RESPONSIBLE SOURCING SUPPLIER CHECKLIST

	YES	NO	N/A
Is there a Code of Conduct available as to the rules of employment and workers' rights that is posted or available to all employees in their own language and understood by all? Describe the document and who is responsible for it. Check employee manual and any postings.			
Notes:			
Voluntary Employment	**YES**	**NO**	**N/A**
Is there a policy in place against involuntary employment of any kind, including forced labor, debt bondage and slave labor?			
If migrant workers or foreign contracted laborers are used, are personal identification documents such as passports, visas or work permits, retained by the employer or employment agency, if used?			
Notes:			
Freedom of Association	**YES**	**NO**	**N/A**
Is Freedom of Association included in the Code of Conduct?			
Notes:			
Working Conditions	**YES**	**NO**	**N/A**
Is there a policy against using corporal punishment, physical, mental or verbal abuse?			
Is appropriate safety and/or health training provided to employees?			
Are workers required to wear personal protective equipment (PPE) such as eye protection, hard hats, steel-toe shoes and other types of protective gear where danger may exist? (Face masks and other personal protective clothing must be provided for all workers where solvents and chemicals are used.)			
Are uniforms or PPE, if required, provided at no cost to workers?			
Are all emergency exits in working condition, unlocked and unobstructed at all times? Verify how this is monitored and by whom. Describe below:			
Notes:			

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Child Labor	**YES**	**NO**	**N/A**
Is there a documented policy with regards to the minimum age of employees? Indicate the minimum:			
Are all workers or employees over the age of 15 or over the minimum working age established by the jurisdiction where the facility is located?			
If workers or employees are under the minimum working age, is there a legal exemption for children performing work on a family farm or other family-owned business?			
Notes:			
Wages and Working Hours/Acceptable Housing, if provided	**YES**	**NO**	**N/A**
Are employees aware of working conditions, including working hours, and terms of employment at hiring?			
Do working hours comply with all applicable local laws, rules and regulations?			
Are all employees paid at least the minimum wage established by the country, state, province or local government? Indicate the lawful minimum wage and what the company pays their entry level employees: Legal minimum wage: Company's lowest wage:			
Is there a documented overtime program that is communicated to all employees. Briefly describe the policy below including hours and amount.			
If housing is provided, is it done in a manner to ensure safety, sanitation and conditions commensurate with local practice? Items to consider include segregation by gender and/or family unit, sufficient toilet and washing facilities. Describe conditions below.			
Notes:			
No Discrimination	**YES**	**NO**	**N/A**
Is there a non-discrimination policy in place? It must account for race, color, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation or any other legally protected class of all employees)			
Notes:			
Ethical Requirements	**YES**	**NO**	**N/A**
Is there a Code of Conduct available as to ethical business conduct? Examples to include, but not exclusive are bribery and kickbacks			
Notes:			

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Environmental Management	YES	NO	N/A
Is there a recycling program in place?			
Are all hazardous materials and chemicals disposed in a manner that is in accordance with local law?			
Is solid waste removal and disposition conducted in a way to minimize pollution to the environment?			
Do facilities have a program in place to minimize the use of Ozone Depleting Chemicals?			
Notes:			

General	YES	NO	N/A
Are records available that indicate that all direct suppliers to this facility have implemented or are in the process of implementing a code of conduct for social responsibility?			
Notes:			
If this facility has been audited by a 3rd party Responsible Sourcing, Social Responsibility or Ethical Sourcing organization indicate below the name of the organizations/type of audits/standards and the dates of completion			
Who is responsible for the Social Responsibility practices and its implementation at this facility?			
Name:			
Title:			
Contact Information:			

Notes and Summary