

CHECKLIST FOR SUPPLIER CODE OF CONDUCT

The Danish Institute for Human Rights • The Confederation of Danish Industries

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Checklist for Supplier Code of Conduct

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1. FORCED LABOUR

1.1. Forced Labour and Freedom of Movement

The supplier must not participate in, or benefit from, any form of forced labour, including bonded labour, forced prison labour, slavery, servitude, or human trafficking. Workers must have the freedom of movement during the course of their employment.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier has a policy or procedure in place to ensure that it does not participate in, or benefit from, any form of forced labour.				
2	The supplier ensures that employment contracts are fair, transparent, and understood by the workers.				
3	All workers are allowed to terminate their employment after reasonable notice.				
4	All workers are allowed to leave the supplier's premises at the end of their shifts.				
5	The supplier ensures, by proper investigation, that it does not use labour from agencies or firms involved in trafficking, debt bondage, or kidnapping.				
6	The supplier (or its recruiting agencies) does not charge workers recruiting or hiring fees that require the worker to be indebted to the supplier (or recruiting agency), or to work for the supplier (or recruiting agency) to pay off the debt.				
7	The supplier does not compel workers to engage in a cycle of salary advancements in order to meet living expenses.				
8	Salary advances to employees do not exceed three months pay and they bear no interest.				
9	The supplier is not compelling its employees to purchase basic goods and supplies from company stores.				
10	The supplier makes payments on a regular basis, and in a timely manner.				
11	The supplier does not coerce or compel employees to work overtime by the use of threat or force, including threats to withhold wages.				
12	The supplier does not use prison labour, unless the prisoner has been convicted by a court of law, and labour voluntarily under the supervision and control of a public authority.				
13	The supplier does not require workers to lodge money deposits with the supplier.				
14	Employees, local unions or NGOs confirm that the supplier respects the right to freedom from forced labour.				

1.2. Retention of Identity Cards and Travel Documents

The supplier shall refrain from retaining the identity cards, travel documents, and other important

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personal papers of its employees.					
No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	Those responsible for collecting personal data from employees are instructed not to retain travel documents and identity cards.				
2	Managers do not possess worker's personal travel or identity documents.				
3	To safeguard documents against loss, damage or misplacement, the supplier photocopies (or hand copies) the information from employee ID cards and travel documents and doesn't retain the originals for even a short amount of time.				
4	Supplier records demonstrate that the supplier immediately grants letters of release whenever the letter is needed for an employee to get a job elsewhere.				

2. CHILD LABOUR AND YOUNG WORKERS

2.1. Minimum Age Requirements

The supplier shall not engage in, or benefit from, the use of child labour. The minimum age for employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (or 14 years where established by national laws in accordance with the ILO developing-country exception).

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier sets the minimum age for employment in accordance with national laws, but no less than 15 years of age (or 14 years where established by national laws in accordance with the ILO developing-country exception).				
2	The supplier requires candidates to provide copies of birth certificates or other official forms of identification to verify their age before being hired by the supplier.				
3	Hiring managers are aware of the forms of identification forgery commonly used in the country of operation and they are able to spot such forgeries.				
4	In countries where birth certificates are not common, or are frequently falsified, the supplier has an alternative procedure for estimating the age of employment for young candidates (e.g. medical examinations).				
5	Employee records from the past year confirm that the supplier does not employ child labourers.				
6	Local NGOs and schools confirm that the supplier is not employing child labourers.				

2.2. Educational Remediation Programme

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If the supplier becomes aware that it is employing children of school age, it shall ensure that the children are enrolled in a remediation programme, rather than being summarily terminated from employment. The programme shall include access to education and financial support and shall be decided in consultation with the child and family or next of kin.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier has a procedure on the remediation of child labourers found to be working at its premises.				
2	The supplier offers to hire the parents, guardians, elder siblings or other adult members of the extended family of any child found to be working for the supplier.				
3	The supplier establishes apprenticeship programs (or other such measures) that ensure the basic education of the child worker, while concurrently providing practical experience and financial support.				
4	The supplier provides income-compensation to families of children removed from the workplace.				
5	When enrolling children in a remediation programme, the supplier makes sure to consult with the child and its parents.				
6	Local schools records demonstrate that former child labourers are enrolled in an education programme.				
7	NGOs and local community representatives confirm that the supplier has not summarily terminated the employment of any child labourers found to be working for the supplier.				

2.3. Light work and Apprenticeship Programmes

Where permitted by national laws, the supplier may employ children between 12 and 15 to perform a few hours of light work per day. The work must be simple tasks of a limited nature and not interfere with the children's educational responsibilities. Apprenticeship programmes for children below the minimum age of employment must be remunerated and clearly aimed at training.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	Light work performed by children below the minimum age of employment constitutes simple tasks of a limited nature.				
2	Light work performed by children below the minimum age of employment do not interfere with their educational responsibilities.				
3	Apprenticeship programmes do not interfere with the child's compulsory education.				
4	Records show that apprenticeship programmes are limited in duration, are performed in conjunction with a school programme and are educational to the student.				
5	Payroll records show that show that young workers receive equal pay for equal work.				

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2.4. Hazardous and Harmful Work					
The supplier shall refrain from hiring young workers (below 18 years of age) to perform any type of work, which is likely to jeopardise their health, safety or morals.					
No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier has guidelines in place defining what tasks are prohibited as hazardous or harmful to the health, safety, or morals of workers under the age of 18.				
2	The supplier does not hire or contract workers under the age of 18 to perform work that exposes them: A. psychological or sexual abuse. B. work underground, under water, at dangerous heights or in confined spaces. C. work with dangerous machinery, equipment and tools, or to manhandle or transport heavy loads. D. work which exposes them to hazardous substances, agents or processes or to temperatures, noise levels, or vibrations damaging to their health. E. work for long hours, during the night, or in a position that requires them to be unreasonably confined to the premises.				
3	Young workers are subject to medical examinations to ensure their fitness for the form of employment they are to undertake.				
4	Managers are aware of the above limitations concerning the work tasks of workers below the age of 18.				
5	Worker representatives or NGOs confirm that the supplier does not hire workers under the age of 18 to perform work that may be hazardous or harmful to their health, safety, educational, or moral development.				

3. NON-DISCRIMINATION

3.1. Non-discrimination in Employment-related Decisions					
The supplier shall not engage in or support discrimination on the basis of race, colour, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, age, and disability or other distinguishing characteristics. Hiring, remuneration, benefits, training, advancement, discipline, termination, retirement or any other employment-related decisions shall be based on relevant and objective criteria.					
No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier has policies and procedures in place to ensure that all employment-related decisions are based only on relevant and objective factors.				
2	Workers have access to a complaints mechanism where they can report complaints of discrimination, and they are familiar with the mechanism.				

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3	The supplier has a method for ensuring that benefits and services, such as sick leave, holiday, housing, health care, and transportation are provided in a non-discriminatory manner.				
4	The supplier has a method for ensuring that employees are hired and granted promotions only on the basis of the skills, qualifications and experience required for the position.				
5	The supplier has a method for ensuring that pay is based on objective factors and is implemented in a non-discriminatory way.				
6	Employment advertisements do not reference irrelevant characteristics, unless listed as part of an equal opportunities promotion.				
7	The supplier does not ask applicants questions regarding their marital status, intent to have children, or number of dependents.				
8	The supplier does not require applicants or employees to take pregnancy tests, get abortions, use contraception, or sign agreements not to become pregnant.				
9	The supplier does not subject their employees to mandatory HIV/AIDS tests, or requiring employees to disclose personal HIV/AIDS information.				
10	Women who take maternity leave are able to return to their former employment at the same rate of pay and benefits.				
10	The supplier has a method for ensuring that pay is based on objective factors and is implemented in a non-discriminatory way.				
12	The supplier makes reasonable accommodations to allow disabled workers job opportunities.				
13	Hiring managers receive training regarding the supplier's non-discrimination policies.				
14	An individual or department in the supplier is responsible for monitoring compliance with non-discrimination standards and policies.				
15	Wage records do not show pay discrepancies for work of equal value.				
16	Employees include members from the diverse social and ethnic groups that compose the local population.				
17	The supplier has not been involved in lawsuits or government criticism for discriminatory practices.				
18	Worker and worker's representatives confirm that the supplier's employment practices are non-discriminatory.				

4. FREEDOM OF ASSOCIATION

4.1. Freedom of Association and Collective Bargaining

The supplier must not interfere with the workers' rights to form and join unions, or other associations of their own choosing, and to bargain collectively. Nor shall the supplier discourage

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membership of unions. Workers' representatives shall not be subject to discrimination and shall be given access to employees at the workplace. The supplier must recognise elected workers' representatives and bargain in good faith with them regarding all important workplace concerns.					
No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier recognises worker's organisations for collective bargaining purposes.				
2	The supplier does not seek to control worker's organisations or favour one worker's organisation over another.				
3	The supplier does not take adverse actions against employees in retaliation for exercising employee rights, participating in union activities, or reporting suspected legal violations				
4	The supplier does not make decisions about work opportunities, including overtime assignments, on the basis of union membership.				
5	The supplier engages in collective bargaining and holds regular consultations with authorised worker's representatives concerning working conditions, remuneration, dispute resolution, internal relations and matters of mutual concern.				
6	The supplier honors the terms of the collective bargaining agreements they sign.				
7	The supplier allows worker representatives reasonable access to any documentation or records needed to fulfil their duties.				
8	The supplier allows worker's representatives reasonable access to the employees and the supplier's facilities necessary to carry out their responsibilities.				
9	The supplier provides reasonable notice of impending changes in operations that will affect employment, such as anticipated mergers and layoffs.				
10	The supplier does not use undue influence, such as employee transfers, to improperly interfere with the ability of worker's representatives to effectively negotiate on behalf of its members during the bargaining process.				
11	The supplier does not use security forces to discourage strikes, intimidate workers, or interfere with the exercise of employee rights.				
12	The supplier takes efforts to protect employees from union-related harassment by other workers.				
13	Workers are able to detail when the last election of a workers' representative took place.				
14	Copies of the current collective bargaining agreements are available.				
15	Worker's organisations confirm that the supplier recognises their position, allows them access to employees and facilities, and engages with them in good faith during the collective bargaining process.				

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4.2. Alternative Measures in Case of State Prohibition on Unions					
<p>If trade unions are not allowed in the area of operation, or only state authorised organisations are allowed, the supplier shall facilitate, and not prevent, alternative measures to allow employees to gather independently to discuss work-related matters and a forum to present work-related concerns to management.</p>					
No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier allows employees to engage in regular employee meetings, where employees can freely discuss concerns regarding working conditions.				
2	Meeting rooms are made available for employee-only meetings to discuss wages and working conditions.				
3	Management meets regularly with employee representatives to discuss work-related problems and any complaints or concerns employees may wish to raise.				
4	Workers are able to detail the last workers meeting and there are meeting minutes or other documentation from the meeting.				
5	Employees confirm that they are given the opportunity to attend meetings regarding their work conditions, and staff representatives meet regularly with management to discuss these issues.				

5. WORKPLACE HEALTH AND SAFETY

5.1. Health and Safety Standards					
<p>The supplier shall ensure that its workers are offered a safe and healthy working environment, including, but not limited to, protection from fire, accidents and toxic substances. Adequate health and safety policies and procedures must be established and followed.</p>					
No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier has an effective health and safety policy in place which comply with industry, national and international standards.				
2	The supplier's health and safety standards and procedures are made available to employees in a language they understand.				
3	The supplier has a disciplinary plan which applies to all violations of the supplier's health and safety standards.				
4	The supplier has a procedure or process for receiving and responding to health and safety complaints, such as a health and safety committee.				
5	The supplier has appointed a qualified health and safety officer at each facility responsible for planning, implementing and monitoring health and safety policies and procedures.				
6	Responsibilities for health and safety tasks are clearly outlined at all levels of the supplier and there is a system for monitoring				

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	and enforcing compliance.				
7	The supplier documents accidents and adjusts its processes to prevent recurring problems.				
8	The supplier routinely monitors its production processes, machinery and equipment to ensure that they are safe and in good working order.				
9	The supplier has a system for managing the use, storage and disposal of hazardous materials and substances.				
10	The supplier performs regular tests of the level of toxic substances in the working environment.				
11	The workplace has sufficient and suitable ventilation, with fresh or purified air, appropriate for the climate and industry of operation.				
12	Trash is stored in non-combustible containers and removed on a regular basis.				
13	There are fully functional fire alarms on all workplace premises.				
14	There are fully functional fire extinguishers on all workplace premises.				
15	All aisles are clear and escape exits are unlocked and free from obstruction.				
16	Adequate measures have been taken to protect employees from accidental contact with sources of electricity.				
17	Workplace temperature is comfortable and steady.				
18	The workplace has sufficient and suitable lighting.				
19	Health and safety inspections confirm that the supplier provides a safe and healthy working environment.				

5.2. Training and Protective Gear

The supplier shall provide its employees with the protective equipment and training necessary to perform their tasks safely.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	Policies and procedures dictate that all employees are provided with the protective equipment and training necessary to safely perform the functions of their position.				
2	Workers and managers are trained to respond to workplace emergencies and first aid kits are readily available.				
3	Emergency procedures are rehearsed with managers and workers, at least on an annual basis.				
4	All workers are protected against processes, substances and techniques, which are unhealthy, toxic or harmful, including the following: A. exposure to harmful chemicals or biological agents B. exposure which can cause undesired physical, physiological or psychological changes C. exposure to loud noise				

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	<p>D. exposure to toxic fumes, emissions, smoke, gases, smells, or other forms of air pollution</p> <p>E. exposure to vibration</p> <p>F. exposure to radiation</p> <p>G. exposure to electrical shocks and currents</p> <p>H. exposure to flames</p> <p>I. exposure to incendiary or explosive agents</p> <p>J. exposure to snow, ice, or other slippery surfaces</p> <p>K. exposure to extreme temperatures</p> <p>L. exposure to falling objects (e.g. on construction sites)</p> <p>M. exposure to asbestos, coal, and other substances that cause respiratory ailments if inhaled or ingested</p> <p>N. exposure to bright light or sun</p> <p>O. exposure to dangerous machinery (e.g. saws, presses)</p> <p>P. exposure to lead and benzene</p> <p>Q. exposure to flying debris, particles or sparks</p> <p>R. exposure to any other harmful, chemical, agent, or threats</p>				
5	Safety gear provided by the supplier takes into account gender differences and the special needs of pregnant women and other vulnerable workers.				
6	Workers and their representatives are given access information about the supplier's health and safety risks and the need for protective equipment.				
7	Qualified instructors provide hands-on demonstrations in a language that is understandable to the employees on how to use each new machine, substance, or work technique that will be introduced to the working environment <i>before</i> they become incorporated into the work routine.				
8	Workers receive periodic updates on their training to refresh their knowledge and update their skills.				
9	All individuals who are reassigned to different work tasks receive hands-on training from a qualified instructor in a language they understand before commencing their new tasks.				
10	An accurate record is kept by the employer detailing who has been trained, for what tasks the employee has been trained, how he/she has been trained (duration, method), and by whom (name of instructor).				
11	If an accident occurs, the supplier evaluates the incident, implements appropriate corrective measures, and provides an internal educational campaign on the risks associated with the injury causing activity.				
12	Workers do not show injuries or illnesses that are a result of improper exposure and lack of protective gear.				
13	Employees, worker's representatives confirm that employees are adequately trained and provided with the necessary protective equipment to carry out all their work-related tasks.				

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5.3. Sanitary Infrastructure					
<p>The supplier must provide a suitable, clean and sanitary infrastructure, including access to toilets and potable water, which conforms to the needs of its employees and is adequate to its numbers. Accommodation, if provided by the supplier, shall conform to the same requirements, including the general provisions on health and safety listed above.</p>					
No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	Work premises are maintained and kept clean.				
2	Sufficient and suitable washing facilities and sanitary conveniences are provided and properly maintained				
3	The supplier provides clean and sanitary toilet facilities appropriate for both genders.				
4	The supplier performs regular tests of the drinking water to ensure that is potable.				
5	If employees use uniforms or other work-specific clothing, the supplier provides suitable facilities for changing, storing, and drying their clothing.				
6	Clean and sanitary food storage facilities are available for all employees.				
7	Kitchen, canteen and designated eating areas are clean and sanitary in a protected or covered area.				
8	Residential or overnight facilities are clean and sanitary, adequately lit, have proper fire precautions, and have fans, air conditioners or heaters to provide adequate circulation, ventilation and temperature control.				
9	Residential or overnight facilities are provided with mats and beds and personal storage facilities to all employees.				

6. CONDITIONS OF EMPLOYMENT AND WORK

6.1. Workplace Violence, including Assault, Harassment and Threats					
<p>The supplier shall protect workers from acts of physical, verbal, sexual, or psychological harassment, abuse, or threats in the workplace, whether committed by managers or fellow workers, including when determining and implementing disciplinary measures.</p>					
No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier distributes a prevention policy on workplace violence and harassment, which notifies employees of their obligations to refrain from violent, threatening or abusive conduct toward others.				
2	The supplier distributes its disciplinary policy to all employees.				
3	The supplier has a mechanism to receive reports of workplace violence, harassment, threats, and all other types of workplace				

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	misconduct.				
4	The supplier promptly investigates all complaints of workplace violence, harassment, and threats and takes appropriate preventative and disciplinary action.				
5	Managers are trained to use appropriate management techniques, including proper disciplinary measures, and instructed to refrain from harassing, violent, threatening and abusive conduct.				
6	The supplier uses appropriate and progressive disciplinary measures, beginning with verbal or written warning before more action, such as suspension or termination, is taken.				
7	The supplier takes special measures to protect workers from the harassing, violent and threatening conduct of outsiders, such as customers, vendors and clients.				
8	The supplier maintains written records of disciplinary measures taken.				
9	Worker's representatives and employees confirm that the supplier has appropriate measures in place to protect employees from harassing, abusive and threatening behaviour.				
10	Employees and worker's representatives confirm that the supplier refrains from using corporal punishment, physical or mental coercion, and verbal abuse when implementing disciplinary decisions.				

6.2. Remuneration

The supplier shall comply with legal minimum standards or industry benchmark standards concerning wages and benefits, whichever is higher. In any event, the supplier shall always provide a 'living wage', which enables workers to meet the basic needs of themselves and their dependents and to provide some discretionary income. Overtime shall be remunerated at a premium rate. Wages shall be paid in legal tender and on a regular basis. Deductions from wages shall be transparent and must never be used as a disciplinary measure.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier recognises that its workers are entitled to a living wage, sufficient to meet basic food, clothing and housing needs, as well as provide for some discretionary income.				
2	The supplier knows whether minimum wage in the country of operation is sufficient to meet basic needs and to provide discretionary income.				
3	If no national minimum wage is established, or if national minimum wage standards are insufficient to meet the basic needs of employees and their dependents, the supplier dialogues with relevant stakeholder, such as local trade unions, to seek guidance on the proper standard of pay for the region.				
4	Prior to employment, the supplier informs workers of its policy on remuneration, including overtime compensation rates.				

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5	Overtime hours are not required in order for workers to earn a living wage.				
6	The supplier pays its employees a minimum of 1.25 times the normal rate for overtime hours.				
7	Piece-rate payment systems are monitored to ensure that the total salary paid meets living wage requirements.				
8	The supplier pays wages at regular times.				
9	The supplier pays wages in legal tender.				
10	The supplier pays wages directly to the workers				
11	The supplier does not take deductions from wages for disciplinary measures, and other deductions which are not authorised by national law without the freely given consent of the employee.				
12	Employees, local unions or NGOs confirm that the supplier pays workers a living wage.				

6.3. Established Working Relationship

All workers shall be provided with a written, understandable, and legally binding labour contract. The supplier shall not rely on part-time, short-term or casual labourers, trainees, or false apprenticeships to pay lower wages and fewer benefits. Provisions for non-permanent and seasonal workers should be no less favourable than for permanent workers.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	Workers are provided with a written, understandable, and legally binding labour contract.				
2	The supplier does not use an excessive number of part-time positions as a method to avoid paying full wages and benefits to its workers.				
3	Apprentices or new workers who receive training have a well-defined training programme, receive adequate pay during their training period and the length of the training period is made explicit.				
4	Part-time and short-term employees are provided with benefits, including holiday leave, on a pro rata basis				
5	Workers, apprentices and labour representatives confirm that the supplier does not rely excessively on part-time or casual workers.				

6.4. Leave

The supplier shall grant employees paid holiday and sick leave each year, as well as parental leave to employees who must care for a newborn or newly adopted child. Women who take maternity leave will not face dismissal or threat of dismissal, and shall be able to return to their former employment at the same rate and benefits.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info

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1	Employees are granted at least three weeks of paid holiday leave per year.				
2	Employees are provided with paid sick leave in accordance with national law requirements. If national law provides no guidance or only limited protection, the supplier consults with union representatives, workers, and local NGOs to establish a sufficient amount of sick time.				
3	The supplier does not force employees to use vacation time as a substitute for sick leave.				
4	The supplier works towards granting its employees 14 weeks of maternity leave.				
5	The supplier grants parental leave to employees who have recently adopted a child or have taken on the responsibility to care for foster and/or other dependent children.				
6	Women workers who recently returned from maternity leave confirm that they receive the same rate of pay and benefits as before their maternity leave.				
7	Women workers who recently gave birth to a child confirm that they were able to take maternity leave without threats of dismissal.				
8	Employees and workers' representatives confirm that all employees are granted paid holiday and sick leave each year, as well as parental leave to care for newborns or adopted children, and this is confirmed by relevant supplier records.				

6.5. Hours of Work, Rest Periods and Breaks

The supplier shall ensure that the work-week is limited to 48 hours. Overtime shall be voluntary, infrequent, and not exceed 12 hours per week. Employees are entitled to at least one day off per week, and shall be given reasonable breaks while working and sufficient rest periods between shifts.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	Work hours are limited to 48 per week by both policy and in practice.				
2	Prior to employment, the supplier informs workers of its policy on working hours and overtime work.				
3	The supplier ensures that overtime is voluntary, infrequent and does not exceed 12 hours per week.				
4	Employees are allowed at least 24 consecutive hours of rest in every seven day period.				
5	Employees are given no less than a 30-minute break for every 4 hours of work, or more if the nature of the work or national laws or industry standards so require.				
6	The supplier informs workers in advance of the nature and expected duration of any overtime work.				
7	The supplier strives to employ the number of workers necessary to meet production expectations, so that employees can				

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	complete their work tasks within the weekly and daily time limits.				
8	Breaks are strategically scheduled to ensure that no employee is required to work for extended lengths of time during a shift without a rest period.				
9	Managers are aware that employees are allowed to use toilet facilities whenever necessary and not just during designated breaks.				
10	If the supplier is located far away from any food supply, or if the employees have to take special measures, such as undressing from protective lab coats before they can eat, the break is extended to allow extra time for such activities.				
11	The supplier does not encourage employees to avoid taking breaks by rewarding those who do not use their break time.				
12	The supplier uses an accurate and reliable system to document working time by all employees.				
13	The number of fatigue related accidents at the supplier is not excessive for the type of industry.				
14	Employees confirm that they are provided with periodic breaks during the day to eat, stretch and use toilet facilities and that work hours are limited to 48 per week.				

6.6. Employee Privacy

The supplier shall respect the privacy rights of its employees whenever it gathers or keeps private information or implements employee-monitoring practices.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier has a clear privacy policy, outlining its data collection and monitoring practices.				
2	The supplier's policies or guidelines state what kind of personal information is retained on employees, where it is stored, who has access, and why the information is necessary.				
3	The supplier discloses to employees the specific purpose of collecting any information it retains.				
4	The supplier does not attempt to gain information from an individual with whom the employee has a privileged relationship, including a spouse, doctor, or lawyer, without the employee's prior consent.				
5	Employees are made aware of all workplace monitoring.				
6	Employees are given access – upon request – to all personal data collected about them, including data obtained through monitoring.				
7	The supplier does not reveal, retain or misuse any personal data about an employee that has inadvertently been collected during the monitoring process.				
8	The collection of data and the use of monitoring is				

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	accomplished in a non-discriminatory manner.				
9	There are no video cameras or monitoring mechanisms in toilet facilities or changing rooms.				
10	Worker's organisations and employees confirm that the supplier's monitoring practices are respectful of the right to privacy, and that employees are kept informed of the monitoring practices of the supplier.				
11	Employees confirm that the supplier requests only reasonable information from them, and that the purposes for requesting the information are clearly explained.				

7. SECURITY

7.1. Use of Company Security Forces

The supplier shall prevent its security guards from infringing on the liberty and security of others. Security guards shall be trained when to intervene in security-related situations and how to use the minimal force necessary.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier has a policy manual clearly defining the role and responsibility of security guards.				
2	All security guards are carefully trained to handle different types of security situations to enable them to fully understand their duties and properly exercise their authority.				
3	The supplier investigates any security related complaints received by the community, remedies the problem, and keeps records of these incidents.				
4	Security guards who use unnecessary or excessive force are reprimanded, disciplined or dismissed, depending on the severity of the offence, and incidents are reported to the proper authorities.				
5	Community representatives, local law enforcement officials and other relevant external parties confirm that security guards only use the minimal force necessary to handle security-related situations.				

7.2. Relations to State Security Forces

The supplier shall take all reasonable measures to avoid involvement or complicity in human rights violations in its relationships and interactions with state security forces.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	In high-risk areas, where right to life violations are perpetrated by state security forces or linked vigilante groups for the purposes of promoting corporate enterprise, the supplier has made its zero-tolerance policy clear to the government, and				

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	continually monitors the situation.				
2	The supplier dialogues with local NGOs and human rights groups to ensure that all possible measures are taken to mitigate its effect on violence in the area.				
3	State security forces do not have a history of causing injuries or using excessive force.				
4	NGO's and Human Rights groups in the local community confirm that the supplier is not involved in human rights violations in its relations with state security forces.				

8. LAND MANAGEMENT

8.1. Purchase of Land

Before purchasing land, the supplier shall seek the prior and informed consent of all legal and/or customary owners.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier has a method in place to verify all existing claims and titles to land, under state law and the law and customs of indigenous peoples.				
2	The supplier is committed to clarifying and settling all existing claims and conflicts of land title in compliance with international human rights law or state law, whichever is more protective of the rights of the claimants.				
3	Prior to acquiring property, the supplier will consult with any indigenous peoples involved, as international law requires their free informed consent.				
4	The supplier does not take any coercive measures to affect land use by local people, in order to obtain transfer of their property interests.				
5	The supplier respects any passage or temporary usage rights of local or indigenous peoples on its land without harassment or intimidation.				
6	NGO's and indigenous peoples' representatives confirm that the supplier is respectful of the land rights of local and indigenous people whenever it leases or purchases land.				

8.2. Relocation

The supplier shall ensure that it does not participate in or benefit from improper forced relocations, and adequately compensates inhabitants in legitimate relocations.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier has a procedure for ensuring that it is not complicit in any forced relocations, unless the relocation is done in				

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	conformity with international law.				
2	When purchasing or renting property from governments or other large-scale land owners, the supplier investigates the occupation of the land to ensure that no forced relocations have been performed, unless these have been done in conformity with international law.				
3	The supplier ensures that adequate compensation (housing, land, money, etc.) is provided to all affected parties in case of any relocation.				
4	Affected parties and relevant NGOs confirm that the supplier has done all it can to avoid forced relocations and if relocation has taken place, all affected parties have been consulted and received adequate compensation in conformity with international law.				

9. ACCIDENTS AND HEALTH

9.1. Industrial Accidents and Health Emergencies

The supplier shall establish and maintain emergency procedures to effectively prevent and address all health emergencies and industrial accidents affecting the surrounding community.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier has a policy with detailed emergency procedures, prevention plans, and training programmes to protect against dangers and handle emergencies.				
2	The supplier has measures in place to contain industrial accidents (e.g., on-site fire crews).				
3	The supplier has a clearly audible/visible alarm system that warns nearby communities of potential emergencies, if necessary.				
4	The supplier has developed emergency community evacuation plans with the appropriate local, regional, and national authorities, if necessary.				
5	Community residents are clearly informed about any emergency plans and familiar with the evacuation procedures contained therein.				
6	The supplier maintains close contact with nearby communities, the relevant authorities, and external emergency services, and is able to notify them with minimal delays about potential emergencies.				
7	If the site is located far away from a hospital, the supplier has adequate medical resources and competent staff to provide preliminary relief and treatment to people who might suffer the consequences of an industrial accident.				
8	The supplier's emergency response procedures comply with the industry standard in the country of operation, or exceed the				

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	standard when necessary.				
9	Local authorities, NGOs and community representatives confirm that they have been informed about the supplier's emergency community evacuation plans and the procedures contained therein.				
10	Local authorities, NGOs and community representatives confirm that any workplace emergencies or industrial accidents registered have been effectively handled with minimal harm to the health of the local population.				

10. COMPANY PRODUCTS

10.1. Products Liability

The supplier shall exercise due diligence when designing, manufacturing, and testing products, to protect against product defects which could harm the life, health or safety of people likely to be affected by the defective product.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier complies with all relevant national law, relevant international guidelines, and industry standards regarding product design, manufacturing, and testing.				
2	The supplier conducts a predevelopment assessment of product risks.				
3	The supplier has a system or process meant to protect against product defects in the design and manufacturing stages of development.				
4	The supplier has a process for ensuring that its products are safe for the use intended, as well as for reasonably foreseeable uses.				
5	The supplier takes all measures to eliminate any ingredients, designs, defects or side effects that could harm or threaten human life and health.				
6	The supplier provides clear warnings about hazards associated with the product, and proper use instructions on all packaging or products.				
7	If there are reported injuries or deaths associated with the proper use of a certain product, the supplier immediately makes the danger known to the relevant stakeholders.				

11. ANTI-CORRUPTION

11.1. Bribing of Government Officials

The supplier shall refrain from bribing, or using any other method, to unjustly influence public officials and/or the judiciary.

No.	Suggested indicators of compliance	Yes	No	N/A	No
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					Info
1	The supplier has a written policy against unjustly influencing and bribing public officials, or engaging in any other methods that subvert the representative process of government and/or the judiciary.				
2	The supplier has guidelines instructing employees in how to deal with bribery and corruption issues and these are made available to all employees, particularly those who are involved in legal matters relating to company business.				
4	The supplier sends two or more people to meetings with government officials in order to discourage practices of bribery and corruption.				
6	The supplier is transparent about facilitation payments and actively works to eliminate them.				
7	NGOs and other relevant stakeholders confirm that the supplier is not involved in the bribery and corruption of government officials.				

12. ENVIRONMENTAL PROTECTION

12.1. Managing Environmental Aspects

The supplier must strive to minimise the adverse environmental impacts of its activities, products and services through a proactive approach and responsible management of its environmental aspects (including, but not limited to):

- Use of scarce natural resources, energy and water
- Emissions to air and releases to water
- Noise, odour and dust emission
- Potential and actual soil contamination
- Handling of hazardous substances
- Handling of hazardous and non-hazardous wastes
- Product issues (design, packaging, transport, use and recycling/disposal)

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier has a written policy, approved by top management that includes a commitment to legal compliance and continuous reduction of adverse environmental impacts.				
2	The supplier maintains procedures for the mapping and assessment of environmental impacts from its activities, products and services on a regular basis.				
3	The above procedure (2) for assessment of environmental impacts enables the supplier to maintain knowledge of its significant environmental aspects (aspects with a significant environmental impact) in order to facilitate prioritization of				

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	efforts to reduce the related adverse impacts.				
4	The supplier has written targets for the reduction of prioritized (3) significant environmental impacts.				
5	Targets for improvement of environmental performance are managed in action plans describing the targets, timeframes, responsibilities and the means of obtaining the targeted improvement.				
6	Any changes in the supplier's activities, products and services or other site changes result in a new mapping and assessment of environmental impacts and possible new or changed action plans.				

12.2. Complying with Environmental Legislation

The supplier shall maintain awareness of current environmental legislative requirements, relevant to the environmental impacts of its activities, products and services and ensure legal compliance through training, awareness, operational control and monitoring.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier has a written policy, approved by top management that includes a commitment to legal compliance.				
2	The supplier has internal knowledge of all current environmental legislation, relevant to the environmental impacts of its activities, products and services.				
3	The supplier has made arrangements to receive relevant knowledge of new environmental legislation upon issue.				
4	The supplier insures that new legislative requirements are brought to knowledge in relevant functions and at relevant levels of the organization.				
5	The supplier insures that annulled environmental (legislative) requirements are not followed by removing obsolete documents immediately everywhere in the organisation.				
6	Personnel involved in activities and/or services that result in, or have a potential to result in significant environmental impacts are trained on a regular basis to ensure awareness of risks, impacts, requirements and agreed procedures.				
7	Activities and/or services that result in, or have a potential to result in significant environmental impacts are planned in order insure that they are handled under safe conditions and following agreed procedures.				
8	The supplier continuously monitors its resource consumptions, emissions, storage volumes of hazardous substances and other environmental aspects in order to be in legal compliance and meet the targets set in the environmental action plans.				

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12.3. Continuously Improving Environmental Performance

The supplier shall demonstrate continuous improvements of the overall environmental performance related to significant environmental aspects.

No.	Suggested indicators of compliance	Yes	No	N/A	No Info
1	The supplier performs a yearly documented management review of its environmental performance.				
2	The documented review includes a status related to the targeted environmental improvements (implementation of action plans).				
3	The documented review includes a status of legal compliance with regard to significant environmental aspects.				
4	The documented review includes an assessment of the effectiveness of planned systematic activities to help continuously improve the environmental performance.				
5	The documented review includes suggestions for future activities to improve environmental performance				