

ELEVATE Responsible Sourcing Standard

Date: 20 Dec 2019

Version: 1.0



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Introduction

This document outlines the ELEVATE Responsible Sourcing Standard and provisions for social compliance assessments and that are used in the ELEVATE Responsible Sourcing Assessment (ERSA). This includes provisions for each of the areas listed in Figure 1.

Figure 1. Scope and provisions covered in the standard

- Transparency & Business Integrity
- Management Systems
- Hiring, Disciplinary & Termination
- Young Worker and Child Labor
- Forced Labor
- Harassment or Abuse
- Non-Discrimination
- Freedom of Association & Grievance Mechanisms
- Foreign Migrant Labor
- Wages and Benefits
- Hours of Work
- Health & Safety
- Environment
- Sub-Contracting
- Homework

Any company interested in improving social conditions in their organization may voluntarily adopt this standard and provisions. The standard is designed to cater to specific conditions and hazards concerning different types of facilities in a wide variety of industries. It is suited for (a) facilities wishing to highlight to their buyers / customers their performance and proactive management of social compliance, as well as (b) to support retailers or brands to adopt their own supply chain monitoring tool / program.

The criteria and guidelines are maintained by ELEVATE and were developed on the foundation of local and national laws, International Labour Organization (ILO) conventions and our ongoing equivalency analysis of the core content and commonly cited criteria across industry organizations.

Figure 2: Industry organizations evaluated during ERSA development

- Global Social Compliance Programme (GSCP)
- Ethical Trading Initiative (ETI)
- Worldwide Responsible Accredited Production (WRAP)
- Electronics Industry Citizenship Coalition (EICC)
- International Council of Toy Industries (ICTI)
- And more

As opposed to other fixed methodologies or certification programs, the ELEVATE Responsible Sourcing Assessment and its associated standard is flexible based on client specific requests and client supplier codes of conduct. Reporting tools used against this standard vary, from ELEVATE's default assessment package to the client's own. The requirement, which affords the highest level of protection, is applied. Facilities are expected to implement the requirements in this guidance document as a minimum level of compliance. Facilities are encouraged to go beyond the core requirements to showcase better workplace practices and continuous improvement.

ELEVATE Responsible Sourcing Standard

The following includes our criteria and provisions for each aspect of the standard.

1 Transparency & Business Integrity

Standards and provisions for compliance:

- The facility allows assessor(s) full access to its facility premises, workers, and records.
- The facility has a valid, current business license and other documents required for legal operation.
- The facility does not attempt to bribe assessor(s) including offering any form of monetary compensation, gifts or favors.
- The facility does not “coach” employees to provide false or misleading responses to questions asked by assessor(s).
- The facility does not interfere with selection of workers for interviews and facilitates interviews outside the presence of managers and supervisors.
- Workers are not punished through monetary, physical, or other means, for participating in worker interviews.
- The facility provides accurate and true payroll documents and time attendance records for review.
- There is no errors or omissions in government permits, certificates or other facility records.
- Others – the facility complies with all applicable laws and regulations governing ‘Transparency & Business Integrity’.

2 Management Systems

Standards and provisions for compliance:

- The facility has a written social compliance policy and code which are endorsed by senior management and cover the key elements of the standard.
- The written social compliance policy and code are communicated to all employees in a language they understand.
- The facility appoints a senior management staff to take responsibility to implement the social compliance policy and code.
- The facility provides appropriate training for managers on how to implement the social compliance policy and code.
- The facility implements a system to identify and monitor laws, regulations and customer requirements that apply to the facility. Most current version of applicable laws, regulations and customer requirements shall be obtained.
- The facility conducts periodic internal audits (at least annually) of its social compliance system in order to identify improvement opportunities.
- The facility takes appropriate actions to address non-conformances identified at internal audits and with preventative measures in place to avoid recurrence.
- The facility conducts regular management review (at least annually) of the social compliance system. The written records from management review meeting are available for review.

3 Hiring, Disciplinary & Termination

Standards and provisions for compliance:

- Employment contracts are signed with all employees where legally required.
- The employment contract conforms to applicable laws and regulations and contains all legal required employment terms.
- The facility ensures that the employment contract is written in a language that the employee understands.
- The facility ensures that all employee receive a copy of the employment contract, signed by the facility, at the time of the employee's signature.
- The facility hiring practices on apprenticeship, probationers, temporary and contractor workers are in line with legal requirements.
- The facility documents and communicates to all employees a progressive disciplinary policy e.g., escalating discipline action steps such as verbal warning, written warning, suspension, and termination. Any exceptions to this rule e.g., immediate termination for theft or assault, shall also be in writing and clearly communicated to workers.
- The facility avoids to use monetary fines or payroll deductions as disciplinary means.
- The facility ensures managers and supervisors are fully trained with the disciplinary policy and appropriate disciplinary measures; training records are maintained.
- The employees must be informed when a disciplinary procedure has been initiated against them.
- The employees have the right to participate and be heard in any disciplinary procedure against them.
- The facility has a system in place that allows workers to appeal disciplinary actions without fear of reprisal.
- The facility maintains written records of disciplinary actions taken, including termination records, as required by law or for a minimum of 12 months.
- Others – the facility complies with all applicable laws and regulations governing 'Hiring, Disciplinary & Termination'.

4 Young Worker and Child Labor

Standards and provisions for compliance:

- The facility has a written hiring and age verification procedure in place.
- There is no employee employed by the facility currently below the age of fifteen (15) or in breach of local minimum age for work or mandatory schooling.
- There is no employee employed by supplier historically below the age of fifteen (15) or in breach of local minimum age for work or mandatory schooling at time of employment.
- The facility reviews, validates and maintains on file proof of the age documentation and other relevant employment information for all employees.
- The facility has a system for identifying work stations and operations that are inappropriate for young workers according to applicable laws. The facility ensures juvenile workers do not perform work that jeopardizes their health, safety, or morals (as defined by law/ILO Conventions 138 and 182)

- The facility complies with working hours and overtime hours restrictions for juveniles required by law.
- Where required by law, The facility provides health examinations for juvenile workers prior to employment and / or on a regular basis after employment; registers and pays any expenses associated with registering juvenile workers with the local authorities.
- The facility complies with all regulations and requirements of apprentice or vocational education programs (student workers), and shall be able to document that these are legally recognized programs.
- Childcare facilities shall not physically overlap with production areas, and children shall not have access to production areas.
- Others - the facility complies with all applicable laws and regulations governing 'Young Worker and Child Labor'.

5 Forced Labour and Human Trafficking

Standards and provisions for compliance:

- The facility does not use any type of involuntary labor who are trafficked, prisoned (not in compliance with ILO Convention 29), bonded, or indentured, either at the facility itself, or a broker.
- The employees have the right to enter into and to terminate their employment freely without being penalized financially, the threat of physical or mental coercion or facing unlawful notice periods.
- Employees shall not be obligated or forced to work by a family member, associate or friend for any reason.
- Employees retain possession or control of all original identity documents, such as passports, identity papers, travel documents, and other personal legal documents. (Exception: Documents stored for safekeeping with explicit consent from employee and the facility has a system allowing the employee to retrieve their documents at any time without restrictions.)
- Workers shall not be required to lodge deposits or security payments.
- All overtime shall be voluntary. The facility ensures that all employees have the right to refuse to work overtime hours.
- There are no unreasonable restrictions on the movement of workers and their access to basic liberties.
- Employees are free to leave the facility premises at end of their working shifts.
- Employees shall not be forcibly required to live in employer-owned or controlled housing. The freedom of movement of employees who live in employer controlled housing shall not be unreasonably restricted.
- Others - the facility complies with all applicable laws and regulations governing 'Forced Labor'.
- There is no portion of worker's wages withheld for payment upon the end of the contract period. No mandatory saving program applicable or required for workers.

6 Harassment or Abuse

Standards and provisions for compliance:

- The facility does not tolerate and has committed to a workplace free of sexual harassment.
- The facility does not use any form of – or threat of – physical violence, including slaps, pushes or other forms of physical contact as a means to maintain labor discipline.
- The facility does not use any form of verbal violence, including screaming, yelling, or the use of threatening, demeaning, or insulting language, as a means to maintain labor discipline.
- The facility does not use any form – or threat – of psychological abuse, such as forcing workers to sign letters of self-criticism or posting / publishing the names of workers subject to disciplinary measures as a means to maintain labor discipline.
- Security practices shall be gender-appropriate and non-intrusive; Body searches, if conducted, are not conducted by the opposite gender.
- Others - the facility complies with all applicable laws and regulations governing 'Harassment or Abuse'.

7 Non-Discrimination

Standards and provisions for compliance:

- Employees receive equal pay for equal work regardless of gender, race, religion, age, disability, sexual orientation, nationality, marital status, political opinion, social group or ethnic origin.
- Employees have equal opportunity for promotion, training, termination and retirement based on their ability and not on personal characteristics and beliefs.
- The facility does not use medical examinations to prevent an employee from being hired or as a condition of employment. Such medical examinations may include but are not limited to Hepatitis B, HIV or other tests prohibited by law.
- The facility does not require pregnancy testing or questioning of pregnancy as a condition of employment.
- The facility does not, based on a woman's pregnancy, make decisions that result in dismissal, threat to dismiss, loss of seniority, or deduction of wages.
- The facility ensures that pregnant women are not engaged in work that creates substantial risk to the health of the pregnant woman or their reproductive health. Women that might previously have been in such roles should be offered alternative work at the facility.
- Others - the facility complies with all applicable laws and regulations governing 'Non-Discrimination'.
- All other employment decisions including but not limited to: hiring, job assignment, bonuses, allowances, and other forms of compensation and discipline shall be made solely based on education, training, and demonstrated skills or abilities. The characteristics of an individual, such as race, gender, marital status, and religion shall not be the basis for such employment decisions.

8 Freedom of Association & Grievance Mechanisms

Standards and provisions for compliance:

- The facility respects the right of employees to freedom of association and collective bargaining. No employee shall be subject to harassment, intimidation, or retaliation in their efforts to freely associate or bargain collectively.
- Where freedom of association and the right to collective bargaining are restricted by law: Employees are free to join (or not join) legal employee organizations without interference; facility does not refuse to recognize such organizations.
- The facility does not discriminate against union members by refusing to hire them or by terminating employees based on legal union affiliation or organizing efforts.
- Where a collective bargaining agreement (CBA) in place, the facility adheres to the legal terms of the agreement. The collective bargaining agreement (CBA) should be negotiated freely, voluntarily and in good faith.
- The facility keeps records all past and present collective bargaining agreements on file.
- Employee representatives are freely elected without employer interference.
- Employee representatives are allowed to carry out activities relating to employee's rights and interest without employer interference.
- Employee representatives are allowed regular access to employees, management and workplaces in order to carry out their representative functions.
- The facility has multiple grievance mechanisms such as a confidential means to voice grievances as well as access to someone / mechanisms other than their direct supervisor. This might include suggestion boxes, hotlines, email, workers committees, designated spaces for worker meetings, and meetings between management and workers' representatives.
- Employees are aware of grievance options and feel comfortable communicating with management, on their own or through worker representatives, without fear of reprisal, intimidation, harassment, or discrimination.
- The facility communicates grievance information back to workers whether or not a resolution was reached. Evidence of management following up on worker grievances shall be maintained.
- Others - the facility complies with all applicable laws and regulations governing 'Freedom of Association & Grievance Mechanisms'.

9 Foreign Migrant Labor (Only applicable to facility who use foreign migrant employees)

Standards and provisions for compliance:

- The facility has valid documents from local authority for permission to employ foreign migrant workers as required by law.
- The facility ensures all foreign migrant workers are legally eligible to work in the country with valid work permits when required.
- If recruitment agents or labor brokers are used, The facility ensures only legally registered/licensed recruitment agents or labor brokers are used.
- The facility has written, well maintained and current agreements with all recruitment agents or labor brokers responsible for securing workers currently employed by the facility.
- The facility ensures all foreign migrant workers sign a written employment contract in their own language and receive a copy of the employment contract prior to departing from the sending country.

- Workers shall not be required to pay recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker within 90 days after joining the facility.
- The facility does not charge back or accept reimbursement from any foreign migrant worker to recover any recruitment fees or travel costs the facility might have paid in hiring of the workers.
- Upon foreign migrant workers resignation, departure, or termination, The facility pays to the employee any wages, benefits, or other items owed to the employee; at the same time, ensures his or her return to the home country without penalty. If required by law, The facility pays for all travel costs for returning to their home countries.
- The facility provides training for foreign migrant workers on their rights, job responsibilities, etc., as required by law, and in a language they understand.
- The facility maintains a current list of foreign migrant workers employed at the facility, including the date of arrival, contract duration and the anticipated date of return to their home country.
- Others - the facility complies with all applicable laws and regulations governing 'Foreign Migrant Labor'.

10 Wages and Benefits

Standards and provisions for compliance:

- The facility maintains complete payroll documents, journals and reports for each employee for at least 12 months, or longer if required by law.
- The facility ensures that wages paid for regular worked hours are at least legal minimum wage or industry wage agreed within a collective bargaining agreement (CBA) whichever is higher.
- Employees are correctly paid for all overtime hours (OT) at a premium rate as legally required or by contractual agreement whichever is higher.
- If legally required, all hourly wages, piecework, bonuses, and other incentives shall be acknowledged by the employee as accurate in writing.
- The facility communicates, orally and in writing, to all employees in the language of the employee: the wages, incentive systems, benefits, and bonuses to which all employee are entitled in that facility and under the applicable law.
- All compensation shall be paid in a timely manner within legally defined time limits. When no time limits are defined by law, compensation shall be paid at least within thirty days.
- For each pay period, the facility provides workers an understandable wage statement, which includes days worked, wage or piece rate earned per day, hours of overtime at each specified rate, bonuses, allowances and legal or contractual deductions.
- The facility provides all legally mandated benefits to all eligible workers.
- The facility provides all forms of leaves as legally required or by contractual agreement.
- Employees are paid correctly for all legally paid time off (breaks and leave).
- Employees are paid correctly during work stoppages if any as required by law.
- The facility makes all correct and accurately calculated legal withholdings i.e. taxes, social security, pension, or healthcare from employee wages as required by law.
- The facility forwards all legally required withholdings to appropriate government authorities in a timely manner as required by law.

- Deductions for services/goods to employees (housing, meals and supplies) shall not exceed the actual cost to the facility. All employees have a right to use or not to use services provided by employers, such as meals or goods.
- The severance pay of employee is paid correctly and on time as required by law.
- Others - the facility complies with all applicable laws and regulations governing 'Wages and Benefits'.

11 Hours of Work

Standards and provisions for compliance:

- The facility maintains complete time attendance records for each employee for at least 12 months, or longer if required by law.
- The regular working hours for all employees are within allowable limits under applicable laws or agreements whichever is stricter.
- The overtime hours for all employees are within allowable limits under applicable laws or agreements whichever is stricter. Weekly working hours for all employees are within 60 hours.
- All employees are provided with at least one day off (24 hours) in every 7-day period or as required by applicable law whichever is stricter.
- The facility ensures reasonable meal and rest breaks, which, at a minimum, shall comply with local laws.
- The facility uses a reliable system to keep accurate and complete time records. (Start and stop times and all working hours, including overtime, are accurately recorded.)
- Employees shall record their own hours (e.g., "punch" or swipe their time cards) or acknowledge the recording of real working hours on regular basis (at least monthly).
- The facility has established a mechanism to determine, monitor and control the overtime hours of employees.
- Others - the facility complies with all applicable laws and regulations governing 'Hours of Work'.

12 Health and Safety

Standards and provisions for compliance:

- General Work Environment
 - The facility has designated a management representative responsible for health and safety as per legal requirements.
 - The facility is generally clean and tidy with good maintenance.
 - Facility ventilation systems are maintained to avoid extreme temperatures. Facility windows or ventilation systems comply with legal requirements.
 - Lighting shall be adequate for working safely as legally required. Background lighting in general areas of the facility shall be at least 200 lux. Lighting of various production tasks should be 500 to 1500 lux or higher, depending upon the nature of the task, color of materials, speed of operations.
 - Stairways shall have handrails and be well lit.
 - Surrounding grounds shall be well lit if night work is done.

- There shall be sufficient number of toilets consistent with local law per floor and gender; when local law requirement does not exist, facility should have at least one toilet for every 25 for both male and female employees respectively (recommendation of World Health Organization [WHO]).
The toilets shall be maintained clean and provide appropriate privacy (Stalls with doors).
- Employees shall have access to clean water for washing within nearby proximity to toilets.
- Toilets shall be stocked with toilet paper, clean running water, and soap.
- Potable water or facilities to boil water shall be made available to employees.
- Others - the facility complies with all applicable laws and regulations governing 'General Work Environment'.

- Building Safety
 - There are no indications of possible structural collapse on the interior or exterior of buildings, such as large visible cracks or sagging in walls and floors.
 - All legally required building or construction certificates/reports/permits are current and available for review.
 - Facility is aligned with the approved building plan. (i.e. There are no extra floors or external retrofit structures.) Buildings are built and approved for industrial use, not commercial or residential use.
 - Generators and other heavy vibrating equipment, such as boilers, are located on the ground floor and located away from production areas.
 - Building inspections are conducted on a regular basis as per standard of practice or country law.
 - Where required by law, maximum occupancy signage is clearly posted within each room, near each entrance. Maximum occupancy is within building permit requirements.
 - There are sufficient protections for building roof and floor opening preventing falls and accidents.
 - Others - the facility complies with all applicable laws and regulations governing 'Building Safety'.

- Emergency Preparedness
 - The facility maintains all fire safety certificates, licenses and inspection records as legally required.
 - The facility follows local law and fire safety standards to have a suitable fire detection and emergency alarm system covering the facility.
 - If applicable, emergency alarm system is clearly designated (visible signs) and unobstructed.
 - If applicable, emergency alarm system is audible throughout the entire facility. The system is inspected regularly and tested in coordination with fire drills.
 - If applicable, in areas where employees shall be using hearing protection the facility should add visual or personal notification procedures (e.g., flashing strobe lights) to supplement the audible alarm.
 - If applicable, emergency alarm system is fitted with a back-up system (i.e. battery back-up).

- Fire extinguishers shall be sufficient in numbers as legally required and maintained in good condition.
- Fire extinguishers shall be appropriate to the types of potential fires in the various areas of the facility and labeled according to the types of fire they are to be used for.
 - **Class A** - Ordinary combustible fires (e.g. textiles, wood, paper, plastics)
 - **Class B** - Flammable liquid, gases, or grease fires (e.g., hydrocarbon, alcohol based liquids and gases)
 - **Class C** - Electrical equipment fires (e.g. machinery, circuit boards)
 - **Class D** - Combustible metal fire (e.g. magnesium, lithium, calcium, potassium)
- Fire extinguishers and/or a hose with water pressure sufficient to power the hose, shall be placed no further than 75 feet (23 meters) from any employee or within legally required distances. The facility should follow other requirements on layout of the extinguishers/hose.
- Fire extinguishers are properly mounted or securely placed throughout the facility.
- All fire-fighting equipment, including fire extinguishers and hoses, is clearly marked and easily accessible. Fire extinguishers include operating instructions.
- Fire-fighting equipment, including fire extinguishers and hoses, is checked monthly and relevant logs are maintained.
- The type of facility fire suppression systems (sprinkler system) meets or exceeds local legal requirements. Fire suppression systems are regularly maintained (if required by law, by a licensed professional/3rd party).
- There are sufficient numbers of emergency exits at the facility (production floors, office areas, warehouse etc.).
- Emergency exits are clearly marked with illuminated exit signs.
- Doors that are not exits clearly marked with "Not an Exit".
- Emergency lighting, with backup power, is included in all stairways, and where needed, on exit routes. The lighting is industry grade and inspected regularly.
- Emergency exits are accessible and free from obstruction during working hours (including overtime).
- Emergency exits are unlocked during working hours (including overtime).
- Fire escape and main exits are discharged directly to the exterior of building.
- Emergency exit doors are (installation and design) meet all legal requirements.
- Fire and emergency evacuation plans are prominently posted on every floor and work area as well as near exits and stairways. Evacuation plans accurately reflect facility layout, include "you are here" mark, and are in a language understood by most employees.
- Aisles, stairs and passageways are kept clear at all times.
- Exits, aisles, passageways and stairs are with enough width as per legal requirements.
- Stairways and emergency evacuation routes are equipped with handrails to protect employee from falling, as per legal requirements, where needed.
- Evacuation drills are conducted regularly, at least once per year or more often where required by law.

- Evacuation drills are conducted cover all shifts, floors and buildings within the whole facility.
 - Evacuation drills are documented with a complete written log with dated photos and attendee list.
 - There are designated emergency assembly points large enough to safety accommodate all employees.
 - Designated employees (workers and supervisors) are trained at regular intervals in fire safety, including on the use of fire extinguishers, and how to administer the fire prevention procedures and emergency evacuation plan.
 - Proper lights are installed according to legal requirement in areas in which flammable and combustible materials are stored (raw materials warehouse, finished goods warehouse).
 - There are enough distances between the rack and the wall in storage areas as required by the law.
 - Others - the facility complies with all applicable laws and regulations governing 'Emergency Preparedness'.
 - Fire prevention spacing, fire truck passages are kept clear at all time. No barrier for emergency exit windows to ensure instant use in the event of fire.
 - Flammable and combustible material and chemicals are safely stored away from source of ignitions.
- Chemical and Hazardous Substances
 - The facility has assigned a responsible person who is trained or qualified for chemical management if dangerous chemical used/stored in the factory.
 - The facility keeps an inventory of chemical and hazardous substances used in the workplace.
 - Chemicals used at the facility are registered for the intended use when applicable.
 - Material safety data sheets (MSDS) are prominently posted in both storage and use zones, and maintained in languages understood by workers.
 - Chemicals and hazardous substances are properly labelled as per label instructions of local safety standard and MSDS.
 - Chemicals and hazardous substances are stored in a separate covered area that is equipped with appropriate fire extinguishers, safety signs, ventilation, anti-explosive lights, instructions on handling and disposal of chemicals, and personal protective equipment for workers.
 - Preventative measures are in place to prevent chemical leakages such as secondary containers etc.
 - Gas cylinders are properly marked, used, inspected, stored, and secured.
 - There are functioning emergency eyewash station and/or showers provided where corrosive chemicals or high volumes of solvents are handled and used.
 - Employees who are involved in handling, clean-up and disposal of chemicals and hazardous substances received regular training on emergency response plans and actions (with training records maintained).
 - The facility conducts regular emergency drills (e.g. chemical leakage, accident drill) for all employee who work with chemicals or hazardous substances.

- Others - the facility complies with all applicable laws and regulations governing 'Chemical and Hazardous Substances'.

- Employee Protection and Machine Safety
 - There are job safety analyses and / or job hazard assessments that outline work place risks for each position and the possible Personal Protective Equipment (PPE) needed to mitigate risks.
 - Appropriate, functioning Personal Protective Equipment (PPE) is provided to workers free of charge.
 - The facility monitors employees to ensure the provided Personal Protective Equipment (PPE) is correctly used.
 - Specialized Machinery and equipment have all required and up-to-date licenses / permits (forklift, cargo lift, boiler, compressor etc.)
 - Specialized equipment operators (forklift, cargo lift, boiler, electrician, hot work e.g. welding etc.) are licensed where legally required and trained in safety operating procedures.
 - There is clear warning sign posted at each lift station indicating lift is not be used in case of fire.
 - Machines and equipment are regularly inspected and maintained.
 - Points of operation and other potential dangerous parts are operated with proper machine guards and safety features.
 - Machines and equipment have proper emergency stop switches, while applicable.
 - Machines and equipment have a lockout/tagout program, while applicable.
 - Others - the facility complies with all applicable laws and regulations governing 'Employee Protection and Machine Safety'.

- Electrical Safety
 - Electrical equipment are with appropriate safety warning labels.
 - Machinery and equipment are properly grounded if applicable.
 - Electrical systems includes circuit breakers or fuse boxes.
 - Electrical panels / control panels / distribution boards are easily accessible / unblocked.
 - Electrical panels / control panels / distribution boards are adequately labelled for which appliances are controlled.
 - Electrical panels / control panels / distribution boards are fully enclosed in non-flammable material, adequately maintained and damage free.
 - Electrical wires and outlets are in safe conditions (e.g. no unprotected wires, etc.).
 - High voltage areas and generator areas are restricted to authorized personnel only.
 - The facility has qualified professional (electrician, hired or outsourced) to maintain electrical system on regular basis.
 - Others - the facility complies with all applicable laws and regulations governing 'Electrical Safety'.

- First Aid / Medical
 - The facility places at least one well-stocked first aid kit on every floor. One stocked first aid kit shall be made available for every 100 workers or as legally required.
 - First Aid kits should contain basic items listed below: Bandages, Cotton balls, Scissors, Gloves, eyewash, Antiseptic wipes etc.
 - Records for medicine consumption from first aid box or facility infirmary are maintained as per legal requirements.
 - There are sufficient numbers of first aiders who received adequate first aid and CPR trainings as legally required. Clinic with proper license should be available onsite if required by local law.
 - The facility establishes in place a process for external medical treatment of workers in the event of occupational injury or illness.
 - The facility records and investigates all accidents/near-accidents, injuries, fatalities, fires and other emergencies. Records are kept for at least 12 months. Where required by law, facility reports incidents to local authorities.
 - The facility has a system for identifying, evaluating and minimizing risk from physically demanding work, highly repetitive task, to prevent work- relate injuries or health impacts.
 - The facility applies for testing of factors of occupational hazards at least once a year and the reports are kept for review as legally required.
 - The facility conducts and pays for regular occupational health checks for employees as legally required.
 - Others - the facility complies with all applicable laws and regulations governing 'First Aid / Medical'.

- Dormitory (If applicable)
 - Dormitories are separated from production buildings and warehouses as legally required.
 - The exterior of the dormitory building shall be structurally sound.
 - If the facility provides dormitories to its workers, then these dormitories shall be well maintained and in a sanitary condition. (Such as no vermin, no open sewage, etc.)
 - Dormitories are well ventilated, with windows to the outside or fans and/or air conditioners/heaters in all sleeping areas for adequate temperature and air circulation.
 - The living space per resident in sleeping rooms meet or exceed local laws/industry standards. International standard/best practice: at least 2m² floor space per occupant; ceilings are at least 2.1 m high. No more than 8 people per room; no triple bunks, no beds directly on floor.
 - Sleeping areas are segregated by sex.
 - Dormitory residents shall be provided with their own mats or beds and not required to share mats with others.
 - Each resident shall have a storage space for clothes and personal possessions that can be locked and is freely accessible by the worker / resident.
 - The facility shall place at least one well-stocked first aid kit on every floor. Approximately 1 kit for every 75 residents.

- Dormitory residents have free access to sufficient toilets and showers according to local law or industry standard; these are separated by gender, provide adequate privacy, and are kept safe and sanitary.
- Potable water and/or facilities to boil water shall be available to dormitory residents.
- Fire alarms shall be audible throughout the dormitory if installation is required by local law. The system is inspected regularly and tested in coordination with fire drills.
- Emergency alarm system in dormitory is clearly designated (visible signs) and unobstructed.
- Fire drills are conducted regularly in the dormitory, at least once per year or more often where required by law.
- Fire extinguishers are placed in or accessible to all sleeping quarters. All fire-fighting equipment otherwise comply with requirements in H&S section above.
- Employees are not creating a fire risk through use of high-risk appliances (hot plates, etc.)
- There are sufficient numbers of emergency exits on each dormitory floor as legally required.
- Emergency exits are clearly marked with illuminated exit signs.
- Doors that are not exits clearly marked with "Not an Exit".
- Emergency exits, Hallways and staircases are kept clear of obstructions to allow for safe and rapid evacuation in case of emergency.
- Stairways shall have handrails and be well lit.
- Emergency lighting, with backup power, is included in all stairways, and where needed, on exit routes. The lighting is industry grade and inspected regularly.
- A diagram clearly indicating a safe and rapid evacuation shall be posted, in the native language, in all the sleeping quarters in case of fire or other emergencies. Diagram has a "you are here" label for reference.
- Electrical panels / control panels / distribution boards are easily accessible / unblocked.
- Electrical panels / control panels / distribution boards are adequately labelled for which appliances are controlled.
- Electrical panels / control panels / distribution boards are fully enclosed in non-flammable material, adequately maintained and damage free.
- Electrical wires and outlets are in safe conditions (e.g. no unprotected wires, etc.).
- Dormitory residents are free to come and go during their off-hours, except for reasonable limitations imposed for safety. All dormitory rooms can be opened from the inside without a key.
- Dormitories comply with all other applicable regulations on fire safety and emergency preparedness, as well as electrical safety, sanitation, risk protection, mechanical, and structural safety.
- If applicable, emergency alarm system in dormitory is fitted with a back-up system (i.e. battery back-up).
- Emergency exits in dormitory are unlocked.
- Fire escape and main exits in dormitories are discharged directly to the exterior of building.

- Emergency exit doors in dormitories are (installation and design) meet all legal requirements.
- The facility has a suitable fire detection (e.g. smoke detectors) covering the dormitory.
- Kitchen and Canteen (If applicable)
 - Kitchens are clean and well maintained.
 - Kitchens have a valid hygiene certificate / license as legally required.
 - All kitchen and food service staffs have valid health certificate as legally required.
 - The facility provides hygienic equipment for food storage and preparation as legally required.
 - Canteen are clean and well maintained to comply with all safety standards.
 - Others - the facility complies with all applicable laws and regulations governing 'Kitchen and Canteen'.

13 Environment

Standards and provisions for compliance:

- The facility has an environmental management program that seeks to minimize environmental impacts with respect to energy, air emissions, water, waste, hazardous waste, and other significant environmental risks.
- The facility has all legally required environmental permits, licenses, approvals, and / or other registrations.
- Air emissions have been identified, characterized, routinely monitored, controlled, and treated prior to discharge, meet the discharge limits for regulated constituents.
- Hazardous wastes are separated from general waste and are appropriately handled and disposed of as legally required.
- Waste water are properly treated to meet discharge standards / limits as legally required; If wastewater is produced but treated off-site, relevant manifests and records are maintained.
- The facility has implemented a systematic approach to prevent contamination of storm water runoff. No illegal discharges and spills of waste water is entering storm drains.
- Boundary noise sources are identified, evaluated, routinely monitored and controlled as legally required.
- Where applicable, the facility has procedures for notifying local community authorities in case of accidental discharge or any other environmental emergency.
- Others - the facility complies with all applicable laws and regulations governing 'Environment'.
- Wastes (non-hazardous) and trashes are properly classified, collected and disposed as legally required.

14 Sub-Contracting (If applicable)

Standards and provisions for compliance:

- The facility does not use unauthorized subcontracting.
- The facility maintains appropriate records of approved subcontractors. Such records shall be kept for at least 12 months.
- Others - the facility complies with all applicable laws and regulations governing 'Sub-contracting'.

15 Homework (If applicable)

Standards and provisions for compliance:

- The facility that use "homeworkers" shall obtain prior authorization for doing so.
- If approval for using "homeworkers" is obtained. The facility shall maintain the following documentation to ensure the basic compliance of using homeworkers:
 - a) A roster for all homeworkers used
 - b) Age verification documentation for each homeworker
 - c) Description of the type of work they perform
 - d) The estimated time it takes for each piece to be completed
 - e) The total number of working hours and working days needed to finish the work
 - f) The total amount each homeworker was paid for such work
 - g) The exact address of where the work will be done
 - h) All other legally mandated documentation required
- Others - the facility complies with all applicable laws and regulations governing 'Homework'

Reference Reading - Background on Labor Standards

Labor standards are norms and rules that govern working conditions and industrial relations. They embrace practically all aspects of labor markets, for example union recognition, working time, health and safety, wages, and child labor. In this century, debate among international labor bodies, workers and employers organisations, and governments, has led to the conclusion that some labor standards should be regarded as **basic labor rights**, since they are seen to embody fundamental **human rights**. As such, they are considered inviolable, and universally applicable. These basic labor rights cover:

- **Freedom of association** - the right of workers to establish, join and run organisations of their own choosing without prior authorisation or interference from public authorities
- **Collective bargaining** - the right of workers to protection against anti-union discrimination in their terms of employment, and to undertake voluntary negotiations with employers through collective agreement
- **Forced labor (including all forms of compulsory and bonded labor)** - the prohibition of work or service extracted from any person under the menace of penalty, and for which the person has not volunteered
- **Discrimination** - the prohibition of discrimination in access to employment, on the basis of race, colour, sex, religion, political opinion, national extraction, social origin, age, or disability
- **Equal pay** - the right of men and women to equal pay for work of equal value
- **Minimum age for employment** - the setting of a minimum age for entry to employment, with the aim of effectively eliminating child labor

Other labor standards cover the conditions of work and treatment which it is reasonable for all employers to meet, therefore:

- a safe and healthy working environment
- reasonable working hours
- adequate wage levels
- fair and humane disciplinary practices
- security of employment

While it is accepted that labor rights should be applied in all countries, harmonisation of all other labor standards (especially a worldwide minimum wage) is not considered feasible at present, since many of the world's countries are too poor to assure they can be attained for the majority of their people.

The International Labour Organisation and 'Core' Conventions

The key reference point on **international** labour standards is the set of **Conventions** established by the **International Labour Organisation (ILO)**. The ILO is a specialised agency of the United Nations (UN), established in 1919, which has a mandate to "seek the promotion of social justice and internationally recognised human and labour rights". The organisation has a tri-partite structure, with member states providing representatives from government, national employers' organisations and unions.

The ILO has passed over 150 Conventions concerning working conditions. Conventions are established and adopted at the ILO annual Conference, and they embrace numerous labor issues, ranging from minimum wages and equal pay to health and safety regulations. Eight of these are cited as 'core' Conventions, in that they cover the basic **labor rights**, as previously defined, and set down the **minimum** labor standards to be expected in each case. They are as follows:

Convention no. 87, Freedom of Association and Protection of the Right to Organise Convention (1948)
Establishes the right of all workers to form and join organisations of their own choosing without prior authorisation, and lays down a series of guarantees for the free functioning of organisations without interference by public authorities.

Convention no. 98, Right to Organise and Collective Bargaining Convention (1949)

Provides for protection against anti-union discrimination, for protection of workers' and employers' organisations against acts of interference by each other, and for measures to promote collective bargaining.

Convention no. 29, Forced Labour Convention (1930)

Requires the suppression of forced or compulsory labour in all its forms. Certain exceptions are permitted, such as military service, convict labour properly supervised, emergencies such as war, natural disasters etc.

Convention no. 105, Abolition of Forced Labour Convention (1957)

Prohibits the use of any form of forced or compulsory labour as a means of political coercion or education, punishment for the expression of political or ideological views, workforce mobilisation, labour discipline, punishment for participation in strikes, or discrimination.

Convention no. 111, Discrimination (Employment and Occupation) Convention (1958)

Calls for a national policy to eliminate discrimination in access to employment, training and working conditions, on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and to promote equality of opportunity and treatment.

Convention no. 100, Equal Remuneration Convention (1951)

Calls for equal pay for men and women for work of equal value.

Convention no. 138, Minimum Age Convention (1973)

Aims at the abolition of child labour, stipulating that the minimum age for admission to employment shall not be less than the age of completion of compulsory schooling.

Convention - no. 182, Worst Forms of Child Labour (1999)

Applies to all persons under the age of 18 and calls for "immediate and effective measures to secure the prohibition and elimination of the worst forms of child labour". This covers slave labour, compulsory recruitment in armed forces, use of children in prostitution, pornography, or drug trafficking, and work likely to damage the "health, safety or morals of children".

To supplement its Conventions, the ILO produces 'Recommendations' on labour standards. These do not carry the legal requirements of Conventions, but are intended to guide national programmes in areas of labour practice.

ILO Conventions and National Labour Laws

In general, ILO Conventions only become legally binding on member states once they are ratified; when states have not ratified conventions, they are encouraged to use the standards laid down as a benchmark for their national labour legislation. The ILO currently has 176 member states, and the most recent figures for ratifications of the core Conventions are as follows (as derived from the 'ILOLEX' database, May 2000):

- Convention no. 29	149 ratifications
- Convention no. 87	122 ratifications
- Convention no. 98	138 ratifications
- Convention no. 100	137 ratifications
- Convention no. 105	130 ratifications
- Convention no. 111	130 ratifications
- Convention no. 138	63 ratifications

At that time (May 2000), 64 countries had ratified all seven Conventions.

In June 1998, a significant development occurred in securing member states' commitment to uphold international labour standards, when the 86th International Labour Conference in Geneva adopted the ILO "Declaration on Fundamental Principles and Rights at Work". This puts an obligation on all member states to respect, promote and realise the principles set for the core labour standards, *whether or not they have ratified the relevant Conventions*. The Declaration should ensure that countries make greater efforts to form national legislation which delivers the labour standards specified by core Conventions. At present, the adequacy of national legislation in meeting standards required by core and other ILO Conventions can differ widely between member states, for example (OECD 1996):

- At the extreme, non-observance of 'core' labour standards in national legislation may be part of the political system, requiring to be addressed through action by the international community (eg. trade sanctions). Although relatively few countries systematically deny core labour standards in this way, some play an increasing role in world trade.
- Some countries may have national labour laws which are inadequate to deliver the standards specified in ILO Conventions (even where they have ratified relevant Conventions), and hence new or modified legislation is required to meet the obligations of ILO membership.
- Country's which have not ratified certain ILO Conventions may nonetheless have labour laws which are consistent with the *principles* embodied in the Conventions. Non-ratification can arise due to problems in interpreting Conventions into national law, or for other technical reasons.

Even where a country's legislation is sufficient to provide for the core, minimum, labour standards defined by the ILO, workers' rights can still be violated due to lack of observance or enforcement of legislation. Legal non-compliance by employers may arise due to national economic factors, and poverty or cultural influences can contribute to abuses of certain labour standards, for example employment of children. Both conditions may be aggravated and sustained by lack of government resources to monitor and enforce the application of legislation. All such factors must be borne in mind when comparing the prevailing labour conditions in a country with international labour standards and the provisions of national legislation. Differences in observance of legal standards may also apply between commercial sectors of activity.

The ILO itself operates a 'regular supervisory system' to promote compliance with Conventions by countries which have ratified them. Compliance is assessed first by the provision of reports by national governments, submitted to the ILO Secretariat every 2-5 years. There is also a system to allow unions, employers or other governments to submit complaints against a government for failing to observe Conventions requirements. In cases of non-compliance, the ILO does not impose any kind of sanctions (financial, commercial or other), but relies on technical assistance, peer pressure and persuasion to resolve problems.

Summary

In summary, the ILO Conventions are key to the debate on trade and labour standards in general, and in the field of corporate responsibility in particular, because:

- the core Conventions set **minimum standards** for basic **labour rights**;
- they constitute the most **comprehensive** set of international labour standards;
- they are regarded by many as indicating the minimum labour standards which the **international community** thinks is reasonable for every nation to respect (and which should therefore be enshrined in national legislation).

[For those wanting further information, the ILO operates a number of databases which are key resources on international labour standards, national legislation, and technical issues. Most are available on-line (some for free), and the most relevant are:

<i>ILOLEX</i>	<i>data base on international labour standards</i>
<i>NATLEX</i>	<i>data base on national labour law</i>
<i>ILOUNITS</i>	<i>data base of ILO external offices and multi-disciplinary teams</i>
<i>ILODOC</i>	<i>data base of documents and publications of the ILO since 1919</i>

The ILO website is at: www.ilo.org



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