



# AUDIT REPORT SOCIAL MODULE



## SOCIAL MODULE AUDIT REPORT

PREPARED FOR

[ENTER COMPANY NAME]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[TOWN]

[POSTAL / ZIP CODE]

[COUNTRY]

ON

[ENTER DATE]

BY

[ENTER AUDITOR NAME]

[SIGNATURE]

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SAMPLE

## Social Module (SM)

### Introduction

The Social Module is broken down into 9 main criteria:

1. **Permits, Licenses, Statutory**
2. **Age of Workers**
3. **Compulsory Labour**
4. **Discrimination**
5. Corporate Social Responsibility
6. Staff Development & Representation
7. Wages & Benefits
8. Worker Health & Safety
9. Working Hours

For each question, four answers are possible: YES, NO, WORK IN PROGRESS (WIP) or N/A, as detailed below:

Answer	Definition
YES	Meets requirements of SLF audit standard
NO	Does not meet requirements of SLF audit standard
WIP	Work has begun to meet requirements of SLF audit standard but not yet complete
N/A	Question not applicable to this operation

A NO answer suggests that there may be a gap between the expected standard of Sustainable Leather Foundation and your current organisation's systems or procedures. Although it may be possible to achieve an overall compliance assessment if your organisation records a NO response, any corrective actions listed in the comments part of the report should be acted upon before the next audit.

There are some questions contained within the audit standard shaded in green and denoted with a + symbol. These are added value questions for organisations that are achieving above the minimum expectation. It is encouraged that companies continue to strive towards achievement of these + questions to reach optimum sustainable business practices.

Where evidence is requested, this should be inserted in the Comments / Evidence column or referred to if attached as a separate document.

References in **blue font** denote a complementary guidance in the form of:

- SLF Standards and Benchmarks
- SLF Explanatory Notes and Templates
- External references

where more information can be obtained to support in either preparation of improvement measures.

## SM1 Permits, Licences, Statutory

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
SM1.1	Are there employee related permits required by local or national authorities? <b>If yes or WIP, please list and provide evidence of permits in force</b> Please note all permits are required to be in English Language – see Explanatory Note SM1.1 in the accompanying Explanatory Notes & Templates		
SM1.2	Are the employee related permits listed on the company legal/compliance register (LCR*)? <b>If yes or WIP, please provide evidence of inclusion</b> See Template 1 in the accompanying Templates & Explanatory Notes		
SM1.3	Are the employee related permit expiry dates listed on the company LCR?		
SM1.4	Are the people responsible for updating the legal/compliance register for employee related permissions / compliance / legal / statutory obligations listed on the company LCR?		
SM1.5	Is there a register of employee related complaints or legal notices (customer / enforcement or other)?		
SM1.6	Is the site operating within the scope of its employee related permissions? If so, what is the evidence for this? <i>(Special attention is placed on civil prosecution, employee tribunals, trade union reports)</i>		

### Result: SM1 Social Module: Permits, Licences, Statutory

Total Yes			
Total No			
Total WIP			
Total N/A			
Overall Section Result Pass / Fail / Work in Progress			

#### References:

A Legal Compliance Register should contain; a list of the permits required, evidence of permits in force, dates of validity / expiry, responsible person onsite. An example of a Legal Compliance Register can be found here: [\[link to Sustainable Leather Foundation Templates and Explanatory Notes\]](#)

TO SEE THE FULL VERSION, PLEASE CONTACT THE FOUNDATION: [Terrie@sustainableleatherfoundation.com](mailto:Terrie@sustainableleatherfoundation.com)