in all matters of employment and which cover: * Recruitment and employment. * Compensation (e.g. equal pay for equal work). * Access to training. * Promotion, benefits and advancements. * Termination and retirement. * Equal opportunities. * Discrimination based on race, caste gender, origin etc. * Any discrimination based on category of worker or type of contract e.g. agency, temporary, migrant and local workers. * And are these communicated to workers in relevant languages or suitably explained where literacy is low. 7.2 Checks that site practices follow established policies and procedures. 7.3 Examines the recruitment process for: * Systems for advertising and hiring new staff e.g. verify the language used in job postings and the list of job requirements. * How the workers are selected for interview.

Sertifisering	Kriterier
	* How interviews are conducted – by whom and what questions are asked. * Policies and requirements for any health checks prior to employment with particular reference to pregnancy and HIV testing to ensure they do not discriminate; this includes core workers as well as non-core such as cleaners, subcontractors, security guards. * Interview notes and application forms do not indicate discrimination e.g. asking female workers if they are likely to marry, asking about union membership. * Checks contracts to examine potential discrimination e.g. requirement not to have children for a period. 7.4 Examines professional development systems: * On-going training is available to enable workers to progress. * Is there a clear progression path available for all workers. * An equal and clear fair selection criteria is in place for all promotions and benefits. * All selection criteria are applied in each case and documented. * If there is a bonus / benefits system, this is communicated transparently to all workers. 7.5 Examines the termination policies and practices. * Verify disciplinary and notice letters to workers. * Investigate why workers have left. * Examine termination conditions of any union members. * Review any patterns for dismissals relating to age, pregnancy etc. * Is there an exit interview and is it effective. 7.6 Check payroll records to ensure: * No pay inequality based on unfair or unlawful discrimination e.g. pay based only on age should be raised as a non-compliance – see supplementary guidance * All workers receive all benefits to which they are entitled.

Sertifisering	Kriterier
	7.7 Check worker grievance procedures. Are there ways in which workers can report discrimination. * Suggestion box. * Anonymous phone line; And do the systems: * Protect the identity of the worker. * Prevent repercussions against the reporter. An example of preventing repercussions might be a written nonretaliation commitment that is clearly communicated to workers and may include: • Written policies and procedures. • Communication and training (that can be easily understood by workers). • Internal monitoring and governance processes. • Use of an externally managed process. 7.8 Checks the breakdown of workers: * By ethnic/social group, gender, e.g. the number of women or migrant workers / in skilled or management roles. * Ensure that any segregation of workers is a local norm and does not interfere with equal opportunities across all groups. * Ensures that all benefits are applied equally to all groups. * All legal benefits reference pre- and post-natal conditions e.g. rest and breaks, nursing breaks and a suitable quiet space. 7.9 Examines what are the workers' legal rights to observe religious holidays, prayer time during working hours etc., and whether they are being met. <u>Kilde (s. 55-57)</u>
	 Samme som Pillar 2 <u>Kilde (s. 55-57)</u>
	 Performance Area 4: No discrimination Discrimination is an unfair or prejudicial act or practice used against a worker or group of workers based on their characteristics. Discrimination in the workplace can take different forms such as: • Restricting verbal and/or physical freedom (e.g. going to the toilet) • Providing poor living conditions and denying water and food

Sertifisering	Kriterier
	• Intimidating or ignoring a worker • Abusing a worker verbally and/or threatening workers with violence • Treating a worker unequally on purpose • Preventing a worker from benefits (e.g. promotion) In some cultures, discrimination may be very subtle or embedded into cultural values. However, the bottom line is that discrimination is unfair and denies people opportunities just based on prejudices. 4.1 CRUCIAL QUESTION: The auditee takes the necessary measures to avoid or eradicate discrimination in the workplace 4.2. The auditee ensures workers are not disciplined, dismissed or discriminated against because of their complaints against infringements of their rights 4.3 The auditee takes the necessary measures, so workers are not harassed or disciplined on grounds of discrimination <u>Kilde (s. 177-178)</u>
	 7. Prohibition of Discrimination Facilities will employ, pay, promote, and terminate workers on the basis of their ability to do the job, rather than on the basis of personal characteristics or beliefs. <i>Facilities will ensure that all terms and conditions of employment are based on an individual's ability to do the job, and not on the basis of any personal characteristics or beliefs. Facilities will ensure that any employment decision - involving hiring, firing, assigning work, paying or promoting - is made without discriminating against the employees on the basis of race, color, national origin, gender, age, sexual orientation, religion, disability, or other similar factors (pregnancy, political opinion or affiliation, social status, etc.)</i> <u>Kilde (s. 3)</u>
	 2.4 Equal Treatment and Opportunities Principle: The Operation ensures equal and respectful treatment of all workers in all matters. • KO: There is no systematic discrimination against workers (based on gender, race, colour, sexual orientation, disease, disability, marital status, age, religion, political affiliation, caste, social background, ethnic and national origin, nationality, or any other personal characteristics), for recruitment, promotion, access to training, remuneration, task allocation, termination of employment, or retirement. Specific criteria exist for membership in worker organizations including unions; see sub-chapter "Freedom of Association and Collective Bargaining".

Sertifisering	Kriterier
	• MUST Year 1: Behaviour that is sexually coercive, threatening, abusive or exploitative is not tolerated. Any cases of sexual harassment are followed up by management and resolved within a reasonable time frame. • MUST Year 1: There is a discreet complaint mechanism with an appropriate responsible person to hear workers' concerns with regard to sexual harassment. • Must Year 1: Pregnant workers enjoy all protection as legally required by national law, and: • No pregnancy tests or birth control are requested. • They are not dismissed for reasons related to pregnancy or child birth. • Women coming back from maternity leaves can return to work with an equivalent or better job position/pay. • Arrangements are made for women who are nursing (breastfeeding breaks). Men coming back from parental leaves can return to work with an equivalent or better job position / pay. BONUS: • The employer has especially well-adapted working conditions to enable employees to reconcile their personal life with their professional life (e.g. leave after business travels, leave for caring for sick family members, part-time positions, flexible hours for parents of young children, child care support, private space for breastfeeding, etc.). • The employer creates employment, special training opportunities or especially adapted work places for particularly disadvantaged / discriminated groups, e.g. persons with disabilities. • If some workers are clearly marginalised, they are included in the social development plan of the company (or in the Social Policy) in order to gradually improve their livelihood. <u>Kilde (s. 25)</u>
	 5 Discrimination Criteria: 5.1 The organisation shall not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on race, national or territorial or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.

Sertifisering	Kriterier
	5.2 The organisation shall not interfere with the exercise of personnel's rights to observe tenets or practices or to meet needs relating to race, national or social origin, religion, disability, gender, sexual orientation, family responsibilities, union membership, political opinions or any other condition that could give rise to discrimination. 5.3 The organisation shall not allow any behaviour that is threatening, abusive, exploitative or sexually coercive, including gestures, language and physical contact, in the workplace and in all residences and property provided by the organisation, whether it owns, leases or contracts the residences or property from a service provider. 5.4 The organisation shall not subject personnel to pregnancy or virginity tests under any circumstances. <u>Kilde (s. 10–11)</u>
	 Ikke dekket
	 Topic Standard: Diversity and Equal Opportunity 1.1 The reporting organization shall report how it manages diversity and equal opportunity using Disclosure 3-3 in GRI 3: Material Topics 2021. Disclosure 405-1 Diversity of governance bodies and employees Disclosure 405-2 Ratio of basic salary and remuneration of women to men <u>Kilde (s. 701–713)</u> Topic Standard: Non-discrimination The reporting organization shall report how it manages non-discrimination using Disclosure 3-3 in GRI 3: Material Topics 2021. Disclosure 406-1 Incidents of discrimination and corrective actions taken. <u>Kilde (s. s.714–723)</u>
	 5.1 Producers and workers are protected from discrimination and harassment (ILO 100, 111, 190) Applies to individual smallholders, Groups and Farms: 5.1.1 All workers receive equal treatment in terms of hiring, remuneration and benefits, access to training and promotion. 5.1.2 Workers are free from violence and harassment or abusive treatment, including gender-based violence. <u>Kilde (s. 19)</u>

5. Brutal behandling

Sertifisering	Kriterier
	 9 Harsh or Inhumane Treatment CODE 9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. 9.2 Companies should provide access to a confidential grievance mechanism for all workers. Measurement Criteria: Management system investigation and document review including management interview. The auditor checks and reports on: 9.1 Any policies and procedures concerning disciplinary action e.g. * Disciplinary rules and actions. * Prevention of harassment/abuse/ intimidation. * Security practices: Reviews the contracts of any security guards as well as their job descriptions to ascertain likelihood of harassment or extreme discipline (security should be used to keep the site safe i.e. intruders out, not keep workers in). * Record if any deductions from wages were made for disciplinary reasons. If legally allowed, report on whether they were clearly documented and that the amount did not take workers below minimum legal wage. 9.2 Whether the site has a policy which includes non-retaliation, clear lines of accountability, roles, responsibilities and subsequent reporting outcomes. 9.3 Check that policies and procedures are communicated and understood by all levels of personnel e.g. using posters, training, worker handbook, other means when literacy is low. 9.4 Examines records of disciplinary and grievance activity and reports on actions/ outcomes. 9.5 Where unions/worker reps exist, check they are aware of the policies and procedures and have they agreed to them. Grievance and appeal procedures. This should include but not be limited to checking and reporting on the below: 9.6 Is there a grievance mechanism in place and is it documented. The auditor gives details on the type of mechanism used e.g. hotline, whistle blowing mechanism, comment box etc.

Sertifisering	Kriterier
	9.7 How is the grievance mechanism communicated and who has access e.g. workers only / business partners / wider community etc. 9.8 Is there a non-retaliation policy communication, training and governance monitoring process. 9.9 Who oversees and monitors the grievance mechanism and have they had the relevant skills and training 9.10 Is the process transparent and accessible? Auditor reports and gives details. 9.11 What training (if any) is given and how is it recorded – especially to those employees working in stakeholder facing roles. The auditor should check for any specific training for relevant management and workers. 9.12 Whether the grievance mechanism is accessible from multiple access points. 9.13 Whether users of the grievance mechanism are kept informed throughout the process. 9.14 Whether the site records in a confidential manner details of grievances and their outcomes 9.15 Whether the site monitors the grievance mechanism's effectiveness on a regular basis <u>Kilde (s. 68–70)</u>
 Pillar 4	 Samme som Pillart 2 <u>Kilde (s. 68–70)</u>
	 Part of Performance area 11: No bonded labour 11.3 CRUCIAL QUESTION: The auditee does not subject workers to inhumane or degrading treatment, corporal punishment, mental or physical coercion and/or verbal abuse. This means that the producer (auditee) takes the necessary measures to ensure workers are treated with respect and they are not subject to any corporal or mental abuse. Part of the Zero Tolerance Protocol: Inhumane or degrading treatment, corporal punishment (including sexual violence), mental or physical coercion, and/or verbal abuse <u>Kilde (s. 149, 244)</u>

Sertifisering	Kriterier
	 3. Prohibition of Harassment and Abuse Facilities will provide a work environment free of supervisory or co-worker harassment and abuse, and free of corporal punishment in any form. <i>Facilities will ensure a workplace that is respectful of a worker's rights and dignity. This includes ensuring that no corporal punishment or physical coercion be used. Facilities will not engage in or tolerate – either at the workplace or in residential quarters provided by facilities or labor brokers acting on their behalf – any sexual harassment or abuse, indecent or threatening gestures, abusive tone or language or any other kind of undesired physical or verbal contact, such as bullying. In particular, facilities will ensure proper training at all levels - including management, supervisors and workers - to secure a workplace free of harassment and abuse.</i> <u>Kilde (s. 2)</u>
	 2.4 Equal Treatment and Opportunities Principle: The Operation ensures equal and respectful treatment of all workers in all matters. • MUST Year 1: Behaviour that is sexually coercive, threatening, abusive or exploitative is not tolerated. Any cases of sexual harassment are followed up by management and resolved within a reasonable time frame. 2.5 Disciplinary Practices Principle: Disciplinary measures are fair, adequate and do not violate human rights. • KO: There is no indication that the employer is involved, supports or accepts any practice against human dignity and human rights (corporal punishment, physical or mental coercion, verbal violence, bullying). • Must Year 1: Deductions from wages as a disciplinary measure are not practiced. • MUST Year 2: Other strong disciplinary measures e.g. work ban for limited time, are only done in extreme cases, documented and reasonable in relation to the mistake or offence committed by the worker. • Must Year 2: Disciplinary practices are fair and transparent. There is no excessive disciplinary action. <u>Kilde (s.25–26)</u>

Sertifisering		Kriterier
		6 Disciplinary practices Criteria: 6.1 The organisation shall treat all personnel with dignity and respect. The organisation shall not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel. No harsh or inhumane treatment is allowed. <u>Kilde (s. 11)</u>
		Ikke dekket
		Topic Standard: Non-discrimination The reporting organization shall report how it manages non-discrimination using Disclosure 3-3 in GRI 3: Material Topics 2021. Disclosure 406–1 Incidents of discrimination and corrective actions taken. <u>Kilde (s. 714–723)</u> GRI 406: NON-DISCRIMINATION <i>“Discrimination can also include harassment.”</i>
		5.1 Producers and workers are protected from discrimination and harassment (ILO 100, 111, 190) Applies to individual smallholders, Groups and Farms: 5.1.1 All workers receive equal treatment in terms of hiring, remuneration and benefits, access to training and promotion. 5.1.2 Workers are free from violence and harassment or abusive treatment, including gender – based violence. <u>Kilde (s. 19)</u>

6. HMS

Sertifisering	Kriterier
	 3 Health and Safety Code: 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. 3.2 Workers shall receive regular and recorded Health & Safety training and such training shall be repeated for new or reassigned workers. 3.3 Access to clean toilet facilities and to potable water and, if appropriate, sanitary facilities for food storage shall be provided. 3.4 Accommodation, where provided, shall be clean, safe and meet the basic needs of the workers. 3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative. Measurement Criteria: Management system investigation and document review including management interview. The auditor checks and reports on: 3.1 Checks whether there are Health and Safety policies and procedure in place at the site, appropriate to the size and complexity, both for the workplace and any associated residential facilities. 3.2 Checks how these policies and procedures are communicated to the workforce e.g. included in workers manual etc. 3.3 Whether there is appropriate Health and Safety risk assessments/site inspections carried out on a regular basis, how this is recorded and what actions are taken to minimise the risks/hazards found. These should cover at least (but not be limited to): * Working environment. * Machinery chemicals and other hazards. * Workers in hazardous roles. * Young workers/disabled workers/ women and other potentially vulnerable workers. * Personal protective equipment, its issue and use. * Worker facilities and resources e.g. dormitory and canteen.

Sertifisering	Kriterier
	* Fire risks, including any locked or barred exits/emergency exits. * Fire fighting equipment, including sprinklers, fire hoses, fire extinguishers. * Accidents and on-site injuries. * Restricted areas are maintained where appropriate e.g. access to hazardous chemicals storage areas. 3.4 Checks whether the following documents are available: * Building licenses and construction approval from appropriate authorities for all structures on site. * Valid inspection certificates as per local regulations. * Machine inspections and maintenance reports. * Evidence of fire drills covering all shifts. * Appropriate approval certificates for water use and disposal, waste disposal, hazardous waste etc. * Any local inspection certificates by local agencies/government e.g. fire, hazardous substances, waste water (use and disposal), gas emissions etc. * Any prosecutions from relevant authorities and what was the outcome. * Evidence that actions required from local inspections or prosecutions have been taken * Safety training records and worker training certificates if appropriate e.g. for fork lift truck driving, security team etc. * Accident/injury/sickness register and any necessary licenses, certifications for e.g. performing first aid function and/or related Health & Safety functions. * Procedures for maintaining first aid supplies and/or agreements with external parties. * Evidence that accidents/injuries have been investigated and preventative action taken. * Risk assessment reports and action plans for reducing/eliminating the risks identified. * Hazardous waste history and tracking records (e.g. disposal certificates). * Blood policy and procedures (linked to first aid/injuries). * Needle and blade control policies. * Electrical safety certificates and records of maintenance checks. * Water test for potability where required.

Sertifisering	Kriterier
	* Evidence of hygiene inspections and certificates for any canteen facilities and people working in them. * Pest control agreements and records of inspection. * Records of distribution and maintenance of PPE and whether any charge to workers. * Checks purchase records for all necessary protective equipment, ensures that there is a clear history of equipment being bought and replaced on a regular basis. * Site insurance for workplace, employer liability, worker accident, fire etc. * Material Safety Data Sheet (MSDS) for each hazardous chemical kept on site. * Any necessary approvals/certificates for using hazardous machinery or chemicals. * Is there an asbestos policy/procedure. 3.5 Checks if there is a Health and Safety committee and whether workers are represented. * Examines any minutes of meetings. * Notes if any action taken. c. Interviews the Health and Safety committee to investigate and record its effectiveness. 3.6 For any machinery present on site, checks documentation. * Machinery safety certificate (if required). * Installation and preventive maintenance records * That maintenance records are up to date. 3.7 For Health and Safety training records checks that training is appropriate to the task. * Use of machinery. * Working with and disposal of chemicals. * First aid and safety. d. Housekeeping. * Personal protective equipment including for visitors / other people who enter the business premises. * Fire safety procedures including use of fire fighting equipment where appropriate. * All visitors and contractors to the site are informed of risks and provided with training. * Records of training kept in workers' personnel files.

Sertifisering	Kriterier
	3.8 What action is taken against anyone who disregards Health and Safety rules and if this is disciplinary does this happen at all levels: workers and management. 3.9 During the site tour, auditor makes appropriate checks on the following (but not limited to): * Fire evacuation plans for workplace and accommodation. * Noise and dust levels and records any risk to workers. * Are there any severe cracks / structural issues which are cause for concern Note: this would only be a visual check and cannot be taken as an indicator of the building not being safe. Equally absence of such reporting does not mean that there are no structural issues. * At least 2 exits on each floor and all exits are unblocked, unbarred unlocked and lead to an assembly point or a different place of safety. * On each floor, the exits meet local regulations with regard to travel distance and separation distance. * Fire fighting equipment is sufficient by meeting local regulations and or customer requirements (whichever affords greater protection), and is up to date and is regularly checked and maintained. * That accommodation is not attached to production or any warehouses or storage areas. * That safety precautions in the accommodation and the worksite are checked regularly (meeting local regulations and or customer requirements, whichever affords greater protection), to include, fire fighting equipment, exits and regular fire drills and health and hygiene checks, structural safety certificates). * Sufficient clean and hygienic toilets separated by gender and meeting the law. * Toilets and washing facilities are properly provided with running water, soap, towels etc. * That workers have free access to toilets. * That machines are operated in a safe manner with e.g. correct guarding, “2-button operation”, correct safety precautions, including warning signs as necessary. * Electrical installation safety e.g. plugs wiring, cut outs and other control devices. * That ventilation, light, temperature, noise level is appropriate and meets the local laws and is sufficient for worker comfort. o. That any hazardous chemicals have MSDS, adequate storage with precautions for spillage, are they are properly labelled and that workers are correctly trained to use them. * That PPE is being correctly used, is free of charge and that workers are fully trained in correct usage and benefits. * That working areas have adequate space, with sufficient ease of access and exits.

Sertifisering	Kriterier
	* That medical facilities are appropriate, meeting local regulations and or customer requirements (whichever affords greater protection), for the size of site and number of workers and meets legal requirements. * There is a doctor or nurse on site or there is easy access to first aider/ trained medical aid. * That any childcare facilities are legal and meet any local laws/regulations. * Evacuation routes are sufficient in number and sufficiently identifiable as per local law requirements. * Where facility provides worker transport e.g. buses and other vehicles – it is fit for purpose, safe and maintained and operated by competent persons. * Fire alarms and notifications are sufficient so as to alert personnel in a timely manner in the event of a fire. * Emergency fire alarms and emergency exit lights are connected to a secondary power source. * Emergency assembly areas are sufficient in number, size, location and visibility to ensure the safety of evacuated personnel. z. Emergency stairwells and evacuation routes within multi-story or multi business buildings are sufficient in number and appropriately designed to support safe evacuation of personnel. If the exit route goes through a different company's premises this should be included in the checks. * Emergency response personnel are available in each shift. <u>Kilde (s. 30–35)</u>
	 Samme som Pillar 2. <u>Kilde (s. 30–35)</u>
	 Performance area 7: Occupational health and safety amfori BSCI recognises GlobalGAP certificates as equivalent to Performance area 7 and 12 (OHS and Protection of the Environment). This recognition is done during the amfori BSCI audit. The auditor shall verify: • The GlobalGAP certificate has to be held by the main auditee (either option 1 or option 2) or by farms sampled during the amfori BSCI audit • Verification through GGN nr and name/address of business unit

Sertifisering	Kriterier
	- Auditors may recognise GlobalGAP certificate as valid for different crops if the workforce and management practices overlap more than 80% including seasonal workers. Shall auditors identify OHS issues that could qualify as findings under amfori BSCI performance area 7; they will describe the findings and related evidence under Confidential Comments. The auditor will assess the performance of producer organization in occupational health and safety from different angles: - Level of observance with the laws and regulations applicable for the business activity or industry - Capacity to detect, assess, avoid and respond to potential threats to workers' health and safety - Degree of active cooperation with workers (and/or their representatives) when developing and implementing systems towards ensuring occupational health and safety (e.g. by setting up an occupational health and safety committee) - Capacity to protect workers in case of accidents including through compulsory insurance schemes - Information and capacity building of members of a producer organization to prevent threats to the health and safety of members and their workers. The auditor must be knowledgeable about the regulations on occupational health and safety relevant for the auditee's activities. 7.1. Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities? 7.2. Is there satisfactory evidence that the auditee seeks to improve workers' protection in case of accident, including through compulsory insurance schemes? 7.3. Is there satisfactory evidence that the auditee regularly carries out risk assessments for safe, healthy and hygienic working conditions? 7.4. Is there satisfactory evidence of active cooperation between management and workers (and/or their representatives) when developing and implementing systems towards ensuring OHS? 7.5. Is there satisfactory evidence that the auditee regularly provides OHS trainings to ensure workers understand the rules of work, personal protection and measures for preventing and reacting to injury to themselves and fellow workers? 7.6. Is there satisfactory evidence that the auditee enforces the use of PPE to provide protection to workers alongside other controls and safety systems? 7.7. Is there satisfactory evidence that the auditee implements engineering and administrative control measures to avoid or minimise the release of hazardous substances into the work environment, keeping the level of exposure below internationally established or recognised limits? 7.8. Is there satisfactory evidence that the auditee has developed and implemented accident and emergency procedures?

Sertifisering	Kriterier
	7.9. Is there satisfactory evidence that the auditee makes visible potential hazards to the workers and visitors through signs and warnings? 7.10. Is there satisfactory evidence that the auditee has and properly uses procedures and systems for reporting and recording occupational accidents and injuries? 7.11 Is there satisfactory evidence that the auditee confirms that the equipment and buildings used for production are stable and safe? 7.12 CRUCIAL QUESTION: Is there satisfactory evidence that the auditee respects the workers' right to remove themselves from imminent danger without seeking permission? 7.13 Is there satisfactory evidence that the auditee makes sure a competent person periodically checks the electrical installations and equipment? 7.14 CRUCIAL: Is there satisfactory evidence that the auditee has installed an adequate amount of properly working firefighting equipment? 7.15 CRUCIAL QUESTION: Is there satisfactory evidence that the auditee ensures that escape routes, aisles and emergency exits in the production site are not blocked, easily accessible and clearly marked? 7.16 Is there satisfactory evidence that the auditee ensures evacuations plans meet legal requirements and that these plans are posted in relevant places so workers can see and understand them? 7.17 Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers? 7.18 CRUCIAL QUESTION: Is there satisfactory evidence that the auditee ensures qualified firstaid is available at all times? 7.19 Is there satisfactory evidence that the auditee has emergency procedures, in writing, to deal with cases of trauma or serious illness? 7.20 CRUCIAL QUESTION: Is there satisfactory evidence that the auditee provides workers with potable water at all times? 7.21 Is there satisfactory evidence that the auditee provides workers with access to an appropriate, clean area for storing food, eating and/or cooking? 7.22 Is there satisfactory evidence that the auditee provides workers with clean washing facilities, changing rooms and toilets that are also respectful of local customs? 7.23 Is there satisfactory evidence that the auditee provision of transportation to workers is safe and complies with national regulations?

Sertifisering	Kriterier
	7.24 Is there satisfactory evidence that the auditee has chosen the location of the social facilities or workers housing to ensure occupants are not exposed to natural hazards or affected by the operational impacts of the worksite (for example noise, emissions or dust)? 7.25 Is there satisfactory evidence the auditee verifies that temperature, humidity, space, sanitation, illumination are adequate for the health and safety of workers? <u>Kilde (s. 111–130)</u>
	8. Health and Safety Facilities will provide a safe and healthy work environment. Where residential housing is provided for workers, either directly by facilities or through labor brokers, facilities will ensure it is safe and healthy housing. <i>Facilities will provide a safe, clean, healthy and productive workplace for their employees. Facilities shall prioritize worker health and safety above all else, and proactively address any safety issues that could arise. This will include a wide variety of requirements, such as, ensuring, among other things, the availability of clean drinking water (at no charge to workers), adequate medical resources, fire exits and safety equipment, well-lighted and comfortable workstations, clean restrooms. Further, facilities shall adequately train all their workers on how to perform their jobs safely.</i> <u>Kilde (s. 3)</u>
	2.6 Health and Safety Principle: A safe and hygienic working environment is provided, through adequate management of health and safety issues adapted to the sector's specific hazards. • KO: Pregnant women, nursing mothers and young persons are excluded from potentially hazardous work including handling of chemicals. They are offered alternative work. MUST Year 1: • A written Health and Safety policy exists, which is made known to the workers. • Risk areas and potential hazards are clearly identified with signs in the local language and/or pictorially. • Workers and management are informed and adequately trained on occupational health and safety risk management (as appropriate for their duties). Trainings are regular and recorded, and are repeated for all new or reassigned workers and management.

Sertifisering	Kriterier
	- Workers who carry out or have carried out activities identified to be dangerous or with high health risks (see guidance) are eligible to annual health examinations paid for by the employer. Workers are informed privately of the examination results and are assigned to other activities if they are unfit for present duties. - Machinery and equipment (including electrical equipment & worker transportation provided by the employer) are maintained to be safe, in order to avoid any accidents (see guidance). - If chemicals are used, these are stored in separate, well-locked and clearly identified storage areas, with restricted access. - Access to safe drinking water is provided, free of charge. - There is a fire protection system in place, appropriate to the size and the nature of the activity (see Guidance) - Emergency procedures are in place and known by workers (e.g. written / signposted instructions). - Small Entities operating in a high-risk context define emergency procedures which are known by all staff (even if not written). - There are no excessive accidents or work-related health problems that are disproportional to the activity. When an accident occurs, appropriate risk reduction is in place and improvements are implemented. MUST Year 1 or 2 (Medium Entity: Year 2 Large Entity: Year 1): - A risk analysis of health and safety hazards is regularly done. MUST Year 2: - If workers handle toxic substances, separate changing areas and washing facilities are available; clothes / gloves worn during application / handling of toxic substances are not taken home for washing. - If food is provided (or organized) by the employer, it shall be ensured that it is healthy and safe for the workers, with adequate monitoring by the management. - Accidents at work and work related sicknesses are recorded and adequately followed-up. MUST Year 1, 3 or BONUS (Small Entity: BONUS, Medium Entity: Year 3, Large Entity: Year 1): - Light, temperature and ventilation conditions in indoor workplaces and buildings are adequate. MUST Year 1, 2 or 4 (Small Entity: Year 4, Medium Entity: Year 2, Large Entity: Year 1): - Any workers carrying out high-risk activities (fork lift, chemical handling, and hazardous machinery) have undergone adequate and, documented training, including in the effective use of Personal Protection Equipment – PPE (see SOC-43). Training is performed at least once a year, and renewed as required. - Free, unrestricted access to clean toilet facilities, in adequate numbers (as required by law – see guidance 1), ideally separated by gender (see guidance 2) is provided. This applies to all workers in buildings. For farm workers, adequate solutions must be found, depending on local constraints, available means and resources.

Sertifisering	Kriterier
	Must Year 2 or 4 (Medium Entity: Year 4, Large Entity: Year 2): - An assigned person is trained as a safety officer with sufficient qualification and management powers. - MUST Year 1 or 2 (Small Entity: Year 2, Medium Entity, Large Entity, Year 1): Workers are duly protected from any identified risk factors. Personal Protection Equipment - PPEs (or special work clothes and gears, as applicable) are provided to the workers (as appropriate to the tasks, and for all critical / hazardous work). Such equipment is used consistently. MUST Year 1 or 3 (Small Entity: Year 3, Medium Entity, Large Entity: Year 1): - If accommodation for workers is provided, it is adequate, clean and safe according to local standards (see Guidance), at reasonable costs. - Adequately stocked first aid equipment, with clear instructions for use (or at least one worker knowing how to use it is always present). Natural / herbal remedies that are known to work are accepted. Emergency medical care (as relevant for potential accidents) is available on site or close to workplace. Must Year 1, 3 or 4 (Small Entity: Year , Medium Entity: Year 3, Large Entity, Year 1): - Emergency exits are unobstructed and clearly identified; door can be opened from the inside at any time by any worker. Sufficient for quick and safe evacuation in an emergency. MUST Year 2, 3 or 4 (Small Entity: Year 4, Medium Entity, Year 3, Large Entity, Year 2): - Well-trained first aid staff appointed and always present during working hours. MUST Year 1 or Year 4 (Large entity: Year 1, Medium Entity, Year 4): - In cases of work-related accidents / illnesses the associated costs are covered (see guidance). The days lost due to a work-related accident / illness cannot be deducted from annual paid leaves. See also SOC-78 for disability insurance and SOC-80 for health insurance. MUST Year 4 or BONUS (Medium Entity: Bonus, large Entity: Year 4): - In cases where it is necessary for workers to change their clothing when commencing or ceasing work, private changing rooms or other locked facilities for the changing and storage of clothing are provided and properly maintained. MUST Year 4: - Clean and adequate facilities for the workers to consume food of their choice OR fairly priced canteen are provided. <u>Kilde (s. 26–29)</u>

Sertifisering	Kriterier
	3 Health and Safety Criteria: 3.1 The organisation shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential health and safety incidents and occupational injury or illness arising out of, associated with or occurring in the course of work. It shall minimise or eliminate, so far as is reasonably practicable, the causes of all hazards in the workplace environment, based upon the prevailing safety and health knowledge of the industry sector and of any specific hazards. 3.2 The organisation shall assess all the workplace risks to new, expectant and nursing mothers including those arising out of their work activity, to ensure that all reasonable steps are taken to remove or reduce any risks to their health and safety. 3.3 Where hazards remain after effective minimisation or elimination of the causes of all hazards in the workplace environment, the organisation shall provide personnel with appropriate personal protective equipment as needed at its own expense. In the event of a work-related injury the organisation shall provide first aid and assist the worker in obtaining follow-up medical treatment. 3.4 The organisation shall appoint a senior management representative to be responsible for ensuring a safe and healthy workplace environment for all personnel and for implementing this Standard's Health and Safety requirements. 3.5 A Health and Safety Committee, comprised of a well-balanced group of management representatives and workers, shall be established and maintained. Unless otherwise specified by law, at least one worker member(s) on the Committee shall be by recognised trade union(s) representative(s), if they choose to serve. In cases where the union(s) does not appoint a representative or the organisation is not unionised, workers shall appoint a representative(s) as they deem appropriate. Its decisions shall be effectively communicated to all personnel. The Committee shall be trained and retrained periodically in order to be competently committed to continually improving the health and safety conditions in the workplace. It shall conduct formal, periodic occupational health and safety risk assessments to identify and then address current and potential health and safety hazards. Records of these assessments and corrective and preventive actions taken shall be kept. 3.6 The organisation shall provide to personnel, on a regular basis, effective health and safety training, including on-site training and, where needed, job-specific training. Such training shall also be repeated for new and reassigned personnel, where incidents have occurred, and when changes in technology and/or the introduction of new machinery present new risks to the health and safety of personnel. 3.7 The organisation shall establish documented procedures to detect, prevent, minimise, eliminate or otherwise respond to potential risks to the health and safety of personnel. The organisation shall maintain written records of all health and safety incidents that occur in the workplace and in all residences and property provided by the organisation, whether it owns, leases or contracts the residences or property from a service provider. 3.8 The organisation shall provide, for use by all personnel, free access to: clean toilet facilities, potable water, suitable spaces for meal breaks, and, where applicable, sanitary facilities for food storage.

Sertifisering	Kriterier
	3.9 The organisation shall ensure that any dormitory facilities provided for personnel are clean, safe and meet their basic needs, whether it owns, leases or contracts the dormitories from a service provider. 3.10 All personnel shall have the right to remove themselves from imminent serious danger without seeking permission from the organisation. <u>Kilde (s. 9)</u>
	 Ikke dekket
	 Topic Standard: GRI 403: Occupational Health and Safety 1.1 The reporting organization shall report how it manages occupational health and safety using Disclosure 3-3 in GRI 3: Material Topics 2021. Disclosure 403-1 Occupational health and safety management system Disclosure 403-2 Hazard identification, risk assessment, and incident investigation Disclosure 403-3 Occupational health services Disclosure 403-4 Worker participation, consultation, and communication on occupational health and safety Disclosure 403-5 Worker training on occupational health and safety Disclosure 403-6 Promotion of worker health Disclosure 403-7 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships Disclosure 403-8 Workers covered by an occupational health and safety management system Disclosure 403-9 Work-related injuries Disclosure 403-10 Work-related ill health <u>Kilde (s. 655-687)</u>

Sertifisering	Kriterier
	Topic Standard: GRI 404: Training and Education 1.1 The reporting organization shall report how it manages training and education using Disclosure 3-3 in GRI 3: Material Topics 2021. Disclosure 404-1 Average hours of training per year per employee Disclosure 404-2 Programs for upgrading employee skills and transition assistance programs Disclosure 404-3 Percentage of employees receiving regular performance and career development reviews <u>Kilde (s. 688–700)</u>
	 6.4 Workers have access to clean toilet facilities and to potable water Applies to individual smallholders, Groups and Farms: 6.4.1 Workers have access to potable water. 6.4.2 Toilet and handwashing facilities are clean and accessible to workers. 6.5 Accommodation, where provided, is clean, safe, and meets the basic needs of the workers Applies to Farms: 6.5.1 Where needed, housing is provided by the employer that is clean, safe, and meets the basic needs of the workers. 6.5.2 The housing is made from appropriate construction materials, safe from hazards and pollution, providing adequate shelter. 6.6 A safe and hygienic working environment shall be provided Applies to individual smallholders, Groups and Farms: 6.6.1 Work environment risks and hazards are identified, monitored and minimized. Applies to Groups and Farms: 6.6.2 Procedures and equipment to minimize risks and ensure healthy and safe working conditions and practices (e.g. in relation to pesticides, machinery and heavy loads) are known, implemented and monitored. 6.6.3 Workers are trained regularly on occupational, health and safety practices. Applies to individual smallholders, Groups and Farms: 6.6.4 Monitoring of healthy and safe working conditions is carried out, including, for example, pesticide exposure, pesticide poisoning and other work-related health and safety issues. Smallholders that do not have a documented health and safety program are aware of the main risks and implement measures to address them, such as personal protection, covering open wells and safety guards on machinery <u>Kilde (s. 21)</u>

7. Lønn

Sertifisering	Kriterier
 Sedex Pillar 2	 5 Wages and Benefits Code: 5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income. 5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid. 5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded. Measurement Criteria: Management system investigation and document review including management interview. For the purpose of wage and hours review the auditor should focus on workers. This excludes managers and supervisors but includes production personnel and service workers such as cleaners and security guards. The auditor checks and reports on: 5.1 Whether all hourly/weekly/monthly paid workers as well as any piece rate workers are paid at least the legal minimum wage rate (usually stated for standard hours excluding overtime). 5.2 Where it is legally permitted to pay e.g. apprentices/trainees less than the legal minimum wage, does the site employ these categories of workers and are they paid correctly. 5.3 Where any workers are paid below the minimum rate the auditor should record the amount and detail how wages compare with any accepted living wage as well as legal minimums. 5.4 Where any workers are found to be earning below the minimum legal wage, the auditor should record, where possible, what % of the total workforce is affected. 5.5 Whether wages are periodically reviewed. 5.6 Whether there is a system to assess and ensure wages are fair and meet the basic needs of the worker and to provide some discretionary income.

Sertifisering	Kriterier
	5.7 Whether overtime wage rates are paid at the legally required rate for e.g. weekly overtime, weekly rest day overtime, public holiday and annual leave overtime. Where there is no legal requirement for premium pay, check that the premiums are in line with industry best practice and record the actual overtime premium paid including if no overtime premium paid, also whether any premiums are paid only on certain days e.g. only on rest days/only weekends etc. 5.8 Where local law allows overtime pay below 125%, this must be recorded in the SMETA Audit Report. Where less than 125% is permitted by law and the site is paying less than 125% premium for overtime, the exact overtime premium paid should be recorded on the SMETA report in the appropriate boxes. 5.9 The auditor should also state if there are specific conditions under which less than 125% is being paid e.g. * It is allowed by law. * Was it collectively bargained by representatives of the workforce. * Are workers paid consolidated wages, i.e. higher than minimum wages for all hours but the same rate for standard hours and overtime hours. * Whether this is written into the contracts and understood by the workers. 5.10 Sedex Stakeholder Forum strongly recommends that less than 125% OT paid is raised as a non-compliance against the ETI Base Code, even where it meets the law. The intention is to retain visibility of less than 125% on the Sedex system, to allow the supply chain to further investigate the situation and agree if any corrective action is required. Where there is significant evidence that workers are NOT disadvantaged by lower OT premiums, a suitable corrective action maybe “disc used and agreed as acceptable with the customer” if all parties agree with this, the non-compliance could then be closed on a follow-up. However, this must remain visible for future customers. Note: The auditor must be very clear, when writing the audit report, what is the exact situation. The audit report has been modified to make this possible. This information can be recorded in the hours table. 5.11 In cases where there is a locally accepted living wage, auditors shall clearly report what the amount is and how it has been calculated e.g. market basket of goods etc. 5.12 Whether all legally required allowances and benefits are provided to workers e.g. social insurance. 5.13 Whether any legally allowed deductions are correctly calculated such as social security payments, union dues etc. and promptly paid to the appropriate agency e.g. government/unions. 5.14 Check that wages are not withheld as a deposit and auditor should state the law in relation to this. 5.15 Check whether wages are reduced or deducted as a form of punishment and if yes, is this in line with national law. 5.16 Carry out wages review in conjunction with the hours review and check the calculation for wages to ensure accuracy and that wages are in agreement with hours worked and the law. Evidence should be crosschecked through worker interview.

Sertifisering	Kriterier
	5.17 Whether all workers are given written and understandable information about their employment including wages and hours before they enter employment and that they receive understandable information of their pay for each pay period. 5.18 Whether there is a system in place to ensure workers receive final salary payments especially after unplanned leaving such as after Chinese New Year. 5.19 Whether workers are paid regularly and in line with the law. If there is a legal requirement for a minimum wage to be paid in every pay period, does this occur. 5.20 How they are paid e.g. by cash, cheque, bank transfer and not any non-monetary means. 5.21 Check a minimum of 3 pay periods, Peak, Current/Most recent and Low/Random applying the full sample size to each period. 5.22 Whether any legally allowed deductions for e.g. housing food etc. reduce wages to below minimum wages and whether this contravenes the law. 5.23 If deductions are made for company loans, check they are lawful and that there is correct loan accounting shared with the employee. 5.24 Check contracts to establish that: * There is a signed copy or letter of engagement for each worker (signed by the worker). * Workers have an understandable copy. * It includes job description, terms and conditions, length of contract, any probationary period, leave, notice period, pay, hours, discipline and grievance procedures. 5.25 Check payslips to establish: * Wage rates paid – normal and overtime – meet at least the legal required minimums. * Number of hours worked (including standard and overtime hours). * Method of calculating wages. * Frequency of wage periods and timing of wage periods. * Method of payment. * Any deductions/withholdings e.g. tax, social insurance, rent, transport etc. meet legal and code requirements. * Whether understandable to workers. 5.26 Check personnel files to establish: b. That legally allowed deductions have a signed agreement from the worker. c. Any disciplinary records e.g. for unacceptable behaviour/conduct.

Sertifisering	Kriterier
	5.27 Check any agency agreements for workers provided by labour providers. * Agreements between the site and the labour provider, which state individual responsibilities. * Agreements between each appropriate worker and the labour provider. * Check that rates paid to the agencies/ labour providers are sufficient to pay agency workers all legal wages as well as agency costs. 5.28 Where it is not possible to verify accuracy of wages and hours records e.g. because of discrepancy with worker testimony or production records, auditors should make it clear to management that fraudulent records are seen as a more serious issue than correct records which do not meet the standard. Sites should be encouraged to show accurate records to allow for an open and frank discussion with customers on how they can work together to make improvements. 5.29 Where the discussion fails to reveal correct records the auditor should record management explanation of why the discrepancy occurred. 5.30 Where the auditor cannot verify records, it is essential to at least complete the wages and hours analysis table with the individual records available. <u>Kilde (s. 40–45)</u> • Levelønn er med i ordningen
	 Samme som Pillar 2 <u>Kilde (s. 40–45)</u> • Levelønn er med i ordningen
	 Template 5: Fair remuneration quick scan The producer may use amfori BSCI Template 5: Fair Remuneration Quick Scan to collect information on its region and its workforce's cost of living. This template offers the producer a tool to understand: • The local cost of living and its relation to workers' remuneration • The calculation formula to assess living cost per family

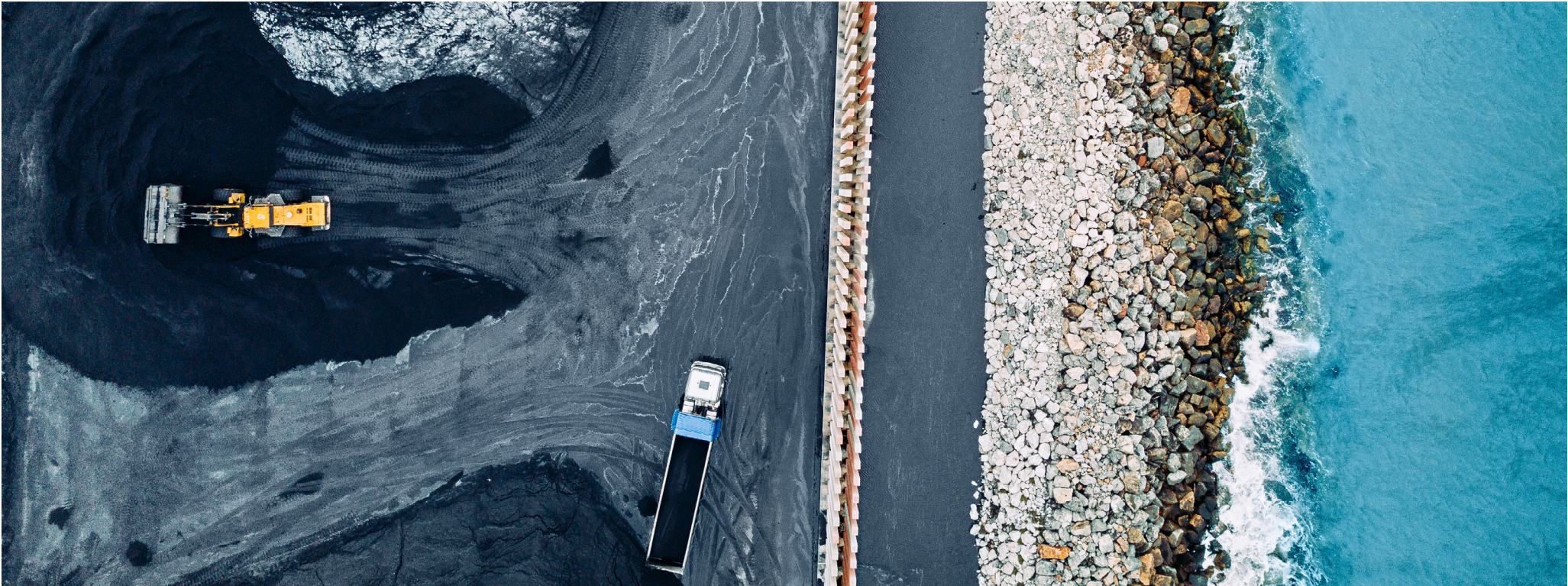
Sertifisering	Kriterier
	For further information see Annex 9: How to promote fair remuneration. Regional context information: How people commute to work, the size of an average family, and household sources of energy all contribute to living expenses. Such information may not be readily available, but the producer can request it from different sources, such as: • Open discussions with workers and their representatives • Government (statistics department) • Local NGOs or community groups Average monthly family expenses: The producer estimates the ‘family basket,’ or living expenses for an average family, using the information collected above. Good practices: If the producer provides the auditor with the above information and the calculation of relevant for its workforce, the auditor must acknowledge this effort under ‘Good Practices’ in the findings report. The auditor should not judge the accuracy of the data provided by the producer. Instead, he/she should evaluate how the information was collected (e.g. from workers or from government statistics). The auditor should provide feedback on his or her calculation at the regional level, so the producer can assess if there are differences between its own calculation and the regional trend. Performance Area 5: Fair remuneration Fair remuneration means that workers are to be paid: • Following minimum wage regulations established by law or in collective bargaining agreements as the minimum reference for 48 hours weekly working time • Timely, regularly, and fully in legal currency (in-kind payment shall be above minimum wage) • Reflecting the skills and experience of workers • Including mandatory social benefits • Having only the deductions allowed by law For better understanding of these concepts see Annex 9: How to promote fair remuneration and Template 5: Fair Remuneration Quick Scan 5.1 CRUCIAL QUESTION: The auditee complies with the government’s minimum wage legislation or the industry standard approved through collective bargaining (if applicable) 5.2 Wages are paid in a timely manner; regularly and fully in legal tender 5.3 The level of wages reflects the skills and education of workers 5.4 The auditee provides sufficient remuneration that allows workers to meet a decent living standard 5.5 The auditee provides workers with the social benefits that are legally granted

Sertifisering	Kriterier
	5.6 CRUCIAL QUESTION: The auditee ensures that deductions from wages are only taken under the conditions and to the extent prescribed by the law Kilde (s. 163, 179–182) • Levelønn er med i ordningen
	5. Compensation and Benefits Facilities will pay at least the minimum total compensation required by local law, including all mandated wages, allowances and benefits. <i>Facilities will ensure proper compensation for their employees for all the work done, by providing in a timely manner all the wages and benefits that are in compliance with the local and national laws of the jurisdiction in which they are located. This will include any premiums for overtime work or work done during holidays, as well as any other allowances or benefits, including any mandatory social insurance, required by local law.</i> Kilde (s. 2) • Levelønn er ikke med i ordningen
	2.8 Wages Principle: Workers receive a fair remuneration and are paid at least a wage that allows them to meet basic needs and have some discretionary income. MUST Year 1: • The wages paid to ALL workers for normal working hours are equal to or higher than the official minimum wages or regulations of any applicable Collective Bargaining Agreements, whichever is higher. This principle is also respected and applied for work paid by task. • Deductions for housing are in line with the generally prevailing local prices. • Payments are done regularly (at least monthly) and paid at a fixed schedule. They are done directly to the worker (e.g. to a woman worker and not to her husband) or to his / her authorised recipient of payment. MUST Year 2: • Training sessions, time lost due to machine stoppage and other events beyond the control of the worker (such as adverse weather conditions) are paid at the normal daily rate for permanent workers.

Sertifisering	Kriterier
	- If accommodation or other in-kind remuneration is offered, workers can freely choose the type of remuneration preferred (e.g. cash instead of housing). MUST Year 3 or BONUS (Small Entity: BONUS, Medium, Large Entity: Year 3): - The employer can demonstrate that the wages (including existing social benefits, in-kind benefits and contractual bonuses) paid to ALL workers for normal working hours are equal to or above living wages (see guidance). Otherwise, the employer shall provide a plan to progressively reach the living wage and apply this plan. A timeframe will be set depending on the available resources and means at the employer level. If no benchmark is available and it would be too complex to calculate the living wage, the employer shall prove that particularly good, participatory and inclusive wages agreements have been made, and this is confirmed by the workers. Best practice for the employer is to calculate wages in both local currency and hard currency (USD, EU, etc.). MUST Year 2, 3 or 4 (Small Entity: Year 4, Medium Entity, Year 3, Large Entity, Year 2): - For each payment, workers receive documentation (e.g. payment slips) containing particulars of wages (actual earnings as well as any deductions and contributions to social benefits) in an understandable manner. For Small Entities, this can take the form of a record of payments. BONUS: - Incentives, bonuses or allowances are given to workers according to a transparent and fair system. - There are some worker ownership schemes, according to a transparent system in which workers can earn shares of the company they work for and profit from good results. - The salary ratio between the highest and the lowest paid worker is 12:1 or lower (including all management categories). <u>Kilde (s. 31–32)</u> - Levelønn er med i ordningen, i ulik grad
	 8 Remuneration Criteria: 8.1 The organisation shall respect the right of personnel to a living wage and ensure that wages for a normal work week, not including overtime, shall always meet at least legal or industry minimum standards, or collective bargaining agreements (where applicable). Wages shall be sufficient to meet the basic needs of personnel and to provide some discretionary income. 8.2 The organisation shall not make deductions from wages for disciplinary purposes. Exception to this rule applies only when both of the following conditions exist: a) Deductions from wages for disciplinary purposes are permitted by national law; and b) A freely negotiated collective bargaining agreement is in force that permits this practice.

Sertifisering	Kriterier
	8.3 The organisation shall ensure that personnel's wages and benefits composition are detailed clearly and regularly to them in writing for each pay period. The organisation shall lawfully render all wages and benefits due in a manner convenient to workers, but in no circumstances in delayed or restricted forms, such as vouchers, coupons or promissory notes. 8.4 All overtime shall be reimbursed at a premium rate as defined by national law or established by a collective bargaining agreement. In countries where a premium rate for overtime is not regulated by law or there is no collective bargaining agreement, personnel shall be compensated for overtime at the organisation's premium rate or at a premium rate equal to prevailing industry standards, whichever is higher. 8.5 The organisation shall not use labour-only contracting arrangements, consecutive short-term contracts and/or false apprenticeship or other schemes to avoid meeting its obligations to personnel under applicable laws and regulations pertaining to labour and social security. <u>Kilde (s. 12)</u> • Levelønn er med i ordningen
	 • Ikke dekket
	 Topic standard GRI 202: Market Presence Disclosure 202-1 Ratios of standard entry level wage by gender compared to local minimum wage The reporting organization shall report the following information: * When a significant proportion of employees are compensated based on wages subject to minimum wage rules, report the relevant ratio of the entry level wage by gender at significant locations of operation to the minimum wage. * When a significant proportion of other workers (excluding employees) performing the organization's activities are compensated based on wages subject to minimum wage rules, describe the actions taken to determine whether these workers are paid above the minimum wage. * Whether a local minimum wage is absent or variable at significant locations of operation, by gender. In circumstances in which different minimums can be used as a reference, report which minimum wage is being used. * The definition used for 'significant locations of operation' <u>Kilde (s. 417)</u> • Levelønn er nevnt, men ikke et krav

Sertifisering		Kriterier
		6.2 Wages comply with existing national minimum wages or sector agreements including seasonal and piece rate workers Applies to individual smallholders, Groups and Farms: 6.2.1 Wages comply with existing national minimum wages or sector agreements including seasonal and piece rate workers. Wages increase over time to reduce the gap with living wages. 6.2.2 Seasonal and piece rate workers receive the same benefits as regular workers (e.g. housing, food, transport, hygiene) as applicable <u>Kilde (s. 21)</u> • Levelønn er nevnt, men ikke et krav



8. Arbeidstid

Sertifisering	Kriterier
 Sedex Pillar 2	 6 Working Hours Code: 6.1 Working hours must comply with national laws, collective agreements, and the provision of 6.2–6.6 below, whichever affords the greater protection for workers. Sub clauses 6.2 – 6.6 are based on International Labour standards. 6.2 Working hours, excluding overtime, shall be defined by contract and shall not exceed 48 hours per week*. 6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all of the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of regular rate of pay. 6.4 The total hours worked in any 7-day period shall not exceed 60 hours, except where covered by clause 6.5 below. 6.5 Working hours may exceed 60 hours in any 7-day period only in exceptional circumstances where all of the following criteria are met: • This is allowed by national law. • This is allowed by collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce. • Appropriate safeguards are taken to protect the worker's health and safety; and • The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies. 6.6 Workers shall be provided with at least one day off in every 7-day period or, where allowed by national law, 2 days off in every 14-day period. Note: *International standards recommend the progressive reduction of normal hours of work, where appropriate to 40 hours per week without any reduction in workers' wages as hours are reduced. Note: For frequently asked questions about the working hours clause, please see the ETI website. Auditors should familiarise themselves with this guidance and apply it to the prevailing circumstances at the site of employment.

Sertifisering	Kriterier
	Measurement Criteria: Management system investigation and document review including management interview. For the purpose of wage and hours review the auditor should focus on all types of workers. For a full definition please see the SMETA Best Practice Guidance. This excludes managers and supervisors but includes production personnel and service workers such as cleaners. The auditor checks and reports on: 6.1 Are there policies and procedures which cover: * Terms of employment, standard work hours and days, rest days/leave entitlement. * Overtime requirements and pay. * Discipline and grievance procedures for lateness and other hours issues. * Where deductions are made for lateness, what is the amount and does this correctly reflect time not worked. * Special terms and conditions for young workers (under 18 years), pregnant women, nursing mothers, if a legal requirement. • Re-work procedures. • Shift schedules. * New recruits and training hours. i. Method of recording hours worked. 6.2 Workers contracts or letters of engagement for: * Required or contracted/standard work hours. These should not exceed 48 hours per week or the law, but if the law allows, the company and worker may agree to work a lower level as standard with the ability to request flexible working up to the legal maximum or 48 hours per week. Where national law and the workers contract allows for working hours to be averaged over a number of weeks, the auditor should take this into account in their assessment of the required working hours. * Rest day and holiday entitlement. 6.3 Overtime requests and conditions. Overtime premiums which do not meet the law must always be recorded as a noncompliance. An overtime premium which does meet the law but is lower than 125% must always be recorded on the appropriate sections of the audit report. If there are circumstances e.g. consolidated pay (standard hours pay above legal minimum) or collective bargaining agreements etc. which accept lower overtime premiums it is important to capture this in the audit report. See SMETA Audit Report – ‘Working hours analysis’. The ETI Base Code states that the prevailing standard to be used is the one which affords greater protection for workers – the ETI Base Code recommends an overtime premium minimum of 125%. However, there may be circumstances where less than 125% does not disadvantage the worker and it is key that the auditor completes the audit report fully in order that those judgments may be made. The recommendation of the Sedex Stakeholder Forum is that less than 125% overtime pay (which does meet the law) should be raised as a non-compliance against the ETI Base Code to keep visibility on the system. It is key that the auditor records any other circumstances which may influence the payment of less than 125% e.g. consolidated pay, collective bargaining agreements etc. This information should be captured on the audit report.

Sertifisering	Kriterier
	6.4 What is the method for recording of hours, is it accurate and are there any signs of falsified records (e.g. double books). 6.5 Do records of hours worked separate standard/contracted hours and overtime hours. 6.6 Review the hours and wages records of all employees selected for individual interview. The additional number of records required to meet the recommended sample size to be taken from the wider population of workers, taking care to include different work sections and worker levels (but excluding supervisors and managers). An adequate sample size is dependent on the risks of the country and industry. However, as a minimum, 10 records for up to 100 workers (10% of the workforce) should be reviewed, and thereafter numbers for each pay period selected should be as described in '6.5.3 Audit Length, Sample Size and Timetable' in the 'SMETA Best Practice Guidance'. Measure standard/contracted and overtime hours against the local laws and the ETI Base Code, taking into account issues such as averaging where allowed by local law. Note: The sample is to be taken over 3 different pay months for all workers – Peak, Current/ Most recent and Low/Random chosen over the last 12 months. 6.7 Where required or standard/contracted hours and/or overtime hours exceed the legal maximum this must always be recorded as a non-compliance against the law. Non-compliance must be recorded also when the total hours worked per week exceeds a maximum of 60 hours per week unless the conditions meet the terms of ETI Base Code Clause 6.5. The auditor must be very clear when writing the audit report, what the exact situation is and the audit report has been modified to make this possible. If the law allows more than 60 total hours per week and if hours greater than 60 per week are found, auditors should: * Review the frequency of this and the number of workers affected (see new hours table) and whether the conditions under which companies may exceed 60 hours per week as described in code 6.5 apply e.g. • National law allows this; • A collective agreement allows this which was freely negotiated with a workers' organisation representing a significant portion of the workforce; • Appropriate safeguards are taken to protect the workers' health and safety; and • The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents, or emergencies. In this case the issue should be stated as an observation only and the full conditions established i.e. for hours exceeding 60 hours per week, in order to record an observation ALL the above criteria should be met. The auditor must record in the observation box, how the above criteria have been established and substantiated. If one or more of the above criteria are not fulfilled, this must be raised as a non compliance. * Review any communication with clients concerning reasons for this and their management processes (record this as a good example). * Check if there is evidence for overtime being used to make up for labour shortages and discuss why this is necessary rather than employing more workers. * If workers cannot be hired, how is the site exploring options to ensure that overtime is minimized.

Sertifisering	Kriterier
	6.8 Review of records from the relevant sample to include and report on (e.g. in 'Current Systems and Evidence Examined'): * Full 12 months' hours and wages records in conjunction with time cards and individual pay records (or a 12-month cycle for seasonal work). * Report on all records analysed of the standard/contracted workweek, overtime hours and any holiday or rest day working. * Check whether breaks, holidays and rest periods are in line with the law. * Where overtime hours exceed the national law but are within any waivers obtained, it is important to review a 12-month cycle (waivers often permit "annualised hours" i.e. a maximum number of overtime hours per year). * Where possible, auditors should check legality of local waivers – are they signed and by whom. 6.9 For completing the detailed wages and hours records within the audit report, the auditor should: * Record the TOTAL number of records reviewed. * In all cases for wages and hours recording, it is important to state the units and time interval covered, e.g. per day, per week, per month, per year etc. * Find and report on the highest number of hours worked amongst all workers. Record the hours (what is the range of actual hours worked – what is the company's average). * Record the number of workers that are working the highest hours. Clearly state the actual hours found. Record the extent of the working hours reviewed, are there any individuals who have higher working hours than others, are there any high working hours by employees with certain skills/or in certain job roles/departments – or does it apply to all employees. * Record the frequency (are there any peaks over a course of 12 months – what patterns exist if any.) Specify over how many months these peaks may occur and name them e.g. May and November or from September through to January. * Examine the total records for the sampled periods to find lowest and highest paid and report on these together with their hours worked. 6.10 Are there management systems in place to allow workers to volunteer for overtime (note this as good practice). 6.11 Review contracts and all terms and conditions for signs of compulsory overtime or hours required to finish the job or compulsory production quotas that cannot be reasonably completed within the standard/contracted workday. Also, check for collective agreements concerning overtime agreements. 6.12 Check working hours against pay records to ensure no inconsistencies. 6.13 Examine quality records and production records such as broken needle reports, accident reports etc. to cross-check hours' records.

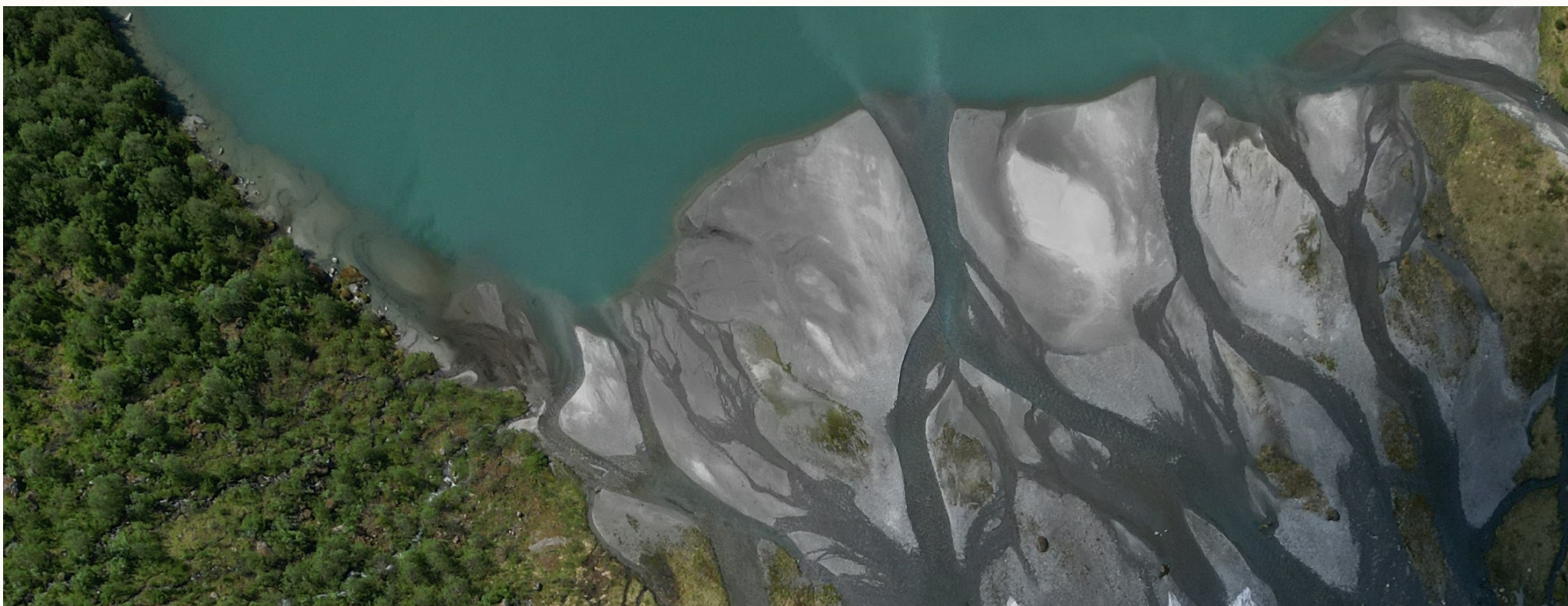
Sertifisering	Kriterier
	6.14 Where inconsistencies are noted, management shall be invited to provide accurate records as soon as these start to be discovered. An investigation should be undertaken to establish the underlying cause and whether this is due to poor record keeping, isolated incidents or repeated occurrences. Sufficient detail should be provided in the audit report. Auditors should make it clear to management that fraudulent records are seen as a more serious issue than correct records which do not meet the standard. Sites should be encouraged to show accurate records to allow for an open and frank discussion with customers on how they can work together to make improvements. 6.15 Where the discussion fails to reveal correct records, the auditor should record the management's explanation of why the discrepancy has occurred. 6.16 Where the auditor cannot verify records, it is essential to at least complete the wages and hours analysis table with the individual records available. Gather evidence to ascertain the facts and also the context of any inconsistencies found. 6.17 Auditors should encourage the management to consider the root causes of excessive work hours. Auditors should capture the view of management on the above and other contributors in the appropriate section of the SMETA audit report e.g. under the Working Hours Analysis table 'Comments: (Please state here any specific reasons/circumstances that explain the highest working hours)'. Wherever possible the management should provide proof of their statements – this will be useful to customers as they begin to examine how they can support their suppliers in reducing working hours. 6.18 Where standard hours or overtime hours exceed the legal maximum, this must always be recorded as a non-compliance against the law. <u>Kilde (side 47-53)</u>
	 Samme som for Pillar 2 <u>Kilde (side 47-53)</u>

Sertifisering	Kriterier
	 Performance area 6: Decent working hours Excessive working hours are recurrent in these sectors: • The agricultural sector, particularly when the produce needs to be harvested within a certain time frame to ensure freshness and saleability • The manufacturing industry, where processes cannot be stopped at mid-production • The clothing and textile industry, where companies sourcing from their business partners may often demand that the products are produced within a short time frame. For example, seasonal work involves long hours in a short time span to meet demand This experience should provide reasons for companies in these sectors to be even more diligent to make the necessary changes. 6.1. Is there satisfactory evidence that the auditee does not require more than 48 regular working hours per week, without prejudice to the exceptions recognised by the ILO? 6.2. CRUCIAL QUESTION: Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the amfori BSCI Code of Conduct? 6.3. CRUCIAL QUESTION: Is there satisfactory evidence that the auditee grants workers the right to resting breaks in every working day? 6.4. CRUCIAL QUESTION: Is there satisfactory evidence that the auditee grants workers the right to at least one day off in every seven days? <u>Kilde (s. 106–109)</u>
	 6. Hours of Work Hours worked each day, and days worked each week and each month, should not exceed the limitations of the country's law. Facilities will provide at least one day off in every seven-day period, except as required to meet urgent business needs. <i>Facilities are required by local law to adhere to any limits set on regular working hours as well as any limits set on overtime work. Long term participation in the WRAP Certification Program is contingent upon meeting the limitations set by local law. WRAP recognizes that this can be a particularly challenging requirement, especially when taking into account local enforcement norms and customs. In light of this reality, WRAP will permit full compliance with local laws on working hours to be achieved incrementally, provided that a given facility meets the following conditions: is fully transparent about its working hours; ensures that those hours are all being worked voluntarily, in conditions that protect worker safety and health; compensates all employees in keeping with WRAP Principle 5; and shows improvement toward meeting the working hours' requirements from one audit to the next.</i> <u>Kilde (s. 3)</u>

Sertifisering	Kriterier
	 2.10 Working Hours and Paid Leaves Principle: Working hours are not excessive and workers are paid national holiday and annual leave. MUST Year 1: • Weekly working hours are, as a rule, in line with national labour legislation or any Collective Bargaining Agreement. Usual weekly working hours do not exceed 48 hours. • Overtime is voluntary, it is not required regularly, and it is at least paid as extra time or time compensated. Legally required premium rates are applied • Maximum working hours per week do not exceed 60 hours / week (including overtime). This normally also applies during peak periods, unless a specific exemption has been granted (see guidance) • One rest day (24 hours) in every 7-day period is agreed and guaranteed. Adequate rest breaks during the day are agreed and guaranteed. This normally applies in all circumstances, unless specific exemption has been granted (see guidance). • Working time on: - Sundays (or equivalent weekly rest day) - Statutory holidays - At night are remunerated at legally required premium rate. If such hours are time-compensated the respective premium rate is applied. • If work is frequently done at night, adequate protection measures are in place to ensure that the night workers safety is guaranteed (particularly for women, and including during transportation to and from workplaces). See Guidance. • All entities: National regulations / CBA's regulations related to annual paid leaves are respected or exceeded. Medium and Large Entities: At least 10 days of annual leaves per year are granted to permanent workers. • Workers have the right to spend statutory holidays off work and receive their normal daily wages if holiday is on a regular working day. MUST Year 2: • The working hours and overtime are duly registered. BONUS: • There is some degree of flexibility in working hours to enable workers to reconcile their personal life with their professional life (part-time work, flexible hours, assistance with childcare, etc.). • Temporary workers get paid leave allowance in adequate proportion to their working time in the company and overall attendance performance. <u>Kilde (s. 33–35)</u>

Sertifisering	Kriterier
	 Working hours Criteria: 7.1 The organisation shall comply with applicable laws, collective bargaining agreements (where applicable) and industry standards on working hours, breaks and public holidays. The normal work week, not including overtime, shall be defined by law but shall not exceed 48 hours. 7.2 Personnel shall be provided with at least one day off following every six consecutive days of working. Exceptions to this rule apply only where both of the following conditions exist: a) National law allows work time exceeding this limit; and b) A freely negotiated collective bargaining agreement is in force that allows work time averaging, including adequate rest periods. 7.3 All overtime work shall be voluntary, except as provided in 7.4 below, shall not exceed 12 hours per week and shall not be requested on a regular basis. 7.4 In cases where overtime work is needed in order to meet short-term business demand and the organisation is party to a freely negotiated collective bargaining agreement representing a significant portion of its workforce, the organisation may require such overtime work in accordance with such agreement. Any such agreement must comply with the other requirements of this Working Hours element. <u>Kilde (s. 11)</u>
	 Ikke dekket
	 Refereres kun til i veiledningsteksten i GRI 403: OCCUPATIONAL HEALTH AND SAFETY

Sertifisering	Kriterier
	6.1 Working hours comply with national laws/ international conventions and/or collective bargaining and overtime work is remunerated Applies to individual smallholders, Groups and Farms: • 6.1.1 Regular working hours of workers and employees are limited to 48 per week or less if provided by national law. For some specific jobs, e.g. security, more than 48 hours per week may be acceptable if specifically allowed by national law. • 6.1.2 Overtime is voluntary (consent) and paid according to national law. Required overtime is allowed if under extraordinary conditions, agreed to and/or negotiated in the Collective Bargaining Agreement (CBA). • 6.1.3 Workers enjoy at least one free day following six consecutive days worked as well as public holidays and annual leave <u>Kilde (s. 21)</u>



9. Regulære ansettelser

Sertifisering	Kriterier
 Pillar 2	 8 Regular employment CODE: 8.1 To every extent possible, work performed must be on the basis of recognised employment relationships established through national law and practice. 8.2 Obligations to employees under labour or social security laws and regulations arising from regular employment relationships shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment. Additional Elements: Responsible Recruitment 8.3 Businesses have full understanding of the entire recruitment process including all labour recruiters and intermediaries in terms of required legal and/or ethical requirements. 8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract, agency, temporary or casual labour. 8.5 Employment agencies must only supply workers registered with them. 8.6 No workers pay recruitment fees at any stage of the recruitment process. 8.7 Workers' contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers. Measurement Criteria: Management system investigation and document review including management interview. Regular Employment: The auditor checks and reports on: 8.1 What proportion of workers are permanent, part-time, fixed-term contract workers, temporary workers, 8.2 Do their terms and conditions meet the law, and are fixed-term contracts repeatedly used and the legal requirement governing this. 8.3 Checks and records the social security benefits and payments for all types of workers present (e.g. casual, temporary, subcontract, apprentice, trainee) and whether are they in line with law.

Sertifisering	Kriterier
	8.4 Is there any evidence of casual, temporary, fixed term contract workers, probationary/ trainee workers being employed on a semi-permanent basis to avoid legal obligations on the part of the employer, such as: payment of social security; annual leave benefits etc. 8.5 Checks hiring and termination records over the last 6 months to see if patterns exist e.g. regular hiring and firing or short term contracts to avoid regular employment. 8.6 Checks patterns on hiring around peak periods and whether these are normal within the company. 8.7 Records details of seasonal or contract workers and compares with national law. The auditor must clearly state the law in the audit report. 8.8 Checks the policy concerning pay in quiet periods, and if annualized hours are being used, ensure this is legal and that overtime hours in busy periods are still being paid according to law. 8.9 Whether there are documented procedures for selection, contracting, induction and termination. The auditor reports on the details of the site practices and specifically whether these are applicable to all workers including non-employee workers. Contracts: The auditor checks a sample of contracts for different types of workers to verify whether: * All workers have a contract of employment detailing all terms, including their rights and obligations, as well as notice and grievance procedures. If all terms are not included, the auditor should provide more detail. * Are contracts in languages understood by the workers. * Do all workers have a copy of their contract signed by themselves (not a third party) and the employer. * Checks whether employees are asked to sign any blank / unofficial documents or if any original contract terms are replaced or changed without the workers knowledge / consent. 8.10 Contracts meet legal requirements. 8.11 Checks that contracts are stored securely. 8.12 How are any contract changes communicated and agreed with workers. 8.13 If contract workers are on site, if possible reviews their contracts and terms and conditions. Do these meet the legal requirements? If these are not made available, is there evidence the site has undertaken a review of these to ensure they meet legal requirement? 8.14 If any apprentices/trainees on site ensure that all terms and conditions meet the legal requirements. 8.15 Review workers legal right to work and the procedures in place to ensure these comply with legal and industry requirements, especially when they are supplied by an agency.

Sertifisering	Kriterier
	8.16 Are any extended probationary periods used to prevent Regular Employment. 8.17 Are workers kept on temporary contracts to avoid regular employment or other benefits. 8.18 Checks the overall use of temporary, zero-hour contracts, short-term contracts or freelance work and gives details on benefit payments including holiday, sick pay and other benefits e.g. social security payments and pension benefits. The auditor gives details in the relevant section of the report. 8.19 Is the site aware of all agencies, and contractors currently being used. 8.20 Whether the site has contracts / service level agreements in place with all agencies / contractors. If so, do these cover legal requirements. The auditor gives details if the contracts / Service level agreements cover labour standards requirements. 8.21 Whether the site has access to records for Agency / contracted workers. If so, how does the site monitor that all terms and conditions meet the legal requirements. 8.22 Does the site have a system in place to monitor all providers (contractors and agencies) e.g. audit / site visit etc. if so, what system is place. 8.23 The auditor gives details on whether these checks cover Labour Standards including: Wages, Hours, Age, Right to work 8.24 Is there any documentary evidence available of these practices and if so what are they? The auditor should record the details in this section. 8.25 Whether all non-employee workers are registered with the relevant agency / contractor. 8.26 Whether the site has an effective system in place to only allow registered workers on site. 8.27 Checks whether appropriate documentation is available on site. 8.28 Where agencies used are in a different country e.g. to recruit workers from another country, check what system is in place for the site to check on these agencies' procedures. 8.29 What is the payment process for agency workers e.g. directly through the site or via the agency / contractor? 8.30 Auditor gives details on how the site and agency cover elements of the code and how the site manages workers including how much notice is given, are they paid if they turn up, are they paid for down time. 8.31 Does the pay and conditions of agency workers at least meet legal requirements. 8.32 Can the site access records for all non-employee workers. 8.33 Whether clear and transparent systems are in place to recruit workers. The auditor gives details on migrant workers and agency worker recruitment processes.

Sertifisering	Kriterier
	8.34 Whether there is any evidence of fees being paid by workers in the recruitment process to either the agency or the site. The auditor gives details. 8.35 Were workers presented with the terms and conditions of employment in advance of their employment? Auditor gives details on how these were communicated, understood and how these reflect actual practices. 8.36 Responsible managers are experienced/ trained on the core principles of responsible recruitment practices. 8.37 For migrant workers, what systems are in place around termination and supporting workers in returning. 8.38 Whether there is access to a grievance system for all workers including agency, migrant and contractors. <u>Kilde (s. 59–63)</u>
	 Samme som for Pillar 2
	 Performance area 10: No precarious employment Precarious work deeply damages societies at large. It leaves workers and communities in unstable and insecure situations, disrupting their life planning options. More concretely, precarious workers are found to suffer a higher rate of occupational health and safety issues. Such impacts fortify gender divisions and worsen the situation of migrant workers. The general conditions of fear and insecurity also dissuade workers from exercising their rights, leaving them even more vulnerable to precarious work arrangements. 10.1 Is there satisfactory evidence that auditee employment relationships are not precarious for the workers? Precariousness can affect both permanent and temporary workers. 10.2 Is there satisfactory evidence that the auditee engages workers based on recognised and documented employment relationships? 10.3 Is there satisfactory evidence that the auditee provides workers with understandable information before entering into employment? 10.4 CRUCIAL QUESTION: Is there satisfactory evidence that the auditee does not use employment arrangements in a way that deliberately conflicts with the genuine purpose of the law? <u>Kilde (s. 141–144)</u>

Sertifisering	Kriterier
	 Ikke dekket
	 2.11 Regular Employment Principle: The employer encourages workers' continuous or professional training. MUST Year 1: - There is no indication that the employer seeks to avoid providing regular employment and fails to meet his legal obligations (for example, payment of social security) by relying on continuous time-limited contracts, subcontracting, working from home, or apprenticeships - Sub-contracting of labour is not used as the first option for hiring workers. When used, the employer can demonstrate that it is done on a limited, justifiable and responsible basis, and that it is not a means of avoiding legal obligations. When some workers are hired through labour contractors: - working conditions of workers employed through the labour contractor are basically the same as for directly contracted workers for similar tasks; - there are clear agreements on working conditions between the employer and the labour contractor. - When migrant workers are recruited, there is a prior written agreement that specifies the terms of employment (see SOC-63) as well as: - duration of employment - quality and cost of housing to be provided - food costs - trip expenses (including visa, if relevant) and safety - terms of repatriation should the recruited worker become unfit to work for reasons which may not be ascribed to him/her - implication of breach of contract by either party The agreement is written in a manner understandable to the worker. MUST Year 2 or 3. (Small Entity: Year 3, Medium Entity, Large Entity: Year 2): - If there are substantial differences between permanent and "regular temporary workers", a plan for gradual improvement is in place and followed. MUST Year 3: "Regular temporary workers" are employed with the same core benefits as permanent workers: such as regular work guaranteed, social security payments, sick-days / paid leave entitlements and others; may be salaried or paid on daily wage.

Sertifisering	Kriterier
	MUST Year 4: • There are no substantial differences with regards to wages and working conditions (particularly health and safety issues) between permanent and “regular temporary workers” for work of equal value. • When some workers are hired through labour contractors, a plan for reducing this practice has been elaborated and is implemented OR the system of selection / supervision of these subcontractors is well-functioning (see guidance). In all cases, no more than 30% of the total workforce is hired through labour contractors. <u>Kilde (s. 35–36)</u>
	 8 Remuneration Criteria: 8.5 The organisation shall not use labour-only contracting arrangements, consecutive short-term contracts and/or false apprenticeship or other schemes to avoid meeting its obligations to personnel under applicable laws and regulations pertaining to labour and social security. 9.10 Management of Suppliers and Contractors 9.10.2 Where the organisation receives, handles or promotes goods and/or services from suppliers /subcontractors or sub-suppliers who are classified as home workers, the organisation shall take effective actions to ensure that such home workers are afforded a level of protection substantially equivalent to that afforded to the organisation's other workers under the requirements of this Standard <u>Kilde (s. 12, 16)</u>
	 • Ikke dekket
	 • Ikke dekket

Sertifisering	Kriterier
	6.3 Workers receive understandable information about their employment conditions and are aware of their rights Applies to individual smallholders, Groups and Farms: 6.3.1 Workers understand their employment conditions and have written contractual agreements. Oral agreements are acceptable if allowed by national law. 6.3.2 Contractual agreements are respected. 6.3.3 Workers know their rights, duties and benefits (e.g. social security, maternity leave). <u>Kilde (s. 21)</u>



10. Marginaliserte befolkningsgrupper

Sertifisering	Kriterier
 Sedex Pillar 2	 11. Community Benefits <i>Note: Sedex members wish to understand any positive effects their supply chains are having on the community in which they operate and SMETA has therefore included this section as an opportunity for sites of employment to highlight these.</i> This is the opportunity for the site and its workforce to describe what benefits they bring to the local community – often there are many, frequently a SMETA audit report does not record them. Under this section of the audit report, the auditor shall document any positive benefits that the site management have implemented to aid the community. This may include aspects such as hospitals, schools, community centres, sports/ health programmes, transport to local facilities such as doctors and markets/shops, AIDS programmes etc. The auditor should seek to quantify the benefits recorded, by the time given e.g. where staff and/ or workers give assistance to a local charitable initiative, by the number of people affected (beneficiaries), by the financial input to any outside organisations and an indication of time which the project took (e.g. an on-going initiative or a single project). There may be other measurables and the auditors should be guided by the site. The auditor is not expected to verify these community benefits and evidence may be from management interviews only. Any examples raised should be detailed on the appropriate section of the SMETA audit report. <u>Kilde (s. 83)</u>
 Sedex Pillar 4	 Samme som for Pilar 2 <u>Kilde (s. 83)</u>
 amfori BSCI Trade with purpose	 Stakeholders mapping This section does not apply to Small Producers The auditor uses this section to collect information on the stakeholders that the auditee has identified as relevant to its business. Stakeholders can be internal (e.g. workers and trade unions) or external (e.g. investors, governments and NGOs). Particular attention shall be paid to verify if the auditee has identified stakeholders for relevant topics. These are the most common topics for which the auditee may engage with stakeholders:

Sertifisering	Kriterier
	• Training • Freedom of association • Special protection given to vulnerable workers and human right violation victims • Fight against child labour • Grievance mechanism • Anti-corruption These topics apply for both internal and external stakeholders. Throughout the criteria vulnerable groups are included into the different steps/ topics. Example: • How are the concerns of the most vulnerable workers (e.g. migrants, young workers) taken into account? • Communication process to ensure that workers and community members have access to the grievance mechanism, with special attention to vulnerable workers. • The auditee pays particular attention to avoid discrimination against vulnerable groups like disabled workers, pregnant women or migrant workers <u>Kilde (s. 75, 87, 90, 94)</u>
	 • Ikke dekket
	 2.4 Equal treatment and Opportunities Principle: The Operation ensures equal and respectful treatment of all workers in all matters. BONUS: • If some workers are clearly marginalised, they are included in the social development plan of the company (or in the Social Policy) in order to gradually improve their livelihood. 4.3 Contributions to Local Development Principle: The Operation plays a positive role in the sustainable development of the region in which it operates, and strives to make positive social and cultural contributions in the local setting.

Sertifisering		Kriterier
		BONUS: The Operation provides some employment to marginalised groups or provides employment in a region that generally lacks employment opportunities. <u>Kilde (s. 23, 56)</u>
		Ikke dekket
		Ikke dekket
		Topic Standard: GRI 411: Rights of Indigenous Peoples 1.1 The reporting organization shall report how it manages the rights of indigenous peoples using Disclosure 3-3 in GRI 3: Material Topics 2021. Disclosure 411-1 Incidents of violations involving rights of indigenous peoples The reporting organization shall report the following information: * Total number of identified incidents of violations involving the rights of indigenous peoples during the reporting period. * Status of the incidents and actions taken with reference to the following: - Incident reviewed by the organization; - Remediation plans being implemented; - Remediation plans that have been implemented, with results reviewed through routine internal management review processes; - Incident no longer subject to action. <u>Kilde (s. 767-778)</u>

Sertifisering	Kriterier
	 7.1 Land and water rights acquisition is with free, prior and informed consent (FPIC) of affected people Applies to individual smallholders, Groups and Farms: 7.1.1 Land and water rights acquisition is carried out with free, prior and informed consent of affected people with legal land use right including those who claim traditional land use right, especially indigenous people. <u>Kilde (s. 22)</u>



11. Miljø

Sertifisering	Kriterier
 Pillar 2	 10B2 Environment 2- Pillar (Shortened Version) This version is within the scope of the mandatory 2-Pillar SMETA Audit. For a 4-Pillar audit please use 10B4. Extended Version. This is not a full environmental assessment but a check on basic systems and management approach. Code: 10B2.1 Suppliers must comply with the requirements of local, national and international laws related to environmental standards. 10B2.2 The supplier should be aware of and comply with their end client's environmental requirements. Measurement Criteria: Management system investigation and document review including management interview. The auditor checks and reports on: 10B2.1 Are there any site policies or procedures concerning environmental issues and how do these compare with any requirements of international/national/ local laws and regulations. 10B2.2 Whether the facility is aware of any client-specific environmental requirements and has systems in place to be able to ensure that they meet these. 10B2.3 What management systems and work instructions are in place to ensure compliance with the relevant legislation. The auditor should report on the extent of systems in place and any external certification e.g. ISO 14001. 10B2.4 The name and position of the person with responsibility for environmental issues at the site of employment and whether they understand the legislative requirements. 10B2.5 Whether the site has a list of chemicals used in the manufacturing process and whether they are aware of how they relate to any client requirements and legislation in the destination countries. 10B2.6 Checks and reports on any inspections from local government bodies, along with details of any official complaints, legal actions or recommendations. <u>Kilde (s. 72)</u>
 Pillar 4	 10B4 Environment 4-Pillar Use this section for an environmental assessment 4-Pillar SMETA, which includes a recommended 0.25 audit days. This is not a full environmental audit, but an assessment process over a recommended 0.25 auditor days, which will support the reviewer in deciding if a full environmental audit is necessary.

Sertifisering	Kriterier
	Code: 10B4.1 Businesses as a minimum must meet the requirements of local and national laws related to environmental standards. 10B4.2 Where it is a legal requirement, businesses must be able to demonstrate that they have the relevant valid permits including for use and disposal of resources e.g. water, waste etc. 10B4.3 Businesses shall be aware of their end client's environmental standards/code requirements. 10B4.4 Suppliers should have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties, including its own suppliers. 10B4.5 Suppliers shall be aware of the significant environmental impact of their site and its processes. 10B4.6 The site should measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use (see 4-pillar audit report and audit checks for details). 10B4.7 Businesses shall make continuous improvements in their environmental performance. 10B4.8 Businesses shall have available for review any environmental certifications or any environmental management systems documentation 10B4.9 Businesses should have a nominated individual responsible for co-ordinating the site's efforts to improve environmental performance. Guide for Observations 10B4.10 Suppliers should have completed the appropriate section of the SAQ and made it available to the auditor. 10B4.11 Has the site recently been subject to (or pending) any fines/prosecutions for noncompliance to environmental regulations. Measurement Criteria: Management system investigation and document review including management interview. The auditor checks and reports on: 10B4.1 Whether the site has completed the SAQ on Environment and has made it available to the auditor for pre-review. 10B4.2 If the site is aware of/has access to the local and national regulations covering Environment and is meeting those requirements. 10B4.3 Whether the site is aware of any client's environmental standards or codes and is measuring its performance against those. 10B4.4 Whether the site has a clearly communicated policy, covering Environment and that this policy has defined procedures for implementation and management of environmental performance. The auditor should note any internationally recognised certifications present e.g. ISO 14001.

Sertifisering	Kriterier
	10B4.5 Whether the site has the relevant permits in place for all aspects of its environmental impacts. This should include recording any prosecutions, recommendations and inspections from local bodies and whether these have been acted on. 10B4.6 The name and position of any designated person with responsibility for management of environmental issues. The auditor should comment on the designated person's understanding of legislation and client applicable standards and their procedure for keeping up to date. 10B4.7 Whether the site is aware of its main environmental impacts and has a system in place to measure these. The auditor should list what they are and any available measures, in the audit report. The possible list includes energy use, water use and disposal, waste and emissions to air. 10B4.8 Whether the site is recording its use of environmental resources on a continuous basis. The auditor should list what they are and record any measurements the site has available, within the audit report. The possible list includes energy use, water use and disposal, waste and emissions to air. 10B4.9 Whether the site has a list of chemicals used in the manufacturing process and whether it is aware of how they relate to any client requirements and legislation in the destination countries. 10B4.10 Checks and reports on any inspections from local government bodies, along with details of any official complaints, legal actions or recommendations. 10B4.11 The site has checked that any third parties also have all legally required permits and licenses to operate. Land rights and conservation – if applicable: 10B4.12 Is there a policy in place which covers land use and any land use changes. Auditor checks and reports on whether it includes references to national laws and practices relating to nature conservation and deforestation. 10B4.13 Auditor checks and reports if appropriation of land met all legal and local requirements and there are records available to evidence this. 10B4.14 Auditor checks and reports on whether any grievance mechanisms exist covering land rights issues and disputes and whether the site has been subject to any grievances, fines or prosecution for any land rights issue. The auditor gives details on any open disputes. 10B4.15 Checks whether the site has policies and procedures and capacity to cover land use change and or net deforestations and or avoidance of damage to High Conservation Value (HCV) and High Carbon Stock (HCS) forest. 10B4.16 Whether there is a manager responsible and accountable to deal with land use change, including aspects of environmental management including conservation and deforestations. 10B4.17 Checks whether the site has policies and procedures in place to recognize and apply national laws relating to nature conservation and deforestation.

Sertifisering	Kriterier
	10B4.18 Checks whether the site has a process for due diligence they will undertake e.g. a system to measure and avoid damage to High Conservation Value (HCV) and High Carbon Stock (HCS) forest. <u>Kilde (s. 74–77)</u>
 amfori BSCI Trade with purpose	 Performance area 12: Protection of the environment IMPORTANT: If the main auditee holds a valid GlobalGAP Certificate, the auditor shall not monitor this performance area. Setting up environmental policies and procedures reflect business responsibility to observe the law, minimize negative environmental impact and make positive contributions to long-term development. In the context of business and human rights due diligence, the right to a healthy environment cannot be neglected and shall be part of the business due diligence. Business enterprises have the responsibility to follow environmental laws, minimize negative environmental impact, and make a positive contribution to long-term development. Depending on the production processes carried out by the producer, protection of the environment can refer to one or more of the following: • Energy consumption and greenhouse emissions • Emissions of pollutants • Use of hazardous chemicals • Management of soil fertility and water • Conservation of biodiversity amfori BSCI producers must be able to carry out processes and procedures to protect the environment, as relevant for their business. 12.1 Is there satisfactory evidence that the auditee continuously identifies the significant impacts and environmental implications associated to its activity? 12.2 Is there satisfactory evidence that the auditee has procedures in place to ensure integration of local environmental law into the business model? 12.3 Is there satisfactory evidence of the auditee's required environmental permits and licences? 12.4 Is there satisfactory evidence that waste is managed in a way that does not lead to the pollution of the environment? 12.5 Is there satisfactory evidence that water is managed in a way that respects the environment, particularly but not limited to preserving local water sources? <u>Kilde (s. 152–155, 213)</u>

Sertifisering	Kriterier
	 10. Environment Facilities will comply with environmental rules, regulations and standards applicable to their operations, and will observe environmentally conscious practices in all locations where they operate. <i>Facilities will ensure compliance with all applicable legally mandated environmental standards, and should demonstrate a commitment to protecting the environment by actively monitoring their environmental practices. In particular, facilities will ensure proper waste management, including monitoring the disposal of any waste material – whether solid, liquid or gaseous – to ensure such disposal is done safely and in a manner consistent with all relevant laws. Facilities are encouraged to minimize their impact on the environment by applying the principles of reduce, reuse and recycle throughout their operations.</i> <u>Kilde (s. 4)</u>
	 Standarden har en omfattende del vedrørende miljø. Standarden dekker følgende områder: 3.0 Consideration of Context and of other Environmental Certifications. 3.1 Water Conservation 3.2 Energy Management and Climate Change 3.3 Gaseous and Liquid Waste Management 3.4 Waste Management 3.5 Ecosystem Management, Biodiversity and Wildlife 3.6 Packaging 3.7 Additional Requirements for Conventional Operations <u>Kilde (s. 38–53)</u>
	 Ikke dekket
	 Ikke dekket

Sertifisering	Kriterier
	 Topic Standard: GRI 302: Energy 1.1 The reporting organization shall report how it manages energy using Disclosure 3-3 in GRI 3: Material Topics 2021. Disclosure 302-1 Energy consumption within the organization Disclosure 302-2 Energy consumption outside of the organization Disclosure 302-3 Energy intensity Disclosure 302-4 Reduction of energy consumption Disclosure 302-5 Reductions in energy requirements of products and services <u>Kilde (s. 497–513)</u> Topic Standard: GRI 303: Water and Effluents 1.1 The reporting organization shall report how it manages water and effluents using Disclosure 3-3 in GRI 3: Material Topics 2021. Disclosure 303-1 Interactions with water as a shared resource Disclosure 303-2 Management of water discharge-related impacts Disclosure 303-3 Water withdrawal Disclosure 303-4 Water discharge Disclosure 303-5 Water consumption <u>Kilde (s. 514–539)</u> Topic Standard: GRI 304: Biodiversity 1.1 The reporting organization shall report how it manages biodiversity using Disclosure 3-3 in GRI 3: Material Topics 2021. Disclosure 304-1 Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas Disclosure 304-2 Significant impacts of activities, products and services on biodiversity Disclosure 304-3 Habitats protected or restored Disclosure 304-4 IUCN Red List species and national conservation list species with habitats in areas affected by operations <u>Kilde (s. 540–552)</u>

Sertifisering	Kriterier
	Topic Standard: GRI 305: Emissions 1.1 The reporting organization shall report how it manages emissions using Disclosure 3-3 in GRI 3: Material Topics 2021. 1.2 When reporting on GHG emissions targets, the reporting organization shall explain whether offsets were used to meet the targets, including the type, amount, criteria or scheme of which the offsets are part. Disclosure 305-1 Direct (Scope 1) GHG emissions Disclosure 305-2 Energy indirect (Scope 2) GHG emissions Disclosure 305-3 Other indirect (Scope 3) GHG emissions Disclosure 305-4 GHG emissions intensity Disclosure 305-5 Reduction of GHG emissions Disclosure 305-6 Emissions of ozone-depleting substances (ODS) Disclosure 305-7 Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions <u>Kilde (s. 553–576)</u> Topic Standard: GRI 306: Effluents and Waste Disclosure 306-3 Significant spills <u>Kilde (s. 585)</u> Topic Standard: GRI 306: Waste 1.1 The reporting organization shall report how it manages waste using Disclosure 3-3 in GRI 3: Material Topics 2021. Disclosure 306-1 Waste generation and significant waste-related impacts Disclosure 306-2 Management of significant waste-related impacts Disclosure 306-3 Waste generated Disclosure 306-4 Waste diverted from disposal Disclosure 306-5 Waste directed to disposal <u>Kilde (s. 590–617)</u>

Sertifisering	Kriterier
	Topic Standard: GRI 308: Supplier Environmental Assessment The reporting organization shall report how it manages supplier environmental assessment using Disclosure 3–3 in GRI 3: Material Topics 2021. Disclosure 308–1 New suppliers that were screened using environmental criteria Disclosure 308–2 Negative environmental impacts in the supply chain and actions taken <u>Kilde (s. 618–629)</u>
	 8.1 Natural forests and ecosystems are protected from conversion or degradation whether legal or not (no deforestation or conversion) after 1 January 2014 (or earlier) Applies to individual smallholders and Farms: 8.1.1 There is no loss of natural forest after 1 January 2014 (or earlier) as a result of: 1) conversion to agriculture or other non-forest land use; 2) conversion to a tree plantation; or 3) severe and sustained degradation. 8.1.2 Areas that are assigned as legal reserve, conservation area or otherwise secured by law are protected. 8.2 Conservation of biodiversity, including protected or endangered native flora and fauna and soil biota is supported Applies to Groups and Farms: 8.2.1 Up-to-date maps of the farm or farm area are available, including production areas, forests, water bodies and buildings. Applies to individual smallholders and Farms: 8.2.2 No hunting or extraction of endangered species of animals and plants is practiced. In case smallholders are hunting or collecting endangered species, there is evidence of activities to raise their awareness on conservation. 8.2.3 Producers implement conservation practices as per applicable national GAP programs/standards. 8.2.4 No use of genetically modified (transgenic) organisms (GMO), and varieties in coffee production. 8.2.4 No use of genetically modified (transgenic) organisms (GMO), and varieties in coffee production 9.1 Integrated pest, weed and disease management strategies are adopted and use of pesticides is minimised and recorded Applies to individual smallholders, Groups and Farms: 9.1.1 Integrated pest management (IPM) techniques and measures are developed and being implemented. 9.1.2 Highly Hazardous Pesticides in use are identified and records are kept of all pesticides used, including of application doses and dates.

Sertifisering	Kriterier
	Applies to Groups and Farms: 9.1.3 Training on IPM is provided to producers and workers and locally relevant guidance is available on non-pesticidal methods for controlling coffee pests, weeds and diseases management. 9.2 Pesticides and other hazardous chemicals are stored, applied and disposed of, in the least hazardous manner for human health and the environment Applies to Groups and Farms: 9.2.1 A plan for the application, storage and disposal of pesticides and other inputs is available and under implementation, including the identification of critical control points and risk mitigation measures. 9.2.2 Producers and workers handling or applying pesticides and other agricultural inputs are trained in proper handling (including application, storage and disposal). Applies to individual smallholders, Groups and Farms: 9.2.3 Use, storage and waste disposal of pesticides and other agricultural inputs is in line with agronomic recommendations and applicable legislation. 9.2.4 Producers and workers handling pesticides and other agricultural inputs wear personal protection equipment. In the case of smallholders, hazard awareness is being raised and personal protection measures are being implemented. 9.3 The use of agrochemicals meets all relevant legal requirements, including national and international treaties on highly hazardous and banned pesticides. Prohibited pesticides are not used and use of Phase-Out list pesticides is reduced Applies to individual smallholders, Groups and Farms: 9.3.1 Pesticides in the Prohibited List are not used. This includes pesticides that are: 1) Listed under the Stockholm Convention, Rotterdam Convention or Montreal Protocol, or which meet the criteria of the Conventions and are recommended for inclusion by the Conventions' respective Chemical Review Committee. OR 2) In one of the three most acutely toxic classifications via ingestion, skin contact or inhalation, or known carcinogens, classified by national or international agencies. Further details on the criteria and the detailed list of pesticides can be found in Annex Pesticides Lists. 9.3.2 Use of pesticides in the Phase-Out List are reduced and phased out by 2030, if feasible. This includes pesticides that are classified by national and international agencies in the categories of: 1. Chronic hazard, including: probable carcinogens, known endocrine disruptors, known reproductive toxins or known mutagens. OR 2. Environmental hazard (highly toxic to bees, OR two or more of: bioaccumulation, persistence, high toxicity to aquatic organisms) Further details on the criteria and the detailed list of pesticides can be found in Annex Pesticides List

Sertifisering	Kriterier
	10.1 Soil is protected from erosion by adequate soil conservation measures Applies to individual smallholders, Groups and Farms: 10.1.1 Producers have knowledge of techniques* to maintain and control soil quality (physical, chemical and biological) and the relevant techniques are implemented. *For example: precision farming, residue management, contour tillage, grass waterways, nitrogen-fixing plants, green manures and agro-forestry techniques. Applies to individual smallholders and Farms: 10.1.2 Producers have knowledge of techniques* to prevent soil erosion and the relevant techniques are implemented. *For example: following contours with operations for soil preparation, using cover crops and placing wind breaks. 10.2 Soil fertility is maintained and improved Applies to individual Groups and Farms: 10.2.1 Soil and/or leaf analysis is done and documented. Applies to individual smallholders and Farms: 10.2.2 Practices to increase fertility are in place, e.g. use of cover crops, soil is covered with leaf litter or organic mulch, (coffee) by-products available at farm level, composting, reducing soil acidity, planting shade trees and/or boundary plants, intercropping practices. 10.2.3 The application of synthetic fertilizer follows agronomic recommendations, is documented and if feasible reduced over time. 10.3 Water resources are conserved and used efficiently (quantity) Applies to individual smallholders and Farms: 10.3.1 Water sources have been identified and are conserved by recycling, and by using reduced amounts so as not to endanger their sustainability. 10.3.2 Producers are aware of water sources which are known or considered to be in critical stage or overused. If sources are in critical stage or overused, Producers engage with local stakeholders to coordinate conservation efforts. Applies to individual smallholders, Groups and Farms: 10.3.3 Measures to reduce water use are implemented. In the case of smallholders, they are trained in efficient irrigation and processing where applicable. Applies to Groups and Farms: 10.3.4 At central processing level, use of water is being measured and is used efficiently.

Sertifisering	Kriterier
	11.1 Good agricultural practices are implemented to minimize impacts on surface and ground water quality Applies to individual smallholders and Farms: 11.1.1 Producers implement practices to minimize water pollution from chemical residues, fertilizers and erosion or other sources as per applicable national GAP programs/standards (for example maintaining a buffer zone around water bodies, conservation or regenerating native vegetation along the water bodies). 11.2 Waste should be prevented or reduced where feasible (wastewater, farm and processing by-products, fossil fuels) Applies to individual smallholders and Farms: 11.2.1 Different types of waste generated are identified for their prevention and reduction. Applies to Groups and Farms: 11.2.2 Wastewater treatment at centralised mills/washing stations meets legal wastewater quality parameters. 11.3 Where wastes cannot be prevented, reuse and recycling is maximized Applies to individual smallholders and Farms: 11.3.1 Organic by-products from farming and processing are recycled and used on the farm to enhance soil fertility. 11.3.2 Wastes are separated according to the different types. 11.4 Hazardous wastes are safely disposed of in order to prevent contamination of water and soil resources as well as harm to human beings and animals Applies to individual smallholders and Farms: 11.4.1 Hazardous wastes are identified. 11.4.2 Hazardous wastes/wastewater are treated. 11.4.3 Safe disposal is in place and according to the different types of waste. 12.1 Climate change adaptation and mitigation measures are identified and implemented Applies to Groups and Farms: 12.1.1 Producers have conducted a climate risk assessment plan. In the case of smallholders who do not have a climate risk plan, there is awareness about the impacts of climate such as loss of suitable area for coffee production and shifts to higher altitudes, increased water stress, poor flowering and cherry development, increased outbreaks of pests and diseases.

Sertifisering	Kriterier
	Applies to individual smallholders and Farms: 12.1.2 Producers identify and implement measures to adapt to climate change such as GAP, on-farm shade management, increased tree cover, agroforestry, irrigation, new plant varieties and diversification. 12.1.3 Producers work on carbon sequestration in the soil, for instance through agroforestry, non-tillage, planting of cover crops (soil cover, shade trees) and/or applying intercropping practices. Applies to Groups and Farms: 12.1.4 Producers have identified main sources of greenhouse gases (GHGs) emissions in coffee production and processing by 2024 in order to document them in subsequent years, with a view to reducing them. 12.2 Efforts are made to reduce the use of fossil fuels on farm and in processing Applies to Groups and Farms: 12.2.1 Energy use in coffee farming and processing is quantified and documented. 12.2.2 Energy use is reduced and energy efficiency is improved. 12.2.3 The use of renewable energy sources is maximized. <u>Kilde (s. 27–32)</u>



12. Korrupsjon

Sertifisering		Kriterier
 Pillar 2		Ikke dekket
 Pillar 4		10C Business Ethics 10C.1 Businesses shall conduct their business ethically without bribery, corruption, or any type of fraudulent Business Practice. 10C.2 Businesses as a minimum, must meet the requirements of local and national laws related to bribery, corruption, or any type of fraudulent Business Practices. 10C.3 Where it is a legal requirement, businesses must be able to demonstrate that they comply with all fiscal legislative requirements. 10C.4 Businesses shall have access to a transparent system in place for confidentially reporting, and dealing with unethical Business Ethics without fear of reprisals towards the reporter. 10C.5 Businesses should have a Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice. 10C.6 Businesses should have a designated person responsible for implementing standards concerning Business Ethics. 10C.7 Suppliers should ensure that the staff whose job roles carry a higher level of risk in the area of ethical Business Practice e.g. sales, purchasing, logistics, are trained on what action to take in the event of an issue arising in their area. 10C.8 Businesses should communicate their Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice to all appropriate parties, including its own suppliers. 10C.9 Has the site recently been subject to (or pending) any fines/prosecutions for non-compliance to Business Ethics regulations. If so, is there evidence that sustainable corrective actions have been implemented. Measurement Criteria Management system investigation and document review including management interview. The auditor checks and reports on: 10C.1 Whether the site has completed the SAQ on Business Ethics and has made it available to the auditor for pre-review. 10C.2 If the site is aware of/has access to any local and national regulations covering Business Ethics and is meeting those requirements.

Sertifisering	Kriterier
	10C.3 If the site has relevant licenses and permits in place for correct and legal practice of its business operations. This should include recording any prosecutions, recommendations and inspections from local bodies and whether these have been acted on. 10C.4 Whether the site is aware of any client's Business Ethics standards or codes and is measuring its performance against those, an example would be codes on corporate giving. 10C.5 Whether the site has received and understood the auditor/Audit Company's policy on Business Ethics – this should explicitly state the need to avoid bribery during audits and the “zero tolerance” policy of both the auditor and the site to the giving or accepting of any bribe, either in remuneration or in kind. 10C.6 Whether the site has a clearly communicated policy, covering Business Ethics and that this policy has defined procedures for implementation and management of Business Ethics performance. 10C.7 Does the facility have a Business Ethics Policy that applies internally, externally or both and is it regularly updated? 10C.8 Is the policy signed at top level and is there evidence of commitment and an appropriate tone from the top. 10C.9 Whether the site has done some type of assessment to assess risk at the site. 10C.10 Whether this policy has specific reference to such topics such as bribery issues (excessive gifts and entertainment), conflict of interest, charitable donations, facilitation payments, political contributions, as well as, corruption, or any type of fraudulent Business Practice. The auditor should note any internationally recognised certifications present. 10C.11 Whether the site has communicated its policies on Business Ethics issues, especially to those workers in high-risk departments, such as purchasing or logistics. The auditor should check for any specific training for relevant management and workers. 10C.12 The name and position of any designated person with responsibility for management of Business Ethics issues. The auditor should comment on the designated person's understanding of legislation and client applicable standards and their procedure for keeping up to date. 10C.13 Whether there is a clear communication/ training on how to deal with any Business Ethics issues including how concerns should be communicated and dealt with. 10C.14 Are there any clauses in contracts where the site enters into new business contracts. 10C.15 Whether there is any evidence of transshipment to avoid country of origin reporting 10C.16 Has the site recently been subject to (or pending) any fines/prosecutions for non-compliance to Business Ethics regulations e.g. any public reports. 10C.17 Has the site recently been through any 3rd party financial audit or any other inspection.

Sertifisering	Kriterier
	10C.18 Does the site include anti-bribery and anti-corruption requirements in contracts with recruitment agents and other suppliers of the site? 10C.19 Does the site require third parties, including suppliers, to complete its own Business Ethics training or conduct their own business ethics training? <u>Kilde (s. 78–81)</u>
 amfori BSCI Trade with purpose	 Performance Area 13: Ethical behaviour Unethical business behaviour refers to falsification, fraud, misrepresentation, corruption, extortion, embezzlement, and bribery. Producers should present accurate and valid information to the amfori BSCI auditor, so that: • Documentation or records are not altered and must reflect the true situation of the producer's site(s) and the producer's business partners • Unaltered reports from previous audits (amfori BSCI and others) and/or government inspection records must also be provided • Special care is taken to make sure sensitive information is collected and stored in a protected way (e.g. medical records) to respect the privacy of staff and workers 13.1 The auditee actively opposes any act of corruption, extortion or embezzlement, or any form of bribery in its activities as a business enterprise 13.2 The auditee keeps accurate information regarding its own activities, structure and performance 13.3 CRUCIAL QUESTION: The auditee takes the necessary measures to prevent: • Falsification of information related to its activities, structure and performance • Any act of misrepresentation of its supply chain 13.4 The auditee collects, uses and processes personal information with reasonable care and in accordance with privacy and information security laws and regulatory requirements <u>Kilde (s. 216–217)</u>

Sertifisering	Kriterier
	 1. Compliance with Laws and Workplace Regulations Facilities will comply with laws and regulations in all locations where they conduct business. <i>All facilities will comply with the legal requirements and standards of their industry under the local and national laws of the jurisdictions in which the facilities are doing business, along with any applicable international laws. This will cover all labor and employment laws of those jurisdictions, as well as laws governing the conduct of business in general, including rules and standards of ethics dealing with corruption and transparency, and any relevant environmental laws.</i> <u>Kilde (s. 1)</u>
	 Eligibility of the Applicant Practices of the concerned companies / organizations or those of affiliated bodies shall not have proved to be incoherent and conflicting with the core values set by the standard. Therefore, all Operations must demonstrate their adhesion to social, environmental and ethical values at corporate level, and that certification will not be used as a cover for unethical practices. MUST Year 0 - Applicant company/organization has not been accused and/or found responsible (with material information/evidence, including subpoena) for substantial ethical or environmental violations in the past 10 years OR it has implemented considerable and adapted efforts to: – repair the damages caused – avoid that they occur again – diminish their impacts. - Its affiliated companies (Holding/owner companies, own subsidiaries, sister companies) have not been accused and/or found responsible for any substantial ethical or environmental violations in the past 10 years OR they have implemented considerable and adapted efforts to: – repair the damages caused – avoid that they occur again – diminish their impacts. <u>Kilde (s. 13)</u>
	 Ikke dekket
	 Ikke dekket

Sertifisering	Kriterier
	 Topic Standard: GRI 205: Anti-corruption 1.1 The reporting organization shall report how it manages anti-corruption using Disclosure 3-3 in GRI 3: Material Topics 2021. Disclosure 205-1 Operations assessed for risks related to corruption The reporting organization shall report the following information: * Total number and percentage of operations assessed for risks related to corruption. * Significant risks related to corruption identified through the risk assessment. Disclosure 205-2 Communication and training about anti-corruption policies and procedures The reporting organization shall report the following information: * Total number and percentage of governance body members that the organization's anticorruption policies and procedures have been communicated to, broken down by region. * Total number and percentage of employees that the organization's anti-corruption policies and procedures have been communicated to, broken down by employee category and region. * Total number and percentage of business partners that the organization's anticorruption policies and procedures have been communicated to, broken down by type of business partner and region. Describe if the organization's anti-corruption policies and procedures have been communicated to any other persons or organizations. * Total number and percentage of governance body members that have received training on anti-corruption, broken down by region. * Total number and percentage of employees that have received training on anticorruption, broken down by employee category and region. Disclosure 205-3 Confirmed incidents of corruption and actions taken The reporting organization shall report the following information: * Total number and nature of confirmed incidents of corruption. * Total number of confirmed incidents in which employees were dismissed or disciplined for corruption. * Total number of confirmed incidents when contracts with business partners were terminated or not renewed due to violations related to corruption. * Public legal cases regarding corruption brought against the organization or its employees during the reporting period and the outcomes of such cases. <u>Kilde (s. 447-450)</u>

Sertifisering	Kriterier
	3.3 There is no fraud, corruption, bribery and/or extortion Applies to individual smallholders, Groups and Farms: 3.3.1 A policy for ethical conduct is in place and implemented in all business operations and transactions. <u>Kilde (s. 15)</u>



13. Dyrevelferd

Sertifisering		Kriterier
		Ikke dekket
		Ikke dekket
		Ikke dekket
		Ikke dekket
		3.7 Additional Requirements for Conventional Operations Principle: The Producer Operation ensures the well-being of the animals. MUST Year 1: - Adequate access to fresh water and feed according to the needs of the animals. Herbivorous mammals' diet consists of more than 50% grass. - Animals are provided with sufficient fresh air, shelter and protection from sunlight, extreme temperature and rain. - Animals have regular access to open air or grazing areas, when weather conditions permit it. - Suffering and mutilations (see guidance) must be kept to a minimum during the entire life of the animal, including at the time of slaughter. - Animals have sufficient space to stand and move naturally, lie down easily, turn around, groom themselves and assume all natural postures and movements such as stretching, and wing flapping. Poultry and rabbits are not kept in cages. - Animal health care and hygiene: animals receive adequate health care and are regularly visited by a trained veterinarian; they do not suffer from untreated illnesses; diagnosis and treatments are fully documented.

Sertifisering	Kriterier
	• Antibiotics, Hormones and Amino-Acids are not used systematically (e.g. in food or as systematic injection) but only: – as a curative treatment – under justification – following veterinary control. • Adequate maintenance of social structures by ensuring that herd animals are not kept in isolation from other animals of the same species (except isolation of animals with unusually aggressive behaviour or behaviour that endangers the safety of other herd animals, sick animals and those about to give birth). • Farm or regional supply for animal food is favoured, in order to minimize dependency on external purchases. • Hormones used to control reproduction (e.g. induction or synchronization of oestrus) are prohibited, as well as cloning and embryo transfers. • Producers limit the purchase of live herbivorous animals for fattening and does so only under justification (generally to offset a loss on the farm). In any case, when purchasing a live animal for fattening, they make sure that the breeding conditions of the animal before his purchase were similar to those carried out at farm level. <u>Kilde (s. 50–51)</u>
	 • Ikke dekket
	 • Ikke dekket
	 Kun dekket i bransjestandard om «Agriculture aquaculture» og «Fishing»
	 • Ikke dekket



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