

FSLM Documentation

March 06, 2023

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1 Facility Profile

Table 1: Facility Profile

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-step-1	FP-STE-1	Facility Profile	Step Selection	Please choose which tool "Step" your facility would like to complete:	array	Step 1, Step 2, Step 3	
fp-bi-1	FP-BAS-1	Facility Profile	Basic Information	Facility Name (as per business license):	string		
fp-bas-1	FP-BAS-2	Facility Profile	Basic Information	Facility Street Address (as per business license):	string		
fp-bas-2	FP-BAS-3	Facility Profile	Basic Information	Facility City Address (as per business license):	string		
fp-bas-3	FP-BAS-4	Facility Profile	Basic Information	Facility State/Province Address (as per business license):	string		
fp-bas-4	FP-BAS-5	Facility Profile	Basic Information	Facility Zip Code/Postal Code Address (as per business license):	string		
fp-bi-3	FP-BAS-6	Facility Profile	Basic Information	Facility Name (in local language as per business license):	string		
fp-bi-4	FP-BAS-7	Facility Profile	Basic Information	Facility Address (in local language as per business license):	string		
fp-bi-7	FP-BAS-8	Facility Profile	Basic Information	Facility Country:	array		
fp-bas-5	FP-BAS-9	Facility Profile	Basic Information	Facility Geolocation Latitude:	string		
fp-bas-6	FP-BAS-10	Facility Profile	Basic Information	Facility Geolocation Longitude:	string		
fp-bi-13	FP-BAS-11	Facility Profile	Basic Information	Facility Contact Name:	string		
fp-bi-14	FP-BAS-12	Facility Profile	Basic Information	Facility Contact Title:	string		
fp-bi-15	FP-BAS-13	Facility Profile	Basic Information	Facility Contact Phone #:	string		
fp-bi-16	FP-BAS-14	Facility Profile	Basic Information	Facility Phone #:	string		
fp-bi-17	FP-BAS-15	Facility Profile	Basic Information	Facility Email:	string		
fp-bi-9	FP-BAS-16	Facility Profile	Basic Information	Normal Hours of Operation per day:	string		
fp-bi-10	FP-BAS-17	Facility Profile	Basic Information	Number of Shifts and Hours of Operation for each (Normal Operations):	string		
fp-bi-11	FP-BAS-18	Facility Profile	Basic Information	Number of Shifts and Hours of Operation for each (Peak Operations):	string		
fp-bi-12	FP-BAS-19	Facility Profile	Basic Information	Peak Operation Months:	string		
fp-bi-18	FP-BAS-20	Facility Profile	Basic Information	Submission Type:	array	Self-assessment (SA) by facility (only), Joint assessment (JA) (facility + external assistance)	
fp-bi-19	FP-BAS-21	Facility Profile	Basic Information	Please describe the organization that assisted with this assessment:	string		
fp-bi-23	FP-BAS-22	Facility Profile	Basic Information	Please enter the name of the individual who assisted with this assessment:	string		

Table 1: Facility Profile (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-bi-24	FP-BAS-23	Facility Profile	Basic Information	Please enter the contact email(s) of the individual who assisted with this assessment:	string		
fp-bi-20	FP-BAS-24	Facility Profile	Basic Information	Facility Contact Name(s) of who is submitting the self/ or joint-assessment:	string		
fp-bi-21	FP-BAS-25	Facility Profile	Basic Information	Facility Contact Email(s) of who is submitting the self/ or joint-assessment:	string		
fp-bi-22	FP-BAS-26	Facility Profile	Basic Information	Date of self/ or joint-assessment submission (YYYY-MM-DD):	date		
fp-bs-1	FP-BUI-1	Facility Profile	Building Structures	Total number of buildings on-site:	array	1, 2, 3, 4, 5, 6, 7, 8, 9, 10 or more	
fp-bs-2	FP-BUI-2	Facility Profile	Building Structures	Number of production buildings on-site:	array	1, 2, 3, 4, 5, 6, 7, 8, 0, 9 or more	
fp-bs-3	FP-BUI-3	Facility Profile	Building Structures	Number of warehouses on-site:	array	1, 2, 3, 4, 5, 6, 7, 8, 0, 9 or more	
fp-bs-4	FP-BUI-4	Facility Profile	Building Structures	Are warehouses within or separate from production buildings?	array	Warehouses are separate buildings, Warehouses are within production buildings, Warehouses are separate buildings AND within production buildings	
fp-bs-5	FP-BUI-5	Facility Profile	Building Structures	Number of on-site dormitories:	numeric		
fp-bs-6	FP-BUI-6	Facility Profile	Building Structures	Do workers stay in off-site housing managed or controlled by the facility?	array	Yes, No	
fp-bui-1	FP-BUI-7	Facility Profile	Building Structures	Do workers stay in off-site housing managed by an entity other than the facility?	array	Yes, No	FP-BUI-7.1 If yes, please provide details of the housing arrangements, including at minimum how many workers are living in the building, who is managing the building and what is the relationship between the facility and the entity providing the housing (e.g. does the facility pay for worker housing):
fp-bs-7	FP-BUI-8	Facility Profile	Building Structures	Is there an on-site canteen/eating area?	array	Yes, No	
fp-bs-8	FP-BUI-9	Facility Profile	Building Structures	Are there on-site childcare facilities?	array	Yes, No	
fp-bs-9	FP-BUI-10	Facility Profile	Building Structures	Describe any other types of buildings:	string		
fp-bs-10	FP-BUI-11	Facility Profile	Building Structures	Total Facility Area (m2) - only built premises:	numeric		
fp-bs-11	FP-BUI-12	Facility Profile	Building Structures	Please enter any additional building related comments here, including age of each facility building:	string		
fp-bs-12	FP-BUI-13	Facility Profile	Building Structures	Facility is the legal owner of the site:	array	Yes, No	
fp-bs-13	FP-BUI-14	Facility Profile	Building Structures	Facility is in a multi-floor building:	array	Yes, No	
fp-bs-14	FP-BUI-15	Facility Profile	Building Structures	Number of all floors:	array	1, 2, 3, 4, 5, 6, 7, 8, 9, 10 or more	
fp-bs-15	FP-BUI-16	Facility Profile	Building Structures	Floors have been added since original construction:	array	Yes, No	

Table 1: Facility Profile (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-bs-16	FP-BUI-17	Facility Profile	Building Structures	Building is shared with other facilities/enterprises:	array	Yes, No	
fp-bs-17	FP-BUI-18	Facility Profile	Building Structures	Residential building has been converted into a facility:	array	Yes, No	
fp-bs-18	FP-BUI-19	Facility Profile	Building Structures	Residences are located within any facility buildings:	array	Yes, No	
fp-ed-2	FP-WOR-1	Facility Profile	Worker Demographics	Total number of workers:	numeric		
fp-wor-2	FP-WOR-2	Facility Profile	Worker Demographics	What percentage of the normal workforce does the Total number of workers reflect?	numeric		
fp-ed-3	FP-WOR-3	Facility Profile	Worker Demographics	Number of male workers:	numeric		
fp-ed-5	FP-WOR-4	Facility Profile	Worker Demographics	Number of full-time workers:	numeric		
fp-wor-3	FP-WOR-5	Facility Profile	Worker Demographics	Number of male full-time workers:	numeric		
fp-ed-6	FP-WOR-6	Facility Profile	Worker Demographics	Number of part-time workers:	numeric		
fp-wor-4	FP-WOR-7	Facility Profile	Worker Demographics	Number of male part-time workers:	numeric		
fp-wor-5	FP-WOR-8	Facility Profile	Worker Demographics	Number of permanent workers:	numeric		
fp-wor-6	FP-WOR-9	Facility Profile	Worker Demographics	Number of male permanent workers:	numeric		
fp-wor-7	FP-WOR-10	Facility Profile	Worker Demographics	Number of temporary workers:	numeric		
fp-wor-8	FP-WOR-11	Facility Profile	Worker Demographics	Number of male temporary workers:	numeric		
fp-wor-9	FP-WOR-12	Facility Profile	Worker Demographics	Number of agency/contract workers:	numeric		
fp-wor-10	FP-WOR-13	Facility Profile	Worker Demographics	Number of male agency/contract workers:	numeric		FP-WOR-13.1 List the names of all organizations providing agency/contract workers:
fp-wor-12	FP-WOR-14	Facility Profile	Worker Demographics	Number of contract workers who are not part of the production process:	numeric		FP-WOR-14.1 List the names of all organizations providing contract workers who are not part of the production process, and the services provided by each (e.g., security or cleaning services):
fp-ed-8	FP-WOR-15	Facility Profile	Worker Demographics	Number of foreign migrant workers:	numeric		
fp-wor-14	FP-WOR-16	Facility Profile	Worker Demographics	Number of male foreign migrant workers:	numeric		
fp-ed-9	FP-WOR-17	Facility Profile	Worker Demographics	Number of domestic migrant workers:	numeric		
fp-wor-15	FP-WOR-18	Facility Profile	Worker Demographics	Number of male domestic migrant workers:	numeric		
fp-ed-10	FP-WOR-19	Facility Profile	Worker Demographics	Number of workers paid by unit:	numeric		

Table 1: Facility Profile (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-wor-16	FP-WOR-20	Facility Profile	Worker Demographics	Number of male workers paid by unit:	numeric		
fp-ed-11	FP-WOR-21	Facility Profile	Worker Demographics	Number of workers under probation:	numeric		
fp-wor-17	FP-WOR-22	Facility Profile	Worker Demographics	Number of male workers under probation:	numeric		
fp-wor-18	FP-WOR-23	Facility Profile	Worker Demographics	Number of casual workers:	numeric		
fp-wor-19	FP-WOR-24	Facility Profile	Worker Demographics	Number of male casual workers:	numeric		
fp-ed-12	FP-WOR-25	Facility Profile	Worker Demographics	Number of workers under the age of 18:	numeric		
fp-wor-20	FP-WOR-26	Facility Profile	Worker Demographics	Number of male workers under the age of 18:	numeric		
fp-ed-13	FP-WOR-27	Facility Profile	Worker Demographics	Number of workers who are trainees, apprentices or interns:	numeric		
fp-wor-21	FP-WOR-28	Facility Profile	Worker Demographics	Number of male workers who are trainees, apprentices or interns:	numeric		
fp-ed-14	FP-WOR-29	Facility Profile	Worker Demographics	Number of workers who are pregnant/breastfeeding:	numeric		
fp-wor-22	FP-WOR-30	Facility Profile	Worker Demographics	Number of workers who are currently on maternity leave	numeric		
fp-wor-23	FP-WOR-31	Facility Profile	Worker Demographics	Number of workers who have returned to work from maternity leave	numeric		
fp-ed-15	FP-WOR-32	Facility Profile	Worker Demographics	Number of workers with disabilities:	numeric		
fp-wor-24	FP-WOR-33	Facility Profile	Worker Demographics	Number of male workers with disabilities:	numeric		
fp-wor-25	FP-WOR-34	Facility Profile	Worker Demographics	Number of workers with refugee status/ visa:	numeric		
fp-wor-26	FP-WOR-35	Facility Profile	Worker Demographics	Number of male workers with refugee status/ visa:	numeric		
fp-ed-16	FP-WOR-36	Facility Profile	Worker Demographics	Number of workers who bring work home or work at home exclusively:	numeric		
fp-wor-27	FP-WOR-37	Facility Profile	Worker Demographics	Number of male workers who bring work home or work at home exclusively:	numeric		FP-WOR-37.1 Please describe the types of processes carried out at home (e.g. embroidery):
fp-ed-19	FP-WOR-38	Facility Profile	Worker Demographics	Number of supervisors:	numeric		
fp-wor-28	FP-WOR-39	Facility Profile	Worker Demographics	Number of male supervisors:	numeric		
fp-wor-29	FP-WOR-40	Facility Profile	Worker Demographics	Number of foreign migrant supervisors:	numeric		
fp-wor-30	FP-WOR-41	Facility Profile	Worker Demographics	Number of male foreign migrant supervisors:	numeric		
fp-wor-31	FP-WOR-42	Facility Profile	Worker Demographics	Does the facility accept workers from government-facilitated or government-sponsored programs?	array	Yes, No	FP-WOR-42.1 Please describe the government-facilitated or government-sponsored program the facility participates in:

Table 1: Facility Profile (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-nat-1	FP-NAT-1	Facility Profile	Nationalities	How many nationalities are represented among workers and supervisors at the facility?	numeric		
fp-nl-1	FP-NAT-2	Facility Profile	Nationalities	Nationality #1	array		
fp-nl-5	FP-NAT-3	Facility Profile	Nationalities	Approximate % of workers	numeric		
fp-nat-2	FP-NAT-4	Facility Profile	Nationalities	Approximate % of supervisors	numeric		
fp-nl-2	FP-NAT-5	Facility Profile	Nationalities	Nationality #2	array		
fp-nl-6	FP-NAT-6	Facility Profile	Nationalities	Approximate % of workers	numeric		
fp-nat-3	FP-NAT-7	Facility Profile	Nationalities	Approximate % of supervisors	numeric		
fp-nl-3	FP-NAT-8	Facility Profile	Nationalities	Nationality #3	array		
fp-nl-7	FP-NAT-9	Facility Profile	Nationalities	Approximate % of workers	numeric		
fp-nat-4	FP-NAT-10	Facility Profile	Nationalities	Approximate % of supervisors	numeric		
fp-nat-5	FP-NAT-11	Facility Profile	Nationalities	Nationality #4	array		
fp-nat-6	FP-NAT-12	Facility Profile	Nationalities	Approximate % of workers	numeric		
fp-nat-7	FP-NAT-13	Facility Profile	Nationalities	Approximate % of supervisors	numeric		
fp-nl-4	FP-NAT-14	Facility Profile	Nationalities	Please list any additional nationalities and the approximate % of workers and supervisors here:	string		
fp-lan-1	FP-LAN-1	Facility Profile	Languages	How many languages must be spoken by supervisors and management in order to effectively communicate with ALL workers?	numeric		
fp-nl-9	FP-LAN-2	Facility Profile	Languages	Primary language spoken at the facility:	array		
fp-nl-13	FP-LAN-3	Facility Profile	Languages	Please provide approximate % of workers who can communicate in the primary language spoken at the facility:	numeric		
fp-lan-2	FP-LAN-4	Facility Profile	Languages	Please provide approximate % of supervisors who can communicate in the primary language spoken at the facility:	numeric		
fp-nl-10	FP-LAN-5	Facility Profile	Languages	Second most commonly spoken language at the facility:	array		
fp-nl-14	FP-LAN-6	Facility Profile	Languages	Please provide approximate % of workers who can communicate in this language:	numeric		
fp-lan-3	FP-LAN-7	Facility Profile	Languages	Please provide approximate % of supervisors who can communicate in this language:	numeric		
fp-nl-11	FP-LAN-8	Facility Profile	Languages	Third most commonly spoken language at the facility:	array		

Table 1: Facility Profile (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-nl-15	FP-LAN-9	Facility Profile	Languages	Please provide approximate % of workers who can communicate in this language:	numeric		
fp-lan-4	FP-LAN-10	Facility Profile	Languages	Please provide approximate % of supervisors who can communicate in this language:	numeric		
fp-nl-12	FP-LAN-11	Facility Profile	Languages	Primary language spoken by facility management:	array		
fp-oc-1	FP-OPE-1	Facility Profile	Operating Licenses	Operating license/registration is available and up to date:	array	Yes, No	
fp-oc-2	FP-OPE-2	Facility Profile	Operating Licenses	Operating License/Registration #:	string		
fp-oc-4	FP-CER-1	Facility Profile	Certifications	How many social / labor audits have taken place?	numeric		
fp-oc-5	FP-CER-2	Facility Profile	Certifications	How many still valid independent certification/standard audits has the facility participated in?	numeric		
fp-oc-6	FP-CER-3	Facility Profile	Certifications	Type	array	ABVTEX, BSCI - Business Social Compliance Initiative, ETI - Ethical Trading Initiative, FTUSA - Fair Trade USA, FLA - Fair Labor Association, ICTI - International Council for Toy Industries, ILO Better Work - International Labour Organization, ISO 9000, OEKO-TEX, RBA - Responsible Business Alliance (formerly EICC), SMETA - Sedex Members Ethical Trade Audit, SA8000 - Social Accountability International, WRAP - Worldwide Responsible Accredited Production, Other	FP-CER-3.1 If other, please describe:
fp-oc-6-2	FP-CER-4	Facility Profile	Certifications	First Audit Date (YYYY-MM-DD)	date		
fp-oc-6-3	FP-CER-5	Facility Profile	Certifications	Last Audit Date (YYYY-MM-DD)	date		
fp-oc-6-4	FP-CER-6	Facility Profile	Certifications	Audit Firm	string		
fp-oc-6-5	FP-CER-7	Facility Profile	Certifications	Audit Result (if applicable)	string		
fp-oc-6-6	FP-CER-8	Facility Profile	Certifications	Certification # (if applicable)	string		
fp-oc-7	FP-CER-9	Facility Profile	Certifications	Type	array	ABVTEX, BSCI - Business Social Compliance Initiative, ETI - Ethical Trading Initiative, FTUSA - Fair Trade USA, FLA - Fair Labor Association, ICTI - International Council for Toy Industries, ILO Better Work - International Labour Organization, ISO 9000, OEKO-TEX, RBA - Responsible Business Alliance (formerly EICC), SMETA - Sedex Members Ethical Trade Audit, SA8000 - Social Accountability International, WRAP - Worldwide Responsible Accredited Production, Other	FP-CER-9.1 If other, please describe:
fp-oc-7-2	FP-CER-10	Facility Profile	Certifications	First Audit Date (YYYY-MM-DD)	date		
fp-oc-7-3	FP-CER-11	Facility Profile	Certifications	Last Audit Date (YYYY-MM-DD)	date		

Table 1: Facility Profile (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-oc-7-4	FP-CER-12	Facility Profile	Certifications	Audit Firm	string		
fp-oc-7-5	FP-CER-13	Facility Profile	Certifications	Audit Result (if applicable)	string		
fp-oc-7-6	FP-CER-14	Facility Profile	Certifications	Certification # (if applicable)	string		
fp-oc-8	FP-CER-15	Facility Profile	Certifications	Type	array	ABVTEX, BSCI - Business Social Compliance Initiative, ETI - Ethical Trading Initiative, FTUSA - Fair Trade USA, FLA - Fair Labor Association, ICTI - International Council for Toy Industries, ILO Better Work - International Labour Organization, ISO 9000, OEKO-TEX, RBA - Responsible Business Alliance (formerly EICC), SMETA - Sedex Members Ethical Trade Audit, SA8000 - Social Accountability International, WRAP - Worldwide Responsible Accredited Production, Other	FP-CER-15.1 If other, please describe:
fp-oc-8-2	FP-CER-16	Facility Profile	Certifications	First Audit Date (YYYY-MM-DD)	date		
fp-oc-8-3	FP-CER-17	Facility Profile	Certifications	Last Audit Date (YYYY-MM-DD)	date		
fp-oc-8-4	FP-CER-18	Facility Profile	Certifications	Audit Firm	string		
fp-oc-8-5	FP-CER-19	Facility Profile	Certifications	Audit Result (if applicable)	string		
fp-oc-8-6	FP-CER-20	Facility Profile	Certifications	Certification # (if applicable)	string		
fp-oc-9	FP-CER-21	Facility Profile	Certifications	Type	array	ABVTEX, BSCI - Business Social Compliance Initiative, ETI - Ethical Trading Initiative, FTUSA - Fair Trade USA, FLA - Fair Labor Association, ICTI - International Council for Toy Industries, ILO Better Work - International Labour Organization, ISO 9000, OEKO-TEX, RBA - Responsible Business Alliance (formerly EICC), SMETA - Sedex Members Ethical Trade Audit, SA8000 - Social Accountability International, WRAP - Worldwide Responsible Accredited Production, Other	FP-CER-21.1 If other, please describe:
fp-oc-9-2	FP-CER-22	Facility Profile	Certifications	First Audit Date (YYYY-MM-DD)	date		
fp-oc-9-3	FP-CER-23	Facility Profile	Certifications	Last Audit Date (YYYY-MM-DD)	date		
fp-oc-9-4	FP-CER-24	Facility Profile	Certifications	Audit Firm	string		
fp-oc-9-5	FP-CER-25	Facility Profile	Certifications	Audit Result (if applicable)	string		
fp-oc-9-6	FP-CER-26	Facility Profile	Certifications	Certification # (if applicable)	string		

Table 1: Facility Profile (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-oc-10	FP-CER-27	Facility Profile	Certifications	Type	array	ABVTEX, BSCI - Business Social Compliance Initiative, ETI - Ethical Trading Initiative, FTUSA - Fair Trade USA, FLA - Fair Labor Association, ICTI - International Council for Toy Industries, ILO Better Work - International Labour Organization, ISO 9000, OEKO-TEX, RBA - Responsible Business Alliance (formerly EICC), SMETA - Sedex Members Ethical Trade Audit, SA8000 - Social Accountability International, WRAP - Worldwide Responsible Accredited Production, Other	FP-CER-27.1 If other, please describe:
fp-oc-10-2	FP-CER-28	Facility Profile	Certifications	First Audit Date (YYYY-MM-DD)	date		
fp-oc-10-3	FP-CER-29	Facility Profile	Certifications	Last Audit Date (YYYY-MM-DD)	date		
fp-oc-10-4	FP-CER-30	Facility Profile	Certifications	Audit Firm	string		
fp-oc-10-5	FP-CER-31	Facility Profile	Certifications	Audit Result (if applicable)	string		
fp-oc-10-6	FP-CER-32	Facility Profile	Certifications	Certification # (if applicable)	string		
fp-oc-11	FP-CER-33	Facility Profile	Certifications	Type	array	ABVTEX, BSCI - Business Social Compliance Initiative, ETI - Ethical Trading Initiative, FTUSA - Fair Trade USA, FLA - Fair Labor Association, ICTI - International Council for Toy Industries, ILO Better Work - International Labour Organization, ISO 9000, OEKO-TEX, RBA - Responsible Business Alliance (formerly EICC), SMETA - Sedex Members Ethical Trade Audit, SA8000 - Social Accountability International, WRAP - Worldwide Responsible Accredited Production, Other	FP-CER-33.1 If other, please describe:
fp-oc-11-2	FP-CER-34	Facility Profile	Certifications	First Audit Date (YYYY-MM-DD)	date		
fp-oc-11-3	FP-CER-35	Facility Profile	Certifications	Last Audit Date (YYYY-MM-DD)	date		
fp-oc-11-4	FP-CER-36	Facility Profile	Certifications	Audit Firm	string		
fp-oc-11-5	FP-CER-37	Facility Profile	Certifications	Audit Result (if applicable)	string		
fp-oc-11-6	FP-CER-38	Facility Profile	Certifications	Certification # (if applicable)	string		
fp-pro-1	FP-PRO-1	Facility Profile	Production / Operation Information	SELECT ALL THAT APPLY WITH A "X":	Multi-Select	FP-PRO-1-1 Apparel FP-PRO-1-2 Footwear FP-PRO-1-3 Home Textiles FP-PRO-1-4 Accessories FP-PRO-1-5 Home Furnishings FP-PRO-1-6 Hard Goods FP-PRO-1-7 Food and Beverage FP-PRO-1-8 Personal Care and Beauty Products FP-PRO-1-9 Other	FP-PRO-1.1 If other, please describe:
fp-pro-2	FP-PRO-2	Facility Profile	Production / Operation Information	SELECT ALL THAT APPLY WITH A "X":	Multi-Select	FP-PRO-2-1 Sewing or Final Product Assembly FP-PRO-2-2 Footwear / Leather goods FP-PRO-2-3 Printing or Dyeing FP-PRO-2-4 Materials Supplier FP-PRO-2-5 Trim FP-PRO-2-6 Chemical FP-PRO-2-7 Packaging FP-PRO-2-8 Other	FP-PRO-2.1 If other, please describe:

Table 1: Facility Profile (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-pro-3	FP-PRO-3	Facility Profile	Production / Operation Information	Does the facility include sandblasting in its processes?	array	Yes, No	
fp-pro-5	FP-PRO-4	Facility Profile	Production / Operation Information	SELECT ALL THAT APPLY WITH A "X":	Multi-Select		
fp-pro-6	FP-PRO-5	Facility Profile	Production / Operation Information	Sewing or Final Product Assembly	Multi-Select	FP-PRO-5-1 Casting FP-PRO-5-2 Cutting FP-PRO-5-3 Embossing FP-PRO-5-4 Priming FP-PRO-5-5 Heat Press / Heating and Cooling FP-PRO-5-6 Labeling FP-PRO-5-7 Lasting FP-PRO-5-8 Molding FP-PRO-5-9 No sew FP-PRO-5-10 Packaging FP-PRO-5-11 Gluing FP-PRO-5-12 Seam Taping FP-PRO-5-13 Sewing FP-PRO-5-14 Sundries Application FP-PRO-5-15 Washing FP-PRO-5-16 Welding FP-PRO-5-17 Printing FP-PRO-5-18 Embroidery	
fp-pro-7	FP-PRO-6	Facility Profile	Production / Operation Information	Footwear / Leather goods	Multi-Select	FP-PRO-6-1 Leather Tanning – Wet Operations FP-PRO-6-2 Leather Tanning – Finishing FP-PRO-6-3 Coating FP-PRO-6-4 Metal work FP-PRO-6-5 Molding FP-PRO-6-6 Printing FP-PRO-6-7 Laminating FP-PRO-6-8 Cutting FP-PRO-6-9 Upper production (including stitching) FP-PRO-6-10 Stock fitting FP-PRO-6-11 Lasting FP-PRO-6-12 Finishing FP-PRO-6-13 Packaging	
fp-pro-8	FP-PRO-7	Facility Profile	Production / Operation Information	Printing or Dyeing	Multi-Select	FP-PRO-7-1 Dyeing FP-PRO-7-2 Sublimation FP-PRO-7-3 Wet printing FP-PRO-7-4 Screen Printing FP-PRO-7-5 Rotary Printing	
fp-pro-9	FP-PRO-8	Facility Profile	Production / Operation Information	Materials Supplier	Multi-Select	FP-PRO-8-1 Casting FP-PRO-8-2 Coating FP-PRO-8-3 Dyeing FP-PRO-8-4 Extrusion FP-PRO-8-5 Finishing FP-PRO-8-6 Insulation: animal (down) processing FP-PRO-8-7 Insulation: non-woven processing FP-PRO-8-8 Knitting FP-PRO-8-9 Lamination FP-PRO-8-10 Mixing (EVA / Rubber / primer / glue) FP-PRO-8-11 Bonding FP-PRO-8-12 Spinning FP-PRO-8-13 Tanning (beam house or retannage) FP-PRO-8-14 Vulcanization FP-PRO-8-15 Washing FP-PRO-8-16 Weaving	
fp-pro-10	FP-PRO-9	Facility Profile	Production / Operation Information	Trim	Multi-Select	FP-PRO-9-1 Casting FP-PRO-9-2 Dyeing FP-PRO-9-3 Gluing FP-PRO-9-4 Heat Press / Heating and Cooling FP-PRO-9-5 Lamination/Coating FP-PRO-9-6 Molding FP-PRO-9-7 Non-woven	
fp-pro-11	FP-PRO-10	Facility Profile	Production / Operation Information	Chemical	Multi-Select	FP-PRO-10-1 Raw Material Storage / Warehousing FP-PRO-10-2 Chemical Synthesis FP-PRO-10-3 Standardization / Chemical Finishing FP-PRO-10-4 Blending / Formulating FP-PRO-10-5 Packaging FP-PRO-10-6 Waste Treatment / Management FP-PRO-10-7 Final Product Warehousing / Storage FP-PRO-10-8 Shipping	

Table 1: Facility Profile (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-pro-12	FP-PRO-11	Facility Profile	Production / Operation Information	Packaging	Multi-Select	FP-PRO-11-1 Converting raw material (incoming paperboard or plastic resin) FP-PRO-11-2 Die cutting (e.g. Cartons) FP-PRO-11-3 Assembly (e.g. corrugated board) FP-PRO-11-4 Molding (plastic) FP-PRO-11-5 Printing FP-PRO-11-6 Assembly FP-PRO-11-7 Gluing FP-PRO-11-8 Finishing FP-PRO-11-9 Die cutting FP-PRO-11-10 Packing FP-PRO-11-11 Shipping	
fp-pi-11	FP-PRO-12	Facility Profile	Production / Operation Information	Facility's monthly volume (unit of measurement):	array	Other, Unit (piece or pair), Square Yard, Meter, Kilogram	FP-PRO-12.1 If other, please describe:
fp-pi-10	FP-PRO-13	Facility Profile	Production / Operation Information	Facility's monthly volume (numerical amount):	numeric		
fp-pi-14	FP-PRO-14	Facility Profile	Production / Operation Information	Facility's monthly capacity (unit of measurement):	array	Other, Unit (piece or pair), Square Yard, Meter, Kilogram	FP-PRO-14.1 If other, please describe:
fp-pi-13	FP-PRO-15	Facility Profile	Production / Operation Information	Facility's monthly capacity (numerical amount):	numeric		FP-PRO-15.1 Please describe how the monthly capacity is calculated (e.g. do you base calculation on regular working hours or include overtime hours): FP-PRO-16.1 If other, please describe:
fp-pi-17	FP-PRO-16	Facility Profile	Production / Operation Information	What is the facility's form of production/ operations planning?	array	Other, Long term, Monthly, Weekly	
fp-pi-19	FP-PRO-17	Facility Profile	Production / Operation Information	What is the facility's definition of lead time?	string		
fp-pi-20	FP-PRO-18	Facility Profile	Production / Operation Information	What is the facility's maximum lead time (weeks as unit of measurement)?	numeric		
fp-pi-21	FP-PRO-19	Facility Profile	Production / Operation Information	Has the facility had any rush orders within the last 12 months?	array	Yes, No	FP-PRO-19.1 If yes, please describe:
fp-sub-1	FP-SUB-1	Facility Profile	Subcontractors Used For Production / Operation	Are subcontractors utilized by the facility to complete all or part of the production process?	array	Yes, No	
fp-sub-2	FP-SUB-2	Facility Profile	Subcontractors Used For Production / Operation	If yes, how many subcontractors?	numeric		
fp-sub-3	FP-SUB-3	Facility Profile	Subcontractors Used For Production / Operation	Additional Comments: If you have additional comments regarding facility's use/non-use of subcontractors, please communicate them here:	string		
fp-sub-4	FP-SUB-4	Facility Profile	Subcontractors Used For Production / Operation	Name	string		

Table 1: Facility Profile (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-sub-4-1	FP-SUB-5	Facility Profile	Subcontractors	Address Used For Production / Operation	string		
fp-sub-4-2	FP-SUB-6	Facility Profile	Subcontractors	Contact Name Used For Production / Operation	string		
fp-sub-4-3	FP-SUB-7	Facility Profile	Subcontractors	Contact Number Used For Production / Operation	string		
fp-sub-4-4	FP-SUB-8	Facility Profile	Subcontractors	Email Used For Production / Operation	string		
fp-sub-4-5	FP-SUB-9	Facility Profile	Subcontractors	Types of Processes Subcontracted: Used For Production / Operation	string		
fp-sub-5	FP-SUB-10	Facility Profile	Subcontractors	Name Used For Production / Operation	string		
fp-sub-5-1	FP-SUB-11	Facility Profile	Subcontractors	Address Used For Production / Operation	string		
fp-sub-5-2	FP-SUB-12	Facility Profile	Subcontractors	Contact Name Used For Production / Operation	string		
fp-sub-5-3	FP-SUB-13	Facility Profile	Subcontractors	Contact Number Used For Production / Operation	string		
fp-sub-5-4	FP-SUB-14	Facility Profile	Subcontractors	Email Used For Production / Operation	string		
fp-sub-5-5	FP-SUB-15	Facility Profile	Subcontractors	Types of Processes Subcontracted: Used For Production / Operation	string		
fp-sub-6	FP-SUB-16	Facility Profile	Subcontractors	Name Used For Production / Operation	string		
fp-sub-6-1	FP-SUB-17	Facility Profile	Subcontractors	Address Used For Production / Operation	string		

Table 1: Facility Profile (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-sub-6-2	FP-SUB-18	Facility Profile	Subcontractors	Contact Name Used For Production / Operation	string		
fp-sub-6-3	FP-SUB-19	Facility Profile	Subcontractors	Contact Number Used For Production / Operation	string		
fp-sub-6-4	FP-SUB-20	Facility Profile	Subcontractors	Email Used For Production / Operation	string		
fp-sub-6-5	FP-SUB-21	Facility Profile	Subcontractors	Types of Processes Subcontracted: Used For Production / Operation	string		
fp-sub-7	FP-SUB-22	Facility Profile	Subcontractors	Name Used For Production / Operation	string		
fp-sub-7-1	FP-SUB-23	Facility Profile	Subcontractors	Address Used For Production / Operation	string		
fp-sub-7-2	FP-SUB-24	Facility Profile	Subcontractors	Contact Name Used For Production / Operation	string		
fp-sub-7-3	FP-SUB-25	Facility Profile	Subcontractors	Contact Number Used For Production / Operation	string		
fp-sub-7-4	FP-SUB-26	Facility Profile	Subcontractors	Email Used For Production / Operation	string		
fp-sub-7-5	FP-SUB-27	Facility Profile	Subcontractors	Types of Processes Subcontracted: Used For Production / Operation	string		
fp-sub-8	FP-SUB-28	Facility Profile	Subcontractors	Name Used For Production / Operation	string		
fp-sub-8-1	FP-SUB-29	Facility Profile	Subcontractors	Address Used For Production / Operation	string		
fp-sub-8-2	FP-SUB-30	Facility Profile	Subcontractors	Contact Name Used For Production / Operation	string		

Table 1: Facility Profile (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fp-sub-8-3	FP-SUB-31	Facility Profile	Subcontractors	Contact Number	string		
fp-sub-8-4	FP-SUB-32	Facility Profile	Subcontractors	Email	string		
fp-sub-8-5	FP-SUB-33	Facility Profile	Subcontractors	Types of Processes Subcontracted:	string		
fp-sub-9	FP-SUB-34	Facility Profile	Subcontractors	Name	string		
fp-sub-9-1	FP-SUB-35	Facility Profile	Subcontractors	Address	string		
fp-sub-9-2	FP-SUB-36	Facility Profile	Subcontractors	Contact Name	string		
fp-sub-9-3	FP-SUB-37	Facility Profile	Subcontractors	Contact Number	string		
fp-sub-9-4	FP-SUB-38	Facility Profile	Subcontractors	Email	string		
fp-sub-9-5	FP-SUB-39	Facility Profile	Subcontractors	Types of Processes Subcontracted:	string		
fp-fac-1	FP-FAC-1	Facility Profile	Facility Comments	Please describe any concerns or difficulties with questions listed in this section:	string		

2 Recruitment and Hiring

Table 2: Recruitment and Hiring

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
cl-1	RH-CHI-1	Recruitment and Hiring	Child Labor	Does the facility verify minimum age requirements prior to hiring workers?	array	Yes, No	RH-CHI-1.1 If yes, please describe what legal documentation or other proof of age are reviewed to verify minimum age requirements and whether copies are maintained:
cl-1-2	RH-CHI-2	Recruitment and Hiring	Child Labor	What is the age of the youngest worker in the facility?	array	Other, 12, 13, 14, 15, 16, 17, 18	
cl-1-2-8f	RH-CHI-3	Recruitment and Hiring	Child Labor	If other, please describe:	numeric		
rh-chi-3	RH-CHI-4	Recruitment and Hiring	Child Labor	Are any workers under the legal minimum age for employment?	array	Yes, No	
rh-chi-4	RH-CHI-5	Recruitment and Hiring	Child Labor	How many females are under the applicable legal minimum working age?	numeric		
rh-chi-5	RH-CHI-6	Recruitment and Hiring	Child Labor	How many males are under the applicable legal minimum working age?	numeric		
cl-2	RH-CHI-7	Recruitment and Hiring	Child Labor	Does the facility have a remediation system in place for when children (those under the legal minimum working age) are found to be working in the facility?	array	Yes, No	RH-CHI-7.1 If yes, please describe the child remediation system in place:
rh-chi-6	RH-CHI-8	Recruitment and Hiring	Child Labor	Do records indicate that any workers were under the legal minimum working age when hired?	array	Yes, No	
cl-4-1	RH-CHI-9	Recruitment and Hiring	Child Labor	Does the facility maintain recorded parental permission for workers under the age of 18 in the facility?	array	Yes, No	
cl-4-2	RH-CHI-10	Recruitment and Hiring	Child Labor	Is the facility's practice of maintaining parental permission of workers under the age of 18 to work in the facility in line with legal requirements?	array	No applicable legal requirements, Yes, No	
rh-chi-7	RH-CHI-11	Recruitment and Hiring	Child Labor	Does the facility maintain a list/register of all workers under age 18 in line with legal requirements?	array	No applicable legal requirements, Yes, No	
cl-4-3	RH-CHI-12	Recruitment and Hiring	Child Labor	Does the facility provide the list/register of workers under age 18 to government authorities in line with legal requirements?	array	No applicable legal requirements, Yes, No	
cl-4-5	RH-CHI-13	Recruitment and Hiring	Child Labor	Does the facility arrange health checks for all workers under the age of 18?	array	Yes, No	
cl-4-5-1f	RH-CHI-14	Recruitment and Hiring	Child Labor	If yes, are health checks arranged prior to employment?	array	Yes, No	
cl-4-6	RH-CHI-15	Recruitment and Hiring	Child Labor	Is the facility's practice of arranging health checks for all workers under age 18 in line with legal requirements?	array	No applicable legal requirements, Yes, No	

Table 2: Recruitment and Hiring (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
cl-4-7	RH-CHI-16	Recruitment and Hiring	Child Labor	Does the facility provide special Health and Safety trainings (separate from normal adult training) to workers under the age of 18?	array	Yes, No	
cl-4-8	RH-CHI-17	Recruitment and Hiring	Child Labor	Is the facility's practice of providing special Health and Safety trainings (separate from normal adult training) to workers under the age of 18 in line with legal requirements?	array	No applicable legal requirements, Yes, No	
cl-4-9	RH-CHI-18	Recruitment and Hiring	Child Labor	Does the facility have special protective restrictions for workers under the age of 18?	array	Yes, No	RH-CHI-18.1 If yes, please describe what type of protective restrictions are in place:
cl-4-10	RH-CHI-19	Recruitment and Hiring	Child Labor	Are protective restrictions for workers under the age of 18 in line with legal requirements?	array	No applicable legal requirements, Yes, No	
cl-4-11	RH-CHI-20	Recruitment and Hiring	Child Labor	Does the facility monitor the working hours of all workers under the age of 18 separately?	array	Yes, No	
rh-chi-8	RH-CHI-21	Recruitment and Hiring	Child Labor	Which of the following work is performed by workers under age 18	Multi-Select	RH-CHI-21-1 Work in a hazardous environment and/or work that is hazardous in nature in violation of legal standards RH-CHI-21-2 Night Work RH-CHI-21-3 More hours than permitted by law RH-CHI-21-4 Other RH-CHI-21-5 None of the above	RH-CHI-21.1 Please describe the type of hazardous work performed by both female and by male workers (if different): RH-CHI-21.2 Please describe the type of night work and hours worked by both female and male workers (if different): RH-CHI-21.3 Please describe the hours and type of work performed in violation of legal standards by both female and by male workers (if different): RH-CHI-21.4 If other, please describe:
rh-chi-11	RH-CHI-22	Recruitment and Hiring	Child Labor	Have there been any incidences of forced labor, prostitution, pornography, or illegal activities involving workers under age 18, or work that exposes them to physical, psychological or sexual abuse?	array	Yes, No	
rh-chi-12	RH-CHI-23	Recruitment and Hiring	Child Labor	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Child Labor?	array	No applicable legal requirements, Yes, No	
rh-app-1	RH-APP-1	Recruitment and Hiring	Apprenticeship / Trainee / Internship Programs	Does the facility offer/ participate in any apprenticeship / trainee / internship programs?	array	Yes, No	
rh-app-2	RH-APP-2	Recruitment and Hiring	Apprenticeship / Trainee / Internship Programs	Which of the following apprenticeship / trainee / internship programs does the facility offer/ participate in?	Multi-Select	RH-APP-2-1 Apprenticeship program RH-APP-2-2 Trainee program RH-APP-2-3 Internship program	RH-APP-2.1 Please describe your apprenticeship program: RH-APP-2.2 Please describe your trainee program: RH-APP-2.3 Please describe your internship program:

Table 2: Recruitment and Hiring (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
cl-5-3	RH-APP-3	Recruitment and Hiring	Apprenticeship / Trainee / Internship Programs	What is the maximum length of time (in days) that the facility considers workers as apprentices / interns / workers in training?	numeric		
cl-5-5	RH-APP-4	Recruitment and Hiring	Apprenticeship / Trainee / Internship Programs	Can apprentices / trainees / interns choose a position in the facility that is related to their area of study (or skill/trade)?	array	Yes, No	
cl-5-11	RH-APP-5	Recruitment and Hiring	Apprenticeship / Trainee / Internship Programs	Is the facility's apprenticeship / training / internship program in line with all legal requirements?	array	No applicable legal requirements, Yes, No	
fl-1	RH-REC-1	Recruitment and Hiring	Recruitment Practices	Are any monetary deposits required of workers upon hire?	array	Yes, No	
fl-1-2	RH-REC-2	Recruitment and Hiring	Recruitment Practices	Are monetary deposits in line with legal requirements?	array	No applicable legal requirements, Yes, No	
fl-3	RH-REC-3	Recruitment and Hiring	Recruitment Practices	Are labor recruiters / employment agencies responsible for the recruitment of workers to the facility?	array	Yes, No	
fl-3-1	RH-REC-4	Recruitment and Hiring	Recruitment Practices	Is the facility's recruitment process for foreign migrant workers in line with applicable legal requirements?	array	No applicable legal requirements, Yes, No	
fl-4	RH-REC-5	Recruitment and Hiring	Recruitment Practices	Who is responsible for paying recruitment fees and related costs, the worker or the facility?	array	Facility, Worker Only, Facility and Worker	
rh-rec-1	RH-REC-6	Recruitment and Hiring	Recruitment Practices	Which of the following recruitment fees or related costs does the worker pay for?	Multi-Select	RH-REC-6-1 Skills and qualification tests RH-REC-6-2 Medical costs RH-REC-6-3 Training and orientation RH-REC-6-4 Administrative costs RH-REC-6-5 Travel and lodging RH-REC-6-6 Equipment costs RH-REC-6-7 Insurance costs RH-REC-6-8 Other	RH-REC-6.1 If other, please describe:
fl-4-4	RH-REC-7	Recruitment and Hiring	Recruitment Practices	Are workers reimbursed for recruitment fees and related costs paid?	array	Yes, No	RH-REC-7.1 If yes, please provide: • type of recruitment fees • amount reimbursed (percentage) • the reimbursing facility or other • timing of reimbursement
fl-4-5	RH-REC-8	Recruitment and Hiring	Recruitment Practices	Are recruitment fees and related costs paid by workers in line with legal requirements?	array	Not Applicable, No applicable legal requirements, Yes, No	
fl-5	RH-FOR-1	Recruitment and Hiring	Forced Labor	Does the facility use prison labor?	array	Yes, No	
rh-for-2	RH-FOR-2	Recruitment and Hiring	Forced Labor	Does the facility follow any of the following practices concerning prison labor?	Multi-Select	RH-FOR-2-1 Prison laborers have freely consented to perform the work RH-FOR-2-2 The facility treats prison laborers and non-prison workers similarly (conditions of work such as wages, hours of work, health and safety, etc.) RH-FOR-2-3 There is supervision and control by a public authority RH-FOR-2-4 None of the above	
fl-6	RH-FOR-3	Recruitment and Hiring	Forced Labor	Does the facility need to release workers to be available for government-mandated forced labor?	array	Yes, No	RH-FOR-3.1 If yes, please describe the time periods and circumstances in which workers need to be released:

Table 2: Recruitment and Hiring (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
disc-1	RH-DIS-1	Recruitment and Hiring	Discrimination	During the recruitment process, do materials such as job description or job application forms ever reference an applicant's race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status?	array	Yes, No	
rh-dis-2	RH-DIS-2	Recruitment and Hiring	Discrimination	Which of the following elements are referenced in written job descriptions or job applications?	Multi-Select	RH-DIS-2-1 Race / Skin Color	
rh-dis-3	RH-DIS-3	Recruitment and Hiring	Discrimination	Are written job descriptions or job application forms that reference an applicant's race / skin color in line with applicable legal requirements?	array	RH-DIS-3-1 Sex / Gender	
rh-dis-4	RH-DIS-4	Recruitment and Hiring	Discrimination	Are written job descriptions or job application forms that reference an applicant's sex or gender in line with legal requirements?	array	RH-DIS-4-1 Religion	
rh-dis-5	RH-DIS-5	Recruitment and Hiring	Discrimination	Are written job description or job application forms that reference an applicant's religion in line with legal requirements?	array	RH-DIS-5-1 Political Opinion	
rh-dis-6	RH-DIS-6	Recruitment and Hiring	Discrimination	Are written job description or job application forms that reference an applicant's political opinion in line with legal requirements?	array	RH-DIS-6-1 National Extraction	
rh-dis-7	RH-DIS-7	Recruitment and Hiring	Discrimination	Are written job description or job application forms that reference an applicant's national extraction in line with legal requirements?	array	RH-DIS-7-1 Social Origin	
rh-dis-8	RH-DIS-8	Recruitment and Hiring	Discrimination	Are written job description or job application forms that reference an applicant's social origin in line with legal requirements?	array	RH-DIS-8-1 Disability	
rh-dis-9	RH-DIS-9	Recruitment and Hiring	Discrimination	Are written job description or job application forms that reference an applicant's disability in line with legal requirements?	array	RH-DIS-9-1 HIV / AIDS Status (real or perceived)	
rh-dis-10	RH-DIS-10	Recruitment and Hiring	Discrimination	Are written job description or job application forms that reference an applicant's HIV / AIDS status in line with legal requirements?	array	RH-DIS-10-1 Sexual Orientation	
rh-dis-11	RH-DIS-11	Recruitment and Hiring	Discrimination	Are written job description or job application forms that reference an applicant's sexual orientation in line with legal requirements?	array	RH-DIS-11-1 Pregnancy / Maternity Status	

Table 2: Recruitment and Hiring (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
rh-dis-12	RH-DIS-12	Recruitment and Hiring	Discrimination	Are written job description or job application forms that reference an applicant's pregnancy / maternity status in line with legal requirements?	array	RH-DIS-12-1 Marital Status	
rh-dis-13	RH-DIS-13	Recruitment and Hiring	Discrimination	Are written job description or job application forms that reference an applicant's marital status in line with legal requirements?	array	RH-DIS-13-1 Age	
rh-dis-14	RH-DIS-14	Recruitment and Hiring	Discrimination	Are written job description or job application forms that reference an applicant's age in line with legal requirements?	array	RH-DIS-14-1 Nationality / Foreign Migrant Worker Status	
rh-dis-15	RH-DIS-15	Recruitment and Hiring	Discrimination	Are written job description or job application forms that reference an applicant's nationality/foreign migrant status in line with legal requirements?	array	RH-DIS-15-1 Family responsibilities	
rh-dis-17	RH-DIS-16	Recruitment and Hiring	Discrimination	Are written job descriptions or job application forms that reference an applicant's family responsibilities in line with legal requirements?	array	RH-DIS-16-1 Other	RH-DIS-16.1 If other, please describe:
rh-dis-18	RH-DIS-17	Recruitment and Hiring	Discrimination	Are written job description or job application forms that reference other discriminatory factors in line with legal requirements?	array	No applicable legal requirements, Yes, No	
rh-dis-19	RH-DIS-18	Recruitment and Hiring	Discrimination	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding hiring?	array	Yes, No	
disc-2	RH-DIS-19	Recruitment and Hiring	Discrimination	Which of the following is a factor in decisions on hiring?	Multi-Select array	RH-DIS-19-1 Race / Skin Color	
rh-dis-20	RH-DIS-20	Recruitment and Hiring	Discrimination	Is an applicant's race / skin color factored into hiring decisions in line with legal requirements?	array	RH-DIS-20-1 Sex / Gender	
rh-dis-21	RH-DIS-21	Recruitment and Hiring	Discrimination	Is an applicant's sex / gender factored into hiring decisions in line with legal requirements?	array	RH-DIS-21-1 Religion	
rh-dis-22	RH-DIS-22	Recruitment and Hiring	Discrimination	Is an applicant's religion factored into hiring decisions in line with legal requirements?	array	RH-DIS-22-1 Political Opinion	
rh-dis-23	RH-DIS-23	Recruitment and Hiring	Discrimination	Is an applicant's political opinion factored into hiring decisions in line with legal requirements?	array	RH-DIS-23-1 National Extraction	
rh-dis-24	RH-DIS-24	Recruitment and Hiring	Discrimination	Is an applicant's national extraction factored into hiring decisions in line with legal requirements?	array	RH-DIS-24-1 Social Origin	

Table 2: Recruitment and Hiring (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
rh-dis-25	RH-DIS-25	Recruitment and Hiring	Discrimination	Is an applicant's social origin factored into hiring decisions in line with legal requirements?	array	RH-DIS-25-1 HIV / AIDS Status (real or perceived)	
rh-dis-26	RH-DIS-26	Recruitment and Hiring	Discrimination	Is an applicant's HIV / AIDS status factored into hiring decisions in line with legal requirements?	array	RH-DIS-26-1 Sexual Orientation	
rh-dis-27	RH-DIS-27	Recruitment and Hiring	Discrimination	Is an applicant's sexual orientation factored into hiring decisions in line with legal requirements?	array	RH-DIS-27-1 Pregnancy / Maternity Status	
rh-dis-28	RH-DIS-28	Recruitment and Hiring	Discrimination	Is an applicant's pregnancy / maternity status factored into hiring decisions in line with legal requirements?	array	RH-DIS-28-1 Marital Status	
rh-dis-29	RH-DIS-29	Recruitment and Hiring	Discrimination	Is an applicant's marital status factored into hiring decisions in line with legal requirements?	array	RH-DIS-29-1 Age	
rh-dis-30	RH-DIS-30	Recruitment and Hiring	Discrimination	Is an applicant's age factored into hiring decisions in line with legal requirements?	array	RH-DIS-30-1 Nationality / Foreign Migrant Worker Status	
rh-dis-31	RH-DIS-31	Recruitment and Hiring	Discrimination	Is an applicant's nationality/foreign migrant status factored into hiring decisions in line with legal requirements?	array	RH-DIS-31-1 Family responsibilities	
rh-dis-33	RH-DIS-32	Recruitment and Hiring	Discrimination	Is an applicant's family responsibilities factored into hiring decisions in line with legal requirements?	array	RH-DIS-32-1 Other	RH-DIS-32.1 If other, please describe:
rh-dis-34	RH-DIS-33	Recruitment and Hiring	Discrimination	Is the Other ground(s) identified factored into hiring decisions in line with legal requirements?	array	No applicable legal requirements, Yes, No	
rh-dis-35	RH-DIS-34	Recruitment and Hiring	Discrimination	Does the facility follow any of the following practices related to worker pregnancy before or at hiring?	Multi-Select	RH-DIS-34-1 Facility requires pregnancy test before or at hiring	
rh-dis-36	RH-DIS-35	Recruitment and Hiring	Discrimination	Are the tests required by applicable legislation regarding (i) work that is legally prohibited or restricted for pregnant or nursing women, or (ii) work that presents a recognized or significant risk to the health of the woman and child?	array	RH-DIS-35-1 Facility requires virginity test before or at hiring RH-DIS-35-2 Facility requires worker to provide commitments (verbally or in writing) that they will not become pregnant RH-DIS-35-3 Facility requires the use of contraceptives or other forms of birth control at hiring RH-DIS-35-4 None of the above	
disc-4-1	RH-DIS-36	Recruitment and Hiring	Discrimination	Does the facility hire disabled persons in line with legal requirements?	array	No applicable legal requirements, Yes, No	
rh-dis-37	RH-DIS-37	Recruitment and Hiring	Discrimination	Does the facility require HIV / AIDS testing during the hiring process?	array	Yes, No	
rh-dis-38	RH-DIS-38	Recruitment and Hiring	Discrimination	If yes, are these HIV / AIDS tests administered in line with legal requirements?	array	No applicable legal requirements, Yes, No	
rh-dis-39	RH-DIS-39	Recruitment and Hiring	Discrimination	Does the facility require other infection or illness tests (e.g. Hepatitis B) during the hiring process?	array	Yes, No	
rh-dis-40	RH-DIS-40	Recruitment and Hiring	Discrimination	If yes, are these infection or illness tests administered in line with legal requirements?	array	No applicable legal requirements, Yes, No	

Table 2: Recruitment and Hiring (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
rh-dis-41	RH-DIS-41	Recruitment and Hiring	Discrimination	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Discrimination in Recruitment and Hiring?	array	No applicable legal requirements, Yes, No	
rh-emp-2	RH-EMP-1	Recruitment and Hiring	Employment Practices	Do workplace rules comply with legal requirements?	array	No applicable legal requirements, Yes, No	
ep-1	RH-EMP-2	Recruitment and Hiring	Employment Practices	Are all new workers provided with a copy of the facility's workplace rules, available in all languages spoken at the facility, during orientation?	array	Yes, No	
rh-emp-3	RH-EMP-3	Recruitment and Hiring	Employment Practices	Are workplace rules made visible in facility common areas (e.g. canteen, locker rooms, toilets, etc.) in all languages spoken in the facility?	array	Yes, No	
ep-2	RH-EMP-4	Recruitment and Hiring	Employment Practices	Does the facility maintain job descriptions for all positions within the facility?	array	Yes, No	
ep-2-1	RH-EMP-5	Recruitment and Hiring	Employment Practices	Does the facility keep all worker health information confidential?	array	Yes, No	
ep-2-2	RH-EMP-6	Recruitment and Hiring	Employment Practices	Are personnel files maintained in line with legal requirements?	array	No applicable legal requirements, Yes, No	
ep-3	RH-EMP-7	Recruitment and Hiring	Employment Practices	Do all persons who perform work for the facility, both on the premises and offsite, have a contract?	array	Yes, No	
ep-3-1	RH-EMP-8	Recruitment and Hiring	Employment Practices	Are contracts for all persons who perform work for the facility, both on the premises and offsite, in line with legal requirements?	array	Yes, No	
ep-3-2	RH-EMP-9	Recruitment and Hiring	Employment Practices	Do other types of written documents explaining the terms and conditions (T&Cs) of employment exist?	array	Yes, No	
rh-emp-4	RH-EMP-10	Recruitment and Hiring	Employment Practices	Does the facility follow any of the following practices related to contracts?	Multi-Select	RH-EMP-10-1 Signed copies of contracts between the facility and each worker are maintained on file RH-EMP-10-2 Contracts clearly and accurately state the terms and conditions of employment RH-EMP-10-3 Copies of contracts are provided to workers, in line with applicable legal requirements RH-EMP-10-4 None of the above	
ep-3-4	RH-EMP-11	Recruitment and Hiring	Employment Practices	Do workers understand the terms and conditions included within their written employment contracts?	array	Yes, No	
rh-emp-5	RH-EMP-12	Recruitment and Hiring	Employment Practices	Does the facility follow any of the following practices related to other types of written terms and conditions documents?	Multi-Select	RH-EMP-12-1 Signed copies of terms and conditions documents between the facility and each worker are maintained on file RH-EMP-12-2 Terms and conditions documents are up to date RH-EMP-12-3 Terms and conditions documents clearly and accurately state the terms and conditions of employment RH-EMP-12-4 Copies of terms and conditions documents are provided to workers RH-EMP-12-5 None of the above	

Table 2: Recruitment and Hiring (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ep-3-6	RH-EMP-13	Recruitment and Hiring	Employment Practices	Do workers understand the information included within their written terms and conditions documents?	array	Yes, No	
ep-3-7	RH-EMP-14	Recruitment and Hiring	Employment Practices	Does the facility use fixed-term contracts?	array	Yes, No	
ep-3-8	RH-EMP-15	Recruitment and Hiring	Employment Practices	Does the facility place limits on the use of fixed-term contracts?	array	Yes, No	
ep-3-9	RH-EMP-16	Recruitment and Hiring	Employment Practices	Is the facility's practice around limits on the use of fixed-term contracts in line with legal requirements?	array	No applicable legal requirements, Yes, No	
rh-emp-6	RH-EMP-17	Recruitment and Hiring	Employment Practices	Are the facility's employment contracts for foreign migrants in line with legal requirements?	array	No applicable legal requirements, Yes, No	
ep-4	RH-EMP-18	Recruitment and Hiring	Employment Practices	Does the facility (or recruiting agency) provide foreign migrants with a signed written employment contract prior to leaving their home country?	array	Yes, No	
ep-4-1	RH-EMP-19	Recruitment and Hiring	Employment Practices	If yes, does the facility (or recruiting agency) ever request that foreign migrants sign a new contract once they are in their host country?	array	Yes, No	
ep-4-2	RH-EMP-20	Recruitment and Hiring	Employment Practices	If yes, are the terms and conditions the same?	array	Yes, No	
ep-5-1	RH-EMP-21	Recruitment and Hiring	Employment Practices	Are probationary (time) periods in line with legal requirements?	array	No applicable legal requirements, Yes, No	
ep-7	RH-EMP-22	Recruitment and Hiring	Employment Practices	Has the facility acted against legal requirements by hiring temporary/probationary/trainee/fixed-term contract workers to avoid legal obligations?	array	No applicable legal requirements, Yes, No	
rh-emp-7	RH-EMP-23	Recruitment and Hiring	Employment Practices	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Contracts and Hiring Practices?	array	No applicable legal requirements, Yes, No	
rh-emp-8	RH-EMP-24	Recruitment and Hiring	Employment Practices	Is the facility in non-compliance with any legal requirements for Contracts and Hiring Practices pertaining to non-production workers and/or sub-contracted workers?	array	Yes, No	
rh-hom-1	RH-HOM-1	Recruitment and Hiring	Homeworkers	Does the facility comply with applicable legal requirements concerning homeworkers?	array	No applicable legal requirements, Yes, No	
rh-fac-1	RH-FAC-1	Recruitment and Hiring	Facility Comments	Please describe any concerns or difficulties with questions listed in this section:	string		

3 Working Hours

Table 3: Working Hours

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wh-wor-2	WH-WOR-1	Working Hours	Working Hours	How are hours of work recorded for all workers?	Multi-Select	WH-WOR-1-1 Manually (i.e. written record) WH-WOR-1-2 Mechanically (i.e. punch card) WH-WOR-1-3 Electronically (i.e. swipe card) WH-WOR-1-4 Biometrically (i.e. fingerprint/face scan) WH-WOR-1-5 None of the above	WH-WOR-1.1 If none of the above, please describe how the facility records hours of work:
wh-wor-4	WH-WOR-2	Working Hours	Working Hours	Who performs the clock-in/clock-out function for workers?	Multi-Select	WH-WOR-2-1 The individual worker WH-WOR-2-2 Management WH-WOR-2-3 Security WH-WOR-2-4 Other	WH-WOR-2.1 Please describe in what circumstances management performs this function: WH-WOR-2.2 Please describe in what circumstances security performs this function: WH-WOR-2.3 If other, please describe:
wh-3	WH-WOR-3	Working Hours	Working Hours	Does the facility maintain only one accurate set of working hour records that is in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wh-wor-5	WH-WOR-4	Working Hours	Working Hours	Does the facility follow any of the following practices regarding working hour records?	Multi-Select	WH-WOR-4-1 Working hour records for each worker are maintained for at least the last 12 months WH-WOR-4-2 Working hour records for each worker's regular and overtime hours are maintained WH-WOR-4-3 Start and finish times are recorded for all periods of work WH-WOR-4-4 Start and finish times in the payroll system match exact time in/out in time records. WH-WOR-4-5 Working hour records are consistent with payroll and other records WH-WOR-4-6 Workers have unrestricted access to verify the accuracy of working hours WH-WOR-4-7 None of the above	
wh-5	WH-WOR-5	Working Hours	Working Hours	Number of regular weekly hours worked at the facility:	numeric		
wh-wor-6	WH-WOR-6	Working Hours	Working Hours	Number of regular daily hours worked at the facility:	numeric		
wh-5-1	WH-WOR-7	Working Hours	Working Hours	Do regular working hours exceed legal requirements?	array	No applicable legal requirements, Yes, No	
wh-5-2	WH-WOR-8	Working Hours	Working Hours	Does the facility calculate regular hours as an average?	array	Yes, No	
wh-wor-7	WH-WOR-9	Working Hours	Working Hours	If yes, do regular hours exceed 48 hours?	array	Yes, No	
wh-wor-8	WH-WOR-10	Working Hours	Working Hours	Is overtime worked only for reasons permitted by law?	array	No applicable legal requirements, Yes, No	
wh-6	WH-WOR-11	Working Hours	Working Hours	Are all overtime working hours in line with legal limits?	array	No applicable legal requirements, Yes, No	
wh-6-1	WH-WOR-12	Working Hours	Working Hours	Did the facility comply with legal requirements to inform and/or get permission from governmental authorities in order to work overtime?	array	No applicable legal requirements, Yes, No	
wh-6-2	WH-WOR-13	Working Hours	Working Hours	Are exemption terms accurate, current, valid and followed by the facility?	array	Yes, No	

Table 3: Working Hours (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wh-wor-9	WH-WOR-14	Working Hours	Working Hours	Are work targets for production (e.g. quota or piece work) in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wh-7	WH-WOR-15	Working Hours	Working Hours	Did any workers work more than 60 hours in total (regular + overtime) within any given week?	array	Yes, No	
wh-7-1	WH-WOR-16	Working Hours	Working Hours	Did any workers work more than 72 hours in total (regular + overtime) within any given week?	array	Yes, No	
wh-7-2	WH-WOR-17	Working Hours	Working Hours	Did any workers work more than 80 hours in total (regular + overtime) within any given week?	array	Yes, No	
wh-7-3	WH-WOR-18	Working Hours	Working Hours	Did any workers work more than 90 hours in total (regular + overtime) within any given week?	array	Yes, No	
wh-8	WH-WOR-19	Working Hours	Working Hours	Does the facility provide breaks during the workday in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wh-8-1	WH-WOR-20	Working Hours	Working Hours	Does the facility provide time off for breastfeeding in line with legal requirements?	array	Not Applicable, No applicable legal requirements, Yes, No	
wh-8-1-1f	WH-WOR-21	Working Hours	Working Hours	Are workers paid during breastfeeding breaks in line with legal requirements?	array	Not Applicable, No applicable legal requirements, Yes, No	
wh-9	WH-WOR-22	Working Hours	Working Hours	Number of weekly rest days provided by the facility:	numeric		
wh-9-1	WH-WOR-23	Working Hours	Working Hours	Are the weekly rest days provided by the facility in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wh-9-2	WH-WOR-24	Working Hours	Working Hours	Are weekly rest days at least 24 consecutive hours long?	array	Yes, No	
fl-7-1	WH-FOR-1	Working Hours	Forced Labor	Are workers forced to work overtime under threat of penalty?	array	Yes, No	
wh-ove-1	WH-OVE-1	Working Hours	Overtime	Are workers able to refuse overtime for ANY REASON?	array	Yes, No	
wh-ove-2	WH-OVE-2	Working Hours	Overtime	Is overtime voluntary, in line with legal requirements?	array	No applicable legal requirements, Yes, No	
fl-8	WH-OVE-3	Working Hours	Overtime	Did the facility experience exceptional circumstances (i.e. large late customer change orders, weather disasters etc.) that resulted in significant changes to its production schedules?	array	Yes, No	
wh-ove-3	WH-OVE-4	Working Hours	Overtime	Does the facility consult with workers and/or provide a minimum notice period for overtime work and/or changes in rest days?	array	Yes, No	
wh-ove-4	WH-OVE-5	Working Hours	Overtime	Is the facility's practice of consulting with workers and/or notifying them in advance about overtime work and/or changes in rest days in line with legal requirements?	array	No applicable legal requirements, Yes, No	

Table 3: Working Hours (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fl-8-1-4x	WH-OVE-6	Working Hours	Overtime	Does the facility require workers to take paid or unpaid leave when there is less work/production in the facility?	array	Yes, No	
wh-ove-5	WH-OVE-7	Working Hours	Overtime	Is the facility's practice of requiring workers to take paid or unpaid leave in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wh-wor-10	WH-WOR-25	Working Hours	Working Hours	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Working Hours?	array	No applicable legal requirements, Yes, No	
wh-wor-11	WH-WOR-26	Working Hours	Working Hours	Is the facility in non-compliance with any legal requirements for Working Hours pertaining to non-production workers and/or sub-contracted workers?	array	Yes, No	
wh-fac-1	WH-FAC-1	Working Hours	Facility Comments	Please describe any concerns or difficulties with questions listed in this section:	string		

4 Wages and Benefits

Table 4: Wages and Benefits

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wb-1	WB-WAG-1	Wages and Benefits	Wages And Benefits	Please select the facility's applicable three letter currency code:	array		
wb-wag-3	WB-WAG-2	Wages and Benefits	Wages And Benefits	What are the units for rate of pay for production workers?	Multi-Select	WB-WAG-2-1 Hourly WB-WAG-2-2 Daily WB-WAG-2-3 Weekly WB-WAG-2-4 Twice a month WB-WAG-2-5 Monthly WB-WAG-2-6 Unit Rate WB-WAG-2-7 Other	WB-WAG-2.1 If other, please describe:
wb-2-2	WB-WAG-3	Wages and Benefits	Wages And Benefits	Does the facility maintain only one accurate payroll record that is in line with legal requirements?	array	Yes, No	
wb-wag-4	WB-WAG-4	Wages and Benefits	Wages And Benefits	Does the facility follow any of the following practices related to maintaining payroll records:	Multi-Select	WB-WAG-4-1 Payroll records for each worker are maintained for at least the last 12 months WB-WAG-4-2 Payroll records are consistent with attendance records and other records WB-WAG-4-3 None of the above	
wb-3-1	WB-WAG-5	Wages and Benefits	Wages And Benefits	Do full-time production workers receive AT LEAST the legal minimum wage (and/or wage required by contract, CBA, or other agreement) for all regular hours worked?	array	No applicable legal requirements, No. Worker(s) not paid legally required minimum wage (MW), No. Worker(s) not paid contractually-required wage (above MW), No. Worker(s) not paid per CBA (above MW), Yes. Workers wages in line with all applicable legal requirements	
wb-wag-5	WB-WAG-6	Wages and Benefits	Wages And Benefits	Do workers other than full-time production workers receive AT LEAST the legal minimum wage (and/or wage required by contract, CBA, or other agreement) for all regular hours worked?	array	No applicable legal requirements, No. Worker(s) not paid legally required minimum wage (MW), No. Worker(s) not paid contractually-required wage (above MW), No. Worker(s) not paid per CBA (above MW), Yes. Workers wages in line with all applicable legal requirements, Not applicable. All workers are full-time production workers.	
wb-wag-6	WB-WAG-7	Wages and Benefits	Wages And Benefits	If no, please select all the types of workers who did not receive at least the legal minimum wage:	Multi-Select	WB-WAG-7-1 Part-time workers WB-WAG-7-2 Agency/contract workers WB-WAG-7-3 Contract workers who are not part of the production process WB-WAG-7-4 Workers under probation WB-WAG-7-5 Workers who are trainees, apprentices or interns WB-WAG-7-6 Other	WB-WAG-7.1 If other, please describe:
wb-wag-12	WB-WAG-8	Wages and Benefits	Wages And Benefits	Is the facility not paying any workers correctly for any of these types of overtime hours as legally required: • Ordinary overtime hours• Overtime hours performed at night• Overtime hours performed on weekly rest days• Overtime hours performed on public holidays?	array	No applicable legal requirements, Yes, No	
wb-4	WB-WAG-9	Wages and Benefits	Wages And Benefits	Which of the following types of overtime hours is the facility not paying workers as legally required?	Multi-Select	WB-WAG-9-1 Ordinary overtime hours WB-WAG-9-2 Overtime hours performed at night WB-WAG-9-3 Overtime hours performed on weekly rest days WB-WAG-9-4 Overtime hours performed on public holidays	
wb-4-5	WB-WAG-10	Wages and Benefits	Wages And Benefits	Are overtime hours paid at a premium rate of AT LEAST 1.25 times the base rate?	array	Yes, No	WB-WAG-10 Are overtime hours paid at a premium rate of AT LEAST 1.25 times the base rate?

Table 4: Wages and Benefits (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wb-wag-13	WB-WAG-11	Wages and Benefits	Wages And Benefits	Is the facility not paying workers correctly for any of these types of regular hours worked at a premium rate as legally required: • Regular hours worked at night• Regular hours worked on weekly rest days• Regular hours worked on public holidays?	array	Not Applicable, No applicable legal requirements, Yes, No	
wb-5	WB-WAG-12	Wages and Benefits	Wages And Benefits	Which of the following types of regular hours worked at a premium rate is the facility not paying workers as legally required?	Multi-Select	WB-WAG-12-1 Regular hours worked at night WB-WAG-12-2 Regular hours worked on weekly rest days WB-WAG-12-3 Regular hours worked on public holidays	
wb-wag-93	WB-WAG-13	Wages and Benefits	Wages And Benefits	Is the facility not paying workers premium pay as legally required based on: • worker's competence (e.g. experience, skills, training) and/or• the nature of the work (e.g. hazard pay)?	array	No applicable legal requirements, Yes, No	
wb-wag-14	WB-WAG-14	Wages and Benefits	Wages And Benefits	Are piece rate workers paid correctly for ordinary hours of work when their piece rate earnings exceed minimum wage?	array	Yes, No	
wb-7	WB-WAG-15	Wages and Benefits	Wages And Benefits	Are workers paid for all work-related activities outside of regular working hours?	array	Yes, No	
wb-8	WB-WAG-16	Wages and Benefits	Wages And Benefits	Are overtime allowances provided/paid in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wb-wag-15	WB-WAG-17	Wages and Benefits	Wages And Benefits	How does the facility define wage grades/ levels?	array	Other, Grade (1/2/3/4/5/6/7), Skill (skilled/ semi-skilled/ un-skilled), Facility does not have wage grade/levels	WB-WAG-17.1 If other, please describe:
wb-wag-17	WB-WAG-18	Wages and Benefits	Wages And Benefits	How many wage grades/ levels does the facility have?	numeric		
wb-wag-19	WB-WAG-19	Wages and Benefits	Wages And Benefits	Number of workers in wage level Grade 1	numeric		
wb-wag-20	WB-WAG-20	Wages and Benefits	Wages And Benefits	Number of workers in wage level Grade 2	numeric		
wb-wag-21	WB-WAG-21	Wages and Benefits	Wages And Benefits	Number of workers in wage level Grade 3	numeric		
wb-wag-22	WB-WAG-22	Wages and Benefits	Wages And Benefits	Number of workers in wage level Grade 4	numeric		
wb-wag-23	WB-WAG-23	Wages and Benefits	Wages And Benefits	Number of workers in wage level Grade 5	numeric		
wb-wag-24	WB-WAG-24	Wages and Benefits	Wages And Benefits	Number of workers in wage level Grade 6	numeric		
wb-wag-25	WB-WAG-25	Wages and Benefits	Wages And Benefits	Number of workers in wage level Grade 7	numeric		
wb-wag-26	WB-WAG-26	Wages and Benefits	Wages And Benefits	Number of workers in wage level skilled	numeric		
wb-wag-27	WB-WAG-27	Wages and Benefits	Wages And Benefits	Number of workers in wage level semi-skilled	numeric		
wb-wag-28	WB-WAG-28	Wages and Benefits	Wages And Benefits	Number of workers in wage level un-skilled	numeric		

Table 4: Wages and Benefits (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wb-wag-29	WB-WAG-29	Wages and Benefits	Wages And Benefits	Number of workers in wage level defined by facility (please include definition of level and number of workers)	string		
wb-wag-30	WB-WAG-30	Wages and Benefits	Wages And Benefits	Number of workers in wage level defined by facility (please include definition of level and number of workers)	string		
wb-wag-31	WB-WAG-31	Wages and Benefits	Wages And Benefits	Number of workers in wage level defined by facility (please include definition of level and number of workers)	string		
wb-wag-32	WB-WAG-32	Wages and Benefits	Wages And Benefits	Number of workers in wage level defined by facility (please include definition of level and number of workers)	string		
wb-wag-33	WB-WAG-33	Wages and Benefits	Wages And Benefits	Number of workers in wage level defined by facility (please include definition of level and number of workers)	string		
wb-wag-34	WB-WAG-34	Wages and Benefits	Wages And Benefits	Number of workers in wage level defined by facility (please include definition of level and number of workers)	string		
wb-wag-35	WB-WAG-35	Wages and Benefits	Wages And Benefits	Number of workers in wage level defined by facility (please include definition of level and number of workers)	string		
wb-10	WB-WAG-36	Wages and Benefits	Wages And Benefits	Are worker's basic wages ever reviewed and adjusted for the entire facility (or portion of the facility)?	array	Yes, No	
wb-wag-36	WB-WAG-37	Wages and Benefits	Wages And Benefits	What are individual worker's basic wages based upon?	Multi-Select	WB-WAG-37-1 Legal (or contractual agreement) requirements WB-WAG-37-2 Living Wage Estimate WB-WAG-37-3 Skills WB-WAG-37-4 Experience WB-WAG-37-5 Length of Employment WB-WAG-37-6 Performance WB-WAG-37-7 Other WB-WAG-37-8 None of the above	WB-WAG-37.1 If other, please describe:
wb-11	WB-WAG-38	Wages and Benefits	Wages And Benefits	Does the facility conduct worker performance evaluations based on a standard set of criteria?	array	Yes, No	
wb-wag-38	WB-WAG-39	Wages and Benefits	Wages And Benefits	If yes, are worker performance evaluations shared and/or discussed with workers?	array	Yes, No	
wb-wag-40	WB-WAG-40	Wages and Benefits	Wages And Benefits	Describe the most representative department within the facility:	string		
wb-wag-41	WB-WAG-41	Wages and Benefits	Wages And Benefits	Number of female workers that were promoted with an increase in their basic wage as a result of their promotion	numeric		
wb-wag-42	WB-WAG-42	Wages and Benefits	Wages And Benefits	Number of male workers that were promoted with an increase in their basic wage as a result of their promotion	numeric		
wb-13	WB-WAG-43	Wages and Benefits	Wages And Benefits	Do workers receive any type of productivity (or "production") bonus?	array	Yes, No	WB-WAG-43.1 If yes, please describe all types of production / productivity bonuses:
wb-14	WB-WAG-44	Wages and Benefits	Wages And Benefits	Are wage payments made regularly and on time and in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wb-wag-43	WB-WAG-45	Wages and Benefits	Wages And Benefits	Are workers paid their full wages in the legally required manner?	array	No applicable legal requirements, Yes, No	

Table 4: Wages and Benefits (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wb-wag-44	WB-WAG-46	Wages and Benefits	Wages And Benefits	How are workers paid?	Multi-Select	WB-WAG-46-1 Cash	
wb-15-1f	WB-WAG-47	Wages and Benefits	Wages And Benefits	What approximate percentage of workers are paid by cash?	numeric	WB-WAG-47-1 Check	
wb-15-2f	WB-WAG-48	Wages and Benefits	Wages And Benefits	What approximate percentage of workers are paid by check?	numeric	WB-WAG-48-1 Direct deposit into a bank account	
wb-15-3f	WB-WAG-49	Wages and Benefits	Wages And Benefits	What approximate percentage of workers are paid by direct deposit into bank accounts?	numeric	WB-WAG-49-1 Mobile money	
wb-15-4f	WB-WAG-50	Wages and Benefits	Wages And Benefits	What approximate percentage of workers are paid by mobile money?	numeric	WB-WAG-50-1 Card (with a stored value)	
wb-15-5f	WB-WAG-51	Wages and Benefits	Wages And Benefits	What approximate percentage of workers are paid by card (with a stored value)?	numeric	WB-WAG-51-1 Other	WB-WAG-51.1 If other, please describe:
wb-wag-45	WB-WAG-52	Wages and Benefits	Wages And Benefits	What approximate percentage of workers are paid by these other means?	numeric		
wb-15-1	WB-WAG-53	Wages and Benefits	Wages And Benefits	If workers are paid by direct deposit into a bank account, do they have sole control of the bank account once opened?	array	Yes, No	
wb-15-2	WB-WAG-54	Wages and Benefits	Wages And Benefits	Are workers paid directly by the facility or through 3rd party agents?	array	Other, By the Facility, By 3rd Party Agents, Both	WB-WAG-54.1 If other, please describe:
wb-15-3	WB-WAG-55	Wages and Benefits	Wages And Benefits	If workers are paid through 3rd party agents, have all workers authorized this in writing?	array	Yes, No	
wb-16	WB-WAG-56	Wages and Benefits	Wages And Benefits	Are workers informed about their individual wages and deductions in line with legal requirements (e.g. through pay slips)?	array	No applicable legal requirements, Yes, No	
wb-16-2	WB-WAG-57	Wages and Benefits	Wages And Benefits	Are pay slips in a language all workers can understand?	array	Yes, No	
wb-16-3	WB-WAG-58	Wages and Benefits	Wages And Benefits	Do pay slips contain accurate information on worker wages in a detailed and comprehensive manner for all workers?	array	Yes, No	
wb-16-4	WB-WAG-59	Wages and Benefits	Wages And Benefits	Is the receipt of wage payment confirmed in writing by all workers?	array	Not Applicable, Yes, No	
wb-17	WB-WAG-60	Wages and Benefits	Wages And Benefits	Does the facility loan and/or advance money to workers?	array	Yes, No	WB-WAG-60.1 If yes, please describe the circumstances:
wb-17-1	WB-WAG-61	Wages and Benefits	Wages And Benefits	Are all loans and/or advances in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wb-17-2	WB-WAG-62	Wages and Benefits	Wages And Benefits	Are workers informed of the terms and conditions surrounding the granting and repayment of advances and loans?	array	Yes, No	WB-WAG-62.1 If yes, please describe the terms of the loans and/or advances (i.e. Interest rate, repayment terms, etc.) and how workers are informed of these terms:
wb-17-3	WB-WAG-63	Wages and Benefits	Wages And Benefits	Is there written documentation surrounding the terms and conditions of the granting and repayment of advances and loans?	array	Yes, No	

Table 4: Wages and Benefits (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wb-17-4	WB-WAG-64	Wages and Benefits	Wages And Benefits	If yes, do workers confirm the accuracy of payouts and re-payments in writing?	array	Yes, No	
wb-wag-46	WB-WAG-65	Wages and Benefits	Wages And Benefits	Does the facility take any deductions from wages that are not in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wb-wag-47	WB-WAG-66	Wages and Benefits	Wages And Benefits	Were withholdings from wages, other than social security, calculated correctly and in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wb-19	WB-WAG-67	Wages and Benefits	Wages And Benefits	Did the facility have any other wage deductions (besides legally required withholdings and social security)?	array	Yes, No	WB-WAG-67.1 If yes, please describe the type of deductions of wages made (besides legally required withholdings and social security):
wb-wag-48	WB-WAG-68	Wages and Benefits	Wages And Benefits	If yes, does the facility follow any of the following practices regarding deductions:	Multi-Select	WB-WAG-68-1 Deductions are voluntarily accepted by workers WB-WAG-68-2 Workers sign a document (in a language they understand) giving consent for monies to be deducted WB-WAG-68-3 Deductions to wages are explained to workers WB-WAG-68-4 Workers have access to the account status of all wage deductions (i.e. history of payments, current account balances etc.) WB-WAG-68-5 None of the above	
wb-wag-49	WB-WAG-69	Wages and Benefits	Wages And Benefits	Are workers ever responsible for the cost of any of the following?	Multi-Select	WB-WAG-69-1 IDs/Badges/Swipe Cards WB-WAG-69-2 Uniforms WB-WAG-69-3 Other WB-WAG-69-4 None of the above	WB-WAG-69.1 If other, please describe:
wb-21	WB-WAG-70	Wages and Benefits	Wages And Benefits	Does the facility collect and forward workers' contributions to any of the following social insurance or social security programs in line with legal requirements?	Multi-Select	WB-WAG-70-1 Pension/ Provident fund WB-WAG-70-2 Medical WB-WAG-70-3 Work-related injury/ illness/ death WB-WAG-70-4 Unemployment WB-WAG-70-5 Maternity WB-WAG-70-6 Other WB-WAG-70-7 None of the above	WB-WAG-70.1 If other, please describe:
wb-21-1	WB-WAG-71	Wages and Benefits	Wages And Benefits	Which of the following facility social insurance contributions (both calculations and types required) are in line with legal requirements?	Multi-Select	WB-WAG-71-1 Pension/ Provident fund WB-WAG-71-2 Medical WB-WAG-71-3 Work-related injury/ illness/ death WB-WAG-71-4 Unemployment WB-WAG-71-5 Maternity WB-WAG-71-6 Other WB-WAG-71-7 None of the above	WB-WAG-71.1 If other, please describe:
wb-wag-94	WB-WAG-72	Wages and Benefits	Wages And Benefits	Does the facility provide legally required compensation/ benefits related to social protection directly to workers (e.g. old age, accident, illness and death benefits)?	array	No applicable legal requirements, Yes, No	
wb-22-1	WB-WAG-73	Wages and Benefits	Wages And Benefits	Does the facility provide in-kind benefits in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wb-wag-66	WB-WAG-74	Wages and Benefits	Wages And Benefits	Does the facility provide in-kind benefits, even if not legally required?	array	Yes, No	
wb-wag-67	WB-WAG-75	Wages and Benefits	Wages And Benefits	Which types of in-kind benefits does the facility provide?	Multi-Select	WB-WAG-75-1 Child Care WB-WAG-75-2 Transportation WB-WAG-75-3 Housing WB-WAG-75-4 Food WB-WAG-75-5 Medical Services WB-WAG-75-6 Energy (i.e. fuel, coal, electricity, gas etc.) WB-WAG-75-7 Footwear / Clothing WB-WAG-75-8 Other	WB-WAG-75.1 Please describe: WB-WAG-75.2 Please describe: WB-WAG-75.3 Please describe: WB-WAG-75.4 Please describe: WB-WAG-75.5 Please describe: WB-WAG-75.6 Please describe: WB-WAG-75.7 Please describe: WB-WAG-75.8 If other, please describe:

Table 4: Wages and Benefits (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wb-22-3	WB-WAG-76	Wages and Benefits	Wages And Benefits	Are all in-kind benefits voluntary?	array	Yes, No	
wb-22-4	WB-WAG-77	Wages and Benefits	Wages And Benefits	Does the facility charge for in-kind benefits at or below cost?	array	Yes, No	
wb-22-6	WB-WAG-78	Wages and Benefits	Wages And Benefits	Are workers informed of the existence of in-kind benefits?	array	Yes, No	
wb-wag-68	WB-WAG-79	Wages and Benefits	Wages And Benefits	Is the facility not correctly providing workers time off for any of these types of leave as legally required: • All public holidays• Annual leave • Sick leave• Maternity leave• Paternity leave• Personal leave• Other types of required leave?	array	No applicable legal requirements, Yes, No	
wb-wag-69	WB-WAG-80	Wages and Benefits	Wages And Benefits	Which of the following types of leave is the facility not correctly providing workers time off for, as legally required?	Multi-Select	WB-WAG-80-1 All public holidays WB-WAG-80-2 Annual leave WB-WAG-80-3 Sick leave WB-WAG-80-4 Maternity leave WB-WAG-80-5 Paternity leave WB-WAG-80-6 Personal leave WB-WAG-80-7 Other types of required leave	WB-WAG-80.1 If other, please describe the TYPE of required leave that is not provided:
wb-wag-78	WB-WAG-81	Wages and Benefits	Wages And Benefits	Is the facility not paying workers correctly for any of these types of leave as legally required: • All public holidays• Annual leave • Sick leave• Maternity leave• Paternity leave• Personal leave• Other types of required leave?	array	No applicable legal requirements, Yes, No	
wb-wag-79	WB-WAG-82	Wages and Benefits	Wages And Benefits	Which of the following types of leave is the facility not correctly paying workers for, as legally required?	Multi-Select	WB-WAG-82-1 All public holidays WB-WAG-82-2 Annual leave WB-WAG-82-3 Sick leave WB-WAG-82-4 Maternity leave WB-WAG-82-5 Paternity leave WB-WAG-82-6 Personal leave WB-WAG-82-7 Other types of required leave	WB-WAG-82.1 If other, please describe the TYPE of required leave that is not paid for:
wb-23-8	WB-WAG-83	Wages and Benefits	Wages And Benefits	Are there any restrictions to workers applying for or taking leave?	array	Yes, No	
wb-23-9	WB-WAG-84	Wages and Benefits	Wages And Benefits	Are workers free to take leave once given approval?	array	Yes, No	
wb-wag-88	WB-WAG-85	Wages and Benefits	Wages And Benefits	Does the facility comply with legal restrictions regarding payment instead of leave?	array	No applicable legal requirements, Yes, No	
wb-24-1	WB-WAG-86	Wages and Benefits	Wages And Benefits	Does the facility provide workers with compensatory time off in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wb-25	WB-WAG-87	Wages and Benefits	Wages And Benefits	Does the facility pay workers correctly during work stoppages in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wb-26	WB-WAG-88	Wages and Benefits	Wages And Benefits	Were all OTHER wage payments in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wb-wag-89	WB-WAG-89	Wages and Benefits	Wages And Benefits	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Wages and Benefits?	array	No applicable legal requirements, Yes, No	
wb-wag-90	WB-WAG-90	Wages and Benefits	Wages And Benefits	Is the facility in non-compliance with any legal requirements for Wages and Benefits pertaining to non-production workers and/or sub-contracted workers?	array	Yes, No	

Table 4: Wages and Benefits (*continued*)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wb-fac-1	WB-FAC-1	Wages and Benefits	Facility Comments	Please describe any concerns or difficulties with questions listed in this section:	string		

5 Worker Treatment

Table 5: Worker Treatment

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wt-for-2	WT-FOR-1	Worker Treatment	Forced Labor	Does the employer use any other coercive tactics to force workers to work?	array	Yes, No	
hb-1	WT-FOR-2	Worker Treatment	Forced Labor	Have any cases of violence or threats of violence to intimidate workers and force them to work occurred at the workplace?	array	Yes, No	
hb-1-2	WT-FOR-3	Worker Treatment	Forced Labor	Are there written records of these cases?	array	Yes, No	
wt-for-3	WT-FOR-4	Worker Treatment	Forced Labor	If yes, how many cases were reported by male workers?	numeric		
wt-for-4	WT-FOR-5	Worker Treatment	Forced Labor	If yes, how many cases were reported by female workers?	numeric		
hb-2	WT-FOR-6	Worker Treatment	Forced Labor	Have any cases of threats, such as reporting to authorities, deportation or threats against a worker's family/close associates, or cancelation of visa or other documents (e.g. work permits, residence permits, etc.) occurred in order to force migrant workers to stay at the job?	array	Yes, No	
hb-3	WT-FOR-7	Worker Treatment	Forced Labor	Have workers been forced to work as a disciplinary measure or as punishment for participation in a strike?	array	Yes, No	
hb-3-2	WT-FOR-8	Worker Treatment	Forced Labor	Are there written records of these cases?	array	Yes, No	
fl-9-1	WT-FOR-9	Worker Treatment	Forced Labor	Are workers restricted from leaving the workplace in order to force them to work?	array	Yes, No	
wt-for-5	WT-FOR-10	Worker Treatment	Forced Labor	Are workers free to come and go from the dormitories and the industrial park or zone in which the facility is located?	array	Yes, No	
wt-for-6	WT-FOR-11	Worker Treatment	Forced Labor	Do workers keep all of their personal documents (such as birth certificates, passports, work permits and ID cards)?	array	Yes, No	
fl-14-1	WT-FOR-12	Worker Treatment	Forced Labor	Have workers been denied access to their personal documents (such as birth certificates, passports, work permits and ID cards) when they need them?	array	Yes, No	
wt-for-7	WT-FOR-13	Worker Treatment	Forced Labor	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Forced Labor in Worker Treatment?	array	No applicable legal requirements, Yes, No	
hb-4	WT-HAR-1	Worker Treatment	Harassment And Abuse	Have there been any cases of physical, verbal, psychological harassment or abuse?	array	Yes, No	
wt-har-2	WT-HAR-2	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
wt-har-3	WT-HAR-3	Worker Treatment	Harassment And Abuse	If yes, how many cases were reported by male workers?	numeric		

Table 5: Worker Treatment (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wt-har-4	WT-HAR-4	Worker Treatment	Harassment And Abuse	If yes, how many cases were reported by female workers?	numeric		
hb-6	WT-HAR-5	Worker Treatment	Harassment And Abuse	Does the facility have effective remediation processes in place to address cases of harassment or abuse?	array	Yes, No	WT-HAR-5.1 If yes, please describe the processes:
hb-7	WT-HAR-6	Worker Treatment	Harassment And Abuse	Does the facility employ (or contract services for) security personnel on-site?	array	Yes, No	
hb-7-1	WT-HAR-7	Worker Treatment	Harassment And Abuse	How many cases of worker harassment by security personnel have occurred?	numeric		
hb-7-4	WT-HAR-8	Worker Treatment	Harassment And Abuse	Do security personnel carry weapons?	array	Yes, No	
hb-7-5	WT-HAR-9	Worker Treatment	Harassment And Abuse	Do security personnel carry weapons on the production floor?	array	Yes, No	
hb-7-6	WT-HAR-10	Worker Treatment	Harassment And Abuse	Do security personnel carry weapons in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hb-5	WT-HAR-11	Worker Treatment	Harassment And Abuse	Have there been any cases of harassment based upon race, skin color, religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, gender identity, pregnancy/maternity status, marital status, family responsibilities, age, nationality/foreign migrant worker status?	array	Yes, No	
wt-har-5	WT-HAR-12	Worker Treatment	Harassment And Abuse	If yes, how many cases were reported by male workers?	numeric		
wt-har-6	WT-HAR-13	Worker Treatment	Harassment And Abuse	If yes, how many cases were reported by female workers?	numeric		
wt-har-7	WT-HAR-14	Worker Treatment	Harassment And Abuse	Please specify the basis of the harassment:	Multi-Select	WT-HAR-14-1 Race / Skin Color WT-HAR-14-2 Religion WT-HAR-14-3 Political Opinion WT-HAR-14-4 National Extraction WT-HAR-14-5 Social Origin WT-HAR-14-6 Disability WT-HAR-14-7 HIV / AIDS Status (real or perceived) WT-HAR-14-8 Sexual Orientation WT-HAR-14-9 Gender Identity WT-HAR-14-10 Pregnancy / Maternity Status WT-HAR-14-11 Marital Status WT-HAR-14-12 Age WT-HAR-14-13 Nationality / Foreign Migrant Worker Status WT-HAR-14-14 Family responsibilities WT-HAR-14-15 Other	
hb-5-2	WT-HAR-15	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon race / skin color occurred?	numeric		
hb-5-3	WT-HAR-16	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
hb-5-4	WT-HAR-17	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon religion occurred?	numeric		
hb-5-5	WT-HAR-18	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
hb-5-6	WT-HAR-19	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon political opinion occurred?	numeric		
hb-5-7	WT-HAR-20	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
wt-har-13	WT-HAR-21	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon national extraction occurred?	numeric		

Table 5: Worker Treatment (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wt-har-14	WT-HAR-22	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
wt-har-15	WT-HAR-23	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon social origin occurred?	numeric		
wt-har-16	WT-HAR-24	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
hb-5-10	WT-HAR-25	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon disability occurred?	numeric		
hb-5-11	WT-HAR-26	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
hb-5-12	WT-HAR-27	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon HIV/AIDS status occurred?	numeric		
hb-5-13	WT-HAR-28	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
hb-5-14	WT-HAR-29	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon sexual orientation occurred?	numeric		
hb-5-15	WT-HAR-30	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
wt-har-17	WT-HAR-31	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon gender identity occurred?	numeric		
wt-har-18	WT-HAR-32	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
hb-5-16	WT-HAR-33	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon pregnancy/maternity status occurred?	numeric		
hb-5-17	WT-HAR-34	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
wt-har-19	WT-HAR-35	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon marital status occurred?	numeric		
wt-har-20	WT-HAR-36	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
hb-5-18	WT-HAR-37	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon age occurred?	numeric		
hb-5-19	WT-HAR-38	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
hb-5-20	WT-HAR-39	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon nationality/foreign migrant worker status occurred?	numeric		
hb-5-21	WT-HAR-40	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
hb-5-22	WT-HAR-41	Worker Treatment	Harassment And Abuse	How many cases of harassment based upon "Other" occurred?	numeric		
hb-5-23	WT-HAR-42	Worker Treatment	Harassment And Abuse	Are there written records of these cases?	array	Yes, No	
wt-har-21	WT-HAR-43	Worker Treatment	Harassment And Abuse	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Harassment and Abuse?	array	No applicable legal requirements, Yes, No	
wt-dis-2	WT-DIS-1	Worker Treatment	Discrimination	Are workers subject to sexual harassment?	array	Yes, No	

Table 5: Worker Treatment (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hb-5-8	WT-DIS-2	Worker Treatment	Discrimination	How many cases of sexual harassment occurred?	numeric		
hb-5-9	WT-DIS-3	Worker Treatment	Discrimination	Are there written records of these cases?	array	Yes, No	
wt-dis-3	WT-DIS-4	Worker Treatment	Discrimination	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding promotion or access to training?	array	Yes, No	
wt-dis-4	WT-DIS-5	Worker Treatment	Discrimination	Which of the following is a factor in decisions on promotion or access to training?	Multi-Select	WT-DIS-5-1 Race / Skin Color WT-DIS-5-2 Sex / Gender WT-DIS-5-3 Religion WT-DIS-5-4 Political Opinion WT-DIS-5-5 National Extraction WT-DIS-5-6 Social Origin WT-DIS-5-7 Disability WT-DIS-5-8 HIV / AIDS Status (real or perceived) WT-DIS-5-9 Sexual Orientation WT-DIS-5-10 Pregnancy / Maternity Status WT-DIS-5-11 Marital Status WT-DIS-5-12 Age WT-DIS-5-13 Nationality / Foreign Migrant Worker Status WT-DIS-5-14 Family responsibilities WT-DIS-5-15 Other	WT-DIS-5.1 Please describe what "Other" factor is considered in the promotion or access to training process:
wt-dis-6	WT-DIS-6	Worker Treatment	Discrimination	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding compensation?	array	Yes, No	
wt-dis-7	WT-DIS-7	Worker Treatment	Discrimination	Which of the following is a factor in decisions on compensation?	Multi-Select	WT-DIS-7-1 Race / Skin Color WT-DIS-7-2 Sex / Gender WT-DIS-7-3 Religion WT-DIS-7-4 Political Opinion WT-DIS-7-5 National Extraction WT-DIS-7-6 Social Origin WT-DIS-7-7 Disability WT-DIS-7-8 HIV / AIDS Status (real or perceived) WT-DIS-7-9 Sexual Orientation WT-DIS-7-10 Pregnancy / Maternity Status WT-DIS-7-11 Marital Status WT-DIS-7-12 Age WT-DIS-7-13 Nationality / Foreign Migrant Worker Status WT-DIS-7-14 Family responsibilities WT-DIS-7-15 Other	WT-DIS-7.1 Please describe what "Other" factor is considered in the compensation process:
wt-dis-24	WT-DIS-8	Worker Treatment	Discrimination	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding conditions of work?	array	Yes, No	

Table 5: Worker Treatment (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
disc-7	WT-DIS-9	Worker Treatment	Discrimination	Which of the following is a factor in decisions on conditions of work?	Multi-Select	WT-DIS-9-1 Race / Skin Color WT-DIS-9-2 Sex / Gender WT-DIS-9-3 Religion WT-DIS-9-4 Political Opinion WT-DIS-9-5 National Extraction WT-DIS-9-6 Social Origin WT-DIS-9-7 Disability WT-DIS-9-8 HIV / AIDS Status (real or perceived) WT-DIS-9-9 Sexual Orientation WT-DIS-9-10 Pregnancy / Maternity Status WT-DIS-9-11 Marital Status WT-DIS-9-12 Age WT-DIS-9-13 Nationality / Foreign Migrant Worker Status WT-DIS-9-14 Family responsibilities WT-DIS-9-15 Other	WT-DIS-9.1 Please describe what "Other" factor is considered in decisions regarding conditions of work:
wt-dis-26	WT-DIS-10	Worker Treatment	Discrimination	Does the facility maintain any of the following for workers during and after maternity leave?	Multi-Select	WT-DIS-10-1 Employment status WT-DIS-10-2 Position WT-DIS-10-3 Wages WT-DIS-10-4 Benefits WT-DIS-10-5 Not Applicable WT-DIS-10-6 None of the above	
wt-dis-29	WT-DIS-11	Worker Treatment	Discrimination	Does the facility include all maternity leave in the workers' period of continuous service?	array	Not Applicable, Yes, No	
wt-dis-30	WT-DIS-12	Worker Treatment	Discrimination	Does the facility follow any of the following practices related to worker pregnancy at any time during employment?	Multi-Select	WT-DIS-12-1 Facility requires pregnancy test at any time during employment	
wt-dis-31	WT-DIS-13	Worker Treatment	Discrimination	Are the tests required by applicable legislation regarding (i) work that is legally prohibited or restricted for pregnant or nursing women, or (ii) work that presents a recognized or significant risk to the health of the woman and child?	array	WT-DIS-13-1 Facility requires the use of contraceptives or other forms of birth control at any time during employment WT-DIS-13-2 None of the above	
disc-9	WT-DIS-14	Worker Treatment	Discrimination	Has the facility made accommodations/arrangements for physically disabled persons?	array	Yes, No	WT-DIS-14.1 Please describe any accommodations/arrangements made:
disc-9-1	WT-DIS-15	Worker Treatment	Discrimination	Are the facility's practices around making accommodations for physically disabled persons in line with legal requirements?	array	No applicable legal requirements, Yes, No	
disc-9-2	WT-DIS-16	Worker Treatment	Discrimination	How many workers became disabled (for whatever reason)?	numeric		
disc-9-2-2f	WT-DIS-17	Worker Treatment	Discrimination	Has the facility taken steps to enable workers who become disabled (for whatever reason) to retain their work?	array	Yes, No	
wt-dis-32	WT-DIS-18	Worker Treatment	Discrimination	Does the facility require HIV / AIDS testing at any time during employment?	array	Yes, No	
wt-dis-33	WT-DIS-19	Worker Treatment	Discrimination	If yes, are these HIV / AIDS tests administered in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wt-dis-34	WT-DIS-20	Worker Treatment	Discrimination	Does the facility require other infection or illness tests (e.g. Hepatitis B) at any time during employment?	array	Yes, No	
wt-dis-35	WT-DIS-21	Worker Treatment	Discrimination	If yes, are these infection or illness tests administered in line with legal requirements?	array	No applicable legal requirements, Yes, No	

Table 5: Worker Treatment (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wt-dis-36	WT-DIS-22	Worker Treatment	Discrimination	Has the facility taken steps to enable workers with HIV/AIDS to retain their work if they were medically able to?	array	Not Applicable, Yes, No	
wt-dis-37	WT-DIS-23	Worker Treatment	Discrimination	Are these steps to help workers with HIV / AIDS in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wt-dis-38	WT-DIS-24	Worker Treatment	Discrimination	Has the facility taken steps to enable workers with infections or illness (other than HIV/AIDS) to retain their work if they were medically able to?	array	Not Applicable, Yes, No	
wt-dis-39	WT-DIS-25	Worker Treatment	Discrimination	Are these steps to help workers with infections or illnesses (other than HIV / AIDS) in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wt-dis-40	WT-DIS-26	Worker Treatment	Discrimination	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Discrimination in Worker Treatment?	array	No applicable legal requirements, Yes, No	
discp-1	WT-DISC-1	Worker Treatment	Discipline	Are disciplinary measures for workers in line with legal requirements?	array	No applicable legal requirements, Yes, No	
discp-2	WT-DISC-2	Worker Treatment	Discipline	When a disciplinary action is initiated against a worker, is that worker always informed?	array	Yes, No	
discp-3	WT-DISC-3	Worker Treatment	Discipline	Do workers sign all written records of disciplinary actions taken against them?	array	Yes, No	
discp-4	WT-DISC-4	Worker Treatment	Discipline	Do workers have the right to respond to and/or appeal any disciplinary decisions without any negative repercussions?	array	Yes, No	
discp-5	WT-DISC-5	Worker Treatment	Discipline	Do workers have the right to consult with and be represented either by a trade union or by worker representatives when evaluating and contesting disciplinary decisions?	array	Yes, No	
discp-6	WT-DISC-6	Worker Treatment	Discipline	Are written records of disciplinary actions maintained in workers' personnel files?	array	Yes, No	
discp-6-1	WT-DISC-7	Worker Treatment	Discipline	For how many months are records of disciplinary actions maintained in worker personnel files?	numeric		
wt-disc-2	WT-DISC-8	Worker Treatment	Discipline	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Discipline?	array	No applicable legal requirements, Yes, No	
wt-wor-1	WT-WOR-1	Worker Treatment	Worker Treatment	Is the facility in non-compliance with any legal requirements for Discipline, Harassment and Abuse pertaining to non-production workers and/or sub-contracted workers?	array	Yes, No	
wt-fac-1	WT-FAC-1	Worker Treatment	Facility Comments	Please describe any concerns or difficulties with questions listed in this section:	string		

6 Worker Involvement

Table 6: Worker Involvement

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wi-foa-2	WI-FOA-1	Worker Involvement	Foa and Cb	Are workers free to form a trade union of their choosing?	array	Yes, No	
wi-foa-3	WI-FOA-2	Worker Involvement	Foa and Cb	Are workers free to join a trade union of their choosing?	array	Yes, No	
foa-cb-2	WI-FOA-3	Worker Involvement	Foa and Cb	Does the facility have a registered trade union(s) on-site?	array	Yes, No	
foa-cb-2-2	WI-FOA-4	Worker Involvement	Foa and Cb	NUMBER of registered trade unions in the facility:	numeric		
foa-cb-2-3	WI-FOA-5	Worker Involvement	Foa and Cb	PERCENTAGE of workers that are trade union members:	numeric		
wi-foa-4	WI-FOA-6	Worker Involvement	Foa and Cb	Name of union with the largest membership:	string		
wi-foa-5	WI-FOA-7	Worker Involvement	Foa and Cb	Name of the federation or confederation (or both) with which the largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	string		
wi-foa-6	WI-FOA-8	Worker Involvement	Foa and Cb	NUMBER of female union members in the union with the largest membership in the facility	numeric		
wi-foa-7	WI-FOA-9	Worker Involvement	Foa and Cb	NUMBER of male union members in the union with the largest membership in the facility	numeric		
wi-foa-8	WI-FOA-10	Worker Involvement	Foa and Cb	NUMBER of female union officials in the union with the largest membership in the facility	numeric		
wi-foa-9	WI-FOA-11	Worker Involvement	Foa and Cb	NUMBER of male union officials in the union with the largest membership in the facility	numeric		
wi-foa-10	WI-FOA-12	Worker Involvement	Foa and Cb	Name of union with the 2nd largest membership:	string		
wi-foa-11	WI-FOA-13	Worker Involvement	Foa and Cb	Name of the federation or confederation (or both) with which the 2nd largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	string		
wi-foa-12	WI-FOA-14	Worker Involvement	Foa and Cb	NUMBER of female union members in the union with the 2nd largest membership in the facility	numeric		
wi-foa-13	WI-FOA-15	Worker Involvement	Foa and Cb	NUMBER of male union members in the union with the 2nd largest membership in the facility	numeric		
wi-foa-14	WI-FOA-16	Worker Involvement	Foa and Cb	NUMBER of female union officials in the union with the 2nd largest membership in the facility	numeric		

Table 6: Worker Involvement (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wi-foa-15	WI-FOA-17	Worker Involvement	Foa and Cb	NUMBER of male union officials in the union with the 2nd largest membership in the facility	numeric		
wi-foa-16	WI-FOA-18	Worker Involvement	Foa and Cb	Name of union with the 3rd largest membership:	string		
wi-foa-17	WI-FOA-19	Worker Involvement	Foa and Cb	Name of the federation or confederation (or both) with which the 3rd largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	string		
wi-foa-18	WI-FOA-20	Worker Involvement	Foa and Cb	NUMBER of female union members in the union with the 3rd largest membership in the facility	numeric		
wi-foa-19	WI-FOA-21	Worker Involvement	Foa and Cb	NUMBER of male union members in the union with the 3rd largest membership in the facility	numeric		
wi-foa-20	WI-FOA-22	Worker Involvement	Foa and Cb	NUMBER of female union officials in the union with the 3rd largest membership in the facility	numeric		
wi-foa-21	WI-FOA-23	Worker Involvement	Foa and Cb	NUMBER of male union officials in the union with the 3rd largest membership in the facility	numeric		
wi-foa-22	WI-FOA-24	Worker Involvement	Foa and Cb	Name of union with the 4th largest membership:	string		
wi-foa-23	WI-FOA-25	Worker Involvement	Foa and Cb	Name of the federation or confederation (or both) with which the 4th largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	string		
wi-foa-24	WI-FOA-26	Worker Involvement	Foa and Cb	NUMBER of female union members in the union with the 4th largest membership in the facility	numeric		
wi-foa-25	WI-FOA-27	Worker Involvement	Foa and Cb	NUMBER of male union members in the union with the 4th largest membership in the facility	numeric		
wi-foa-26	WI-FOA-28	Worker Involvement	Foa and Cb	NUMBER of female union officials in the union with the 4th largest membership in the facility	numeric		
wi-foa-27	WI-FOA-29	Worker Involvement	Foa and Cb	NUMBER of male union officials in the union with the 4th largest membership in the facility	numeric		
wi-foa-28	WI-FOA-30	Worker Involvement	Foa and Cb	Name of union with the 5th largest membership:	string		
wi-foa-29	WI-FOA-31	Worker Involvement	Foa and Cb	Name of the federation or confederation (or both) with which the 5th largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	string		

Table 6: Worker Involvement (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wi-foa-30	WI-FOA-32	Worker Involvement	Foa and Cb	NUMBER of female union members in the union with the 5th largest membership in the facility	numeric		
wi-foa-31	WI-FOA-33	Worker Involvement	Foa and Cb	NUMBER of male union members in the union with the 5th largest membership in the facility	numeric		
wi-foa-32	WI-FOA-34	Worker Involvement	Foa and Cb	NUMBER of female union officials in the union with the 5th largest membership in the facility	numeric		
wi-foa-33	WI-FOA-35	Worker Involvement	Foa and Cb	NUMBER of male union officials in the union with the 5th largest membership in the facility	numeric		
foa-cb-2-4	WI-FOA-36	Worker Involvement	Foa and Cb	For each additional active trade union that is smaller than the 5th largest unions in the facility, provide:• name of the union• name of the federation or confederation with which the union is affiliated, if applicable• number of female union members• number of male union members• number of female union officials • number of male union officials	string		
foa-cb-2-5	WI-FOA-37	Worker Involvement	Foa and Cb	Can the trade union(s) freely form and join federations and confederations of their choice without interference?	array	Yes, No	
foa-cb-2-6	WI-FOA-38	Worker Involvement	Foa and Cb	Does the facility require workers to join a trade union?	array	Yes, No	
foa-cb-3	WI-FOA-39	Worker Involvement	Foa and Cb	Do trade union representatives have access to workers in the workplace?	array	Yes, No	
foa-cb-3-1	WI-FOA-40	Worker Involvement	Foa and Cb	Does the facility deduct trade union dues from wages in line with legal requirements?	array	No applicable legal requirements, Yes, No	
foa-cb-3-5	WI-FOA-41	Worker Involvement	Foa and Cb	Is the facility's practice around financial or other support of the union in line with legal requirements?	array	No applicable legal requirements, Yes, No	
foa-cb-3-6	WI-FOA-42	Worker Involvement	Foa and Cb	Does facility management regularly meet with trade unions to proactively address issues of worker concern?	array	Yes, No	
foa-cb-3-7	WI-FOA-43	Worker Involvement	Foa and Cb	Is the facility consulting with trade unions in line with legal requirements?	array	Yes, No	
wi-foa-34	WI-FOA-44	Worker Involvement	Foa and Cb	Are legally required mechanisms for dialogue between the employer and the union(s) in place and functioning in line with legal requirements?	array	No applicable legal requirements, Yes, No	
foa-cb-3-9	WI-FOA-45	Worker Involvement	Foa and Cb	Are workers provided with a private meeting space at the workplace in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wi-foa-35	WI-FOA-46	Worker Involvement	Foa and Cb	Does the employer allow workers to carry out trade union activities in accordance with applicable legal requirements?	array	No applicable legal requirements, Yes, No	
foa-cb-4	WI-FOA-47	Worker Involvement	Foa and Cb	Are workers and workers' representatives free to meet without the presence of management?	array	Yes, No	

Table 6: Worker Involvement (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
foa-cb-4-1	WI-FOA-48	Worker Involvement	Foa and Cb	Does the facility treat all trade unions equally, or as stipulated by applicable legal requirements?	array	Yes, No	
foa-cb-4-3	WI-FOA-49	Worker Involvement	Foa and Cb	Has the facility management tried to control, manipulate or interfere with any of the unions in the facility?	array	Yes, No	
foa-cb-4-5	WI-FOA-50	Worker Involvement	Foa and Cb	Is a job applicant's current or previous trade union membership or trade union activities a factor during the hiring process?	array	Yes, No	
wi-foa-36	WI-FOA-51	Worker Involvement	Foa and Cb	Has the facility engaged in any of these actions due to a worker's trade union membership or activities?	Multi-Select	WI-FOA-51-1 Threatened intimidated, or harassed WI-FOA-51-2 Punished WI-FOA-51-3 Terminated workers or did not renew their contract WI-FOA-51-4 None of the above	
wi-foa-37	WI-FOA-52	Worker Involvement	Foa and Cb	Were terminations of trade union official(s) (if any) in line with applicable legal requirements?	array	Not Applicable, No applicable legal requirements, Yes, No	
wi-foa-38	WI-FOA-53	Worker Involvement	Foa and Cb	Does the facility refuse to bargain collectively or refuse to bargain in good faith with the union, worker representatives, union federations or confederations?	array	Yes, No	
wi-foa-39	WI-FOA-54	Worker Involvement	Foa and Cb	If the facility has no trade union, are workers free to choose their non-union representatives?	array	Yes, No	
wi-wor-2	WI-WOR-1	Worker Involvement	Workplace Cooperation	Are legally required workers' representatives (if any) elected and functioning in line with legal requirements?	array	No applicable legal requirements, Yes, No	
erg-2-1	WI-WOR-2	Worker Involvement	Workplace Cooperation	Has the facility threatened, intimidated, harassed, punished, terminated or not renewed worker contracts due to their worker representative role or activities?	array	Yes, No	
wi-wor-3	WI-WOR-3	Worker Involvement	Workplace Cooperation	Are there any legally required bipartite committee(s) in place at the facility?	array	No applicable legal requirements, Yes, No	
wi-wor-4	WI-WOR-4	Worker Involvement	Workplace Cooperation	Are bipartite committee(s) established and functioning in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wi-wor-5	WI-WOR-5	Worker Involvement	Workplace Cooperation	How many members are in the bipartite committee?	numeric		
wi-wor-6	WI-WOR-6	Worker Involvement	Workplace Cooperation	How many female members are in the bipartite committee?	numeric		
wi-wor-7	WI-WOR-7	Worker Involvement	Workplace Cooperation	How many foreign migrant workers are in the bipartite committee?	numeric		
wi-wor-8	WI-WOR-8	Worker Involvement	Workplace Cooperation	How many employer members are in the bipartite committee?	numeric		

Table 6: Worker Involvement (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wi-wor-9	WI-WOR-9	Worker Involvement	Workplace Cooperation	How many worker members are in the bipartite committee?	numeric		
wi-wor-10	WI-WOR-10	Worker Involvement	Workplace Cooperation	How many union representatives are in the bipartite committee?	numeric		
wi-wor-11	WI-WOR-11	Worker Involvement	Workplace Cooperation	Does the facility observe any of the following practices related to the bipartite committee?	Multi-Select	WI-WOR-11-1 Bipartite committee meetings are held on a monthly basis WI-WOR-11-2 Bipartite committee meetings are held at least quarterly WI-WOR-11-3 Bipartite committee meeting minutes are shared with the workforce WI-WOR-11-4 Bipartite committee meeting action items are tracked WI-WOR-11-5 Bipartite committee communicates complaints and problems shared by workers to upper management WI-WOR-11-6 None of the above	
wi-wor-18	WI-WOR-12	Worker Involvement	Workplace Cooperation	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Workplace Cooperation, Grievances and Disputes?	array	No applicable legal requirements, Yes, No	
foa-cb-6	WI-FOA-55	Worker Involvement	Foa and Cb	How many Collective Bargaining Agreements (CBAs) are in effect at the facility?	numeric		
wi-foa-40	WI-FOA-56	Worker Involvement	Foa and Cb	Parties to the CBA that covers the greatest number of workers in the workplace:	string		
wi-foa-41	WI-FOA-57	Worker Involvement	Foa and Cb	PERCENTAGE of workforce covered by the CBA that covers the greatest number of workers in the workplace:	numeric		
wi-foa-42	WI-FOA-58	Worker Involvement	Foa and Cb	Duration of the CBA that covers the greatest number of workers in the workplace (provide NUMBER value for duration in months):	numeric		
wi-foa-43	WI-FOA-59	Worker Involvement	Foa and Cb	Overview of the issues covered in the CBA that covers the greatest number of workers in the workplace:	string		
wi-foa-44	WI-FOA-60	Worker Involvement	Foa and Cb	Parties to the CBA that covers the 2nd greatest number of workers in the workplace:	string		
wi-foa-45	WI-FOA-61	Worker Involvement	Foa and Cb	PERCENTAGE of workforce covered by the CBA that covers the 2nd greatest number of workers in the workplace:	numeric		
wi-foa-46	WI-FOA-62	Worker Involvement	Foa and Cb	Duration of the CBA that covers the 2nd greatest number of workers in the workplace (provide NUMBER value for duration in months):	numeric		
wi-foa-47	WI-FOA-63	Worker Involvement	Foa and Cb	Overview of the issues covered in the CBA that covers the greatest 2nd number of workers in the workplace:	string		
wi-foa-48	WI-FOA-64	Worker Involvement	Foa and Cb	Parties to the CBA that covers the 3rd greatest number of workers in the workplace:	string		

Table 6: Worker Involvement (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wi-foa-49	WI-FOA-65	Worker Involvement	Foa and Cb	PERCENTAGE of workforce covered by the CBA that covers the 3rd greatest number of workers in the workplace:	numeric		
wi-foa-50	WI-FOA-66	Worker Involvement	Foa and Cb	Duration of the CBA that covers the 3rd greatest number of workers in the workplace (provide NUMBER value for duration in months):	numeric		
wi-foa-51	WI-FOA-67	Worker Involvement	Foa and Cb	Overview of the issues covered in the CBA that covers the greatest 3rd number of workers in the workplace:	string		
wi-foa-52	WI-FOA-68	Worker Involvement	Foa and Cb	For each additional Collective Bargaining Agreement (CBA) not covered above indicate:• the parties to the CBA• the % of the workforce covered by the CBA• the duration of the CBA (provide NUMBER value for duration in months)• an overview of the issues covered in the CBA	string		
foa-cb-6-2	WI-FOA-69	Worker Involvement	Foa and Cb	Are provisions within the Collective Bargaining Agreements (CBA) at least as favorable for workers as applicable legislation?	array	Yes, No	
wi-foa-53	WI-FOA-70	Worker Involvement	Foa and Cb	Has the facility not implemented any of the provisions in the CBAs?	array	Yes, No	
wi-foa-54	WI-FOA-71	Worker Involvement	Foa and Cb	Does the facility Inform all workers about CBAs and provide copies in line with legal requirements?	array	No applicable legal requirements, Yes, No	
wi-foa-55	WI-FOA-72	Worker Involvement	Foa and Cb	Has the facility ever tried to prevent any workers from participating in a strike?	array	Yes, No	
foa-cb-7-1	WI-FOA-73	Worker Involvement	Foa and Cb	How many industrial actions/strikes have occurred?	numeric		
wi-foa-56	WI-FOA-74	Worker Involvement	Foa and Cb	How many total days were workers on strike (for all strikes during the assessment period):	numeric		
wi-foa-57	WI-FOA-75	Worker Involvement	Foa and Cb	How many total person days were workers on strike (for all strikes during the assessment period):	numeric		WI-FOA-75.1 For each strike, indicate: ● dates of the strike ● why workers went on strike ● whether the strike complied with legal requirements, and if not, which requirements were not complied with (consult applicable legal requirements) ● whether the strike resulted in violence
wi-foa-58	WI-FOA-76	Worker Involvement	Foa and Cb	Did any of the following occur during or after industrial actions/strikes?	Multi-Select	WI-FOA-76-1 New workers were hired to replace striking workers during industrial actions/strikes WI-FOA-76-2 Workers were punished for participating in industrial actions/strikes WI-FOA-76-3 Security guards, the police, or armed forces were called by the facility to break up the industrial actions/strikes or arrest participating workers WI-FOA-76-4 None of the above	NA

Table 6: Worker Involvement (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wi-foa-59	WI-FOA-77	Worker Involvement	Foa and Cb	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Freedom of Association and Collective Bargaining?	array	No applicable legal requirements, Yes, No	
gr-1	WI-GRI-1	Worker Involvement	Grievance Systems	Does the facility have established grievance handling and dispute resolution procedures?	array	Yes, No	WI-GRI-1.1 If yes, please describe how workers are able to submit grievances:
wi-gri-3	WI-GRI-2	Worker Involvement	Grievance Systems	Are grievance handling and dispute resolution procedures accessible in different languages?	Multi-Select	WI-GRI-2-1 Grievance handling and dispute resolution procedures are accessible in all languages spoken at the facility WI-GRI-2-2 Grievance handling and dispute resolution procedures are accessible in some languages spoken at the facility, but not all	WI-GRI-2.1 Please describe which languages are not available in grievance handling and dispute resolution procedures:
gr-1-3	WI-GRI-3	Worker Involvement	Grievance Systems	Was the grievance mechanism developed through social dialogue between both male and female workers, unions and/or worker representative structures and managers?	array	Yes, No	
gr-1-4	WI-GRI-4	Worker Involvement	Grievance Systems	Are workers aware of the processes in place for grievance handling and dispute resolution?	array	Yes, No	
gr-2	WI-GRI-5	Worker Involvement	Grievance Systems	Do workers have access to external contacts outside of management that aid in resolving complaints, grievances, harassment or abuse cases?	array	Yes, No	
wi-gri-4	WI-GRI-6	Worker Involvement	Grievance Systems	If yes, please confirm which type(s) of contact(s) workers have access to	Multi-Select	WI-GRI-6-1 Non-government organizations (NGOs) / Women's groups WI-GRI-6-2 Health clinics WI-GRI-6-3 Respected community member(s) WI-GRI-6-4 Local brand representatives WI-GRI-6-5 Union representatives WI-GRI-6-6 Worker representatives WI-GRI-6-7 Local law enforcement or government agency WI-GRI-6-8 Legal services WI-GRI-6-9 Other	WI-GRI-6.1 If other, please describe:
wi-gri-7	WI-GRI-7	Worker Involvement	Grievance Systems	How are complaints and grievances settled?	Multi-Select	WI-GRI-7-1 Settled directly between the worker and their immediate supervisor WI-GRI-7-2 Settled with the assistance of additional stakeholders/departments (i.e. the Human Resources (HR) department, Unions, Worker Representative, etc.) WI-GRI-7-3 There are options for senior management review if direct settlement with the supervisor or additional stakeholders/departments has failed WI-GRI-7-4 Workers have the right to respond to and/or appeal the settlement WI-GRI-7-5 None of the above	WI-GRI-7.1 Please describe which stakeholders/departments assist with the settlement:
wi-gri-8	WI-GRI-8	Worker Involvement	Grievance Systems	Are grievances and disputes resolved in line with legal requirements?	array	No applicable legal requirements, Yes, No	
gr-5	WI-GRI-9	Worker Involvement	Grievance Systems	Are managers and supervisors held accountable for ensuring that there are no negative consequences towards workers who report grievances?	array	Yes, No	
gr-6	WI-GRI-10	Worker Involvement	Grievance Systems	Are written records of complaints and grievances and the management's response maintained for at least 12 months?	array	Yes, No, Yes- but records are incomplete	

Table 6: Worker Involvement (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
wi-gri-9	WI-GRI-11	Worker Involvement	Grievance Systems	If yes, how many complaints and grievances were received by female workers?	numeric		
wi-gri-10	WI-GRI-12	Worker Involvement	Grievance Systems	If yes, how many complaints and grievances were received by male workers?	numeric		
wi-work-1	WI-WORK-1	Worker Involvement	Worker Feedback	How does the facility engage with workers to proactively seek suggestions and feedback?	Multi-Select	WI-WORK-1-1 Phone Hotlines WI-WORK-1-2 Website Forms WI-WORK-1-3 Surveys (in-person or online) WI-WORK-1-4 Team Meetings WI-WORK-1-5 Company Town Halls WI-WORK-1-6 Other WI-WORK-1-7 None of the above	
wi-work-2	WI-WORK-2	Worker Involvement	Worker Feedback	Are written records of suggestions and feedback maintained for at least 12 months?	array	Not Applicable, Yes, No	
wi-work-3	WI-WORK-3	Worker Involvement	Worker Feedback	If yes, how many suggestions and feedback received by the facility addressed topics related to women's rights in the workplace?	numeric		
wi-fac-1	WI-FAC-1	Worker Involvement	Facility Comments	Please describe any concerns or difficulties with questions listed in this section:	string		

7 Health and Safety

Table 7: Health and Safety

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-gen-1	HS-GEN-1	Health and Safety	General Work Environment	Does the facility have any inhalation (airborne) exposure hazards (particulates/ dust/ fibers/ fumes)?	array	Yes, No	HS-GEN-1.1 If yes, please describe what inhalation (airborne) exposure hazards are present:
hs-1-3	HS-GEN-2	Health and Safety	General Work Environment	Are temperature and ventilation systems maintained in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-gen-3	HS-GEN-3	Health and Safety	General Work Environment	Are facility temperature and ventilation in line with applicable legal requirements?	array	No applicable legal requirements, Yes, No	
hs-gen-4	HS-GEN-4	Health and Safety	General Work Environment	Does the facility monitor indoor air quality?	array	Yes, No	
hs-2	HS-GEN-5	Health and Safety	General Work Environment	Is facility lighting in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-3	HS-GEN-6	Health and Safety	General Work Environment	Is noise level testing performed at the facility?	array	Yes, No	
hs-3-2	HS-GEN-7	Health and Safety	General Work Environment	Is the facility's practice to test noise levels in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-gen-5	HS-GEN-8	Health and Safety	General Work Environment	Are noise levels in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-4	HS-GEN-9	Health and Safety	General Work Environment	Is the workplace clean and tidy?	array	Yes, No	
hs-gen-6	HS-GEN-10	Health and Safety	General Work Environment	Are the facility's sanitation practices in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-gen-7	HS-GEN-11	Health and Safety	General Work Environment	Are the facility's waste disposal practices in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-4-2	HS-GEN-12	Health and Safety	General Work Environment	Are waste disposal/discharge permits available and up to date?	array	Yes, No	
hs-4-3	HS-GEN-13	Health and Safety	General Work Environment	Does the facility have written procedures for classification, collection, and disposal of waste?	array	Yes, No	
hs-4-5	HS-GEN-14	Health and Safety	General Work Environment	Are there cases where trash, debris, or empty containers have accumulated to the point where they pose a safety hazard or obstruct exits?	array	Yes, No	
hs-4-8	HS-GEN-15	Health and Safety	General Work Environment	Does the facility have a current contract with an authorized agency to safely and legally dispose of hazardous waste?	array	Not Applicable, Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-4-9	HS-GEN-16	Health and Safety	General Work Environment	Did the facility maintain waste disposal records, including documentation of the final destination?	array	Yes, No	
hs-4-10	HS-GEN-17	Health and Safety	General Work Environment	Is burning of waste done on-site?	array	Yes, No	HS-GEN-17.1 If yes, please describe how burning of waste is controlled:
hs-gen-8	HS-GEN-18	Health and Safety	General Work Environment	Are toilets in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-5-1x	HS-GEN-19	Health and Safety	General Work Environment	Are toilets clean, and sanitized on a regular basis?	array	Yes, No	
hs-5-2x	HS-GEN-20	Health and Safety	General Work Environment	Are separate restrooms provided for males and females?	array	Yes, No	
hs-gen-9	HS-GEN-21	Health and Safety	General Work Environment	Does the facility provide hand washing facilities equipped with clean water and soap, along with a sanitary way for drying hands after washing them?	array	Yes, No	
hs-5-5x	HS-GEN-22	Health and Safety	General Work Environment	Does the facility have a sufficient number of toilets for the number of workers?	array	Yes, No	
hs-5-6x	HS-GEN-23	Health and Safety	General Work Environment	Are restrooms regularly stocked with necessary supplies?	array	Yes, No	
hs-gen-10	HS-GEN-24	Health and Safety	General Work Environment	Are workers allowed access to toilets/restrooms at any time?	array	Yes, No	
hs-6	HS-GEN-25	Health and Safety	General Work Environment	Does the facility provide workers with free, potable drinking water?	array	Yes, No	
hs-gen-11	HS-GEN-26	Health and Safety	General Work Environment	Does the facility provide workers with potable drinking water in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-gen-12	HS-GEN-27	Health and Safety	General Work Environment	Are workers allowed access to drinking water at any time?	array	Yes, No	
hs-bui-1	HS-BUI-1	Health and Safety	Building Safety	Are building/construction, structural safety and fire permits and certificates in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-8	HS-BUI-2	Health and Safety	Building Safety	Do approved building plans reflect the current building's structure and use?	array	Yes, No	
hs-8-2	HS-BUI-3	Health and Safety	Building Safety	Have there been and/or are there currently cases of concern about the physical integrity and stability of the facility?	array	Yes, No	HS-BUI-3.1 If yes, please describe what type of concerns were made regarding the physical integrity and stability of the facility:
hs-8-3	HS-BUI-4	Health and Safety	Building Safety	Are facility doors, exits and stairs in line with legal requirements?	array	No applicable legal requirements, Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-bui-2	HS-BUI-5	Health and Safety	Building Safety	Does the facility have any of the following safety measures in place for flooring?	Multi-Select	HS-BUI-5-1 Measures are in place to prevent workers from slipping on floors due to poor construction or lack of maintenance HS-BUI-5-2 Measures are in place to prevent standing water due to inadequate drainage HS-BUI-5-3 Measures are in place to prevent floor openings and/or holes missing covers/suitable barriers HS-BUI-5-4 None of the above	
hs-bui-3	HS-BUI-6	Health and Safety	Building Safety	Does the facility have any of the following safety measures in place for stairs and raised platforms?	Multi-Select	HS-BUI-6-1 Exposed overhead working surfaces (such as working docks, mezzanine floors, exposed platforms) have adequate guardrails and fencing HS-BUI-6-2 All stairways are equipped with hand railings in good condition HS-BUI-6-3 All facility stairway steps are even HS-BUI-6-4 All facility step surfaces are made from slip resistant materials or have anti-slip protection (i.e. anti-slip stickers or embossed/rough surfaces) HS-BUI-6-5 Protection from falling objects underneath graded surfaces HS-BUI-6-6 None of the above	
hs-bui-4	HS-BUI-7	Health and Safety	Building Safety	Has the facility taken legally required measures to protect workers from falls from heights?	array	Not Applicable, No applicable legal requirements, Yes, No	
hs-bui-5	HS-BUI-8	Health and Safety	Building Safety	Does the facility have any of the following safety measures in place for fall protection?	Multi-Select	HS-BUI-8-1 Workers use fall protection when needed HS-BUI-8-2 Fall protection equipment is in good condition HS-BUI-8-3 Fall protection equipment is stored properly in a designated location HS-BUI-8-4 Workers are trained on the proper use of fall protection equipment HS-BUI-8-5 High working areas have walls, fences, or other barriers (or workers wear fall protection at all times when working in these areas) HS-BUI-8-6 Not Applicable HS-BUI-8-7 None of the above	
hs-12	HS-BUI-9	Health and Safety	Building Safety	Does the facility have elevators (lifts)?	array	Yes, No	
hs-bui-9	HS-BUI-10	Health and Safety	Building Safety	Does the facility have any of the following safety measures in place for elevators?	Multi-Select	HS-BUI-10-1 Elevators (lifts) are inspected regularly HS-BUI-10-2 Elevator's load capacity (i.e. number of people/kg/lbs.) is clearly displayed in all elevators HS-BUI-10-3 All elevators have a sign warning against their use in cases of emergency (i.e. "Do not use elevator in cases of emergency") HS-BUI-10-4 Safety devices have been fitted on elevator doors to prevent them from opening unless the elevator is present HS-BUI-10-5 Elevators are wired to be inoperable when elevator doors are open HS-BUI-10-6 None of the above	
hs-12-2	HS-BUI-11	Health and Safety	Building Safety	Are elevators (lifts) in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-13	HS-BUI-12	Health and Safety	Building Safety	Does the facility have confined spaces?	array	Yes, No	
hs-bui-10	HS-BUI-13	Health and Safety	Building Safety	In line with legal requirements, are any of the confined spaces permit required?	array	No applicable legal requirements, Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-bui-11	HS-BUI-14	Health and Safety	Building Safety	Does the facility have any of the following safety measures in place for confined spaces?	Multi-Select	HS-BUI-14-1 Each confined space has signs indicating they are a confined space HS-BUI-14-2 Each confined space has the appropriate protections to ensure no accidental entry HS-BUI-14-3 Each confined space has authorized entry-only access HS-BUI-14-4 Workers/Contractors that enter confined spaces do so only when appropriate measures have been taken to protect them from any physical hazards present HS-BUI-14-5 Workers/Contractors that enter confined spaces do so when the atmosphere is safe and the air has been tested when needed HS-BUI-14-6 Workers/Contractors who enter the confined spaces know and understand how to do so safely HS-BUI-14-7 Rescue equipment ready for use HS-BUI-14-8 None of the above	
hs-bui-12	HS-BUI-15	Health and Safety	Building Safety	Has the facility conducted an assessment to identify if equipment contains PCB?	array	Yes, No	
hs-bui-13	HS-BUI-16	Health and Safety	Building Safety	If equipment contains PCB, does the facility have all of the following safety measures in place: • Equipment containing PCB is inspected and labeled accordingly • Workers who work with or around equipment containing PCB understand the hazards of PCBs?	array	Not Applicable, Yes, No	
hs-bui-14	HS-BUI-17	Health and Safety	Building Safety	Does the facility have safety measures in place regarding asbestos?	Multi-Select	HS-BUI-17-1 Facility has performed an asbestos exposure assessment HS-BUI-17-2 Facility has taken the proper steps to ensure that workers are not exposed to asbestos HS-BUI-17-3 Materials containing asbestos/asbestos exposure areas are labeled as such HS-BUI-17-4 None of the above	
hs-15	HS-BUI-18	Health and Safety	Building Safety	Is there on-site vehicle traffic at the facility?	array	Yes, No	
hs-bui-15	HS-BUI-19	Health and Safety	Building Safety	Does the facility have safety measures in place regarding on-site vehicle traffic	Multi-Select	HS-BUI-19-1 Only authorized people/vehicles are allowed to drive on-site HS-BUI-19-2 Vehicles are driven at an appropriate speed HS-BUI-19-3 Traffic lanes and walk paths are clearly marked HS-BUI-19-4 Vehicles are in good working condition HS-BUI-19-5 Only authorized, trained, and qualified people drive vehicles HS-BUI-19-6 Vehicles are used for purposes for which they are intended and designed HS-BUI-19-7 Facility provides visual management such as indicators, convex mirrors in dead ends, reflectors, etc., to ensure safe driving practices on facility premises HS-BUI-19-8 None of the above	
hs-16	HS-RIS-1	Health and Safety	Risk Assessment	Has the facility conducted a health and safety risk assessment?	array	Yes, No	
hs-ris-1	HS-RIS-2	Health and Safety	Risk Assessment	Has the facility conducted a health and safety risk assessment in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-16-3	HS-RIS-3	Health and Safety	Risk Assessment	When was the last risk assessment conducted?	array	Other, Within the last 6 months, Within the last 12 months, Within the last 24 months	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-16-4	HS-RIS-4	Health and Safety	Risk Assessment	Is the risk assessment updated if new machinery, processes, chemicals or construction are introduced to the facility?	array	Yes, No	
hs-hsp-1	HS-HSP-1	Health and Safety	Hs Policy	Is there a written occupational health and safety policy in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-qua-1	HS-QUA-1	Health and Safety	Qualified Hs Staff	Does the facility comply with legal requirements regarding qualified OSH staff?	array	No applicable legal requirements, Yes, No	
hs-17	HS-HSC-1	Health and Safety	Hs Committee	Does the facility have an occupational safety and health (OSH) committee?	array	Yes, No, No. Not legally required	
hs-hsc-1	HS-HSC-2	Health and Safety	Hs Committee	Is the OSH Committee formed and functioning in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-hsc-2	HS-HSC-3	Health and Safety	Hs Committee	How many members are in the OSH committee?	numeric		
hs-hsc-3	HS-HSC-4	Health and Safety	Hs Committee	How many female members are in the OSH committee?	numeric		
hs-hsc-4	HS-HSC-5	Health and Safety	Hs Committee	How many foreign migrant worker members are in the OSH committee?	numeric		
hs-hsc-5	HS-HSC-6	Health and Safety	Hs Committee	How many employer members are in the OSH committee?	numeric		
hs-hsc-6	HS-HSC-7	Health and Safety	Hs Committee	How many worker members are in the OSH committee?	numeric		
hs-hsc-7	HS-HSC-8	Health and Safety	Hs Committee	How many union representatives are in the OSH committee?	numeric		
hs-hsc-8	HS-HSC-9	Health and Safety	Hs Committee	Does the facility observe any of the following practices related to the OSH committee?	Multi-Select	HS-HSC-9-1 Safety committee meetings are held on a monthly basis HS-HSC-9-2 Safety committee meetings are held at least quarterly HS-HSC-9-3 Safety committee meeting minutes are shared with the workforce HS-HSC-9-4 Safety committee meeting action items are tracked HS-HSC-9-5 Safety committee communicates complaints and problems shared by workers about OHS to upper management HS-HSC-9-6 Upper management recognizes/ accepts the safety committee HS-HSC-9-7 Safety committee meets to review safety issues, track corrective actions and identify opportunities for further improvement of safety conditions HS-HSC-9-8 None of the above	
hs-hsw-1	HS-HSW-1	Health and Safety	Hs Worker Engagement	Are mechanisms to ensure cooperation between workers and management on occupational safety and health matters formed and functioning in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-18	HS-EME-1	Health and Safety	Emergency Preparedness	Does the facility have a written Emergency Response Plan?	array	Yes, No	
hs-18-1	HS-EME-2	Health and Safety	Emergency Preparedness	Is an annual review of the Emergency Response Plan conducted to ensure accurate capture and handling of all possible emergency situations?	array	Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-19-3	HS-EME-3	Health and Safety	Emergency Preparedness	Does the facility have a fire detection (e.g., smoke/heat detector) system in place?	array	Yes, No	
hs-eme-1	HS-EME-4	Health and Safety	Emergency Preparedness	Is the fire detection system in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-19-4	HS-EME-5	Health and Safety	Emergency Preparedness	Does the facility have an emergency alarm system in place to notify workers of emergencies?	array	Yes, No	
hs-eme-2	HS-EME-6	Health and Safety	Emergency Preparedness	Is the emergency alarm system in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-eme-3	HS-EME-7	Health and Safety	Emergency Preparedness	Does the facility have any of the following safety measures in place related to the emergency alarm system?	Multi-Select	HS-EME-7-1 Emergency alarm system is fully functioning HS-EME-7-2 Emergency alarm system is regularly maintained and inspected/ tested HS-EME-7-3 Emergency alarm system can be heard and seen across all facility areas HS-EME-7-4 Emergency alarm system buttons/switches/pull stations are easily identified and accessible HS-EME-7-5 Emergency alarm system is fitted with a back-up power source (e.g., battery back-up) HS-EME-7-6 Emergency alarm system is automatic and centralized HS-EME-7-7 Emergency alarm system is distinct from regular alarms HS-EME-7-8 None of the above	
hs-20-4	HS-EME-8	Health and Safety	Emergency Preparedness	Does the facility have legally required fire fighting equipment?	array	No applicable legal requirements, Yes, No	HS-EME-8.1 Please describe the types of fire fighting equipment used and in which areas of the facility the fire fighting equipment is present:
hs-20-3-4x	HS-EME-9	Health and Safety	Emergency Preparedness	Does the facility regularly test and service fire extinguishers in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-eme-4	HS-EME-10	Health and Safety	Emergency Preparedness	Does the facility have any of the following safety measures in place related to fire-fighting equipment?	Multi-Select	HS-EME-10-1 Fire-fighting equipment is clearly marked and equipped with instructions on how to operate HS-EME-10-2 Certified fire resistant doors and fire resistant walls are in use in production units HS-EME-10-3 None of the above	
hs-20-6	HS-EME-11	Health and Safety	Emergency Preparedness	Has the facility trained workers to use fire-fighting equipment in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-21	HS-EME-12	Health and Safety	Emergency Preparedness	Does the facility have legally required posted evacuation plans, markings (or plot plans), pathways and emergency lighting?	array	No applicable legal requirements, Yes, No	
hs-22-1x	HS-EME-13	Health and Safety	Emergency Preparedness	Are there at least 2 emergency exits from all work stations and rest areas, and on every floor?	array	Yes, No	
hs-22-2x	HS-EME-14	Health and Safety	Emergency Preparedness	Are all emergency exits clearly marked?	array	Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-22-4x	HS-EME-15	Health and Safety	Emergency Preparedness	Are all emergency exits accessible, unobstructed and unlocked during working hours (including overtime) and lead to a place of safety?	array	Yes, No	
hs-eme-5	HS-EME-16	Health and Safety	Emergency Preparedness	Does the facility have any of the following additional safety measures in place related to emergency exits?	Multi-Select	HS-EME-16-1 Emergency exits are illuminated and visible when it is dark or there is smoke HS-EME-16-2 Emergency exit doors open outwards or are securely kept open during working hours HS-EME-16-3 Doors that are not exits are clearly marked as "Not an Exit" HS-EME-16-4 Emergency exit lighting has a back-up battery providing continuous lighting within a timeframe HS-EME-16-5 None of the above	No applicable legal requirements, Yes, No
hs-23-2	HS-EME-17	Health and Safety	Emergency Preparedness	Are emergency exits in line with other legal requirements?	array		No applicable legal requirements, Yes, No
hs-23	HS-EME-18	Health and Safety	Emergency Preparedness	Does the facility conduct regular emergency drills for all workers in line with legal requirements?	array	Yes, No	
hs-eme-6	HS-EME-19	Health and Safety	Emergency Preparedness	Does the facility have any of the following measures in place related to emergency drills?	Multi-Select	HS-EME-19-1 Emergency drills are unannounced HS-EME-19-2 Emergency drills cover all shifts, floors, and buildings associated with the facility HS-EME-19-3 Every worker evacuates HS-EME-19-4 All workers know their primary evacuation route and their secondary route if the primary route is blocked HS-EME-19-5 Facility has designated emergency assembly areas/meeting points which are large enough to safely accommodate all workers HS-EME-19-6 Workers meet at assembly/meeting points HS-EME-19-7 All power is turned off HS-EME-19-8 Doors and windows are closed HS-EME-19-9 Staff monitors/leads are present to listen and watch to ensure all alarms work properly and all workers are evacuated as planned HS-EME-19-10 There is a system in place to account for all workers during an emergency evacuation HS-EME-19-11 There is an assessment after the drill to learn how to improve the evacuation process HS-EME-19-12 Emergency drills are documented in a written log HS-EME-19-13 None of the above	No applicable legal requirements, Yes, No
hs-23-5	HS-EME-20	Health and Safety	Emergency Preparedness	Are emergency evacuation procedures in line with legal requirements?	array		No applicable legal requirements, Yes, No
hs-24	HS-EME-21	Health and Safety	Emergency Preparedness	Does the facility have its own Fire Brigade/Emergency Response Team of designated workers with special responsibilities for fire safety?	array	Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-eme-7	HS-EME-22	Health and Safety	Emergency Preparedness	Does the facility have any of the following measures in place related to a Fire Brigade/Emergency Response Team?	Multi-Select	HS-EME-22-1 Members of the Fire Brigade/Emergency Response Team undergo both initial and refresher trainings on their responsibilities HS-EME-22-2 Members of the Fire Brigade/Emergency Response Team have the appropriate equipment to fight fires (including the correct PPE, e.g., breathing apparatus) HS-EME-22-3 None of the above	HS-EME-22.1 Please describe when and how often members of the Fire Brigade/Emergency Response Team undergo both initial and refresher trainings on their responsibilities:
hs-24-2	HS-EME-23	Health and Safety	Emergency Preparedness	Is the facility accessible to fire response and emergency response vehicles?	array	Yes, No	
hs-fla-2	HS-FLA-1	Health and Safety	Flammable And Combustible Materials	Are flammable/combustible materials safely stored?	array	Not Applicable, Yes, No	
hs-fla-1	HS-FLA-2	Health and Safety	Flammable And Combustible Materials	Are possible sources of ignition sufficiently safeguarded?	array	Yes, No	
hs-26	HS-CHE-1	Health and Safety	Chemicals And Hazardous Substances	Does the facility use chemicals and/or hazardous substances?	array	Yes, No	
hs-che-1	HS-CHE-2	Health and Safety	Chemicals And Hazardous Substances	Has all legally required action been taken to assess, monitor, prevent and limit workers' exposure to chemicals and hazardous substances?	array	No applicable legal requirements, Yes, No	
hs-26-1-1x	HS-CHE-3	Health and Safety	Chemicals And Hazardous Substances	Does the facility maintain an inventory of all chemicals and hazardous substances used in the workplace in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-26-1-2x	HS-CHE-4	Health and Safety	Chemicals And Hazardous Substances	Are Safety Data Sheets ("SDS", formerly MSDS) available for all chemicals used in the workplace in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-26-1-4x	HS-CHE-5	Health and Safety	Chemicals And Hazardous Substances	Are chemicals and hazardous substances stored in line with legal requirements?	array	Yes, No	
hs-che-2	HS-CHE-6	Health and Safety	Chemicals And Hazardous Substances	Are chemicals and hazardous substances labeled in line with legal requirements?	array	No applicable legal requirements, Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-che-3	HS-CHE-7	Health and Safety	Chemicals And Hazardous Substances	Does the facility have any additional safety measures in place related to the storage of chemicals and hazardous substances?	Multi-Select	HS-CHE-7-1 Chemical storage areas are appropriately designed, constructed and located for the safe storage of chemicals and hazardous substances HS-CHE-7-2 Chemical storage areas have measures in place to prevent unauthorized entry HS-CHE-7-3 When not in use, all chemical containers are properly capped and stored away so as to prevent spillage, leakage, and unsafe exposure to workers HS-CHE-7-4 Chemical storage areas with flammable chemicals are equipped with an automatic fire extinguishing system HS-CHE-7-5 In cases of emergency, there are easy entry(ies) and exit(s) to all chemical storage areas HS-CHE-7-6 Chemical storage areas have an alarm notification system HS-CHE-7-7 None of the above	
hs-27-1x	HS-CHE-8	Health and Safety	Chemicals And Hazardous Substances	Are workers trained on chemical hazards and safe work practices particular to their job assignment in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-che-4	HS-CHE-9	Health and Safety	Chemicals And Hazardous Substances	Does the facility have any of the following measures in place to ensure the safe handling of chemicals and hazardous substances?	Multi-Select	HS-CHE-9-1 Training records on chemical use and handling and disposal and spill cleanup are maintained for the last 12 months HS-CHE-9-2 Appropriate containers are used for dispensing all chemicals HS-CHE-9-3 Written procedures are in place for reporting and responding to chemical spills inside the production area HS-CHE-9-4 A complete spill kit (appropriate for the types and use of chemicals in the facility) is available for use HS-CHE-9-5 Chemicals are not disposed of in waste bin containers which are generally used for food and drink HS-CHE-9-6 None of the above	
hs-27-1	HS-CHE-10	Health and Safety	Chemicals And Hazardous Substances	Does the facility have legally required showers, eyewash stations or other proper cleansing materials available for workers in the event of exposure to hazardous chemicals?	array	No applicable legal requirements, Yes, No	
hs-che-5	HS-CHE-11	Health and Safety	Chemicals And Hazardous Substances	Does the facility have any of the following safety measures in place regarding eyewash stations and showers?	Multi-Select	HS-CHE-11-1 Eyewash stations and showers are clearly identifiable HS-CHE-11-2 Eyewash stations and showers are easy to access HS-CHE-11-3 Eyewash stations and showers are clear of clutter/debris HS-CHE-11-4 Eyewash stations and showers use potable water at the right temp and pressure HS-CHE-11-5 Eyewash stations and showers are regularly inspected HS-CHE-11-6 None of the above	
hs-27-7	HS-CHE-12	Health and Safety	Chemicals And Hazardous Substances	Have any workers been exposed to a chemical at a level which surpassed the "Threshold Limit Value" outlined in legal requirements?	array	No applicable legal requirements, Yes, No	
hs-28	HS-CHE-13	Health and Safety	Chemicals And Hazardous Substances	Does the facility use compressed gas cylinders?	array	Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-che-6	HS-CHE-14	Health and Safety	Chemicals And Hazardous Substances	Does the facility have any of the following safety measures in place related to compressed gas cylinders?	Multi-Select	HS-CHE-14-1 All compressed gas cylinders are secure from accidental tipping/falling HS-CHE-14-2 All compressed gas cylinders have closed valves when not in use HS-CHE-14-3 Compressed gas cylinders are transported safely HS-CHE-14-4 Compressed gas cylinders are stored away from heat and other fire sources HS-CHE-14-5 Compressed gas cylinders are only used by qualified workers HS-CHE-14-6 Compressed gas cylinders are labeled and segregated HS-CHE-14-7 Compressed gas cylinders are stored in an enclosed cage HS-CHE-14-8 Compressed gas cylinders are connected with fixed piping HS-CHE-14-9 None of the above	
hs-che-7	HS-CHE-15	Health and Safety	Chemicals And Hazardous Substances	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Chemicals and Hazardous Substances?	array	No applicable legal requirements, Yes, No	
hs-29-1	HS-WOR-1	Health and Safety	Worker Protection	Are workers subject to negative consequences if they remove themselves from work situations that they believe present an imminent and serious danger to life or health?	array	Yes, No	
hs-30	HS-WOR-2	Health and Safety	Worker Protection	Are pregnant and nursing workers protected against safety and health risks in line with legal requirements?	array	Not Applicable, No applicable legal requirements, Yes, No	
hs-31	HS-WOR-3	Health and Safety	Worker Protection	Are workers provided with Personal Protective Equipment (PPE) in line with legal requirements?	array	Not Applicable, No applicable legal requirements, Yes, No	
hs-31-1-1x	HS-WOR-4	Health and Safety	Worker Protection	Are PPE and clothing paid for by the facility for all workers?	array	Yes, No	
hs-31-1-5x	HS-WOR-5	Health and Safety	Worker Protection	Are workers trained and encouraged to use personal protective equipment in line with legal requirements?	array	Not Applicable, No applicable legal requirements, Yes, No	HS-WOR-5.1 Please describe how often workers are trained on proper use of personal protective equipment:
hs-wor-1	HS-WOR-6	Health and Safety	Worker Protection	Does the facility have any of the following measures in place related to Personal Protective Equipment (PPE)?	Multi-Select	HS-WOR-6-1 PPE equipment and clothing provided is in good condition and replaced as needed to ensure effectiveness and protect workers from identified hazards HS-WOR-6-2 PPE is the correct size for all workers HS-WOR-6-3 PPE equipment (such as hearing protection) is provided where noise levels approach or exceed the equivalent dose of 85 decibels (dB) for 8 hours HS-WOR-6-4 PPE equipment and clothing provided is consistently and effectively used by workers HS-WOR-6-5 Warnings (either through verbal or written communication) are used to ensure that workers use PPE equipment and clothing HS-WOR-6-6 Penalties (monetary or otherwise) are used to ensure that workers use PPE equipment and clothing HS-WOR-6-7 The facility ensures the appropriate and safe storage of PPE equipment and clothing on-site HS-WOR-6-8 None of the above	HS-WOR-6.1 Please describe the penalties (monetary or otherwise) used by the facility to ensure that workers use PPE equipment and clothing:

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-32-2x	HS-WOR-7	Health and Safety	Worker Protection	Are legally required guards properly installed and maintained on all dangerous machinery and equipment?	array	No applicable legal requirements, Yes, No	
hs-32-11x	HS-WOR-8	Health and Safety	Worker Protection	Does the facility have legally required and up to date permits/ certificates/ licenses for the installation/ operation/ maintenance of special machines and equipment (e.g., electrical installations, generator, boiler, other pressure vessels, lifting equipment, elevators and/or welding)?	array	No applicable legal requirements, Yes, No	
hs-32-12x	HS-WOR-9	Health and Safety	Worker Protection	Do operators/ technicians for machinery, equipment, electrical installations, boiler, lifting equipment, and/or welding have legally required license/ permit/ certification/ training?	array	No applicable legal requirements, Yes, No	
hs-wor-2	HS-WOR-10	Health and Safety	Worker Protection	Does the facility have any of the following safety measures in place related to machinery and equipment?	Multi-Select	HS-WOR-10-1 Machinery and equipment have a functioning lockout/tagout program, if applicable HS-WOR-10-2 Worker machinery and equipment training records are maintained for at least the last 12 months HS-WOR-10-3 Machinery and equipment have safety instructions displayed or posted in the facility in workers' language(s) HS-WOR-10-4 None of the above	
hs-32-1	HS-WOR-11	Health and Safety	Worker Protection	Does the facility use laser or radiation producing equipment?	array	Yes, No	HS-WOR-11.1 If yes, please describe what type of laser or radiation equipment is used in the facility:
hs-wor-3	HS-WOR-12	Health and Safety	Worker Protection	Does the facility have any of the following safety measures in place related to laser/radiation equipment?	Multi-Select	HS-WOR-12-1 Laser/radiation equipment is maintained and regularly inspected HS-WOR-12-2 Laser/radiation equipment have the appropriate protection HS-WOR-12-3 Laser/radiation equipment has the appropriate signs HS-WOR-12-4 Workers working with radiation sources are protected and not exposed to more than three rems/year HS-WOR-12-5 Workers that work with laser/radiation-producing equipment understand why and how to operate the equipment safely HS-WOR-12-6 None of the above	
hs-32-3	HS-WOR-13	Health and Safety	Worker Protection	Is laser and radiation producing equipment in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-33	HS-WOR-14	Health and Safety	Worker Protection	Does the facility have ergonomic measures in place that consider the requirements of both women and men?	array	Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-wor-4	HS-WOR-15	Health and Safety	Worker Protection	Does the facility have any of the following safety measures in place related to ergonomics?	Multi-Select	HS-WOR-15-1 Facility has a system for identifying, evaluating and minimizing risks from physically demanding work to prevent work-related injuries and health impacts HS-WOR-15-2 Workers are rotated to reduce exposure to repetitive tasks HS-WOR-15-3 Workers can take short ergonomic breaks during the work day HS-WOR-15-4 Facility provides adjustable workstations to accommodate individual worker needs HS-WOR-15-5 Facility provides adjustable equipment to accommodate individual worker needs HS-WOR-15-6 Facility provides training on ergonomic factors and good practices to prevent and/or reduce injuries HS-WOR-15-7 None of the above	
hs-33-2	HS-WOR-16	Health and Safety	Worker Protection	Are ergonomic measures in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-34	HS-WOR-17	Health and Safety	Worker Protection	Does the facility perform any type of "hot work" (i.e. welding, soldering etc.)?	array	Yes, No	HS-WOR-17.1 If yes, please describe what type of hot work is performed in the facility:
hs-wor-5	HS-WOR-18	Health and Safety	Worker Protection	Is hot work performed in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-wor-6	HS-WOR-19	Health and Safety	Worker Protection	Does the facility have any of the following safety measures in place related to hot work?	Multi-Select	HS-WOR-19-1 The facility has performed a risk assessment of where heat exposure may be significant HS-WOR-19-2 Shields are in place to protect workers from radiant heat sources HS-WOR-19-3 Workers who are exposed to heat/radiation are given rest breaks and/or rotations HS-WOR-19-4 Facility has implemented basic medical surveillance techniques to monitor workers who are exposed to heat sources HS-WOR-19-5 None of the above	
hs-mat-1	HS-MAT-1	Health and Safety	Materials Handling And Storage	Does the facility have any of the following safety measures in place related to storage areas?	Multi-Select	HS-MAT-1-1 Storage racks and shelving has been secured to permanent structures HS-MAT-1-2 Lighting in storage areas is protected or explosion proof HS-MAT-1-3 Facility storage racks have adequate strength to support existing loads HS-MAT-1-4 None of the above	
hs-36-4	HS-MAT-2	Health and Safety	Materials Handling And Storage	Are fuel storage tanks designed and handled in line with legal requirements?	array	Not Applicable, No applicable legal requirements, Yes, No	
hs-37	HS-MAT-3	Health and Safety	Materials Handling And Storage	Does the facility use portable ladders?	array	Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-mat-2	HS-MAT-4	Health and Safety	Materials Handling And Storage	Does the facility have any of the following safety measures in place related to portable ladders?	Multi-Select	HS-MAT-4-1 Portable ladders have been inspected for damage and maintenance HS-MAT-4-2 Ladders have locking devices so that they are secure when open or in use HS-MAT-4-3 Workers are trained to place ladders on a secure, even surface when in use HS-MAT-4-4 The facility prohibits tying or fastening together ladders to achieve additional height HS-MAT-4-5 The facility prohibits placing ladders in front of any doors that may or may not be locked or guarded HS-MAT-4-6 The facility prohibits using ladders in the horizontal position as a platform or scaffolding HS-MAT-4-7 Ladders are secured when not in use HS-MAT-4-8 None of the above	
hs-38	HS-MAT-5	Health and Safety	Materials Handling And Storage	Does the facility have forklifts (or other types of lifting equipment)?	array	Yes, No	
hs-mat-3	HS-MAT-6	Health and Safety	Materials Handling And Storage	Does the facility have any of the following safety measures in place related to forklifts (and other types of lifting equipment)?	Multi-Select	HS-MAT-6-1 Fork lifts are inspected and maintained on a regular basis HS-MAT-6-2 Forklift trucks have warning lights and audible signals for reverse travel HS-MAT-6-3 Facility prohibits overloading materials on forklift trucks HS-MAT-6-4 The facility prohibits using forklifts to lift workers so that they can perform activities at higher heights HS-MAT-6-5 The facility prohibits locating battery charging areas for electric forklift trucks close to storage areas of combustible materials HS-MAT-6-6 Forklift routes are clearly marked HS-MAT-6-7 Forklifts are parked in designated location(s) when not in use HS-MAT-6-8 None of the above	
hs-saf-1	HS-SAF-1	Health and Safety	Safety Warnings	Are legally required safety warnings posted in the workplace?	array	No applicable legal requirements, Yes, No	
hs-39	HS-ELE-1	Health and Safety	Electrical Safety	Do safety warning labels exist on all electrical equipment?	array	Yes, No	
hs-ele-1	HS-ELE-2	Health and Safety	Electrical Safety	Are there any instances of unsafe maintenance related to electrical panels / control panels / distribution boards?	Multi-Select	HS-ELE-2-1 Electrical panels are not easy to access, blocked, and not sufficiently separated from work areas HS-ELE-2-2 Electrical panels including circuit breakers are not adequately labeled HS-ELE-2-3 Electrical panels including circuit breakers are not in line with legal requirements HS-ELE-2-4 Electrical panels / control panels / distribution boards are not well maintained and not fully enclosed in non-flammable material HS-ELE-2-5 Circuit breakers are not installed in the electrical panel box HS-ELE-2-6 Electrical circuits show indications of overheating or burning due to being overloaded HS-ELE-2-7 Switches, plugs and junction boxes are not covered and wires are exposed HS-ELE-2-8 Electrical wirings are not insulated in non-flammable material, and are exposed HS-ELE-2-9 None of the above	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-ele-11	HS-ELE-3	Health and Safety	Electrical Safety	Are the following measures in place related to electrical wires, cables, switches, plugs and equipment (e.g. transformer, generator)?	Multi-Select	HS-ELE-3-1 Switches, plugs and junction boxes are covered so that no wires are exposed HS-ELE-3-2 Electrical wirings are insulated in non-flammable material HS-ELE-3-3 Electrical wirings are adequately maintained and damage free HS-ELE-3-4 Electrical wirings are in a safe place (i.e. not on the floor) HS-ELE-3-5 Electrical wirings are properly grounded (i.e. with electrical panels, metal conduits etc.) HS-ELE-3-6 Electrical wires, cables, switches, plugs and equipment (e.g. transformer, generator) are in line with legal requirements HS-ELE-3-7 None of the above	
hs-42	HS-ELE-4	Health and Safety	Electrical Safety	Is electrical equipment inspection and maintenance carried out by a certified, competent and authorized entity (i.e. is the electrician licensed) in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-42-1	HS-ELE-5	Health and Safety	Electrical Safety	Does the facility maintain records of electrical equipment maintenance activities?	array	Yes, No	
hs-42-2	HS-ELE-6	Health and Safety	Electrical Safety	Does the facility conduct maintenance on live electrical equipment?	array	Yes, No	
hs-42-3	HS-ELE-7	Health and Safety	Electrical Safety	Is all of the machinery equipment grounded in line with legal requirements (including production equipment, compressors, transformer, generator, etc.)?	array	Not Applicable, No applicable legal requirements, Yes, No	
hs-ele-13	HS-ELE-8	Health and Safety	Electrical Safety	Are Ground Fault Circuit Interrupters (GFCI) outlets used in wet environments?	array	Not Applicable, Yes, No	
hs-42-4	HS-ELE-9	Health and Safety	Electrical Safety	Are machinery and lighting connected to the appropriate type of power source/industrial connections?	array	Yes, No	
hs-43	HS-ELE-10	Health and Safety	Electrical Safety	Is access to high voltage areas and generator areas restricted to authorized personnel only?	array	Not Applicable, Yes, No	
hs-43-1	HS-ELE-11	Health and Safety	Electrical Safety	Are any materials stored in high voltage areas?	array	Not Applicable, Yes, No	
hs-45	HS-ELE-12	Health and Safety	Electrical Safety	Is there an electrical power sub-station on-site at the facility?	array	Yes, No	
hs-45-1	HS-ELE-13	Health and Safety	Electrical Safety	Is the sub-station in line with legal requirements or fire-rated construction?	array	No applicable legal requirements, Yes, No	
hs-46	HS-ELE-14	Health and Safety	Electrical Safety	Is a lightning protector/arrestor system installed on the building?	array	Yes, No	
hs-46-1	HS-ELE-15	Health and Safety	Electrical Safety	Is the lightning protector/arrestor system in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-46-2	HS-ELE-16	Health and Safety	Electrical Safety	Is the back-up emergency power system working and in good condition?	array	Not Applicable, Yes, No	
hs-47-1	HS-ELE-17	Health and Safety	Electrical Safety	Are the belt areas of compressors and generators fully enclosed and guarded?	array	Not Applicable, Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-fir-1	HS-FIR-1	Health and Safety	First Aid And Medical	Does the facility comply with legal requirements for any of the following related to first aid?	Multi-Select	HS-FIR-1-1 First-aid kits are sufficient in number HS-FIR-1-2 First-aid kits are sufficiently maintained (fully stocked and without expired items) HS-FIR-1-3 First aid kits are clearly marked and readily accessible HS-FIR-1-4 Facility trains a sufficient number of workers in first aid HS-FIR-1-5 First aid training records are retained HS-FIR-1-6 None of the above	
hs-50-2	HS-FIR-2	Health and Safety	First Aid And Medical	Are specialized health checks conducted for workers performing high-risk activities (i.e. radiation, chemicals, loud machinery etc.)?	array	Not Applicable, Yes, No	
hs-50-3	HS-FIR-3	Health and Safety	First Aid And Medical	Are health checks of workers conducted in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-50-4	HS-FIR-4	Health and Safety	First Aid And Medical	Is documentation of health checks maintained and up to date?	array	Not Applicable, Yes, No	
hs-51-1	HS-FIR-5	Health and Safety	First Aid And Medical	Are on-site medical facilities/clinic(s) and staff in line with legal requirements?	array	Not Applicable, No applicable legal requirements, Yes, No	
hs-fir-2	HS-FIR-6	Health and Safety	First Aid And Medical	Does the facility have any of the following measures in place related to on-site medical treatment?	Multi-Select	HS-FIR-6-1 Medical facilities/clinic(s) are provided with supplies and equipment for the injuries expected HS-FIR-6-2 Medical facilities/clinics are kept clean and sanitary HS-FIR-6-3 Medical facilities/clinics are in operation during all working hours, including overtime HS-FIR-6-4 Medical facilities/clinic(s) have an appointed doctor/nurse HS-FIR-6-5 Medical facilities/clinic(s) are equipped for maternal healthcare HS-FIR-6-6 Medicines stored in medical facilities/clinics are kept under lock and key and only accessible by medical personnel HS-FIR-6-7 None of the above	
hs-fir-4	HS-FIR-7	Health and Safety	First Aid And Medical	Are workers allowed access to on-site medical facilities at any time?	array	Not Applicable, Yes, No	
hs-fir-5	HS-FIR-8	Health and Safety	First Aid And Medical	Does the facility have a written plan for handling outbreaks of contagious diseases?	array	Not Applicable, Yes, No	
hs-fir-6	HS-FIR-9	Health and Safety	First Aid And Medical	What health and safety measures does the facility have to prevent the spread of contagious diseases?	Multi-Select	HS-FIR-9-1 Handwashing/sanitizing stations HS-FIR-9-2 Workstations are more than 6ft apart HS-FIR-9-3 Physical barriers between workstations HS-FIR-9-4 Temperature checks or other health scans as workers enter the workplace HS-FIR-9-5 Training for workers on preventing the spread of contagious diseases HS-FIR-9-6 Providing workers with additional PPE (e.g. masks, gloves) specifically to prevent the spread of contagious diseases HS-FIR-9-7 Other HS-FIR-9-8 Not Applicable HS-FIR-9-9 None of the above	HS-FIR-9.1 If other, please describe:
hs-52	HS-FIR-10	Health and Safety	First Aid And Medical	Does the facility record work-related accidents and diseases and report them to the competent authority in line with legal requirements?	array	No applicable legal requirements, Yes, No	
hs-53	HS-FIR-11	Health and Safety	First Aid And Medical	Were records of all work-related injuries, fatalities, accidents and incidents retained for at least 12 months?	array	Yes, No, Yes- but records are incomplete	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-fir-17	HS-FIR-12	Health and Safety	First Aid And Medical	Number of work-related injuries that resulted in at least three days of absence from work:	numeric		
hs-fir-18	HS-FIR-13	Health and Safety	First Aid And Medical	Number of work-related injuries that resulted in less than three days of absence from work:	numeric		
hs-fir-19	HS-FIR-14	Health and Safety	First Aid And Medical	Number of work-related dangerous occurrences in the last 12 months (e.g. collapse, partial collapse, explosions, electrical fire, etc.):	numeric		
hs-fir-20	HS-FIR-15	Health and Safety	First Aid And Medical	Number of commuting injuries in the last 12 months:	numeric		
hs-fir-21	HS-FIR-16	Health and Safety	First Aid And Medical	Number of work-related diseases in the last 12 months:	numeric		
hs-53-5	HS-FIR-17	Health and Safety	First Aid And Medical	Does the facility have an established accident investigation procedure to effectively determine root cause(s) and corrective actions?	array	Yes, No	
hs-fir-22	HS-FIR-18	Health and Safety	First Aid And Medical	Does the facility comply with occupational safety and health-related legal requirements on HIV/AIDS?	array	No applicable legal requirements, Yes, No	
hs-54	HS-CON-1	Health and Safety	Contractor Safety	Does the facility use contractor personnel to perform maintenance work?	array	Yes, No	
hs-con-1	HS-CON-2	Health and Safety	Contractor Safety	Does the facility have any of the following safety measures in place, when appropriate, regarding contractor safety?	Multi-Select		HS-CON-2-1 Facility verifies that contractor personnel have appropriate qualifications and licenses for work being performed HS-CON-2-2 Facility provides contractor personnel with a safety orientation HS-CON-2-3 Facility monitors contracted personnel to ensure they perform work in a safe and legal manner HS-CON-2-4 Scaffolding is used in a safe way (i.e. secured to a permanent structure, able to carry intended load etc.) HS-CON-2-5 Excavation and/or trenching work is performed in a safe way (i.e. will not damage or disrupt underground utilities, storage tanks, or other facilities) HS-CON-2-6 A fire extinguisher is provided by the facility when hot works are performed (i.e. if the contractor did not bring their own) HS-CON-2-7 If chemicals are brought into the facility, contractors submit the relevant Safety Data Sheets ("SDS", formerly named MSDS) for review HS-CON-2-8 None of the above
hs-55-1	HS-DOR-1	Health and Safety	Dormitories	Are building/construction, structural safety and fire permits and certificates for housing/dormitories in line with legal requirements?	array	No applicable legal requirements, Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-dor-1	HS-DOR-2	Health and Safety	Dormitories	Does the facility have any of the following measures in place regarding housing/dormitories?	Multi-Select	<p>HS-DOR-2-1 Housing/dormitories are separate from the production and warehouse areas (even though they may be in the same compound/industrial park)</p> <p>HS-DOR-2-2 Housing/dormitories are clean</p> <p>HS-DOR-2-3 Housing/dormitories provide a separate bed for each worker</p> <p>HS-DOR-2-4 Housing/dormitories have minimum space dimensions in line with applicable legal requirements</p> <p>HS-DOR-2-5 Beds are arranged in tiers not more than two</p> <p>HS-DOR-2-6 Housing/dormitories are lit in line with applicable legal requirements</p> <p>HS-DOR-2-7 Housing/dormitories are ventilated in line with applicable legal requirements</p> <p>HS-DOR-2-8 Housing/dormitories are protected against heat, cold, and dampness in line with applicable legal requirements</p> <p>HS-DOR-2-9 Housing/dormitories are protected against noise in line with applicable legal requirements</p> <p>HS-DOR-2-10 Housing/dormitories are protected against disease carrying animals or insects in line with applicable legal requirements</p> <p>HS-DOR-2-11 Housing/dormitories cooking and storage facilities are in line with applicable legal requirements</p> <p>HS-DOR-2-12 Housing/dormitories offer workers adequate privacy</p> <p>HS-DOR-2-13 Housing/dormitories have free and potable water in line with applicable legal requirements</p> <p>HS-DOR-2-14 Housing/dormitories have legally required toilets, showers, sewage and garbage disposal system</p> <p>HS-DOR-2-15 Dormitories/ rooms, toilet and bathing facilities are marked, and segregated by gender</p> <p>HS-DOR-2-16 Housing/dormitories are protected from fire in line with applicable legal requirements</p> <p>HS-DOR-2-17 Housing/dormitories are prepared for emergencies in line with applicable legal requirements</p> <p>HS-DOR-2-18 Housing/dormitories provide provisions for pregnant and nursing mothers</p> <p>HS-DOR-2-19 Housing/dormitories having trained security personnel</p> <p>HS-DOR-2-20 None of the above</p>	
hs-55-3	HS-DOR-3	Health and Safety	Dormitories	Are housing/dormitories in line with all other health and safety legal requirements?	array	No applicable legal requirements, Yes, No	
hs-56-1	HS-CAN-1	Health and Safety	Canteens	Are canteens in line with legal requirements?	array	No applicable legal requirements, Yes, No	

Table 7: Health and Safety (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
hs-can-1	HS-CAN-2	Health and Safety	Canteens	Does the facility have any of the following safety measures in place regarding canteen / eating areas?	Multi-Select	HS-CAN-2-1 Canteen/ eating areas are separate from the production areas (even though they may be in the same compound/ industrial park) HS-CAN-2-2 Canteen / eating areas are protected from the elements and provide adequate seating, tables and lighting HS-CAN-2-3 Food preparation, storage, and eating areas are kept clean, safe, and hygienic (including temperature, ventilation, light, noise etc.) HS-CAN-2-4 Food is prepared in a manner that reduces the potential for foodborne illnesses HS-CAN-2-5 Food service workers receive annual medical examinations to ensure they are healthy and free from communicable diseases HS-CAN-2-6 Food service workers handling food are trained about and follow food safety and proper hygiene rules HS-CAN-2-7 Food service workers have valid health/sanitation certificates/permits, as legally required HS-CAN-2-8 None of the above	
hs-57-2	HS-CHI-1	Health and Safety	Childcare	Are on-site childcare facilities in line with legal requirements?	array	Not Applicable, No applicable legal requirements, Yes, No	
hs-chi-1	HS-CHI-2	Health and Safety	Childcare	Does the facility have any of the following measures in place regarding on-site childcare facilities?	Multi-Select	HS-CHI-2-1 Childcare facilities are on the ground floor HS-CHI-2-2 Childcare facilities are kept clean, safe, and hygienic (including temperature, ventilation, light, noise etc.) HS-CHI-2-3 Childcare facilities are provided with adequate supplies and infrastructure (i.e. food, recreational items, washroom, feeding area etc.) HS-CHI-2-4 Childcare staff go through an appropriate pre-work screening process HS-CHI-2-5 Childcare staff are present in sufficient numbers to ensure the safety and well-being of the number of children present HS-CHI-2-6 Capacity of the childcare facility is sufficient to cover the need of all workers HS-CHI-2-7 A system is in place to ensure that children are only released to parents or other authorized adult/guardians HS-CHI-2-8 None of the above	
hs-chil-1	HS-CHIL-1	Health and Safety	Children	Are children below the legal minimum age for employment allowed in the production area, even if they are not working?	array	Yes, No	
hs-fac-1	HS-FAC-1	Health and Safety	Facilities	Does the facility provide all legally required facilities?	array	No applicable legal requirements, Yes, No	
hs-heal-1	HS-HEAL-1	Health and Safety	Health And Safety	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Health & Safety?	array	No applicable legal requirements, Yes, No	
hs-heal-2	HS-HEAL-2	Health and Safety	Health And Safety	Is the facility in non-compliance with any legal requirements for Health & Safety pertaining to non-production workers and/or sub-contracted workers?	array	Yes, No	
hs-faci-1	HS-FACI-1	Health and Safety	Facility Comments	Please describe any concerns or difficulties with questions listed in this section:	string		

8 Termination

Table 8: Termination

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
fl-10	TER-FOR-1	Termination	Forced Labor	For workers seeking to end their employment, how many days of notice are required by the facility?	numeric		
ter-for-2	TER-FOR-2	Termination	Forced Labor	Can workers who owe debts to the facility and/or a third party freely leave their jobs?	array	Yes, No	
fl-14	TER-FOR-3	Termination	Forced Labor	Has the facility ever withheld - or threatened to withhold - or delayed wage payments in order to keep workers at the facility?	array	Yes, No	
fl-15	TER-FOR-4	Termination	Forced Labor	Are workers free to terminate their employment after their notice period and/or contract expiry?	array	Yes, No	
ter-emp-1	TER-EMP-1	Termination	Employment Practices	Does the facility not follow legal requirements when workers resign or are terminated in relation to: • prior notice, • workers' opportunity to defend, • valid reasons for termination, • outstanding wages, • termination payments, • termination payments all paid on time, • compensation for unused annual leave, and/or • reinstatement/ compensation orders?	array	No applicable legal requirements, Yes, No	
ter-emp-2	TER-EMP-2	Termination	Employment Practices	Please specify which of the items below apply	Multi-Select	TER-EMP-2-1 Workers were not given notice prior to termination in line with applicable legal requirements TER-EMP-2-2 Workers did not have an opportunity to defend themselves before they were terminated based on their conduct or performance TER-EMP-2-3 Workers were terminated for invalid reasons TER-EMP-2-4 Workers were not paid correctly for outstanding wages TER-EMP-2-5 Workers were not paid correct severance payments TER-EMP-2-6 Termination payments were not paid on time TER-EMP-2-7 Workers were not compensated correctly for unused annual leave TER-EMP-2-8 Workers were not paid other termination benefits in line with legal requirements TER-EMP-2-9 The facility did not comply with any order(s) to reinstate or compensate workers who were found to be unjustly terminated	
ter-emp-9	TER-EMP-3	Termination	Employment Practices	Does the facility comply with legal requirements before suspending workers or reducing the size of the workforce due to economic, technological, structural, operational or other similar changes?	array	No applicable legal requirements, Yes, No	

Table 8: Termination (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ep-11-1	TER-EMP-4	Termination	Employment Practices	Did the facility consult with worker representatives and/or trade union representatives to develop alternatives to suspension or reduction in workforce that was due to economic, technological, structural, operational or other similar changes?	array	Not Applicable, Yes, No	
ter-dis-2	TER-DIS-1	Termination	Discrimination	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding termination, forced resignation, retrenchment or retirement?	array	Yes, No	
disc-11	TER-DIS-2	Termination	Discrimination	Which of the following is a factor in decisions on termination, forced resignation, retrenchment or retirement?	Multi-Select	TER-DIS-2-1 Race / Skin Color TER-DIS-2-2 Sex / Gender TER-DIS-2-3 Religion TER-DIS-2-4 Political Opinion TER-DIS-2-5 National Extraction TER-DIS-2-6 Social Origin TER-DIS-2-7 Disability TER-DIS-2-8 HIV / AIDS Status (real or perceived) TER-DIS-2-9 Sexual Orientation TER-DIS-2-10 Pregnancy / Maternity Status TER-DIS-2-11 Marital Status TER-DIS-2-12 Age TER-DIS-2-13 Nationality / Foreign Migrant Worker Status TER-DIS-2-14 Family responsibilities TER-DIS-2-15 Other	TER-DIS-2.1 Please describe what "Other" factor is considered in decisions regarding termination, forced resignation, retrenchment or retirement:
disc-12	TER-DIS-3	Termination	Discrimination	Have decisions of termination, forced resignation, retrenchment or retirement been dependent upon a worker's absence due to illness?	array	Yes, No	
disc-13	TER-DIS-4	Termination	Discrimination	Has termination, forced resignation, retrenchment or retirement ever occurred due to a worker filing a complaint or taking part in proceedings against the facility?	array	Yes, No	
ter-dis-4	TER-DIS-5	Termination	Discrimination	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Discrimination in Termination?	array	No applicable legal requirements, Yes, No	
ter-ter-1	TER-TER-1	Termination	Termination	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Termination Practices?	array	No applicable legal requirements, Yes, No	
ter-ter-2	TER-TER-2	Termination	Termination	Is the facility in non-compliance with any legal requirements for Termination pertaining to non-production workers and/or sub-contracted workers?	array	Yes, No	
ter-fac-1	TER-FAC-1	Termination	Facility Comments	Please describe any concerns or difficulties with questions listed in this section:	string		

9 Management Systems

Table 9: Management Systems

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-pla-1	MS-PLA-1	Management Systems	Plan	Does the facility have written policies and/or formal procedures for social and labor practices?	Multi-Select	MS-PLA-1-1 Written Policies MS-PLA-1-2 Written Procedures MS-PLA-1-3 No written policies or procedures in place (but informal procedures may exist)	MS-PLA-1.1 Please provide a list of all relevant written policies: MS-PLA-1.2 Please provide a list of all relevant written procedures: MS-PLA-1.3 Please describe these informal procedures:
ms-pla-5	MS-PLA-2	Management Systems	Plan	Do these policies and/or procedures have a reference to national law and/or international requirements?	Multi-Select	MS-PLA-2-1 Reference to national law MS-PLA-2-2 Reference to international law/ILO conventions MS-PLA-2-3 Reference to other national or international requirements/declarations/goals/guiding principles etc. MS-PLA-2-4 No references to any of the above	MS-PLA-2.1 Please describe which international laws/ILO conventions are referenced: MS-PLA-2.2 Please describe which other national or international requirements / declarations / goals / guiding principles are referenced:

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-pla-6	MS-PLA-3	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures?	Multi-Select	MS-PLA-3-1 Recruitment and hiring MS-PLA-3-2 Termination and retrenchment MS-PLA-3-3 Facility workplace rules MS-PLA-3-4 Child labor and/or young workers MS-PLA-3-5 Prohibition of forced labor MS-PLA-3-6 Anti-harassment and abuse MS-PLA-3-7 Anti-discrimination MS-PLA-3-8 Working hours MS-PLA-3-9 Wages and benefits MS-PLA-3-10 Discipline MS-PLA-3-11 Freedom of association and collective bargaining MS-PLA-3-12 Grievance systems MS-PLA-3-13 Worker feedback MS-PLA-3-14 Health and safety MS-PLA-3-15 Foreign migrant workers MS-PLA-3-16 Domestic migrant workers MS-PLA-3-17 Homeworkers MS-PLA-3-18 Suppliers/subcontractors MS-PLA-3-19 Raw materials sourcing MS-PLA-3-20 Bribery and anti-corruption MS-PLA-3-21 Other	MS-PLA-3.1 Please provide a list of all written policies and procedures referencing recruitment and hiring: MS-PLA-3.2 Please provide a list of all written policies and procedures referencing termination and retrenchment: MS-PLA-3.3 Please provide a list of all written policies and procedures referencing facility workplace rules: MS-PLA-3.4 Please provide a list of all written policies and procedures referencing child labor and/or young workers: MS-PLA-3.5 Please provide a list of all written policies and procedures referencing prohibition of forced labor: MS-PLA-3.6 Please provide a list of all written policies and procedures referencing anti-harassment and abuse: MS-PLA-3.7 Please provide a list of all written policies and procedures referencing anti-discrimination: MS-PLA-3.8 Please provide a list of all written policies and procedures referencing working hours: MS-PLA-3.9 Please provide a list of all written policies and procedures referencing wages and benefits: MS-PLA-3.10 Please provide a list of all written policies and procedures referencing discipline: MS-PLA-3.11 Please provide a list of all written policies and procedures referencing freedom of association and collective bargaining: MS-PLA-3.12 Please provide a list of all written policies and procedures referencing grievance systems: MS-PLA-3.13 Please provide a list of all written policies and procedures referencing worker feedback: MS-PLA-3.14 Please provide a list of all written policies and procedures referencing health and safety: MS-PLA-3.15 Please provide a list of all written policies and procedures referencing foreign migrant workers: MS-PLA-3.16 Please provide a list of all written policies and procedures referencing domestic migrant workers: MS-PLA-3.17 Please provide a list of all written policies and procedures referencing homeworkers:

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-pla-11	MS-PLA-4	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for child labor and young workers?	Multi-Select	MS-PLA-4-1 Facility minimum age requirement MS-PLA-4-2 Facility minimum age requirements for certain types of workers (if applicable) MS-PLA-4-3 Age Verification Process MS-PLA-4-4 Remediation for child labor (for when children under the legal minimum working age are found to be working for the facility) MS-PLA-4-5 Children visiting facility production areas (i.e. for when those under the legal working age are visiting the production floor) MS-PLA-4-6 Work restrictions for young workers MS-PLA-4-7 Work restrictions for apprentices/interns/trainees MS-PLA-4-8 Other	MS-PLA-4.1 If other, please describe:
ms-pla-12	MS-PLA-5	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for the prohibition of forced labor?	Multi-Select	MS-PLA-5-1 Prohibition of forced labor MS-PLA-5-2 Prohibition of bonded labor MS-PLA-5-3 Prohibition of indentured labor MS-PLA-5-4 Prohibition of prison labor MS-PLA-5-5 Prohibition of human trafficking MS-PLA-5-6 Voluntary employment MS-PLA-5-7 Voluntary overtime MS-PLA-5-8 Freedom of movement MS-PLA-5-9 Voluntary end of employment MS-PLA-5-10 Ethical recruitment/ use of employment agencies, recruiters, and/or labor agents MS-PLA-5-11 State-imposed forced labor/ Government-mandated forced labor MS-PLA-5-12 Other	MS-PLA-5.1 If other, please describe:
ms-pla-15	MS-PLA-6	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for anti-harassment and abuse?	Multi-Select	MS-PLA-6-1 Appropriate behavior among/between workers, management, supervisors MS-PLA-6-2 Appropriate behavior by security guards (if applicable) MS-PLA-6-3 Violence and harassment in the workplace MS-PLA-6-4 Anti-discrimination MS-PLA-6-5 Other	MS-PLA-6.1 If other, please describe:

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-pla-16	MS-PLA-7	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for anti-discrimination?	Multi-Select	MS-PLA-7-1 Non-discrimination based on race / skin color MS-PLA-7-2 Non-discrimination based on sex / gender MS-PLA-7-3 Non-discrimination based on religion MS-PLA-7-4 Non-discrimination based on political opinion MS-PLA-7-5 Non-discrimination based on national extraction MS-PLA-7-6 Non-discrimination based on social origin MS-PLA-7-7 Non-discrimination based on disability MS-PLA-7-8 Non-discrimination based on HIV/AIDS status (real or perceived) MS-PLA-7-9 Non-discrimination based on sexual orientation MS-PLA-7-10 Non-discrimination based on pregnancy/maternity status MS-PLA-7-11 Non-discrimination based on marital status MS-PLA-7-12 Non-discrimination based on age MS-PLA-7-13 Non-discrimination based on membership in worker organizations MS-PLA-7-14 Non-discrimination based on Nationality/foreign migrant worker status MS-PLA-7-15 Non-discrimination based on family responsibilities MS-PLA-7-16 Non-discrimination in recruitment and hiring MS-PLA-7-17 Non-discrimination in compensation and promotion MS-PLA-7-18 Non-discrimination in working conditions MS-PLA-7-19 Non-discrimination in discipline MS-PLA-7-20 Non-discrimination in termination MS-PLA-7-21 Unconscious bias MS-PLA-7-22 Other	MS-PLA-7.1 If other, please describe:
ms-pla-20	MS-PLA-8	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for working hours?	Multi-Select	MS-PLA-8-1 Regular hours MS-PLA-8-2 Overtime - Including maximum hours possible MS-PLA-8-3 Premium rates MS-PLA-8-4 Overtime applicability and corresponding rates of pay MS-PLA-8-5 Overtime accessibility for all workers MS-PLA-8-6 Other	MS-PLA-8.1 If other, please describe:
ms-pla-21	MS-PLA-9	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for wages and benefits?	Multi-Select	MS-PLA-9-1 Wage payments MS-PLA-9-2 Wage calculations MS-PLA-9-3 Rates by unit MS-PLA-9-4 Overtime pay MS-PLA-9-5 Paid leave MS-PLA-9-6 Annual leave MS-PLA-9-7 Sick leave MS-PLA-9-8 Maternity leave MS-PLA-9-9 Paternity leave MS-PLA-9-10 Emergency family leave MS-PLA-9-11 Benefits MS-PLA-9-12 Deductions MS-PLA-9-13 Other	MS-PLA-9.1 If other, please describe:
ms-pla-22	MS-PLA-10	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for discipline?	Multi-Select	MS-PLA-10-1 Facility rules concerning discipline MS-PLA-10-2 Worker appeals process MS-PLA-10-3 Worker grievance process MS-PLA-10-4 Other	MS-PLA-10.1 If other, please describe:

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-pla-23	MS-PLA-11	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for freedom of association and collective bargaining?	Multi-Select	MS-PLA-11-1 Right to freedom of association / Right to form or join a trade union MS-PLA-11-2 Rights to freely choose worker representatives (or facility commitments to not obstruct this) MS-PLA-11-3 Rights to bargain collectively MS-PLA-11-4 Non-discrimination and non-retaliation of workers on basis of trade union membership/non-membership or activities MS-PLA-11-5 Non-discrimination and non-retaliation of workers on basis of their worker representative role or activities MS-PLA-11-6 Democratic election and engagement of worker representatives MS-PLA-11-7 Communications and consultation process MS-PLA-11-8 Right to participate in strikes / industrial action MS-PLA-11-9 Other	MS-PLA-11.1 If other, please describe:
ms-pla-24	MS-PLA-12	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for grievance systems?	Multi-Select	MS-PLA-12-1 Grievance system and process MS-PLA-12-2 Non-reprisal for workers filing a grievance/complaint MS-PLA-12-3 Equal access to grievance systems for both female and male workers MS-PLA-12-4 Worker Feedback MS-PLA-12-5 Equal importance given to all concerns and grievances MS-PLA-12-6 Commitment to confidentiality throughout the entire grievance process MS-PLA-12-7 Providing time off (including monetary compensation) during a grievance process MS-PLA-12-8 Other	MS-PLA-12.1 If other, please describe:
ms-pla-29	MS-PLA-13	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for health and safety?	Multi-Select	MS-PLA-13-1 Occupational health and safety laws MS-PLA-13-2 General work environment (i.e. ventilation, cleanliness, noise, etc.) MS-PLA-13-3 Building safety MS-PLA-13-4 Powered Motor Vehicles (PMV) procedures MS-PLA-13-5 Emergency preparedness MS-PLA-13-6 Chemicals/Hazardous substances MS-PLA-13-7 Nanomaterials MS-PLA-13-8 Worker Protection (personal protective equipment, machinery and equipment etc.) MS-PLA-13-9 Pressure vessels safety MS-PLA-13-10 Materials handling and storage MS-PLA-13-11 Above Ground Storage Tanks & Underground Storage Tanks MS-PLA-13-12 Electrical safety MS-PLA-13-13 First aid/Medical MS-PLA-13-14 Bloodborne pathogens procedures MS-PLA-13-15 Contractor safety MS-PLA-13-16 Dormitories MS-PLA-13-17 Canteens MS-PLA-13-18 Childcare MS-PLA-13-19 Standard operating procedures (SOPs) for how to perform each job safely MS-PLA-13-20 Steps for workers to raise health and safety concerns MS-PLA-13-21 Protection against retaliation for workers who raise health and safety concerns MS-PLA-13-22 Other	MS-PLA-13.1 If other, please describe:

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-pla-30	MS-PLA-14	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for foreign migrant workers?	Multi-Select	MS-PLA-14-1 Reference to following all local laws for recruitment in both the sending and receiving countries MS-PLA-14-2 Recruitment fees and expenses MS-PLA-14-3 Employment contracts MS-PLA-14-4 Deposits MS-PLA-14-5 Bank accounts MS-PLA-14-6 Handling of government-issued identification documents MS-PLA-14-7 Accommodations MS-PLA-14-8 Arrival orientation MS-PLA-14-9 Freedom of movement MS-PLA-14-10 Non-discrimination in employment MS-PLA-14-11 Harassment and abuse in employment MS-PLA-14-12 Discipline in employment MS-PLA-14-13 Repatriation / end of employment MS-PLA-14-14 Early termination of contract by migrant worker MS-PLA-14-15 Involuntary termination of contract by employer MS-PLA-14-16 Requirements for labor agents/brokers MS-PLA-14-17 Other	MS-PLA-14.1 If other, please describe:
ms-pla-31	MS-PLA-15	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for domestic migrant workers?	Multi-Select	MS-PLA-15-1 Recruitment fees and expenses MS-PLA-15-2 Employment contracts MS-PLA-15-3 Deposits MS-PLA-15-4 Wages and benefits MS-PLA-15-5 Working Hours MS-PLA-15-6 Accommodations MS-PLA-15-7 Freedom of movement MS-PLA-15-8 Non-discrimination in employment MS-PLA-15-9 Harassment and abuse in employment MS-PLA-15-10 Discipline in employment MS-PLA-15-11 End of employment MS-PLA-15-12 Requirements for labor agents/brokers MS-PLA-15-13 Other	MS-PLA-15.1 If other, please describe:
ms-pla-46	MS-PLA-16	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for suppliers/subcontractors?	Multi-Select	MS-PLA-16-1 Definition of supplier which includes service providers and raw materials suppliers MS-PLA-16-2 NEW and EXISTING suppliers/subcontractors - Risk assessment to differentiate high risk suppliers/subcontractors within the supply chain MS-PLA-16-3 NEW suppliers/subcontractors - Initial screening based on social and labor practices / conducting social and labor due diligence MS-PLA-16-4 EXISTING suppliers/subcontractors - Training and communication of the facility's social and labor procedures MS-PLA-16-5 EXISTING suppliers/subcontractors - Monitoring system of social and labor performance/ continued social and labor due diligence MS-PLA-16-6 Requiring suppliers to conduct social and labor due diligence of their supply chains MS-PLA-16-7 Other	MS-PLA-16.1 If other, please describe:
ms-pla-50	MS-PLA-17	Management Systems	Plan	Which of the following topics are included within the facility's written policies and procedures for raw materials sourcing?	Multi-Select	MS-PLA-17-1 Customer and/or legal requirements for raw materials identification, reporting and/or due diligence MS-PLA-17-2 Raw material supply chain policy applicable to suppliers/subcontractors through facility's sourcing agreements with its suppliers/subcontractors MS-PLA-17-3 Risk assessment to differentiate high risk materials within the supply chain MS-PLA-17-4 Other	MS-PLA-17.1 If other, please describe:

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-pla-56	MS-PLA-18	Management Systems	Plan	Does the facility have a written strategy / goals document(s) for social and labor practices addressing the following points?	Multi-Select	MS-PLA-18-1 Reference to overall goals in terms of social and labor outcomes MS-PLA-18-2 Reference to national law MS-PLA-18-3 Reference to international law/ILO conventions MS-PLA-18-4 Reference to other national or international requirements/declarations/goals/guiding principles etc. MS-PLA-18-5 Reference to a risk assessment process, specifically a strategy for responsible sourcing from high risk suppliers or high risk raw material origins MS-PLA-18-6 Reference to integration with business objectives MS-PLA-18-7 Reference to suppliers/subcontractors social and labor due diligence MS-PLA-18-8 Reference to gender equality and women's empowerment MS-PLA-18-9 Key stakeholders are involved in strategy development (i.e. customers, etc.) MS-PLA-18-10 No written strategy/goals document exists (but informal strategies/goals may exist)	MS-PLA-18.1 Please provide the name of document(s) referencing overall goals in terms of social and labor outcomes: MS-PLA-18.2 Please describe the key stakeholders involved:

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-pla-58	MS-PLA-19	Management Systems	Plan	Has the facility set targets for social and labor performance addressing the following points?	Multi-Select	MS-PLA-19-1 Child labor and/or young workers MS-PLA-19-2 Prohibition of forced labor MS-PLA-19-3 Anti-harassment and abuse MS-PLA-19-4 Anti-discrimination MS-PLA-19-5 Working hours MS-PLA-19-6 Wages and benefits MS-PLA-19-7 Discipline MS-PLA-19-8 Freedom of association and collective bargaining MS-PLA-19-9 Worker Feedback MS-PLA-19-10 Grievance systems MS-PLA-19-11 Health and safety MS-PLA-19-12 Foreign migrant workers MS-PLA-19-13 Domestic migrant workers MS-PLA-19-14 Homeworkers MS-PLA-19-15 Gender equality and women's rights in the workplace MS-PLA-19-16 Bribery and anti-corruption MS-PLA-19-17 Suppliers/subcontractors MS-PLA-19-18 Other MS-PLA-19-19 The facility does not set targets / key performance indicators	MS-PLA-19.1 Please briefly describe any associated targets/KPIs: MS-PLA-19.2 Please briefly describe any associated targets/KPIs: MS-PLA-19.3 Please briefly describe any associated targets/KPIs: MS-PLA-19.4 Please briefly describe any associated targets/KPIs: MS-PLA-19.5 Please briefly describe any associated targets/KPIs: MS-PLA-19.6 Please briefly describe any associated targets/KPIs: MS-PLA-19.7 Please briefly describe any associated targets/KPIs: MS-PLA-19.8 Please briefly describe any associated targets/KPIs: MS-PLA-19.9 Please briefly describe any associated targets/KPIs: MS-PLA-19.10 Please briefly describe any associated targets/KPIs: MS-PLA-19.11 Please briefly describe any associated targets/KPIs: MS-PLA-19.12 Please briefly describe any associated targets/KPIs: MS-PLA-19.13 Please briefly describe any associated targets/KPIs: MS-PLA-19.14 Please briefly describe any associated targets/KPIs: MS-PLA-19.15 Please briefly describe any associated targets/KPIs: MS-PLA-19.16 Please briefly describe any associated targets/KPIs: MS-PLA-19.17 Please briefly describe any associated targets/KPIs: MS-PLA-19.18 If other, please describe:
ms-do-1	MS-DO-1	Management Systems	Do	Has the facility defined the person(s) responsible for the implementation and management of social and labor practices?	Multi-Select	MS-DO-1-1 Responsible person(s) have been defined and are accountable for written policies and/or procedures MS-DO-1-2 Responsible person(s) have been defined and are accountable for informal (not written) procedures MS-DO-1-3 The facility has not defined responsible person(s)	

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-do-2	MS-DO-2	Management Systems	Do	Which of the following topics have been assigned to a responsible person(s)?	Multi-Select	MS-DO-2-1 Recruitment and hiring MS-DO-2-2 Termination and retrenchment MS-DO-2-3 Facility workplace rules MS-DO-2-4 Child labor and young workers MS-DO-2-5 Prohibition of forced labor MS-DO-2-6 Anti-harassment and abuse MS-DO-2-7 Anti-discrimination MS-DO-2-8 Working hours MS-DO-2-9 Wages and benefits MS-DO-2-10 Discipline MS-DO-2-11 Freedom of association and collective bargaining MS-DO-2-12 Grievance systems MS-DO-2-13 Worker feedback MS-DO-2-14 Health and safety MS-DO-2-15 Foreign migrant workers MS-DO-2-16 Domestic migrant workers MS-DO-2-17 Homeworkers MS-DO-2-18 Suppliers/subcontractors MS-DO-2-19 Raw materials sourcing MS-DO-2-20 Bribery and anti-corruption MS-DO-2-21 Other	MS-DO-2.1 If Other, please describe:
ms-4-2	MS-DO-3	Management Systems	Do	Does the facility have a written chart showing the individuals responsible for social and labor topics (i.e. a "social compliance team" chart)?	array	Yes, No	MS-DO-3.1 Please provide the name of the document(s) here:
ms-do-6	MS-DO-4	Management Systems	Do	Does the facility provide communication and training on social and labor practices?	Multi-Select	MS-DO-4-1 Communication and training based upon written policies and/or procedures MS-DO-4-2 Communication and training based upon informal (not written) procedures MS-DO-4-3 The facility does not provide communication and training on social and labor practices	
ms-do-7	MS-DO-5	Management Systems	Do	Who receives communication and training?	Multi-Select	MS-DO-5-1 Senior management MS-DO-5-2 Individuals responsible for implementation MS-DO-5-3 Production workers MS-DO-5-4 Security guards MS-DO-5-5 Subcontractors / Suppliers MS-DO-5-6 Other	MS-DO-5.1 If other, please describe:
ms-do-8	MS-DO-6	Management Systems	Do	How does the facility provide communication and training to senior management?	Multi-Select	MS-DO-6-1 Verbal communication MS-DO-6-2 Written communication (i.e. copy of Standard Operating Procedures or "SOP") MS-DO-6-3 Training - new workers receive onboarding trainings in-person (i.e. classroom trainings) MS-DO-6-4 Training - existing workers receive on-going trainings in-person (i.e. classroom trainings) MS-DO-6-5 Other	MS-DO-6.1 If other, please describe:

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-do-9	MS-DO-7	Management Systems	Do	Which of the following topics are part of the communication and training for senior management?	Multi-Select	MS-DO-7-1 Recruitment and hiring MS-DO-7-2 Termination and retrenchment MS-DO-7-3 Facility workplace rules MS-DO-7-4 Child labor and young workers MS-DO-7-5 Prohibition of forced labor MS-DO-7-6 Anti-harassment and abuse MS-DO-7-7 Anti-discrimination MS-DO-7-8 Specifically for senior managers responsible for promotion: non-bias in promotion of pregnant and married workers MS-DO-7-9 Working Hours MS-DO-7-10 Wages and Benefits MS-DO-7-11 Discipline MS-DO-7-12 Freedom of association and collective bargaining MS-DO-7-13 Grievance systems MS-DO-7-14 Worker Feedback MS-DO-7-15 Health and safety MS-DO-7-16 Migrant workers MS-DO-7-17 Homeworkers MS-DO-7-18 Suppliers/subcontractors MS-DO-7-19 Raw materials sourcing MS-DO-7-20 Bribery and anti-corruption MS-DO-7-21 Other	MS-DO-7.1 If other, please describe:
ms-do-12	MS-DO-8	Management Systems	Do	How does the facility provide communication and training to individuals responsible for implementation?	Multi-Select	MS-DO-8-1 Verbal communication MS-DO-8-2 Written communication (i.e. copy of Standard Operating Procedures or "SOPs") MS-DO-8-3 Training - new workers receive onboarding trainings in-person (i.e. classroom trainings) MS-DO-8-4 Training - existing workers receive on-going trainings in-person (i.e. classroom trainings) MS-DO-8-5 The facility does not provide communication and training to individuals responsible for implementation MS-DO-8-6 Other	MS-DO-8.1 If other, please describe:
ms-do-13	MS-DO-9	Management Systems	Do	Which of the following topics are part of the communication and training for individuals responsible for implementation?	Multi-Select	MS-DO-9-1 Recruitment and hiring MS-DO-9-2 Specifically for managers responsible for hiring: non-bias in recruitment of pregnant and married workers MS-DO-9-3 Termination and retrenchment MS-DO-9-4 Facility workplace rules MS-DO-9-5 Child labor and young workers MS-DO-9-6 Prohibition of forced labor MS-DO-9-7 Anti-harassment and abuse MS-DO-9-8 Anti-discrimination MS-DO-9-9 Working Hours MS-DO-9-10 Wages and Benefits MS-DO-9-11 Discipline MS-DO-9-12 Freedom of association and collective bargaining MS-DO-9-13 Grievance systems MS-DO-9-14 Worker Feedback MS-DO-9-15 Health and safety MS-DO-9-16 Migrant workers MS-DO-9-17 Homeworkers MS-DO-9-18 Suppliers/subcontractors MS-DO-9-19 Raw materials sourcing MS-DO-9-20 Bribery and anti-corruption MS-DO-9-21 Other	MS-DO-9.1 Please provide a list of all trainings offered to workers responsible for implementation of health and safety in the facility MS-DO-9.2 If other, please describe:

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-do-17	MS-DO-10	Management Systems	Do	How does the facility provide communication and training to NEW production workers?	Multi-Select	MS-DO-10-1 Verbal communication MS-DO-10-2 Written communication (i.e. new workers might receive a worker handbook and/or information that is included in their employment contract) MS-DO-10-3 Posted communication (i.e. display postings around the facility) MS-DO-10-4 Multi-media communication (i.e. new workers watch a video, online learning, etc.) MS-DO-10-5 Training - new workers receive onboarding trainings in-person (i.e. classroom trainings, trainings at their work station etc.) MS-DO-10-6 Communication and training is provided in a language understood by workers MS-DO-10-7 Other	MS-DO-10.1 If other, please describe:
ms-do-18	MS-DO-11	Management Systems	Do	Which of the following topics are part of the communication and training to NEW production workers?	Multi-Select	MS-DO-11-1 Recruitment and hiring MS-DO-11-2 Termination and retrenchment MS-DO-11-3 Facility workplace rules MS-DO-11-4 Child labor and young workers MS-DO-11-5 Prohibition of forced labor MS-DO-11-6 Anti-harassment and abuse MS-DO-11-7 Anti-discrimination MS-DO-11-8 Working Hours MS-DO-11-9 Wages and Benefits MS-DO-11-10 Discipline MS-DO-11-11 Freedom of association and collective bargaining MS-DO-11-12 Grievance systems MS-DO-11-13 Worker Feedback MS-DO-11-14 Health and safety MS-DO-11-15 Migrant workers MS-DO-11-16 Homeworkers MS-DO-11-17 Suppliers/subcontractors MS-DO-11-18 Bribery and anti-corruption MS-DO-11-19 Other	MS-DO-11.1 Please provide a list of all health and safety trainings offered to NEW production workers in the facility MS-DO-11.2 If other, please describe:
ms-do-20	MS-DO-12	Management Systems	Do	How does the facility provide on-going communication and training to EXISTING production workers?	Multi-Select	MS-DO-12-1 Verbal communication MS-DO-12-2 Written communication (i.e. current workers might receive written notification regarding changes to company handbooks) MS-DO-12-3 Posted communication (i.e. display postings around the facility) MS-DO-12-4 Multi-media communication (i.e. workers watch a video, online learning, etc.) MS-DO-12-5 Training - existing workers receive on-going trainings in-person (i.e. classroom trainings, trainings at their work station etc.) MS-DO-12-6 Communication and training is provided in a language understood by workers MS-DO-12-7 Other	MS-DO-12.1 If other, please describe:
ms-do-21	MS-DO-13	Management Systems	Do	Which of the following topics are part of the on-going communication and training to EXISTING production workers?	Multi-Select	MS-DO-13-1 Recruitment and hiring MS-DO-13-2 Termination and retrenchment MS-DO-13-3 Facility workplace rules MS-DO-13-4 Child labor and young workers MS-DO-13-5 Prohibition of forced labor MS-DO-13-6 Anti-harassment and abuse MS-DO-13-7 Anti-discrimination MS-DO-13-8 Working Hours MS-DO-13-9 Wages and Benefits MS-DO-13-10 Discipline MS-DO-13-11 Freedom of association and collective bargaining MS-DO-13-12 Grievance systems MS-DO-13-13 Worker Feedback MS-DO-13-14 Health and safety MS-DO-13-15 Migrant workers MS-DO-13-16 Homeworkers MS-DO-13-17 Suppliers/subcontractors MS-DO-13-18 Bribery and anti-corruption MS-DO-13-19 Other	MS-DO-13.1 Please provide a list of all health and safety trainings offered to EXISTING production workers in the facility MS-DO-13.2 If other, please describe:

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-do-23	MS-DO-14	Management Systems	Do	How does the facility provide communication and training to security guards?	Multi-Select	MS-DO-14-1 Verbal communication MS-DO-14-2 Written communication (i.e. new workers might receive a worker handbook and/or information that is included in their employment contract) MS-DO-14-3 Posted communication (i.e. display postings around the facility) MS-DO-14-4 Multi-media communication (i.e. new workers watch a video, online learning, etc.) MS-DO-14-5 Training - new workers receive onboarding trainings in-person (i.e. classroom trainings, trainings at their work station etc.) MS-DO-14-6 Training - existing workers receive on-going trainings in-person (i.e. classroom trainings, trainings at their work station etc.) MS-DO-14-7 Other	MS-DO-14.1 If other, please describe:
ms-do-24	MS-DO-15	Management Systems	Do	Which of the following topics are part of the communication and training to security guards?	Multi-Select	MS-DO-15-1 Prohibition of forced labor MS-DO-15-2 Anti-harassment and abuse MS-DO-15-3 Anti-discrimination MS-DO-15-4 Bribery and anti-corruption MS-DO-15-5 Other	MS-DO-15.1 If other, please describe:
ms-do-25	MS-DO-16	Management Systems	Do	How does the facility provide communication and training to suppliers/subcontractors?	Multi-Select	MS-DO-16-1 Verbal communication MS-DO-16-2 Written communication (i.e. supply contracts might include reference to social and labor practices) MS-DO-16-3 Multi-media communication (i.e. video, online learning, etc.) MS-DO-16-4 Training - new subcontractors/suppliers receive onboarding trainings in-person (i.e. classroom trainings etc.) MS-DO-16-5 Training - existing subcontractors/suppliers receive on-going trainings in-person (i.e. classroom trainings etc.) MS-DO-16-6 Other	MS-DO-16.1 If other, please describe:
ms-do-26	MS-DO-17	Management Systems	Do	Which of the following topics are part of the communication and training to suppliers/subcontractors?	Multi-Select	MS-DO-17-1 Child labor and young workers MS-DO-17-2 Prohibition of forced labor MS-DO-17-3 Anti-harassment and abuse MS-DO-17-4 Anti-discrimination MS-DO-17-5 Working Hours MS-DO-17-6 Wages and Benefits MS-DO-17-7 Discipline MS-DO-17-8 Freedom of association and collective bargaining MS-DO-17-9 Grievance systems MS-DO-17-10 Worker Feedback MS-DO-17-11 Health and safety MS-DO-17-12 Migrant workers MS-DO-17-13 Homeworkers MS-DO-17-14 Supplier/subcontractor due diligence requirements MS-DO-17-15 Raw materials sourcing due diligence requirements MS-DO-17-16 Bribery and anti-corruption MS-DO-17-17 Other	MS-DO-17.1 If other, please describe:

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-che-1	MS-CHE-1	Management Systems	Check	Does the facility conduct regular reviews and/or assessments of social and labor practices?	Multi-Select	MS-CHE-1-1 Facility conducts regular internal reviews and/or assessments of all social and labor policies and procedures that the facility has implemented MS-CHE-1-2 Facility conducts regular reviews and/or assessments of social and labor practices within their supply chain, i.e. of suppliers and subcontractors, including raw materials suppliers MS-CHE-1-3 Facility keeps records of these assessments and any violations that were uncovered MS-CHE-1-4 Results are reported to senior management MS-CHE-1-5 Facility does not perform regular reviews and/or assessments on social and labor practices within the facility and/or within their supply chain	
ms-che-2	MS-CHE-2	Management Systems	Check	Does the facility have a system for reviewing policies and procedures (written or informal) for changes/updates to existing requirements (legal or other)?	Multi-Select	MS-CHE-2-1 Government websites MS-CHE-2-2 Government offices /communications MS-CHE-2-3 Consultants MS-CHE-2-4 Internet MS-CHE-2-5 Customer briefing MS-CHE-2-6 Health and safety executive MS-CHE-2-7 Corporate Social Responsibility or "CSR" team established in facility MS-CHE-2-8 Management team briefs the workforce MS-CHE-2-9 Appointed worker / team MS-CHE-2-10 Magazine subscription(s) MS-CHE-2-11 Industry body briefings MS-CHE-2-12 Other MS-CHE-2-13 Facility does not use any methods and is not aware of changes/updates	MS-CHE-2.1 If other, please describe:

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-che-3	MS-CHE-3	Management Systems	Check	Does the facility review/update policies and procedures (written or informal)?	Multi-Select	MS-CHE-3-1 Recruitment and hiring MS-CHE-3-2 Termination and retrenchment MS-CHE-3-3 Facility workplace rules MS-CHE-3-4 Child labor and young workers MS-CHE-3-5 Prohibition of forced labor MS-CHE-3-6 Anti-harassment and abuse MS-CHE-3-7 Anti-discrimination MS-CHE-3-8 Working Hours MS-CHE-3-9 Wages and Benefits MS-CHE-3-10 Discipline MS-CHE-3-11 Freedom of association and collective bargaining MS-CHE-3-12 Grievance systems MS-CHE-3-13 Worker Feedback MS-CHE-3-14 Health and safety MS-CHE-3-15 Foreign migrant workers MS-CHE-3-16 Domestic migrant workers MS-CHE-3-17 Homeworkers MS-CHE-3-18 Suppliers/subcontractors MS-CHE-3-19 Raw materials sourcing MS-CHE-3-20 Bribery and anti-corruption MS-CHE-3-21 Other MS-CHE-3-22 Facility does not review/update policies and procedures (written or informal)	MS-CHE-3.1 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.2 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.3 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.4 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.5 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.6 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.7 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.8 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.9 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.10 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.11 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.12 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.13 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.14 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.15 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.16 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.17 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.18 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.19 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.20 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.21 Please describe how often (or when) the policies and procedures are reviewed/updated: MS-CHE-3.22

Table 9: Management Systems (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ms-act-1	MS-ACT-1	Management Systems	Act	Does the facility create improvement plans based on social and labor practices?	Multi-Select	MS-ACT-1-1 Plans are created based on issues uncovered through monitoring and evaluation MS-ACT-1-2 Plans include root cause analysis (RCA) MS-ACT-1-3 Plans include grievances and suggestions raised by workers MS-ACT-1-4 Plans are completed and the related issues resolved MS-ACT-1-5 Written records are maintained MS-ACT-1-6 Other MS-ACT-1-7 The facility does not create improvement plans	MS-ACT-1.1 If other, please describe:
ms-act-2	MS-ACT-2	Management Systems	Act	Does the facility communicate improvement plans to interested stakeholders?	Multi-Select	MS-ACT-2-1 Senior management MS-ACT-2-2 Workers MS-ACT-2-3 Customers MS-ACT-2-4 Other	MS-ACT-2.1 If other, please describe:
ms-fac-1	MS-FAC-1	Management Systems	Facility Comments	Please describe any concerns or difficulties with questions listed in this section:	string		

10 Above and Beyond

Table 10: Above and Beyond

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ab-wor-2	AB-WOR-1	Above and Beyond	Workplace Well-Being	Are all workers offered any of the following types of developmental programs by the facility?	Multi-Select	AB-WOR-1-1 Health Education AB-WOR-1-2 Gender Equality AB-WOR-1-3 Gender Empowerment AB-WOR-1-4 Career Development AB-WOR-1-5 Other AB-WOR-1-6 None of the above	AB-WOR-1.1 Please describe: AB-WOR-1.2 Please describe: AB-WOR-1.3 Please describe: AB-WOR-1.4 Please describe: AB-WOR-1.5 If other, please describe: AB-WOR-2.1 Please describe: AB-WOR-2.2 Please describe: AB-WOR-2.3 Please describe: AB-WOR-2.4 Please describe: AB-WOR-2.5 Please describe: AB-WOR-2.6 Please describe: AB-WOR-2.7 Please describe: AB-WOR-2.8 Please describe: AB-WOR-2.9 If other, please describe:
ab-wor-3	AB-WOR-2	Above and Beyond	Workplace Well-Being	Are all workers offered any of the following programs by the facility to promote health?	Multi-Select	AB-WOR-2-1 Nutrition AB-WOR-2-2 Exercise AB-WOR-2-3 Drug and Alcohol Abuse AB-WOR-2-4 Smoking AB-WOR-2-5 Sexual Health AB-WOR-2-6 Pre- and post-natal AB-WOR-2-7 Mental Well-being AB-WOR-2-8 Access to clean drinking water AB-WOR-2-9 Other AB-WOR-2-10 None of the above	AB-WOR-3.1 Please describe: AB-WOR-3.2 Please describe: AB-WOR-3.3 Please describe: AB-WOR-3.4 If other, please describe: AB-WOR-4.1 Please describe: AB-WOR-4.2 Please describe: AB-WOR-4.3 If other, please describe:
ab-wor-4	AB-WOR-3	Above and Beyond	Workplace Well-Being	Are all workers offered any of the following types of market access programs by the facility?	Multi-Select	AB-WOR-3-1 Financial Literacy Programs AB-WOR-3-2 Digital Payment Assistance AB-WOR-3-3 Home Financing Program AB-WOR-3-4 Other AB-WOR-3-5 None of the above	AB-WOR-5.1 Please describe: AB-WOR-5.2 Please describe: AB-WOR-5.3 Please describe: AB-WOR-5.4 If other, please describe:
ab-wor-5	AB-WOR-4	Above and Beyond	Workplace Well-Being	Did the facility participate in any type of economic empowerment programs that collect facility contributions into a separate account (or fund) that can be used for worker well-being?	Multi-Select	AB-WOR-4-1 Facility's own program AB-WOR-4-2 External program AB-WOR-4-3 Other AB-WOR-4-4 None of the above	AB-WOR-6.1 If yes, please describe:
ab-wor-6	AB-WOR-5	Above and Beyond	Workplace Well-Being	Did the facility actively seek to provide (or attain) any of the following types of wage aspirations for workers?	Multi-Select	AB-WOR-5-1 "Living Wage" AB-WOR-5-2 "Prevailing Wage" AB-WOR-5-3 System to secure that annual wage increase (excluding OT-hours) is at or above the inflation rate AB-WOR-5-4 Skill Matrix - including all worker skill levels AB-WOR-5-5 Other AB-WOR-5-6 None of the above	AB-WOR-7.1 If yes, please describe:
ab-5	AB-WOR-6	Above and Beyond	Workplace Well-Being	Has the facility received recognition (award) from a PUBLICLY KNOWN institution for their achievement on Health and Safety?	array	Yes, No	AB-WOR-6.1 If yes, please describe:
ab-6	AB-WOR-7	Above and Beyond	Workplace Well-Being	Has the facility implemented any other projects that have sought to improve social well-being of workers in the facility that they would like to share?	array	Yes, No	AB-WOR-7.1 If yes, please describe:
ab-com-2	AB-COM-1	Above and Beyond	Community Impact	Does the facility offer female workers in the supply chain (i.e. female workers at suppliers/subcontractors to the facility) any of the following types of professional developmental opportunities?	Multi-Select	AB-COM-1-1 Professional Training AB-COM-1-2 Mentoring/ sponsorship program AB-COM-1-3 Educational opportunities AB-COM-1-4 Other AB-COM-1-5 None of the above	AB-COM-1.1 Please describe: AB-COM-1.2 Please describe: AB-COM-1.3 Please describe: AB-COM-1.4 If other, please describe:

Table 10: Above and Beyond (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ab-com-12	AB-COM-2	Above and Beyond	Community Impact	Did the facility participate in any of the following activities related to community service?	Multi-Select	AB-COM-2-1 The facility sponsored (paid for and/or organized) a community service event AB-COM-2-2 Workers were encouraged to voluntarily engage in community service AB-COM-2-3 Workers were permitted certain hours to voluntarily engage in community service during working hours and were not penalized for the hours served AB-COM-2-4 Blood Donation Programs AB-COM-2-5 Gender equality and empowerment programs AB-COM-2-6 Other AB-COM-2-7 None of the above	AB-COM-2.1 Please describe: AB-COM-2.2 Please describe: AB-COM-2.3 Please describe: AB-COM-2.4 Please describe: AB-COM-2.5 Please describe: AB-COM-2.6 If other, please describe:
ab-com-15	AB-COM-3	Above and Beyond	Community Impact	Did the facility participate in any of the following activities related to charitable contributions?	Multi-Select	AB-COM-3-1 The facility made regular donations to charitable (non-profit/non-governmental) organizations or projects AB-COM-3-2 Facility conducted a needs analysis of charitable programs to address the critical needs in the community AB-COM-3-3 Other AB-COM-3-4 None of the above	AB-COM-3.1 Please describe: AB-COM-3.2 Please describe: AB-COM-3.3 If other, please describe:
ab-com-16	AB-COM-4	Above and Beyond	Community Impact	Did the facility participate in any of the following activities related to community investment?	Multi-Select	AB-COM-4-1 The facility drafted (or maintained an existing) strategy/policy for community investment that includes assessment of root causes of social issues in community related to its workforce AB-COM-4-2 Facility workers and local civil society groups were engaged in identifying, implementing, and evaluating community investment initiatives AB-COM-4-3 The facility was involved directly or through partnerships in efforts on the ground that address root causes of social issues in the local community AB-COM-4-4 Other AB-COM-4-5 None of the above	AB-COM-4.1 Please describe: AB-COM-4.2 Please describe: AB-COM-4.3 Please describe: AB-COM-4.4 If other, please describe:
ab-com-17	AB-COM-5	Above and Beyond	Community Impact	Did the facility participate in any of the following activities related to engagement with external organizations and other facilities?	Multi-Select	AB-COM-5-1 Facility collaborates with other facilities on the development of shared/joint training efforts AB-COM-5-2 Facility participates in multi-stakeholder or industry forums to develop full understanding of risks and challenges in the value chain AB-COM-5-3 Facility engages with key locally impacted stakeholders to improve social and labor conditions in the value chain AB-COM-5-4 Facility engages with key regional / international stakeholders to improve social and labor conditions in the value chain AB-COM-5-5 Facility engages (either directly or via industrial trade association or tripartite initiatives) with local & district level Trade Unions to proactively address issues of concern to the industry AB-COM-5-6 Other AB-COM-5-7 None of the above	AB-COM-5.1 Please describe some of these training efforts: AB-COM-5.2 Please describe the forums the facility is participating in, and in what capacity (passive vs. active, voting, chair, etc.) AB-COM-5.3 Please describe by providing the stakeholder names and the nature and frequency of the dialogue: AB-COM-5.4 Please describe by providing the stakeholder names and the nature and frequency of the dialogue: AB-COM-5.5 If other, please describe:
ab-com-18	AB-COM-6	Above and Beyond	Community Impact	If the facility engaged (either directly or via industrial trade association or tripartite initiatives) with local & district level trade unions to proactively address issues of concern to the industry, how was the facility involved?	Multi-Select	AB-COM-6-1 Facility actively participates in the initiative AB-COM-6-2 Facility actively leads the initiative AB-COM-6-3 Facility has been actively engaged with the initiative over the past 3 years AB-COM-6-4 Other AB-COM-6-5 None of the above	AB-COM-6.1 Please describe: AB-COM-6.2 Please describe: AB-COM-6.3 Please describe: AB-COM-6.4 If other, please describe:

Table 10: Above and Beyond (continued)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
ab-11	AB-COM-7	Above and Beyond	Community Impact	Has the facility set specific goals/targets for improvement on social issues in local communities and tracked the progress against those goals/targets?	array	Yes, No	AB-COM-7.1 If yes, please describe:
ab-12	AB-COM-8	Above and Beyond	Community Impact	Has the facility encouraged sourcing practices that resulted in the facility sourcing from Small and Medium Enterprises and manufacturers that are owned by underrepresented minorities/protected groups, including women-owned businesses?	array	Yes, No	AB-COM-8.1 If yes, please describe:
ab-13	AB-COM-9	Above and Beyond	Community Impact	Does the facility have a formalized process of reviewing documentation of the land rights for the property they are renting/leasing by a person who is qualified to do so?	array	Yes, No	AB-COM-9.1 If yes, please describe:
ab-13-1	AB-COM-10	Above and Beyond	Community Impact	Does the facility engage proactively with relevant stakeholders before an investment is made in a new land?	array	Not Applicable, Yes, No	AB-COM-10.1 If yes, please describe:
ab-14	AB-COM-11	Above and Beyond	Community Impact	Does the facility communicate publicly on social and labor performance?	array	Yes, No	
ab-com-19	AB-COM-12	Above and Beyond	Community Impact	Did the facility communication include any of the following?	Multi-Select	AB-COM-12-1 Engagement with NGOs and other external stakeholders AB-COM-12-2 Social/labor policies and procedures AB-COM-12-3 Results of social compliance monitoring AB-COM-12-4 Issues identified, actions taken, and results achieved in response to results of social compliance monitoring AB-COM-12-5 Indirect supplier list AB-COM-12-6 Facility/company/group reporting externally on progress against social compliance goals and objectives per Global Reporting Initiative (GRI) requirements AB-COM-12-7 None of the above	
ab-14-2	AB-COM-13	Above and Beyond	Community Impact	Does the facility publish a report (at least every 2 years) regarding its own progress towards social compliance goals and objectives set by the facility?	array	Yes, No	
ab-15	AB-COM-14	Above and Beyond	Community Impact	Has the facility implemented any other community impact projects that improve the social well being of workers and their families that they would like to share?	array	Yes, No	AB-COM-14.1 If yes, please describe:
ab-fac-1	AB-FAC-1	Above and Beyond	Facility Comments	Please describe any concerns or difficulties with questions listed in this section:	string		

11 Verification Details

Table 11: Verification Details

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
vd-e4	VD-VER-1	Verification Details	Verification Details	Verification Start Date (YYYY-MM-DD):	date		
vd-e5	VD-VER-2	Verification Details	Verification Details	Verification End Date (YYYY-MM-DD):	date		
vd-e6	VD-VER-3	Verification Details	Verification Details	Verification Duration:	array	1 Person Day, 1.5 Person Days, 2 Person Days, 2.5 Person Days, 3 Person Days, 3.5 Person Days, 4 Person Days, 4.5 Person Days, 5 Person Days, 5.5 Person Days, 6 Person Days, 6.5 Person Days, 7 Person Days, 7.5 Person Days, 8 Person Days, 8.5 Person Days, 9 Person Days, 9.5 Person Days, 10 Person Days, More than 10 Person Days	VD-VER-3.1 If "More than 10 Days", please describe:
vd-e8	VD-VER-4	Verification Details	Verification Details	Did the verification take place over consecutive days?	array	Yes, No	
vd-e9	VD-VER-5	Verification Details	Verification Details	If no, please describe which days Verifier(s) were on site and why the verification did not take place over consecutive days:	string		
vd-e10	VD-VER-6	Verification Details	Verification Details	Verification Window:	array	Announced, Semi-announced, Unannounced	
vd-e11	VD-VER-7	Verification Details	Verification Details	Verifier Body Type:	array	2nd Party (Brand/Retailer/Manufacturer/Agent/Licensee), 3rd Party (Service Provider)	
vd-e12	VD-VER-8	Verification Details	Verification Details	Verifier Body Name:	string		
vd-e13	VD-VER-9	Verification Details	Verification Details	Verifier Name(s) (First and Last Name):	string		
vd-ver-1	VD-VER-10	Verification Details	Verification Details	Were any interpreters present during verification?	array	Yes, No	
vd-ver-2	VD-VER-11	Verification Details	Verification Details	Identification details (First and Last Name and Organization) of all parties present for verification activity:	string		
vd-ver-3	VD-VER-12	Verification Details	Verification Details	Was any part of the verification conducted virtually?	array	No, Yes. Some virtual verification activity was conducted., Yes. All verification activity was virtual.	
vd-ver-4	VD-VER-13	Verification Details	Verification Details	Were any exception requests granted by the Verification Oversight Organization for this verification?	array	Yes, No	
vd-ver-5	VD-VER-14	Verification Details	Verification Details	If yes, please describe:	string		
vd-e14	VD-VER-15	Verification Details	Verification Details	What is the total number of worker interviews conducted?	numeric		
vd-e15	VD-VER-16	Verification Details	Verification Details	Provide details about number and type of workers interviewed:	string		
vd-e16	VD-VER-17	Verification Details	Verification Details	Did the facility request an offsite documentation review prior to onsite verification?	array	Yes, No	
vd-e17	VD-VER-18	Verification Details	Verification Details	Did the Verifier(s) conduct an offsite documentation review?	array	Yes, No	

Table 11: Verification Details (*continued*)

Key	Number	Section	Sub-Section	Main Text	Data Type	Options	Follow-Up
vd-e18	VD-VER-19	Verification Details	Verification Details	Please provide details regarding offsite document review:	string		
vd-e21	VD-VER-20	Verification Details	Verification Details	1. Cooperativeness of facility	string		
vd-e22	VD-VER-21	Verification Details	Verification Details	2. Strengths of management practices	string		
vd-e23	VD-VER-22	Verification Details	Verification Details	3. Any other comment	string		
vd-e24	VD-VER-23	Verification Details	Verification Details	4. Are there any photos you would like to add to the verification that did not directly correspond to a question?	string		