



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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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**
10. **Subcontractor / Toll Manufacturer Due Diligence**

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 that are colour coded to denote special attention:

- Shaded in pink signifies a critical section question that is essential to achieve a pass for the section it sits within. Any facility unable to answer those questions will receive a "Work in Progress" for that section.
- 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 of this audit report 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

Standard for Sustainable Leather Production

These documents are located in the “Technical Library” within the Partner Only Resources area of the website and are designed to support either in preparation for audit or for improvement measures:

<https://sustainableleatherfoundation.com/partner-only-resources/technical-library>

General Facility Details

| General Information: | | | |
|--|----------|---------------|-------|
| Principal Site Address | | | |
| Principal Site Contact | | | |
| Position | | | |
| Email | | | |
| Principal Site Operations | | | |
| Any other operations | | | |
| List of Materials Processed with annual production volumes for each material | Material | Annual Volume | |
| | | | |
| Number of Employees | Total | Men | Women |
| | | | |
| Audit declaration read and signed? | | | |
| Permission for Transparency Dashboard Granted? | | | |

| Production Operations: | |
|--|--|
| Are all operations conducted at the site address above? (If not, please list all addresses where operations are performed) | |
| Does the site produce material for any other company on sub-contract basis? | |
| Does the company use sub-contractors or toll manufacturers to carry out any part of the production? | |

| Violations and Regulatory: | |
|--|--|
| Has the company had any violations, fines or court judgements against it in the last 24 months? (If yes, list details) | |
| Was the pre-audit search conducted by the auditor? (If any violations were found, list here) | |

Declaration

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? If yes or WIP, please list and provide evidence of permits in force 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*) or similar document? If yes or WIP, please provide evidence of inclusion See Template 1 in the accompanying Templates & Explanatory Notes | | |
| SM1.3 | Are the employee related permit expiry dates listed on the company LCR or similar document? | | |
| SM1.4 | Does the company LCR or similar document list the people responsible for updating the legal/compliance register for employee related permissions / compliance / legal / statutory obligations? If yes or WIP, please provide evidence (which must include frequency of updates) | | |
| SM1.5 | Is there a register of employee related complaints or legal notices (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? (Special attention is placed on civil prosecution, employee tribunals, trade union reports) | | |

| Result: SM1 Social Module: Permits, Licences, Statutory | | | |
|---|--|---------|--|
| Total Yes | | Total + | |
| Total No | | | |
| Total WIP | | | |
| Total N/A | | | |
| Overall Section Result Pass / Fail / Work in Progress | | | |

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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: [\[link to Sustainable Leather Foundation Templates and Explanatory Notes\]](#)

SM2 Age of Workers

| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|------------|---|--------------------|---------------------|
| SM2.1 | <p>Does the company keep a documented record (register) of the date of birth of all workers (verified by one of the following: ID, travel document, or birth certificate)?</p> <p><i>If yes or WIP, please provide evidence</i> Please see SLF Standard FSS2 in the accompanying Standards & Benchmarks document. See Explanatory Note SM1.1 in the accompanying Templates & Explanatory Notes</p> | | |
| SM2.2 + | <p>Does the company perform due diligence declaration checks of immediate supply chain providers to check that they have the same level as set in SM2.1?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |
| SM2.3 | <p>Does the company have evidence that the youngest worker is older than the minimum age specified by the national government?</p> <p><i>If the minimum age set by the national government is younger than the internationally recognised ILO minimum age standard*, then the internationally recognised minimum age will take precedence.</i></p> <p><i>If yes or WIP, please provide evidence</i></p> | | |
| SM2.4 + | <p>Does the company perform due diligence declaration checks of immediate supply chain providers to check that they have the same level as set in SM2.3?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |
| SM2.5 | <p>Does the company restrict heavy or hazardous-related work to ensure age-appropriate work is being conducted, according to ILO Convention of Worst Forms of Child Labour (No. 182)?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |
| SM2.6 + | <p>Does the company perform due diligence declaration checks of its immediate supply chain providers to check that they have the same level as set in SM2.5?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |

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| Result: SM2 Social Module: Age of Workers | | | |
|---|--|---------|--|
| Total Yes | | Total + | |
| Total No | | | |
| Total WIP | | | |
| Total N/A | | | |
| Overall Section Result Pass / Fail / Work in Progress | | | |

References:

More information can be found in the *Sustainable Leather Foundation “Standards and Benchmarks” and “Explanatory Notes & Templates”*

ILO Convention on Child Labour <https://www.ilo.org/ipec/facts/ILOconventionsonchildlabour/lang--en/index.htm>

ILO Convention on Worst Forms of Child Labour <https://www.ilo.org/ipec/facts/ILOconventionsonchildlabour/lang--en/index.htm>

OECD Ending child labour, forced labour and human trafficking in global supply chains <https://www.oecd.org/industry/ending-child-labour-forced-labour-and-human-trafficking-in-global-supply-chains.htm>

UN Guiding Principles on Business and Human Rights https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf

SM3 Compulsory Labour

| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|------------|---|--------------------|---------------------|
| SM3.1 | Are all employees able to freely move around the facility, except for safety and/or confidentially restricted areas, and are they free to leave the premises when appropriate? Please see SLF Standard FSS3 in the accompanying Standards & Benchmarks document. | | |
| SM3.2 + | Does the company perform due diligence declaration checks of its immediate supply chain providers to check that they have the same level as set in SM3.1? <i>If yes or WIP, please provide evidence</i> | | |
| SM3.3 | Does the company ensure that there is no financial penalty connected to their company disciplinary procedures? | | |
| SM3.4 + | Does the company perform due diligence declaration checks of its immediate supply chain providers to check that they have the same level as set in SM3.3? <i>If yes or WIP, please provide evidence</i> | | |
| SM3.5 | Does the company specify in their employment contracts a freedom to resign, including notice period, to cease the type of work that has been commissioned? <i>If yes or WIP, please provide evidence</i> | | |
| SM3.6 | Does the company, upon resignation of the employee, ensure that they receive their final wage payments within a time frame specified in the contract of employment (that must be reasonable)? <i>If yes or WIP, please provide evidence</i> | | |
| SM3.7 + | Does the company perform due diligence declaration checks of its immediate supply chain providers to check that they have the same level as set in SM3.6? <i>If yes or WIP, please provide evidence</i> | | |
| SM3.8 | Does the company ensure that there is no work taking place on their premises in exchange for a loan, or because an employee paid a deposit to do that work? | | |
| SM3.9 + | Does the company perform due diligence declaration checks of its immediate supply chain providers to | | |

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| No. | Question | Yes/No/WIP/N/A | Comments / Evidence |
|-----|---|----------------|---------------------|
| | check that they have the same level as set in SM3.8? <i>If yes or WIP, please provide evidence</i> | | |

| Result: SM3 Social Module: Compulsory Labour | | | |
|---|-----------|--|---------|
| | Total Yes | | Total + |
| | Total No | | |
| | Total WIP | | |
| | Total N/A | | |
| Overall Section Result Pass / Fail / Work in Progress | | | |

References:

More information can be found in the [Sustainable Leather Foundation "Standards and Benchmarks"](#)

ILO Convention on Forced Labour

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100::NO:12100:P12100_ILO_CODE:C029:NO

ILO Protocol of 2014 to the Forced Labour Convention, 1930

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:P029

ILO Convention of Abolition of Forced Labour

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100::NO:12100:P12100_ILO_CODE:C105:NO

ILO Recommendation (Supplementary Measures) Forced Labour

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:R203:NO

OECD Ending child labour, forced labour and human trafficking in global supply chains <https://www.oecd.org/industry/ending-child-labour-forced-labour-and-human-trafficking-in-global-supply-chains.htm>

UN Guiding Principles on Business and Human Rights

https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf

SM4 Discrimination

| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|--------|---|--------------------|---------------------|
| SM4.1 | <p>Does the company have a Non-Discrimination Policy in place, that is actively reviewed and updated, and that covers the following?</p> <p><i>If yes or WIP, please provide evidence</i> Please see SLF Standard FSS4 in the accompanying Standards & Benchmarks document. See Explanatory Note SM4 in the accompanying Templates & Explanatory Notes</p> | | |
| | Gender | | |
| | Age | | |
| | Marital Status | | |
| | Race | | |
| | Religion | | |
| | Disability | | |
| | Sexual Orientation | | |
| | Caste | | |
| | Politics | | |
| | Union Membership | | |
| SM4.2 | <p>Does the company have evidence showing that there is a non-discriminatory pay structure?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |
| SM4.3+ | <p>Does the company perform due diligence declaration checks of its immediate supply chain providers to check that they have the same level as SM4.1?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |
| SM4.4 | <p>Does the company have evidence showing that the company has a non-discriminatory recruitment policy?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |
| SM4.5 | <p>Does the company have in place measures to protect maternity rights for workers, including maternity pay that meets regulatory requirements, and where there are no regulatory requirements, at least meeting the requirements of the ILO Convention no. 183?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |

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| Result: SM4 Social Module: Discrimination | | | |
|---|--|---------|--|
| Total Yes | | Total + | |
| Total No | | | |
| Total WIP | | | |
| Total N/A | | | |
| Overall Section Result Pass / Fail / Work in Progress | | | |

References:

More information can be found in the *Sustainable Leather Foundation “Standards and Benchmarks” and “Explanatory Notes & Templates”*

ILO Convention 111 Discrimination (Employment and Occupation), 1958

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C111

ILO Convention 190 Violence and Harassment, 2019

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C190

ILO Convention 189 Domestic Workers, 2011

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C189

OECD Ending child labour, forced labour and human trafficking in global supply chains <https://www.oecd.org/industry/ending-child-labour-forced-labour-and-human-trafficking-in-global-supply-chains.htm>

UN Guiding Principles on Business and Human Rights

https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf

SM5 Corporate Social Responsibility

| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|-------|---|--------------------|---------------------|
| | PLANNING | | |
| SM5.1 | <p>Is there a social aspects register and is there evidence that a detailed aspect screening has been performed? (can refer to social assessments – based on SA8000)</p> <p><i>If yes or WIP, please provide evidence</i> Please see SLF Standard FSS5 in the accompanying Standards & Benchmarks document. Please see Explanatory Note SM5.1 and Template S1 in the Accompanying Explanatory Notes & Templates document</p> | | |
| SM5.2 | <p>Is there a master social programme document (that includes system, scope, policy & plan), and is there evidence it has been implemented?</p> <p><i>If yes or WIP, please provide evidence</i> Please see Explanatory Note SM5.2 in the accompanying Explanatory Notes & Templates document</p> | | |
| SM5.3 | <p>Has the master social programme document for the company been communicated to employees and externally?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |
| SM5.4 | <p>Are there social responsibility objectives and targets, that are informed by the aspect screening, and have these been communicated to employees and externally?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |
| SM5.5 | <p>Is there an accessible resource (such as an organogram or organisational diagram) clearly showing the responsible personnel for social responsibility, and is this displayed for all employees to see?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |
| | IMPLEMENTATION | | |
| SM5.6 | <p>Is there evidence that the social plan (as defined by the master social programme document) has been executed?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |
| SM5.7 | <p>Are social responsibility elements considered within the product research / development / innovation (RD&I) activities in the company, on and off site?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |

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| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|-----------------|--|--------------------|---------------------|
| SM5.8 | Are social responsibility procedures standardised or formalised (in writing or through training)? <i>If yes or WIP, please provide evidence</i> | | |
| SM5.9 | Is social responsibility improvement at the heart of company strategy? <i>If yes or WIP, how is this demonstrated?</i> | | |
| CHECKING | | | |
| SM5.10 | Does the company conduct regular social responsibility performance audits that include employee satisfaction, productivity metrics and employee performance? <i>If yes or WIP, please provide evidence</i> | | |
| SM5.11 | Does the company record the results of the social responsibility performance audits in a decision log, or similar, to inform future organisational development? <i>If yes or WIP, please provide evidence</i> | | |
| SM5.12 | Are there responsible in-house personnel that audit the company social responsibility performance? | | |
| SM5.13 + | Are the responsible in-house personnel trained internal social responsibility auditors? | | |
| SM5.14 | Is there a mechanism for continuous improvement of the social responsibility knowledge of the responsible personnel? <i>If yes or WIP, please provide evidence</i> | | |
| SM5.15 + | Are third-party auditors used to check the level of internal social audits? | | |
| SM5.16 | Is there a breakdown of the measured total social responsibility performance (and associated metrics) of the facility? <i>If yes or WIP, please provide evidence</i> | | |
| REVIEW | | | |
| SM5.17 | Is there a system that feeds measurable results from the social responsibility performance objectives back into a management review process to ensure consistent 360° improvement and action? <i>If yes or WIP, please provide evidence</i> | | |
| SM5.18 | Is there a social responsibility training programme in place with records of attendees, frequency, measured progress, and with structured training material? Must appear as part of the induction/onboarding. <i>If yes or WIP, please provide evidence</i> | | |

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| No. | Question | Yes/No/WIP/N/A | Comments / Evidence |
|----------|---|----------------|---------------------|
| SM5.19 | In the master social programme document is there a section on continuous improvement and is there evidence (in the company) that continuous improvement is occurring? <i>If yes or WIP, please provide evidence</i> | | |
| SM5.20 | Is employee satisfaction fed back to employees (e.g. in a sensitive individual manner or in an anonymised team performance review)? <i>If yes or WIP, please provide evidence</i> | | |
| SM5.21 + | Are the direct social performance indicators of the company prepared, monitored, and transparently communicated (where appropriate) to the public and internally? | | |

| Result: SM5 Social Module: Corporate Social Responsibility | | | |
|---|--|---------|--|
| Total Yes | | Total + | |
| Total No | | | |
| Total WIP | | | |
| Total N/A | | | |
| Overall Section Result Pass / Fail / Work in Progress | | | |

References:

More information can be found in the [Sustainable Leather Foundation “Standards and Benchmarks” and “Explanatory Notes & Templates”](#)

ILO Corporate Social Responsibility: an overview of principles and practices, 2004 https://www.ilo.org/wcmsp5/groups/public/---dgreports/---integration/documents/publication/wcms_079107.pdf

UN Global Compact: Social Sustainability <https://www.unglobalcompact.org/what-is-gc/our-work/social>

UN Guiding Principles on Business and Human Rights https://www.ohchr.org/documents/publications/guidingprinciplesbusinessshr_en.pdf

SM6 Staff Development and Representation

| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|------------|---|--------------------|---------------------|
| | PLANNING | | |
| SM6.1 | Does the company respect the right of employees to join (or form) trade unions or employee associations to bargain collectively, without negative consequences or retaliation from the company? If so, do they have elected representatives and can they attend regular meetings during work hours? <i>If yes or WIP, please provide evidence</i> Please see SLF Standard FSS6 in the accompanying Standards & Benchmarks document | | |
| SM6.2 | If the right to freedom of association and collective bargaining are restricted under law, does the company allow employees to democratically elect their own representatives? <i>If yes or WIP, please provide evidence</i> | | |
| SM6.3 | Does the company ensure that union members, worker representatives and any other linked personnel are not subjected to any discriminatory action, harassment, or intimidation for being connected with a union or employee association? <i>If yes or WIP, please provide evidence</i> | | |
| SM6.4 + | Does the company perform due diligence declaration checks of its immediate supply chain providers to check they have the same level as set in SM6.1? <i>If yes or WIP, please provide evidence</i> | | |
| SM6.5 | In the absence of trade unions or associations, does the company consult employees in decision making processes that affect the rights (or working conditions) of employees? <i>If yes or WIP, please provide evidence</i> | | |
| SM6.6 | Does the company have a written complaints procedure that is confidential, unbiased, non-retaliatory, inclusive and accessible to all workers and interested parties? <i>If yes or WIP, please provide evidence?</i> | | |
| SM6.7 | Does the company maintain a procedure for investigating, addressing and communicating outcomes, following | | |

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| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|-------------|--|--------------------|---------------------|
| | complaints relating to the workplace or workers? <i>If yes or WIP, please provide evidence?</i> | | |
| SM6.8 | Does the company maintain a register that records internal and/or external complaints and resulting actions / outcomes that is freely available (upon request) to interested parties? <i>If yes or WIP, please provide evidence?</i> | | |
| SM6.9 | Does the company ensure that no worker is subjected to disciplinary action, withholding of monies, dismissal or any other discriminatory action as a result of the worker making a complaint? <i>If yes or WIP, please provide evidence?</i> | | |
| SM6.10 + | Does the company allow employees to speak to socially minded non-governmental organisations? | | |

| Result: SM6 Social Module: Staff Development and Representation | | | |
|--|-----------|--|---------|
| | Total Yes | | Total + |
| | Total No | | |
| | Total WIP | | |
| | Total N/A | | |
| Overall Section Result Pass / Fail / Work in Progress | | | |

References:

More information can be found in the *Sustainable Leather Foundation “Standards and Benchmarks” and “Explanatory Notes & Templates”*

ILO Convention 87 Freedom of Association and Protection of the Right to Organise, 1948
https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C087

ILO Convention 98 Right to Organise and Collective Bargaining, 1949
https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100::NO:12100:P12100_ILO_CODE:C098:NO

OECD Due Diligence Guidance for Responsible Business Conduct <http://mneguidelines.oecd.org/OECD-Due-Diligence-Guidance-for-Responsible-Business-Conduct.pdf>

UN Guiding Principles on Business and Human Rights
https://www.ohchr.org/documents/publications/guidingprinciplesbusinessshr_en.pdf

UN Global Compact Guidance for Implementing Effective Modern Slavery Grievance Mechanisms
https://unglobalcompact.org.au/wp-content/uploads/2021/03/4261-UNGC-Grievance-Mechanisms-GUIDANCE-DOC_28pp-9-FA.pdf

SM7 Wages and Benefits

| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|------------|--|--------------------|---------------------|
| SM7.1 | Are there the appropriate contracts of employment relevant to the type of work being undertaken? This should include provision for homeworkers. <i>If yes or WIP, please provide evidence of inclusion</i> Please see SLF Standard FSS7 in the accompanying Standards & Benchmarks document | | |
| SM7.2 + | Does the company audit its immediate supply chain provider or customers to check that they have the same level as set in SM7.1? <i>If yes or WIP, please provide evidence</i> | | |
| SM7.3 | Does the company specify in their contracts that at least the minimum wage is paid to all direct workers (as defined by national or local legislation)? <i>If yes or WIP, please provide evidence</i> | | |
| SM7.4 + | Does the company audit its immediate supply chain providers to check that they have the same level as set in SM7.3? <i>If yes or WIP, please provide evidence</i> | | |
| SM7.5 | Does the company include benefits in contracts as specified by national or local legislation? <i>If yes or WIP, please provide evidence</i> | | |
| | Sick Pay | | |
| | Maternity Pay | | |
| | Holiday Pay | | |
| | Overtime Rates | | |
| | Paternity Pay | | |
| | Pension | | |
| | Healthcare | | |
| | Other: Please specify | | |
| SM7.6 + | Does the company audit its immediate supply chain providers to check that they have the same level as set in SM7.5? <i>If yes or WIP, please provide evidence</i> | | |
| SM7.7 | Does the company pay a sufficient rate of pay to meet the basic living wage needed for the area where the facility is located & meeting national or local legislation if applicable? <i>If yes or WIP, please provide evidence</i> | | |

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| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|----------|---|--------------------|---------------------|
| | <p>Please see SLF Standard FSS7 in the accompanying Standards & Benchmarks document</p> <p>Please see Explanatory Note SM7.10 in the Accompanying Explanatory Notes & Templates document</p> | | |
| SM7.8 + | <p>Does the company audit its immediate supply chain provider or customers to check that they have the same level as set in SM7.7?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |
| SM7.9 | <p>Are wages and benefits detailed clearly and regularly to employees in writing, for each pay period? This should include basic pay, tax deductions and any bonus, benefits, sick pay, holiday pay or other entitlements in language understood by the employee.</p> <p><i>If yes or WIP, please provide evidence</i></p> <p>Please see SLF Standard FSS7 in the accompanying Standards & Benchmarks document</p> | | |
| SM7.10 + | <p>Does the company audit its immediate supply chain provider or customers to check that they have the same level as set in SM7.9?</p> <p><i>If yes or WIP, please provide evidence</i></p> | | |

| Result: SM7 Social Module: Wages and Benefits | | | |
|---|--|---------|--|
| Total Yes | | Total + | |
| Total No | | | |
| Total WIP | | | |
| Total N/A | | | |
| Overall Section Result Pass / Fail / Work in Progress | | | |

References:

More information can be found in the [Sustainable Leather Foundation “Standards and Benchmarks”](#) and [“Explanatory Notes & Templates”](#)

ILO Convention 95 Protection of Wages, 1949

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312240:NO

¹ ILO Convention 100 Equal Remuneration, 1951

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312245:NO

¹ ILO Convention 131 Minimum wage fixing, 1970

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312276:NO

¹ ILO Convention 158 Termination of Employment Convention, 1982

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312303:NO

¹ Global Living Wage Coalition <https://www.globallivingwage.org/>

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¹ Living Wages Around the World, Manual for Measurement

https://www.google.co.uk/books/edition/Living_Wages_Around_the_World/iFjiDQAAQBAJ?hl=en&gbpv=1&printsec=frontcover

¹ OECD Due Diligence Guidance for Responsible Business Conduct <http://mneguidelines.oecd.org/OECD-Due-Diligence-Guidance-for-Responsible-Business-Conduct.pdf>

¹ OECD Due Diligence for Responsible Supply Chains in the Garment and Footwear Sector <https://www.oecd-ilibrary.org/docserver/9789264290587-en.pdf?expires=1625664837&id=id&accname=guest&checksum=C1516BE172307EAE8D7EC925A2553C8B>

¹ UN Guiding Principles on Business and Human Rights

https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf

SM8 Worker Health & Safety

| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|-------|---|--------------------|---------------------|
| SM8.1 | Is there a Health & Safety policy in place which sets out procedures and provisions to ensure a safe working environment? This should consider industry specific hazards. <i>If yes or WIP, please provide evidence</i> | | |
| SM8.2 | Are regular Health & Safety risk assessments conducted, recorded, and reviewed regularly? (<i>Should be reviewed at least annually</i>) <i>If yes or WIP, please provide evidence</i> | | |
| SM8.3 | Are workplace assessments carried out for new, expectant, and nursing mothers, to ensure that all reasonable steps are taken to remove risks to their health and safety? <i>If yes or WIP, please provide evidence</i> | | |
| SM8.4 | Are there clear, operational diagrams to show health & safety emergency contacts and procedures, and are they available in the local language of the workers? <i>If yes or WIP, please provide evidence</i> | | |
| SM8.5 | Is appropriate PPE provided free of charge to workers as necessary? <i>If yes or WIP, please provide evidence</i> | | |
| SM8.6 | Are accident reports conducted, recorded and reviewed in the event that a worker is injured or involved in a near-miss whilst carrying out duties? <i>If yes or WIP, please provide evidence</i> | | |
| SM8.7 | Are workers given regular Health & Safety training? <i>If yes or WIP, please provide evidence</i> | | |
| | Site Health & Safety | | |
| | Job Specific Health & Safety | | |
| | Fire Evacuation | | |
| | Fire Safety / Management / Handling including extinguisher use | | |
| SM8.8 | Are health and safety training materials updated following incidents, or upgrades/changes to machinery/technology? <i>If yes or WIP, please provide evidence</i> | | |
| SM8.9 | Is accommodation provided for employees? If so, does it meet SLF standards and guidelines? | | |

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| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|----------|--|--------------------|---------------------|
| | Please see SLF Standard FSS8 in the accompanying Standards & Benchmarks document | | |
| SM8.10 + | Does the company perform due diligence declaration checks of its immediate supply chain providers to check that they have the same level as set in SM8.4? If yes or WIP, please provide evidence | | |
| SM8.11 | Are there trained First Aiders available whenever the site is operating, including cover for holiday and sickness? If yes or WIP, please provide evidence | | |
| SM8.12 | Is there a nominated representative from Senior Management who is responsible for the Health and Safety of workers? If yes or WIP, please provide evidence | | |

| Result: SM8 Social Module: Worker Health and Safety | | | |
|--|--|---------|--|
| Total Yes | | Total + | |
| Total No | | | |
| Total WIP | | | |
| Total N/A | | | |
| Overall Section Result Pass / Fail / Work in Progress | | | |

References:

More information can be found in the [Sustainable Leather Foundation “Standards and Benchmarks”](#) and [“Explanatory Notes & Templates”](#)

¹ ILO Convention 155 Occupational Safety and Health, 1981
https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312300:NO

¹ ILO Convention 161 Occupational Health Services, 1985
https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312306:NO

¹ ILO Convention 170 Chemicals, 1990
https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312315:NO

¹ ILO Convention 174 Prevention of Major Industrial Accidents, 1993
https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312319:NO

¹ ILO Convention 187 Promotional Framework for Occupational Safety and Health, 2006
https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312332:NO

¹ OECD Due Diligence Guidance for Responsible Business Conduct <http://mneguidelines.oecd.org/OECD-Due-Diligence-Guidance-for-Responsible-Business-Conduct.pdf>

¹ OECD Due Diligence for Responsible Supply Chains in the Garment and Footwear Sector <https://www.oecd-ilibrary.org/docserver/9789264290587-en.pdf?expires=1625664837&id=id&accname=guest&checksum=C1516BE172307EAE8D7EC925A2553C8B>

¹ UN Guiding Principles on Business and Human Rights

https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf

SM9 Working Hours

| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|------------|--|--------------------|---------------------|
| SM9.1 | Are accurate records kept of the working hours of all employees contracted by the company? <i>If yes or WIP, please provide evidence</i> | | |
| SM9.2 + | Does the company perform due diligence declaration checks of its immediate supply chain providers to check that they have the same level as set in SM9.1? <i>If yes or WIP, please provide evidence</i> | | |
| SM9.3 | Does the company have a human resource procedure that outlines overtime for employees? This should include remuneration and/or time in lieu <i>If yes or WIP, please provide evidence</i> | | |
| SM9.4 + | Does the company perform due diligence declaration checks of its immediate supply chain providers to check that they have the same level as set in SM9.3? <i>If yes or WIP, please provide evidence</i> | | |
| SM9.5 | Does the company ensure that any overtime is voluntary (except in need of short-term business demand) and agreed within a collective bargaining arrangement? Please see SLF Standard FSS9 in the accompanying Standards & Benchmarks document | | |
| SM9.6 + | Does the company perform due diligence declaration checks of its immediate supply chain providers to assess levels set in SM9.5? | | |
| SM9.7 | Does the company limit working hours to internationally recognised working hour guidelines, as defined by the ILO guidelines? | | |
| SM9.8 + | Does the company perform due diligence declaration checks of its immediate supply chain providers to assess levels set in SM9.7? | | |
| SM9.9 | Does the company ensure that all employees are given paid vacation at least commensurate with legal or statutory minimums and where no statutory minimum is in place, then in line with the ILO Convention No 52 – Holidays with Pay? <i>If yes or WIP, please provide evidence</i> | | |

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| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|--------|---|--------------------|---------------------|
| SM9.10 | Are employees given adequate breaks, during their standard working hours, clearly defined and outlined within their contracts of employment? <i>If yes or WIP, please provide evidence</i> | | |

| Result: SM9 Social Module: Working Hours | | | |
|---|--|---------|--|
| Total Yes | | Total + | |
| Total No | | | |
| Total WIP | | | |
| Total N/A | | | |
| Overall Section Result Pass / Fail / Work in Progress | | | |

References:

More information can be found in the *Sustainable Leather Foundation “Standards and Benchmarks” and “Explanatory Notes & Templates”*

ILO Convention 01 Hours of Work (Industry), 1919

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312146:NO

ILO Convention 132 Holidays with Pay (Revised), 1970

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312277:NO

ILO Recommendation 116 Reduction of Hours of Work, 1962

https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312454:NO

OECD Due Diligence for Responsible Supply Chains in the Garment and Footwear Sector

<https://www.oecd-ilibrary.org/docserver/9789264290587-en.pdf?expires=1625664837&id=id&accname=guest&checksum=C1516BE172307EAE8D7EC925A2553C8B>

UN Guiding Principles on Business and Human Rights

https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf

SM10 Subcontractor / Toll Manufacturer Due Diligence

| Question | Yes/No | Comments / Evidence |
|---|--------|---|
| Does the company use subcontractors or toll manufacturers in order to fulfil any part of its production or process? | | <p>If the answer to this question is YES, then please continue with the rest of this section.</p> <p>If the answer to this question is NO, then this section is not applicable.</p> |

Social Responsibility extends to subcontractors / toll manufacturers where any part of the principal audit facilities production or process is outsourced to another party or individual. While it is not practical and not appropriate for privacy of information and data, it is still expected that the principal audit facility demonstrates due diligence and care around the parties or individuals that it chooses to outsource work to. Therefore it is an expectation of Sustainable Leather Foundation that the principal audit facility has on file due diligence declarations from its subcontractors / toll manufacturers or other individuals for the social responsibility criteria outlined below.

| No. | Question | Yes/No/ WIP/N/A | Comments / Evidence |
|--------|---|--------------------|---------------------|
| SM10.1 | Does the company hold on file a signed Social Responsibility Declaration from each subcontractor / toll manufacturer that performs a process or any part of the principal audit company's production? | | |
| SM10.2 | Does the Social Responsibility Declaration include expectations that meet the standards of the SLF Social Audit? | | |
| | Verified Age of Workers | | |
| | Minimum Age specified by law and ILO guidance | | |
| | Work Restrictions for 15–18-year-old workers | | |
| | Freedom of movement | | |
| | No financial penalties associated with disciplinary | | |
| | Freedom to resign | | |
| | Guarantee of final wage following resignation | | |
| | No work in exchange for loans or deposits | | |
| | Non-discrimination policy and procedure: | | |
| | Pay | | |
| | Recruitment | | |
| | Opportunities | | |
| | Right to join trade unions or employee associations | | |
| | Appropriate Contracts of Employment | | |
| | At least legal minimum wage is paid | | |
| | Payment of benefits as specified by law | | |
| | Detailed pay slips are provided | | |
| | Health & Safety policy and procedure | | |
| | Risk Assessments conducted | | |
| | Working Time policy and procedure that includes: | | |
| | Normal working hours meeting ILO guidance | | |
| | Voluntary overtime meeting ILO guidance | | |

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There is an SLF approved Declaration Template for subcontractors / toll manufacturers that you can adapt and use to support successful compliance with this section. Please visit the “Technical Library” within the Partner Only Resources area of the website: <https://sustainableleatherfoundation.com/partner-only-resources/technical-library>

| Result: SM10 Social Module: Subcontractor Due Diligence | | | |
|---|--|---------|--|
| Total Yes | | Total + | |
| Total No | | | |
| Total WIP | | | |
| Total N/A | | | |
| Overall Section Result Pass / Fail / Work in Progress | | | |

Results Summary

| Section | Section Topic | Yes/No/ WIP/N/A | Advisory Notes / Corrective Actions / WIP Comments |
|---------|--------------------------------------|--------------------|---|
| SM1 | Permits, Licences, Statutory | | |
| SM2 | Age of Workers | | |
| SM3 | Compulsory Labour | | |
| SM4 | Discrimination | | |
| SM5 | Corporate Social Responsibility | | |
| SM6 | Staff Development and Representation | | |
| SM7 | Wages and Benefits | | |
| SM8 | Worker Health & Safety | | |
| SM9 | Working Hours | | |
| SM10 | Subcontractor Due Diligence | | |

General Comments:

[AUDITOR] In this section, write a high-level summary of the overall completion of the ASR, areas that were of excellence, and areas that required clarification or improvement. Specifics regarding areas of improvement should be outlined in the next section.

Remove the above text before submission to Partner.

Corrective Actions:

[AUDITOR] In this section, list the specific section number and name, as indicated in below example, and provide a 3-4 sentence summary of the corrective actions required of the Partner to receive a passing score. Items in this section are critical aspects that are a high priority to correct.

Section Number. Description of Action to be Completed

Example:

SM8.9 Emergency Drills

Explanation below

Remove the above text before submission to Partner.

Advisory Notes:

[AUDITOR] In this section, list the specific section number and name, as indicated in below example, and provide a 3-4 sentence summary of the advisory notes for the Partner to receive a passing score. Items in this section are lower priority, or “low-hanging fruit” opportunities, but are still required to be corrected.

Section Number. Description of Action to be Completed

Example:

SM1.4 Responsible Person on Legal Compliance Register

Explanation below

Remove the above text before submission to Partner.