

GUIDANCE IN REVEIING CHECKLIST

Responsible Sourcing has become an important facet of the Quality Review Process of suppliers. When conducting the Quality Review at the supplier's facility the auditor should be vigilant regarding management's treatment of employees or workers, especially in facilities that are located in risk countries as defined by the U.S Department of Labor and the State Department. Domestic suppliers are not immune to that possibility but it is not as common as in developing countries. For this section personnel in charge of human resources in the facility will need to participate in this review for

Voluntary Employment

Are migrant workers used at this facility or farm?

If migrant or contracted workers are employed, who holds their identification documents or permits to work?

Is there a documented policy with regards to any type of employee abuse and the use of slave, forced labor or debt bondage? For example, all the workers' wages go to paying for transportation, food and shelter because they've been "locked into debt" by unscrupulous job recruiters? Another form of debt bondage, it often starts with the worker agreeing to provide labor in exchange for a loan, but quickly develops into bondage as the employer adds more and more "debt" to the bargain.

Working Conditions

All emergency exit doors must be unobstructed. Those emergency exit doors must be monitored. How is the inspection documented?

Are workers provided protection free of charge when working in conditions where it is necessary?

Are uniforms provided free of charge if required as well as gloves, masks, hairnets, beard nets, etc?

Child Labor

Ask the age of the youngest employee. Observe the work force or employees. Do any look too young?

Ask to see the company's policy in regards to the age of employees at hiring. Regulatory government requirements may be posted How is that verified?

Wages and Working Hours/Acceptable Housing, if provided

Inquire if there is a document or documents that describe what is expected from the workers and what the workers are given by the management of the plant or company as to wages, benefits, overtime. This document(s) could be part of the employee manual if there is one. Note who is responsible in assuring that it is being followed. All employees must be informed and understand it. Are these documents easily accessible and understood. Are they written in languages understood by all workers.

All employees, at hiring should be given information as to working conditions, hours and terms of employment. Is it documented? Can they make it available for review?

Ask what the minimum wage is for starting workers and how it compares to the official government minimum wage.

What is the maximum number of hours that employees can work over the regular time? Do they have a choice? Per day, per week or per month. How many working hours are in a regular day? How many working days are in a regular week? What are the overtime wages? How does it compare to the official government regulation or law?

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Does the employer offer any housing for the employees? If so, ask to see the dormitories and report on their condition.
When housing is provided, it must be segregated according to gender and/or family unit. Verify this. How are the conditions of the restrooms or
No Discrimination
Review the company's non-discrimination policy and it includes. It should be posted.
Environmental Management
How are hazardous materials disposed, if any are used or created?
How is solid waste disposed? Is it used for animal feed?
Are there any materials used that could impact the ozone layer negatively like CFCs, Halon, carbon tetrachloride, and methyl chloroform?
General
Does the company review their supplier's social responsibility procedures and practices? Does it account for the entire supply chain? Farm to fork? If not, describe how the company plans to address it. Explain our expectation.
Inquire if this facility has been audited for social responsibility or ethical sourcing by a 3rd party organization or another customer. List all audits and the dates when they were conducted. If they are proprietary to the customer there is no need to review them.
Identify the person(s) responsible for these policies and procedures. It could be the HR Manager, Director, VP or the CEO or Owner of the business or company including email address.