

## Supporting information

**Title: Using Social Life Cycle Assessment to analyze the contribution of products to the Sustainable Development Goals: a case study in the textile sector**

**Authors:** Ana María Herrera Almanza, Blanca Corona\*

Copernicus Institute of Sustainable Development, Utrecht University. Vening Meinesz building A, Princetonlaan 8a, 3584 CB Utrecht

\*corresponding author: b.c.coronabellostas@uu.nl

## Contents

1. List of indicators and PRP for the site-specific assessment .....	2
2. Classification of S-LCA indicators and into SDGs.....	6
3. Inventory Analysis and Characterization. Site-specific Assessment .....	12
4. Questionnaire- Site-Specific data collection (English version) .....	24

## 1. List of indicators and PRP for the site-specific assessment

	SUBCATEGORY	INDICATOR	Performance Reference Point (PRP)
WORKERS STAKEHOLDER	Freedom of Association and Collective Bargaining	Presence of unions within the organization is adequately supported	Respect the workers' right to form unions/associations freely to promote and respect their interests. Discrimination should not happen against members of this union/association (1,2,3,5)
		Participation of employee/union representatives in decisions affecting the working conditions	Workers have the right to elect a representative and bargain collectively their interests. This bargain should be respected (1-5)
	Child Labour	Absence of working children under the legal age or 15 years old (14 years old for developing economies).	Do not employ directly or indirectly children under the age of 15. This interferes with the child's basic education, or is harmful to the child's health, physical, mental and social development. In insufficient developed economies, the minimum age is 14 years old. (2,3,4,5)
	Fair Salary	Lowest paid worker, compared to the minimum wage	Wages should comply at least with minimum legal wages, industry standards or collective bargain agreements (where applicable) (2,3,5)
		Regular and documented payment of workers	Wages should be paid in legal regular intervals (2,3,5)
	Working Hours	Number of hours worked per week	Working time should not exceed 8 hours per day or 40-48 per week. (3)
		Number of overtime hours per week	Overtime should be voluntary, not exceeding 12 hours per week (1,2,3,5)
		Overtime payment rate	Overtime should be paid at a premium rate (not less than 1,5 times the normal rate) (1,2,3,5)
	Forced Labor	Presence of forced labour at the organization	No forced labour should be supported or engaged in at the organization (1-5).
		Retention of birth certificate, passport, or other original worker documents by the organization	No personnel's salaries, benefits, properties or original documentation can be retained to force them to keep working for the organization (1-5)
		Workers'freedom to terminate their employment within the prevailing limits	Workers should be able to freely terminate the employment under the established conditions, and giving reasonable notice to the organization. (1-5)
	Equal opportunities/ Discrimination	Ratio of male and female employees in workforce and management positions	Rates remuneration, working conditions and promotion should be equally applied to men and women that work for equal value (3).
		Ratio of basic salary of men to women by employee category	
		Presence of diversity in the workforce	Promote equality of opportunity in education, employment, promotion, compensation (wages and benefits), working conditions, trainings, and terms of employment without discriminations based on gender, age, religion, race, caste, birth, social background, disability, ethnic and national origin, nationality, membership in unions or any other legitimated organisations, political affiliation or opinions, sexual orientation, family responsibilities, marital status, diseases or any other condition that could give rise to discrimination (1-5)
	Health and Safety	Notification of occupational accidents, incidents and diseases	Occupational accidents, incidents and diseases should be notified and reported (4-6)
		Adequate general occupational safety measures are taken	The organisation shall provide a safe and healthy workplace environment (2-5). Workplaces must have at least two exit routes to permit prompt evacuation of employees. Escape routes and emergency exits must remain illuminated at all times and adequately maintained general and safety lighting, with maintained illuminated exit signs. Portable and suitable fire extinguisher must be provided for each 15m on the emergency escape routes (7)
		Provision of medical assistance and first aid	Medical assistance and first-aid should be provided (2, 5)
		Access to drinking water is ensured	Access to drinking water should be ensured (2, 5, 8)
		Preventive measures and emergency protocols exist regarding pesticide & chemical exposure	Documents related to procedures to detect, prevent, minimise, eliminate or otherwise respond to potential risks to the health and safety of personnel should be delivered and available (3-5)

		Appropriate protective gear required in all applicable situations	Organizations should provide protective/safety equipment to personnel (2-5)
	<b>Social Benefits /Social Security</b>	List of social benefits provided to the workers (eg. Health insurance, pension fund, child care, education, accommodation etc.)	Organizations should accept the obligation of any one or more of the following branches of social security: medical care, maternity benefit/protection, holidays, old-age benefit and ability to combine work with family responsibilities (3,7)
<b>LOCAL COMMUNITY</b>	<b>Delocalization &amp; Migration</b>	Number of individuals who resettle (voluntarily and involuntarily) that can be attributed to organization	Involuntary resettlement should be avoided. However, where involuntary resettlement is unavoidable, it should be minimized and appropriate measures to mitigate adverse impacts on displaced persons and host communities should be carefully planned and implemented (4)
		Strength of organizational procedures for integrating migrant workers into the community	Maintain a free service to assist migrants for employment, in particular to provide accurate information (3)
	<b>Community engagement</b>	Organizational support (volunteer-hours or financial) for community initiatives	With an aim of community development, organizations should engage in community initiatives through financial support or community projects to improve people's quality of life (1, 7).
		Number and quality of meetings with community stakeholders	Organizations should systematically consult representative community groups in determining priorities for social investment and community development activities (7)
	<b>Cultural Heritage</b>	Strength of Policies in Place to Protect Cultural Heritage	Organizations should conserve and protect cultural heritage, especially when the organization's operations have an impact on them, by designing projects to avoid adverse impacts (4, 7)
		Is relevant organization's information available to community members in their spoken language(s)?	Organizations will consult with the Affected Communities in local language to identify cultural heritage of importance, and to incorporate into the organizations' decision-making process the views of the Affected Communities on such cultural heritage (4)
	<b>Respect of Indigenous Rights</b>	Strength of policies in place to protect the rights of indigenous community members	Organizations have the responsibility to develop systematic actions to protect the rights of Indigenous Peoples and guarantee their integrity (3).
		Annual meetings held with indigenous community members	Organizations shall consult representatives and members of these Indigenous Peoples for an appropriate participation process, not less than annually (3,4)
	<b>Local employment</b>	Strength of policies on local hiring preferences	Organizations should give preference and undertake initiatives to strengthen opportunities for local suppliers to contribute to value chains (1,7)
	<b>Access to Immaterial Resources</b>	Freedom of expression at the company	Organizations shall respect freedom of thought, conscience, religion and freedom and opinion of expression (8)
		Presence/strength of community education initiatives	Organizations should promote education at all levels; expanding educations, skills and development programmes. Organizations should invest and promote cultural activities.(4,7)
	<b>Safe &amp; Healthy Living Conditions</b>	Organization efforts to strengthen community health (e.g. through shared community access to organization health resources)	Organizations should promote and contribute to the health of local communities through participation in public health campaigns (1,7).
	<b>Access to Material Resources</b>	Management of waste streams	Organizations should establish effective policies, waste management systems and procedures to ensure proper management of unavoidable pollution and waste (2,4,7)
		Organization should adapt a certified environmental management system	Organizations and suppliers should meet environmental standards or certification schemes (7)
		Management of waste streams	Organizations should avoid or minimize the release of hazardous materials (4).
	<b>Secure living conditions</b>	Management policies related to private security personnel	Organizations will provide security forces to protect its personnel and property (1,4).
Number of casualties and injuries per year ascribed to the organization		Organizations shall maintain records of all safety incidents that occur in the workplace and in all residences and property provided by the organisation (5)	

VALUE CHAIN ACTORS	<b>Fair Competition</b>	Documented statement or procedures (policy, strategy etc.) to prevent engaging in or being complicit in anticompetitive behavior	Organization should establish procedures and other safeguards to prevent engaging in or being complicit in anti-competitive behaviour (7)
		Employee awareness of the importance of compliance with competition legislation and fair competition	Organizations should promote employees' awareness of the importance of the compliance with competition legislation and fair competition (7)
	<b>Supplier relationships</b>	Payments on time to suppliers	Organizations should ensure that the remuneration of its employees and suppliers is appropriate, according to contracts/agreements and for legitimate services only (7);
	<b>Promoting social responsibility</b>	Presence of explicit code of conduct that protects human rights of workers among suppliers	Suppliers and sub-contractors are expected to comply with a code of labour practice or contractual obligations. The organisation shall conduct due diligence by effectively communicating the requirements to be achieved (5,7)
		Percentage of suppliers the enterprise has audited with regard to social responsibility in the last year	An organization should make reasonable efforts to encourage organizations in its sphere of influence to follow responsible labour practices. Reasonable efforts could include making unannounced visits and inspections; and exercising due diligence in supervising contractors and intermediaries (7)
		Support to suppliers in terms of consciousness-raising and counselling concerning the social responsibility issues	Organizations should assess significant risks of non-conformance by suppliers/subcontractors and establish monitoring activities and tracking performance to ensure that these risks are effectively addressed. Support and provision of tools needed to improve failures should be given by the organization (2,4,7)
		Membership in an initiative that promotes social responsibility along the supply chain	An organization may find it useful to participate in, or use tools of, one or more initiatives for social responsibility (7).
	<b>Fair Competition</b>	Documented statement or procedures (policy, strategy etc.) to prevent engaging in or being complicit in anticompetitive behavior	Organization should establish procedures and other safeguards to prevent engaging in or being complicit in anti-competitive behaviour (7)
		Employee awareness of the importance of compliance with competition legislation and fair competition	Organizations should promote employees' awareness of the importance of the compliance with competition legislation and fair competition (7)
	<b>Supplier relationships</b>	Payments on time to suppliers	Organizations should ensure that the remuneration of its employees and suppliers is appropriate, according to contracts/agreements and for legitimate services only (7);
	<b>Promoting social responsibility</b>	Presence of explicit code of conduct that protects human rights of workers among suppliers	Suppliers and sub-contractors are expected to comply with a code of labour practice or contractual obligations. The organisation shall conduct due diligence by effectively communicating the requirements to be achieved (5,7)
		Percentage of suppliers the enterprise has audited with regard to social responsibility in the last year	An organization should make reasonable efforts to encourage organizations in its sphere of influence to follow responsible labour practices. Reasonable efforts could include making unannounced visits and inspections; and exercising due diligence in supervising contractors and intermediaries (7)
		Support to suppliers in terms of consciousness-raising and counselling concerning the social responsibility issues	Organizations should assess significant risks of non-conformance by suppliers/subcontractors and establish monitoring activities and tracking performance to ensure that these risks are effectively addressed. Support and provision of tools needed to improve failures should be given by the organization (2,4,7)
		Membership in an initiative that promotes social responsibility along the supply chain	An organization may find it useful to participate in, or use tools of, one or more initiatives for social responsibility (7).

SOCIETY	<b>Public commitments to sustainability issues</b>	Presence of publicly available documents as promises or agreements on sustainability issues	Organizations are encouraged to engage in high quality standards for non-financial informations, including environmental and social aspects, as a commitment to the contribution of sustainable development of the community or society (1,7,9)
		The organization has engaged itself to present yearly communication on progress	An organization should, at appropriate intervals, report about its performance on social responsibility to stakeholders affected. The organization should provide a fair and complete picture of its social responsibility performance in a sustainability context, including achievements and shortfalls and the ways in which the shortfalls will be addressed (7,9)
	<b>Contribution to economic development</b>	Contribution of the product/service/organization to economic progress (revenue, gain, paid wages, R+D costs in relation to revenue, etc.)	Multinational enterprises contribute to the national innovative capacity of their host countries by generating, diffusing, and even enabling the use of new technologies. The R&D activities can help enhance the economic and social progress in their host countries (9).
	<b>Technology development</b>	Involvement and/or investment in technology transfer programs or projects. Partnerships in research and development. Investment in technology development	Multinational enterprises contribute to the national innovative capacity of their host countries by generating, diffusing, and even enabling the use of new technologies. The R&D activities can help enhance the economic and social progress in their host co
	<b>Corruption</b>	The organization cooperates with internal and external entities to prevent corruption	An organization should identify risks of corruption within the company and in the industry, by encouraging employees, partners, representatives and suppliers to report violations to policies. The organizations should implement, apply and improve policies and practices that counter corruption, bribery and extortion (2,7,9)
		The organization carries out an anti-corruption program	Organizations should establish and maintain management of internal control systems that discourage bribery and corrupt practices. (2,7,9)

## PRPs References

- (1). UNEP, SETAC and Life Cycle Initiative (2013). The methodological sheets for the subcategories in social life cycle assessment (S-LCA). Pre-publication version. Gothenburg, Sweden, UNEP/SETAC.
- (2). Amfori (2017). BSCI code of conduct. Brussels. Amfori.
- (3). ILO (2015). Compendium of international labor conventions and recommendations. Conventions No. 29, 62, 97, 100, 111, 118, 161, 169. Geneva. ILO. Retrieved from: [https://www.ilo.org/wcmsp5/groups/public/---ed\\_norm/---normes/documents/publication/wcms\\_413175.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---normes/documents/publication/wcms_413175.pdf).
- (4). IFC (2012). Performance standards on environmental and social sustainability. Washington. IFC.
- (5). SAI (2014). Social accountability 8000. International standard. New York. SAI.
- (6). ILO (2002). Protocol of 2002 to the occupational safety and health convention. Protocol No. 155. Retrieved from: [https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100\\_ILO\\_CODE:P155](https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:P155)
- (7). OSHA (2018). Fact sheet. Emergency exit routes. USA. OSHA.
- (8). UN (2003). Norms on the responsibilities of transnational corporations and other business enterprises with regard to human rights. Economic and Social Council. Commission on Human Rights.
- (9). ISO (2010). ISO 26000. Guidance on social responsibility. Geneva. ISO.
- (10). OECD (2008). Guidelines for multinational enterprises. Paris. OECD.

## 2. Classification of S-LCA indicators and into SDGs

Classification according to the Global indicator framework for the Sustainable Development Goals and targets of the 2030 Agenda for Sustainable Development (LT= Link with target, LG=Link with goal, LI=Link with indicator).

Goals and targets (from the 2030 Agenda for Sustainable Development)*	PSILCA indicators	Site-specific indicators	
<b>Goal 1. End poverty in all its forms everywhere</b>			
1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than \$1.25 a day	[LT] Minimum wage & [LT] Living wage & Sector average wage	Fair Salary	Lowest paid worker, compared to the minimum wage
1.5 By 2030, build the resilience of the poor and those in vulnerable situations and reduce their exposure and vulnerability to climate-related extreme events and other economic, social and environmental shocks and disasters	[LT] Workers affected by natural disasters		
<b>Goal 3. Ensure healthy lives and promote well-being for all at all ages</b>			
	[LG] Life expectancy at birth		
	[LG] Health expenditure public & [LG] Health expenditure external resources & [LI] Health expenditure out of pocket	Social Benefits/Social Security (workers)	List of social benefits provided to the workers (eg. Health insurance, pension fund, child care, education, accommodation etc.)
3.8 Achieve universal health coverage, including financial risk protection, access to quality essential health-care services and access to safe, effective, quality and affordable essential medicines and vaccines for all	[LG] Social security expenditure	Secure living conditions	Management policies related to private security personnel
			Number of casualties and injuries per year ascribed to the organization
3.9 By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination	[LT] Safety measures	Safe and healthy living conditions	Organization efforts to strengthen community health (e.g. through shared community access to organization health resources)
	[LT] DALYS due to indoor and outdoor air and water pollution	Health and safety (workers)	Preventive measures and emergency protocols exist regarding pesticide & chemical exposure
	[LT] Pollution level in the country		

Goals and targets (from the 2030 Agenda for Sustainable Development)	PSILCA indicators	Site-specific indicators	
<b>Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all</b>			
4.6 By 2030, ensure that all youth and a substantial proportion of adults, both men and women, achieve literacy and numeracy	[LT] Youth illiteracy rate (total, male and female)		
	[LT] Illiteracy rate (total, male and female)	Access to immaterial resources	Presence/strength of community education initiatives
4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development	[LT] Public expenditure on education	Social Benefits/Social Security (workers)	List of social benefits provided to the workers (eg. Health insurance, pension fund, child care, education, accommodation etc.)
<b>Goal 5. Achieve gender equality and empower all women and girls</b>			
	[LG] Young illiteracy, female		
	[LG] Illiteracy, female		
5.1 End all forms of discrimination against all women and girls everywhere	[LG] Gender wage gap	Equal Opportunities & Discrimination	Ratio of basic salary of men to women by employee category
5.2 Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation	[LG] Women in sectoral labour force		
<b>Goal 6. Ensure availability and sustainable management of water and sanitation for all</b>			
	[LG] Industrial water depletion	Access to material resources	Management of waste streams (unavoidable pollution and waste)
6.1 By 2030, achieve universal and equitable access to safe and affordable drinking water for all	[LG] Drinking water coverage		Organization should adapt a certified environmental management system
6.2 By 2030, achieve access to adequate and equitable sanitation and hygiene for all and end open defecation, paying special attention to the needs of women and girls and those in vulnerable situations	[LG] Sanitation coverage		

<b>Goals and targets (from the 2030 Agenda for Sustainable Development)</b>	<b>PSILCA indicators</b>	<b>Site-specific indicators</b>	
<b>Goal 7. Ensure access to affordable, reliable, sustainable and modern energy for all</b>			
7.2 By 2030, increase substantially the share of renewable energy in the global energy mix	[LG] Fossil fuel consumption		
	[LG] Biomass consumption		
<b>Goal 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all</b>			
8.1 Sustain per capita economic growth in accordance with national circumstances and, in particular, at least 7 per cent gross domestic product growth per annum in the least developed countries	[LT] Contribution to economic development (Values are expressed as a sector's share of the GDP or Value added at current prices in percent)	Contribution to economic development	Contribution of the product/service/organization to economic progress (revenue, gain, paid wages, R+D costs in relation to revenue, etc.)
8.5 By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value		Fair Salary	Regular and documented payment of workers
	[LI] Unemployment rate in a country	Local employment	Strength of policies on local hiring preferences
8.7 Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms	[LT] Frequency of forced labour	Forced Labor	Birth certificate, passport, or other original documents belonging to the worker are not retained or kept for safety reasons by the organization neither upon hiring nor during employment
	[LT] Goods produced by forced labour		Workers are free to terminate their employment within the prevailing limits
	[LT] Trafficking in persons		No forced labour should be supported or engaged in at the organization (1-5).
	[LT] Child labour (total, male, female)	Child Labor	Absence of working children under the legal age or 15 years old (14 years old for developing economies).
8.8 Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment	[LI] Fatal accidents	Health and Safety	Adequate general occupational safety measures are taken
			Medical assistance and first aid
			Access to drinking water is ensured

			Number/ percentage of injuries or fatal accidents in the organization by job qualification inside the company
	[LI] Non-fatal accidents		Appropriate protective gear required in all applicable situations
		Equal Opportunities & Discrimination	Breakdown of employees per category according to gender, age group, minority, group membership, and other indicators of diversity
	[LT] Weekly hours of work per employee	Working Hours	Number of hours worked per week
	[LT] Violations of employment laws and regulations		Number of overtime hours per week
	[LT] Trade unionism	Freedom Association & Collective Bargaining	Overtime payment rate
	[LT] Association and bargaining rights		Presence of unions within the organization is adequately supported
		Employee/union representatives are invited to contribute to planning of larger changes in the company, which will affect the working conditions	
<b>Goal 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation</b>			
9.5 Enhance scientific research, upgrade the technological capabilities of industrial sectors in all countries, in particular developing countries, including, by 2030, encouraging innovation and substantially increasing the number of research and development workers per 1 million people and public and private research and development spending		Technology development	Involvement and/or investment in technology transfer programs or projects. Partnerships in research and development. Investment in technology development
9.b Support domestic technology development, research and innovation in developing countries, including by ensuring a conducive policy environment for, inter alia, industrial diversification and value addition to commodities			

<b>Goals and targets (from the 2030 Agenda for Sustainable Development)</b>	<b>PSILCA indicators</b>	<b>Site-specific indicators</b>	
<b>Goal 10. Reduce inequality within and among countries</b>			
10.2 By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status	[LT] Human rights issues faced by indigenous people	[LG] Respect indigenous rights	Strength of policies in place to protect the rights of indigenous community members
10.3 Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies and action in this regard			Annual meetings held with indigenous community members
10.7 Facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed migration policies	[LT] International migrant stock	Delocalization and Migration	Number of individuals who resettle (voluntarily and involuntarily) that can be attributed to organization
	[LT] International migrants workers in the sector		
	[LT] Net migration rate		
<b>Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable</b>			
11.4 Strengthen efforts to protect and safeguard the world's cultural and natural heritage		Cultural heritage	Strength of Policies in Place to Protect Cultural Heritage
			Is relevant organization's information available to community members in their spoken language(s)?
<b>Goal 12. Ensure sustainable consumption and production patterns</b>			
12.2 By 2030, achieve the sustainable management and efficient use of natural resources	[LT] Minerals consumption		
12.6 Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle	[LG] Contribution to environmental load	Public commitment to sustainability issues	Presence of publicly available documents as promises or agreements on sustainability issues
			The organization has engaged itself to present yearly communication on progress
12.7 Promote public procurement practices that are sustainable, in accordance with national policies and priorities	[LI] Certified environmental management systems	Access to Material Resources	Management of hazardous materials

Goals and targets (from the 2030 Agenda for Sustainable Development)	PSILCA indicators	Site-specific indicators	
<b>Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels</b>			
	[LG] Social responsibility along supply chain	Promoting social responsibility	Presence of explicit code of conduct that protects human rights of workers among suppliers
			Percentage of suppliers the enterprise has audited with regard to social responsibility in the last year
			Support to suppliers in terms of consciousness-raising and counselling concerning the social responsibility issues
			Membership in an initiative that promotes social responsibility along the supply chain
		Supplier relations	Payments on time to suppliers
16.5 Substantially reduce corruption and bribery in all their forms	[LT] Public sector corruption	Corruption	The organization installs or cooperates with internal and external controls to prevent corruption
	[LT] Active involvement of enterprises in corruption and bribery		The organization carries out an anti-corruption program
16.6 Develop effective, accountable and transparent institutions at all levels	[LT] Presence of anti-competitive behaviour or violation of antitrust and monopoly legislation	Fair competition	Documented statement or procedures (policy, strategy etc.) to prevent engaging in or being complicit in anticompetitive behavior
			Employee awareness of the importance of compliance with competition legislation and fair competition
16.7 Ensure responsive, inclusive, participatory and representative decision-making at all levels		Community engagement	Organizational support (volunteer-hours or financial) for community initiatives
			Number and quality of meetings with community stakeholders
16.10 Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements			Access to immaterial resources
16.b Promote and enforce non-discriminatory laws and policies for sustainable development		Equal Opportunities & Discrimination	Breakdown of employees per category according to gender, age group, minority, group membership, and other indicators of diversity

\*This table is built based on the excel document provided by de UN (available through: <https://unstats.un.org/sdgs/indicators/indicators-list/>)

### 3. Inventory Analysis and Characterization. Site-specific Assessment

Table 1a. Workers subcategories characterization. Ch=Characterization value. V=Numerical associated value

SUBCATEGORY	INDICATOR	GINNER	CH	V	SPINNER	CH	V	FABRIC MILL/MY	CH	V	READY-MADE GARMENT FACTORY/MN	CH	V	READY-MADE GARMENT FACTORY/BD	CH	V	RETAILER/NL	CH	V
Freedom of Association and Collective Bargaining	Presence of unions within the organization is adequately supported	There is a formed workers' committee/association. 3% of total employees make part of this association.	C	0	The formation of a workers' committee/ association is in progress	D	-1	There is a workers' committee/association with about 120 people, which is the 10% of total employees	C	0	There is a Workers Committee	C	0	Exists a Participation Committee that has 20% of the total workforce	C	0	There is a workers' committee/association. Currently has 6 members	C	0
	Employee/union representatives are invited to contribute to planning of larger changes in the company, which will affect the working conditions	The representative of the committee/association is invited to the company's meetings. Some issues have been negotiated with this committee/association.	C	0	Is in progress the decision to invite the workers' representative to the company's meetings	D	-1	The workers' association representative is invited to the company's meetings. So far, no issue has had to be negotiated with this party	C	0	The representative of this committee is invited to the company's meetings. Issues have been negotiated with this party	C	0	The representative of this committee is not invited to the company's meetings. So far, no issues have had to be negotiated with this committee	D	-1	The representative of this committee is invited to the company's meetings. Some issues have been negotiated with this committee	C	0
Child Labour	Absence of working children under the legal age or 15 years old (14 years old for developing economies).	No young workers under the age of 15 have been ever hired	C	0	No young workers under the age of 15 have been ever hired	C	0	No young workers under the age of 15 have been ever hired	C	0	No young workers under the age of 15 have been ever hired	C	0	No young workers under the age of 15 have been ever hired	C	0	No young workers under the age of 15 have been ever hired	C	0
Fair Salary	Lowest paid worker, compared to the minimum wage	Lowest wage paid at the company: 2500 Yuan/m. Legal min. wage: 1741 Yuan/m.	A	2	Lowest wage paid at the company not mentioned. Legal min. wage: 1810 Yuan/m.	D	-1	The lowest wage paid at the company is 1200 RM/m. The legal min. wage: 1000 RM/m	B	1	The lowest wage paid at the company equals the legal min. wage: 155287 kiat/m	C	0	The lowest wage paid at the company equals the legal min. wage: 5300 BDT/m	C	0	The minimum wage paid in the company are according to law. In the Netherlands , depends on age and contractual hours	C	0
	Regular and documented payment of workers	Wages are paid monthly	C	0	Wages are paid monthly	C	0	Wages are paid monthly	C	0	Wages are paid monthly	C	0	Wages are paid monthly	C	0	Wages are paid monthly for both the head Quarters and the warehouse	C	0
Working Hours	Number of hours worked per week	The legal working hours/week is 40. Workers do 40 h/w.	C	0	The legal working hours/week is 40. Workers do 60 h/w.	E	-2	The legal working hours/week is 48 (6 working days). At the	B	1	At the company workers do 44 h/w (6	C	0	At the company workers do 48 h/w (6 working days), which is the legal time per week	C	0	Employees at WE work an average of 38 h/w. The legal working time	C	0

						company employees work 40 h/w			working days), which is the legal time per week					per week is between 36 to 40 hours					
	Number of overtime hours per week	The legal overtime is 3h/day or 36 h/m. There is uncertainty about overtime during the cotton harvest period	D	-1	The legal overtime is 3h/day or 36 h/m. No records of overtime	D	-1	The legal overtime is 4 h/day, or 20 h/w. At the company the average overtime is less than 10 h/w.	B	1	Overtime at the company is 20 h/w, as mandated by law	C	0	Overtime at the company is 36 h/w. The legal overtime is 12 h/w	E	-2	There is no registration of overtime hours, as employees are not asked or expected to work overtime. If they do, they do it on their own accord. The legal overtime is 15 hours/week	C	0
	Overtime payment rate	Overtime is usually paid 2 times the regular salary	B	1	Overtime rate not mentioned	D	-1	Overtime is paid at 1.5 times the normal rate	C	0	Overtime is paid 200% more than normal rate	B	1	Overtime is paid double to normal wage	B	1	Overtime is paid as indicated by law or per collective agreement	C	0
<b>Forced Labor</b>	Birth certificate, passport, or other original documents belonging to the worker are not retained or kept for safety reasons by the organization neither upon hiring nor during employment	No presence or evidence of forced labour at the company	C	0	No presence or evidence of forced labour at the company	C	0	No presence or evidence of forced labour at the company	C	0	No presence or evidence of forced labour at the company	C	0	No presence or evidence of forced labour at the company	C	0	No presence or evidence of forced labour at the company	C	0
		No retention of original documents. The company only keeps copies of these documents	C	0	No retention of original documents.	C	0	No retention of original documents.	C	0	No retention of original documents.	C	0	No retention of original documents.	C	0	No retention of original documents.	C	0
	Workers are free to terminate their employment within the prevailing limits	Workers cannot terminate the contracts at any time	D	-1	Workers are able to terminate their contracts under the established conditions	C	0	Workers are able to terminate their contracts under the established conditions	C	0	Workers are able to terminate their contracts under the established conditions	C	0	Workers are able to terminate their contracts under the established conditions	C	0	Workers are able to terminate their contracts under the established conditions	C	0
<b>Equal opportunities/Discrimination</b>	Total number of male and female employees	From the total employees, 70 are male and 40 female.. A management position has an average wage of 3500-4000 RMB/m	C	0	There is not gender gap. However, there are more males at magement positions than females: 60 males, 40 females.	C	0	No measure about males and females at the company. However, management positions are mainly occupied by male. A ratio of 70/30	D	-1	From the total workforce 1061 are females, and 89 males. The management positions are distributed as follows: 4 men and 8 females.	C	0	From the total workforce 1574 are females, and 561 males. However, 29 management positions are occupied by males, and only one by a female.	D	-1	From the total workforce (HQ & warehouse), the majority are female, representing about the 75%. The 25% left are male. Management positions are evenly distributed, as follows: AT the MT: 5 male, 2 female. Kids dept, all female, Men's dept 2 male 1 female, Women's dept 2 female 1 male, EDC all male (5).	C	0

	Ratio of basic salary of men to women by employee category	There is no variation in salaries in regard to gender	C	0	Wage is the same for both genders, between USD 600 to 1000	C	0	Wage is the same regardless the gender.	C	0	Wage is the same regardless the gender.	C	0	Wages are the same regardless gender	C	0	
	Breakdown of employees per category according to gender, age group, minority, group membership, and other indicators of diversity	There are not religion requirements when hiring workers. No foreigners working in cotton processing. Don't care about sexual orientation	C	0	There are not workers form different religions, nationalities, sexual orientation etc, at the company	C	0	Yes, there are workers with Buddhist, Islam and Christian religion, who come from Malaysia, Myanmar, Vietnam, Japan	C	0	At the company are found around 3 religions and 1 different nationality	C	0	At the company are found Muslims, Hindus, Christians, Buddhist	C	0	There are plenty of internationals working both at the HQ and the warehouse. For instance, people from India, Morocco, South America, among others. However, this information is not allowed to be registered in The Netherlands.
<b>Health and Safety</b>	Notification of occupational accidents, incidents and diseases	There have not been safety incidents. Security education is required for both regular and temporal employees	B	1	Seldom cases.	C	0	No cases have occurred, or notified	C	0	Only non-serious accidents such as needle stich finger and snap machine pressing finger. 7 cases of this type in total	C	0	None accidents have occurred	C	0	None accidents have occurred
	Adequate general occupational safety measures are taken	The company counts with the required fire-fighting equipment, emergency exits and scape aisles, as indicated by law	C	0	The company counts with with the required fire-fighting equipment, emergency exits and scape aisles, as indicated by law	C	0	The company counts with with the required fire-fighting equipment, emergency exits and scape aisles, as indicated by law	C	0	Yes, the company counts with with the required fire-fighting equipment, emergency exits and scape aisles, as indicated by law	C	0	Yes, the company counts with with the required fire-fighting equipment, emergency exits and scape aisles, as indicated by law	C	0	Yes, the company counts with with the required fire-fighting equipment, emergency exits and scape aisles, as indicated by law
	Provision of medical assistance and first aid	First aid kit	C	0	First aid kit & Nursery Room	C	0	First aid-kit and Nursery room	C	0	15 First aid-kit and a full time nurse. Nursery room	C	0	Agreement with a nearby hospital:Reproductive Health Service. Further to provision of 15 first aid kits and Nursery room	B	1	The company counts with first aid kits and Nursery room
	Access to drinking water is ensured	Workers can drink tap water at the facility.	C	0	Workers can drink tap water at the facility.	C	0	Workers cannot drink tap water at the facility	C	0	Yes. 30 drinking dispensers	C	0	Yes, workers can drink tap water at the facility	C	0	Yes, workers can drink tap water at the facility

	Preventive measures and emergency protocols exist regarding pesticide & chemical exposure	The company is working on the chemicals handling protocols	D	-1	Protocols for handling chemicals are available	C	0	Protocols for handling chemicals are available to workers			Protocols for handling chemicals are available to workers	C	0	Protocols for handling chemicals are available to workers	C	0	Protocols for handling chemicals are available to workers. However, there is not much use of these substances at the warehouse	C	0
	Provision of the protective gear required in all applicable situations	The company provides protective clothes and accessories to employees performing risk labors	C	0	The company provides protective clothes and accessories to employees performing risk labors	C	0	The company provides protective clothes and accessories to employees performing risk labors			The company provides protective clothes and accessories to employees performing risk labors	C	0	The company provides protective clothes and accessories to employees performing risk labors	C	0	The company provides protective clothes and accessories to employees performing risk labors	C	0
Social Benefits /Social Security	List of social benefits provided to the workers (eg. Health insurance, pension fund, child care, education, accommodation etc.)	The company provides health insurance, Pension Fund, Dormitory, Canteen & Transportion to work	A	2	Health Insurance & Canteen	C	0	The company provides Health Insurance, Dormitories, Canteen and Transport to work	B	1	Health Insurance, Transport to work & Others	C	0	Child care, Health Insurance, Canteen & others: Service Benefit,. Earn Leave, Transport Allowance. Lunch Allowance. Education. Tiffin Allowance. .Extended Festival/Religious holidays. Daily Tiffin breaks morning & evening.	A	2	Health insurance, pension fund, education funding, canteen and employee discounts on WE purchases. Childcare benefits are given by Dutch government.	B	1

Table 2a. Local Community subcategories characterization

SUBCATEGORY	INDICATOR	GINNER	CH	V	SPINNER	CH	V	FABRIC MILL/MY	CH	V	READY-MADE GARMENT FACTORY/MN	CH	V	READY-MADE GARMENT FACTORY/BD	CH	V	RETAILER/NL	CH	V
Delocalization & Migration	Number of individuals who resettle (voluntarily and involuntarily) attributed to organization	The company's construction didn't bring inconvenience to the community	C	0	The company's construction didn't bring inconvenience to the community	C	0	The company's construction didn't bring inconvenience to the community	C	0	The company's construction didn't bring inconvenience to the community	C	0	No. Building rented. Contracted before 1998	C	0	The company's construction did not cause any inconvenience to the local community	C	0
	Strength of organizational procedures for integrating migrant workers into the community	No hiring migrants because there are not	C	0	No migrants hired. There are not migrants	C	0	The company has hired Japanese and Bangladeshi workers	C	0	So far hired 2 foreign	C	0	No migrants hired	c	0	Yes.From Germany, Morocco, Colombia, Brazil, UK, Asia (Pakistan, India at the EDC)	C	0

<b>Community engagement</b>	Organizational support (volunteer-hours or financial) for community initiatives	The company sponsors municipality's activities (cultural, sportive , etc). Also financial contributes to the development and maintenance of local infrastructure (roads, public spaces etc)	B	1	The company sponsors municipality's activities (cultural, sportive etc). It doesn't financially contribute	C	0	The company neither sponsors municipality's activities, nor financial contributes to the development/ maintenance of local infrastructure (roads, public spaces etc)	D	-1	The company sponsors municipality's activities (cultural, sportive, etc), also financial contributes to the development and maintenance of local infrastructure (roads, public spaces etc)	B	1	The company neither sponsors municipality's activities, nor financial contributes to the development/ maintenance of local infrastructure (roads, public spaces etc)	D	-1	Yes, local homeless shelter, local initiative for unemployed people, secondhand shop. However, not financial contribution id given to the development and maintenance of local infrastructure	C	0
	Number and quality of meetings with community stakeholders	The company holds meetings with local representatives	C	0	The company does not hold meetings with local representatives	D	-1	The company does not hold meetings with local representatives	D	-1	The company holds meetings with local representatives	C	0	The company does not hold meetings with local representatives	D	-1	The company holds meetings with local representatives	C	0
<b>Cultural Heritage</b>	Strength of policies in place to protect cultural heritage	There are not internal policies/protocols or projects to protect cultural heritage	D	-1	Not necessary	D	-1	The company has the internal policy to respect culture of locals	C	0	No internal policies or protocols to respect local culture	D	-1	Cultural and religious practices are respected	C	0	There is not a heritage to protect here	C	0
	Are communications (related to the organization) available to community members in their spoken language(s)?	Communications to local community are provided in the local language	C	0	Communications to local community are not given in the local language	D	-1	Communications to local community are given in the local language	C	0	Communications to local community are given in the local language	C	0	Communications to local community are given in the local language	C	0	Communications to local community are given in the local language	C	0
<b>Respect of Indigenous Rights</b>	Strength of policies in place to protect the rights of indigenous community members	The company obeys the law, respecting national/religious beliefs.	C	0	There are not indigenous communities	C	0	Indigenous rights are protected through internal communications	C	0	No internal policies or protocols to respect indigenous rights	D	-1	No internal policies or protocols to respect indigenous rights	D	-1	No indigenous communities in the country	C	0

	Annual meetings held with indigenous community members	The company holds meetings with indigenous communities' representatives	C	0	Not necessary due to no indigenous groups nearby	C	0	The company is working on establishing meetings with indigenous representatives	D	-1	The company holds meetings with indigenous representatives	C	0	The company does not hold meetings with indigenous representatives	D	-1	Not necessary. No indigenous communities	C	0
<b>Local employment</b>	Strength of policies on local hiring preferences	The company has an internal policy that gives priority to hire/do business with locals	C	0	The company does not have an internal policy that gives priority to hire/do business with locals	D	-1	The company has an internal policy that gives priority to hire/do business with locals	C	0	The company has an internal policy that gives priority to hire/do business with locals	C	0	Yes, all scrap business is done with local businesses.	C	0	The company does not have any internal policy that gives priority to hire/do business with locals	D	-1
<b>Access to Immaterial Resources</b>	Freedom of expression at the company	As long as it doesn't harm the interests of the state and the public, there are no limits. At the company is provided food and praying rooms, without pork/oil for Hui workers	B	1	No answer	D	-1	Freedom of expression is treated at the company through counseling	C	0	Suggestion boxes	C	0	Freedom of Religious practices even during working hours to all workers. Further to availability of suggestion boxes	B	1	Employees are free to speak, however, there are limitations to people representing the company in (social) media	C	0
	Presence/ strength of community education initiatives	The company has not provided any workshops/trainings in any particular subject to the local community	D	-1	The company does not provide any workshops/trainings in any particular subject to the local community	D	-1	The company does not provide any workshops/trainings in any particular subject to the local community	D	-1	The company does not provide any workshops/trainings in any particular subject to the local community	D	-1	The company does not provide any workshops/trainings in any particular subject to the local community	D	-1	The company does not provide any workshops/trainings in any particular subject to the local community	D	-1
<b>Safe &amp; Healthy Living Conditions</b>	Organization efforts to strengthen community health (e.g. through shared community access to organization health resources	The company promotes health care campaigns to the local community	C	0	The company does not promote health care campaigns to the local community	D	-1	The company is working on promoting health care campaigns to the local community	D	-1	No health campaigns promoted by the company to the local community	D	-1	No health campaigns promoted by the company to the local community	D	-1	No health campaigns promoted by the company to the local community	D	-1
		Waste management is checked every			The company does not have			There is a waste management system. The					Yes, all waste / scrap are sold			There is not a policy yet, but waste is			

Access to Material Resources	Management of waste streams	year. Wastewater discharge is not an issue at the company	C	0	a waste management system	E	-2	company has a waste water plant to turn waste water into drinkable water.	A	2	Waste managements established by local authorities	C	0	to local businesses, who then sell / process for recycling	C	0	recycled as much as possible. At the company water use for toilets and kitchen are controlled	C	0
	Organization should adapt a certified environmental management system	Yes. Certified under the state regulations on water, atmosphere, solid waste, gas emission and noise	A	2	The company does not count with any environmental certification	D	-1	Yes: OEKO-TEX STEP CERTIFICATE	C	0	No certification. But audit score in Protection to the environment was A (Highest score)	B	1	The company has its own environmental policy. Procedures related to, like water consumption, reduce water use etc.	C	0	The company does not have any environmental certification	D	-1
	Management of waste streams	No use of Hazardous materials	C	0	No use of Hazardous materials	C	0	Yes there are protocols to have a proper and safe use of hazardous materials	C	0	No use of hazardous materials	C	0	No use of hazardous materials	C	0	No use of hazardous materials	C	0
Secure living conditions	Management policies related to private security personnel	The company does not count with a private security system	D	-1	The company counts with a private security system	C	0	The company counts with a private security system	C	0	The company counts with a private security system	C	0	The company counts with a private security system	C	0	The company counts with a private security system	C	0
	Number of casualties and injuries per year ascribed to the organization	No insecurity incidents have occurred	C	0	The company has faced insecurity incidents	C	0	No insecurity incidents have occurred	C	0	No insecurity incidents have occurred	C	0	No insecurity incidents have occurred	C	0	The company has had insecurity incidents	C	0

Table 3a. Value Chain Actors subcategories characterization

SUBCATEGORY	INDICATOR	GINNER	CH	V	SPINNER	CH	V	FABRIC MILL/MY	CH	V	READY-MADE GARMENT FACTORY/MN	CH	V	READY-MADE GARMENT FACTORY/BD	CH	V	RTAILER/NL	CH	V
Fair Competition	Documented statement or procedures (policy, strategy etc.) to prevent engaging in or being complicit in anticompetitive behavior	The company counts with an internal policy/regulation to prevent behaving in a competitive way, or unethical behavior	C	0	The company counts with an internal policy/regulation to prevent behaving in a competitive way, or unethical behavior	C	0	The company is in progress to have an internal policy/regulation to prevent behaving in a competitive way, or unethical behavior	D	-1	The company counts with an internal policy/regulation to prevent behaving in a competitive way, or unethical behavior	C	0	The company counts with an internal policy/regulation to prevent behaving in a competitive way, or unethical behavior	C	0	Yes WE Code of Ethics, and WE Code of Conduct	B	1
	Employee awareness of the importance of compliance with competition legislation and fair competition	Fair competition is known among employees	C	0	Fair competition is not known among employees	D	-1	Fair competition is known among employees	C	0	Fair competition is known among employees	C	0	Fair competition is known among employees	C	0	Fair competition is known among employees	C	0
Supplier relationships	Payments on time to suppliers	Suppliers are paid on time according to the given agreement/contract	C	0	Suppliers are paid on time according to the given agreement/contract	C	0	Suppliers are paid on time according to the given agreement/contract	C	0	Suppliers are paid on time according to the given agreement/contract	C	0	Suppliers are paid on time according to the given agreement/contract	C	0	Suppliers are paid on time according to the given agreement/contract	C	0
Promoting social responsibility	Presence of explicit code of conduct that protects human rights of workers among suppliers	The company implements a code of conduct when doing business with suppliers	C	0	The company implements a code of conduct when doing business with suppliers	C	0	The company implements a code of conduct when doing business with suppliers	C	0	The company implements a code of conduct when doing business with suppliers	C	0	The company implements a code of conduct when doing business with suppliers	C	0	Yes BSCI and WE Code of Conduct	B	1

	Percentage of suppliers the enterprise has audited with regard to social responsibility in the last year	Suppliers are not audited, nor due diligence	D	-1	Suppliers are not audited, nor due diligence	D	-1	The company is in progress to start auditing/doing due diligence to its suppliers	D	-1	Yes. We are doing self audit checklist based on BSCI and SEDAX social audit system	C	0	Yes Based on the BSCI and WRAP	C	0	Yes.Based on the BSCI, SMETTA, WRAP	C	0
	Support to suppliers in terms of consciousness-raising and counselling concerning the social responsibility issues	Yes. By signing long term purchase contracts with farmers for land intensive management agreements	C	0	The company does not advise and/or support suppliers to overcome social issues that they are currently facing	D	-1	The company does not advise and/or support suppliers to overcome social issues that they are currently facing	D	-1	The company does not advise and/or support suppliers to overcome social issues that they are currently facing	D	-1	Yes. Avoiding Child labor. Distributing copies of ethical & social compliance standards.	C	0	Yes, the company advises and/or supports suppliers to overcome social issues that they are currently facing	C	0
	Membership in an initiative that promotes social responsibility along the supply chain	The company is not member yet of a social responsibility initiative, but is working on that	D	-1	The company is not member of any social responsibility initiative	D	-1	Yes: OEKO-TEX STEP	C	0	The company is not member of any social responsibility initiative	D	-1	Yes.BSCI, WRAP. Buyers third party audits/guidelines etc	B	1	yes, BSCI, Bangladesh Accord, Dutch Textile Agreement	B	1

Table 4a. Society subcategories' characterization

SUBCATEGORY	INDICATOR	GINNER		SPINNER		FABRIC MILL/MY		READY-MADE GARMENT FACTORY/MN		READY-MADE GARMENT FACTORY/BD		RETAILER/NL	
		CH	V	CH	V	CH	V	CH	V	CH	V	CH	V
Public commitments to sustainability issues	Presence of public available documents as promises or agreements on sustainability issues	D	-1	D	-1	C	0	D	-1	B	1	A	2
	The organization has engaged itself to present yearly communication on progress	D	-1	D	-1	D	-1	D	-1	C	0	C	0
Contribution to economic development	Contribution of the product/service/organization to economic progress (revenue, gain, paid wages, R+D costs in relation to revenue, etc.)	C	0	C	0	C	0	D	-1	C	0	C	0
Technology development	Involvement and/or investment in technology transfer programs or projects. Partnerships in research and development. Investment in technology development	B	1	D	-1	C	0	D	-1	C	0	C	0

Corruption	The organization installs or cooperates with internal and external controls to prevent corruption	The company does not cooperate with internal/external organizations or unions to prevent corruption in the industry	D	-1	The company cooperates with internal/external organizations or unions to prevent corruption in the industry	C	0	The company cooperates with internal/external organizations or unions to prevent corruption in the industry	C	0	The company does not cooperate with internal/external organizations or unions to prevent corruption in the industry	D	-1	The company cooperates with internal/external organizations or unions to prevent corruption in the industry	C	0	The company cooperates with internal/external organizations or unions to prevent corruption in the industry	C	0
	The organization carries out an anti-corruption program	The company does not have programs/projects to prevent corruption or bribery within the company	D	-1	The company counts with programs/projects to prevent corruption or bribery within the company	C	0	The company is in process to develop programs/projects to prevent corruption or bribery within the company	D	-1	Last audit scored A in Ethical Business Behavior (It includes bribery actions)	C	0	Trained relevant employees regarding the anti-corruption and anti-bribery policy after identifying possible areas of corruption in the supply chain	C	0	The company does not have programs/projects to prevent corruption or bribery within the company	D	-1

#### 4. Questionnaire- Site-Specific data collection (English version)

### Addressing Social Sustainability along a Product's Life Cycle

Thank you for taking part in our research on social sustainability. Your response will be part of a research project that intends to address the social impact along the life cycle of a conventional man's shirt.

The questionnaire counts with 5 main sections. The first one addresses general data about the product. The second one addresses the working conditions within the company. The third one refers to the relationship the company has towards the local community. The fourth section addresses the relationship the company has with suppliers and other main actors along the supply chain. Finally, the fifth section addresses the behavior of the company towards society.

Lastly, if you do not wish the company name to be published in the final report of this research, please let us know in the additional comments section at the end of this form.

Once again, thank you very much for your participation. Your input is the most valuable factor of this research.

---

#### Section 1. GENERAL INFORMATION

1. What is/are the end product(s) produced by the company?

\_\_\_\_\_

2. What is the production volume per year/month of the end-product(s) mentioned above?

\_\_\_\_\_

3. What is the current number of workers that the company has?

\_\_\_\_\_

4. In average, how many hours per week does a full-time employee work at the company?

\_\_\_\_\_

5. In average, what is the cost of the main raw material produce the end-product? (USD or EUR/unit)

\_\_\_\_\_

6. What is the selling price of the end-product produced by the company? (USD or EUR/unit)

---

#### Section 2. WORKERS AS STAKEHOLDERS

1. Are you aware of any association or committee formed by the workers at the company? If your answer is yes or "in-progress", please go to questions 2 to 4.

Yes

No

In Progress (in progress)

2. How many affiliates does the workers association/committee have? (If possible, please provide a percentage in comparison to the total amount of workers)

---

3. Has the company ever had to negotiate a specific issue with this workers association/committee?

Yes

No

In Progress

4. Is the workers association's/committee's representative invited to participate in the company's decisions?

Yes

No

In Progress

5. Has the company ever hired any young worker (under the age of 15 years old)? If yes, is he/she attending school at the same time?

---

6. What is the lowest wage paid at the company? (local currency/month)

---

7. How often do employees receive their wage payment?

---

8. In average, what is the current overtime hours at the company? (hours/week or month)

---

9. Are these overtime hours paid higher? If yes, how much higher? Any premium rate?

---

10. Have you ever noticed any non-voluntarily/forced job by any of the workers at the company?

---

11. Have you ever had to retain worker's documents (ID, passport) either during the hiring process, or during the worker's regular employment? If yes, can you indicate the reasons?

Yes

No

In Progress

---

**12.** Are workers able to terminate their contract under the established limits? If not, can you describe the reasons behind this regulation?

---

**13.** From the total number of workers that the company counts with, can you specify how many of them are male and female?

---

**14.** How many management positions are occupied by male and female at the company?

---

**15.** Can you please indicate the average wage per month, for both male and women occupying the same position at the company?

---

**16.** Does the company hire workers independently of their religion, nationality and sexual orientation? If yes, can you indicate how many religions and nationalities are represented in the workforce? if not, can you mention the reason behind this regulation?

---

**17.** In case of danger, are workers allowed to leave their work place without permission? If not, can you please mention the reason behind this regulation?

---

**18.** Can you indicate the number of work-related accidents occurred at the facility in the last year? Can you describe the type of accidents?

---

**19.** In case of emergency, does the company count with the required fire-fighting equipment, emergency exits and scape aisles?

Yes

No

In Progress

**20.** Regarding health issues, does the company count with a first aid-kit, and/or a nursery room?

First aid kit

Nursery room (with availability of professional medical service)

Both (First aid kit & Nursery room) (Yes)

None

Other: \_\_\_\_\_

**21. Can employees drink tap water at the facility?**

Yes

No

In Progress

**22. In case a job requires handling chemicals, does the company count with an emergency/preventive protocol?**

Yes

No

In Progress

**23. Does the company provide protective clothes and accessories to employees performing risk labors?**

Yes

No

In Progress

**24. Are any of the following social benefits provided to full-time workers at the company?**

Health Insurance

Dormitories

Scholarships

Pension fund

Canteen

Other

Child care

Transport to work place

---

### **Section 3. LOCAL COMMUNITY AS STAKEHOLDERS**

**1. Did the facility construction cause any inconvenience to the nearby community? i.e. resettlement of communities? If yes, can you provide more details in this respect?**

\_\_\_\_\_

**2. Has the company hired migrants? (nationals or foreign). If yes, can you number them?**

\_\_\_\_\_

**3. Does the company sponsor activities of the municipality (cultural, sportive, etc)?**

Yes

No

In Progress

4. Does the company financially contribute to the maintenance/development of the region's infrastructure (public places, roads, etc)?

Yes  No  In Progress

5. Does the company hold meetings with the local community representatives?

Yes  No  In Progress

6. How does the company protect the cultural heritage of the local communities? i.e. Internal policy, etc.

---

7. Are communications to the local community given in the local language?

Yes  No  In Progress

8. In case of presence of indigenous communities nearby the facility, how does the company protect their rights? i.e. internal policy

---

9. In case of presence of indigenous communities nearby the facility, does the company hold meetings with indigenous members/representative?

Yes  No  In Progress

10. Does the company manage any policy/regulation that gives priority to hire or do business with local employees/suppliers?

Yes  No  In Progress

11. How is freedom of expression handled at the company?

---

12. Has the company provided/promoted workshops or trainings to the local community about any topic in particular? If yes, can you describe what was it/were them about?

Yes  No  In Progress

---

13. Does the company promote health care campaign for the local community?

Yes  No  In Progress

14. How does the company manage the waste it produces? Is there any established protocol, policy?

---

---

---

15. How are waste water streams treated at the company? Has the company already identified the main water natural resources (rivers, lakes, etc) nearby the facility in order to avoid their pollution?

---

---

---

16. Does the company count with a certified environmental management system? If yes, can you indicate which one is it?

Yes                       No                       In Progress

---

17. Has the company implemented a strategy to reduce the use of hazardous chemicals?

Yes                       No                       In Progress                       There is no use of hazardous materials

18. Does the company count with a private security system?

Yes                       No                       In Progress

19. Has the facility or employees faced issues of insecurity that put in risk their safety? (thefts, assaults, etc)

Yes                       No

---

#### Section 4. VALUE CHAIN ACTORS AS STAKEHOLDERS

1. Is it known in the sector an alliance that promotes unfair competition?

Yes                       No

2. Is there a policy or regulation that prevents behaving in a competitive way, or unethical behavior?

Yes                       No                       In Progress

3. Is the concept of fair competition known among employees at the company?

Yes  No  In Progress

4. Are suppliers paid on the agreed time by both parties?

Yes  No

5. Does the company implement a Code of Conduct when establishing a business relationship with a new supplier?

Yes  No  In Progress

6. Does the company audit its suppliers? If yes, what kind of social audit system is used?

Yes  No  In Progress

---

7. Does the company advice and/or support suppliers to overcome social issues that they are currently facing? If yes, can you provide a recent example?

Yes  No  In Progress

---

8. Is the company member of any social responsible initiative? If yes, can you name this organization/initiative?

Yes  No  In Progress

---

---

### **Section 5. SOCIETY AS STAKEHOLDER**

1. Is the company engage in any social or environmental treaty/agreement/initiative towards sustainability? If yes, can you please mention which one is it?

Yes  No  In Progress

---

2. In case you answered “yes” in the previous question, are you aware of any notifications received at the company related to non-fulfillment of these social or environmental treaties/agreements/initiatives?

Yes  No

3. Does the organization report yearly the advances and/or issues in the social and environmental fields of the company? Are these reports published for anyone can have access to them?

Yes  No  In Progress

4. Does the company invest on innovation or new technologies to improve the products offered to the market?

Yes  No  In Progress

5. Has the company participated and/or invested in any of the following options:

Technology Transfers (Transfer of scientific findings between companies for further development and commercialization)

Participate  Invest

Partnerships in Research and Development (R&D)

Participate  Invest

Hiring high-qualified staff (PhD, or Master studies).

Other: \_\_\_\_\_

None of the above (None of the above)

6. Does the company cooperate with internal or external organizations or unions to prevent corruption in the industry?

Yes  No  In Progress

7. Does the company count with any program to prevent corruption or bribery within the company?

Yes  No  In Progress

