



## The GoodCorporation Framework on Human Rights

The GoodCorporation Framework on Human Rights is a set of management practices that demonstrate a responsible approach to protecting and respecting human rights. Organisations can use this Framework as a tool to measure and improve the robustness of their policies and systems.

The Framework draws on The UN Guiding Principles on Business and Human Rights, Human Rights Translated: A Business Reference Guide, The Danish Institute of Human Rights' Compliance Assessment Tool, The Women's Empowerment Principles and The Principles on Business and Children's Rights.

GoodCorporation uses an independent assessment process that looks at four levels of evidence for each individual practice and assesses them against a five-point scale.

### The assessor checks

**that a policy exists**

**policy documents are reviewed**

**that a system is in place to implement the policy**

**systems are examined**

**that records exist which show that the system works in practice**

**a sample of records is reviewed**

**that stakeholders agree that the system works in practice**

**interviews are held with employees, customers, suppliers, public sector officials and other relevant stakeholders**

### The assessor awards grades

**commendation**

**the policy and system are examples of best practice**

**merit**

**the policy and system work well**

**observation**

**there is a policy and system that work but potential improvements have been identified**

**minor non-compliance**

**there is a policy and system but it is not always working**

**non-compliance**

**there is no policy or system, or it has largely broken down**

For every assessment a report is provided, giving an independent analysis and grade for each practice. The assessment report is intended for internal management purposes only. It is the decision of the assessed organisation whether the content of the report or grades awarded are made public.

Where content is made public, GoodCorporation requires that it is a balanced summary of GoodCorporation's report.

This Framework assesses the robustness of an organisation's processes to protect and promote human rights. It is not intended to serve as legal advice or as a tool for investigating specific incidents or allegations of human rights abuses. GoodCorporation accepts no liability to third parties for the actions of the assessed organisation or its employees.

# The GoodCorporation Framework on Human Rights

The organisation has fair and effective policies and procedures and respects human rights.

## 1. Overall Policy

- RE1: Human rights are regularly considered by the organisation's senior management.
- RE2: The company has a publically available policy on human rights that has been approved at senior level.
- RE3: The company regularly conducts a human rights impact assessment in high-risk countries.
- RE4: The company reports (either formally or informally) on its human rights impacts and how they are being addressed, both internally and externally.
- RE5: The company engages with the local government to encourage the promotion of human rights.

## 2. Forced, Bonded and Child Labour

- FL1: The company has a policy on forced and bonded labour which is owned by a designated person.
- FL2: The company has a policy on child labour, including a minimum working age, and a child-protection policy.
- FL3: The company does not hold employees' identity documents.
- FL4: The company uses an age-verification process when recruiting.
- FL5: A designated person is responsible for ensuring that all workers, including minors, are given work that is appropriate for their age, ability and strength in a suitable environment.
- FL6: All employees have been trained not to discipline employees using physical or humiliating punishment.
- FL7: Security staff and managers have been trained on company policies on human trafficking, labour and sexual exploitation.
- FL8: The company conducts checks to ensure that employees and contractors are able to pay off any company loans.
- FL9: The company issues a letter of release when the employee leaves his or her employment, where requested.

## 3. Discrimination

- DN1: The company has a diversity/discrimination policy that covers recruiting; promoting; appraising; transfers; business travel; training; vacation leave; gender; disability; family situation; sexual orientation; age; political and philosophical opinions; religious beliefs; union activity; racial, social, cultural or national origins; confidential reporting procedures.
- DN2: There are company-wide goals and targets.
- DN3: The company has programmes to promote and develop under-represented groups (where this is legally allowed).
- DN4: The company has dress code policies which allow employees to dress in traditional cultural garments if the clothing is appropriate for business and does not increase the risk of accidents in the workplace.
- DN5: The company does not ask women about their marital status, intent to have children, number of dependents or involve itself in their reproductive decisions in any way.

- DN6: All employees have been given training on the anti-discrimination policy.
- DN7: The company monitors the composition of the workforce in terms of diversity.
- DN8: The company conducts a pay gap analysis and a benefit gap analysis by race and gender.

## 4. Freedom of Association and Expression

- FA1: The company has a policy allowing freedom of expression.
- FA2: The company has a policy allowing freedom of association and trade union membership.
- FA3: The company allows and supports trade union activity.
- FA4: The company facilitates freedom of association and employee representatives in countries where freedom of association is suppressed.
- FA5: The company gives trade unions or employee representatives meeting space for employee-only meetings.
- FA6: The company's management team meet trade union or employee representatives to negotiate and discuss issues of concern.
- FA7: The company allows collective bargaining.
- FA8: The company ensures that employees are not penalised for trade union activity and that no coercive tactics are used against them.
- FA9: All employees receive communications about freedom of association and expression.

## 5. Workplace Health and Safety

- HS1: The company has a policy on workplace health and safety.
- HS2: The company conducts a risk evaluation in relation to workplace health and safety.
- HS3: The company provides a safe and healthy working environment, including personal protective equipment where necessary and protection from exposure to hazardous materials.
- HS4: Employees and contractors are given medical examinations to ensure their fitness for their work.
- HS5: The company discloses potential health risks to employees.
- HS6: All employees receive communications about workplace health and safety on a regular basis and in a language they can understand.
- HS7: All employees have been trained in workplace health and safety.
- HS8: The company has a system of anomaly reporting.
- HS9: The company collects data on workplace health and safety, including incidents and near-misses, accidents, fatalities and lost time.
- HS10: There is a clear emergency response system.

## 6. Conditions of Employment and Work

- CW1: The company has a policy on working hours and conditions and leave entitlement.

- CW2: The company has a policy forbidding all forms of harassment and bullying.
- CW3: All employees have clear contracts of employment with working hours, breaks, rest periods, overtime and leave entitlement that meet international standards.
- CW4: The company ensure that employees are paid a living wage.
- CW5: The company has processes to ensure that the correct social security payments are made on behalf of employees.
- CW6: The company has processes to ensure that compensation mechanisms are in place where no social security systems exist.
- CW7: There is a process for ensuring that contracted or agency workers have fair terms and conditions.
- CW8: The company ensures that it does not reward employees who do not take breaks.
- CW9: Employees are allowed toilet breaks whenever necessary.
- CW10: The company provides adequate sanitation facilities, including separate sanitation facilities for men and women.
- CW11: The company allows at least 14 weeks' maternity leave.
- CW12: Where employees are asked to work away from home for extended periods of time, the company allows for extended leave to allow employees to spend time with their families.
- CW13: The company grants annual leave to part-time and short-term employees on a pro-rata basis.
- CW14: The company does not keep records of employees' private activities, political affiliation or union membership.
- CW15: The company has a fair and transparent disciplinary process.
- CW16: The company does not make wage deductions as a disciplinary measure.
- CW17: The company has a clear process for resignation, redundancy and dismissal which is fairly applied.
- CW18: The company has a training plan that covers all employees.
- CW19: The company has a privacy policy detailing data collection and monitoring practices.
- CW20: Employees are kept aware of, and agree to, any monitoring.
- CW21: The company has processes to protect personal and confidential information of employees.
- CW22: There is an effective process to deal with employee complaints and grievances.
- CW23: Employees have recourse to an independent arbitration or dispute resolution process.

## 7. Security

- SY1: The company has a security policy, defining the role and responsibility of security personnel.
- SY2: All security personnel have been given training on when and how to intervene in different types of security situations, including public protests, and the use of minimal authorised force necessary.

## 8. Environment and Land Management

- EL1: The company has a policy on land management, including what to do if title to the land is disputed.

- EL2: The company consults with affected parties prior to acquiring land, and investigates to ensure no forced relocations have been performed.
- EL3: If the company's operations require populations to relocate, the company has a process to ensure that proper compensation is paid.
- EL4: The company has guidelines on access and usage rights for indigenous peoples, where applicable.
- EL5: The company has environmental policies and processes to identify, measure and reduce environmental impacts.
- EL6: The company complies with all environmental legislation.
- EL7: When leaving land, the company takes steps to make land suitable for habitation or agriculture.

## 9. Bribery and Corruption

- BC1: The company has a policy on corruption and bribery.
- BC2: All employees have been trained on the company's anti-corruption and bribery policies.
- BC3: The company audits its corruption and bribery practices.
- BC4: The company has developed a bribery and corruption risk assessment.
- BC5: Contracts with intermediaries and agents contain anti-corruption clauses.

## 10. Company Products and Marketing Practices

- PM1: The company has policies on product quality and responsible marketing.
- PM2: The company has eliminated all harmful ingredients, designs, defects and side effects.
- PM3: The company has a procedure to ensure informed consent for any product trials.
- PM4: The company provides clear warnings about hazards associated with the product.
- PM5: The company has a policy on product recall, specifying the method, timescale and circumstances in which a product should be recalled if problems occur.
- PM6: The company ensures that indigenous intellectual property rights are protected.

## 11. Supply Chain Management

- SC1: The company has a policy on supply chain management.
- SC2: Human rights considerations form part of the company's selection criteria when choosing suppliers.
- SC3: Contracts with suppliers contain a clause stipulating the company's requirements of suppliers in terms of human rights.
- SC4: Failure to comply with the company's requirements on human rights, or to resolve human rights related situations within a pre-defined timescale, incurs a contractual penalty for the supplier.

## 12. Speak Up and Monitoring

- SM1: There is a well-publicised speak-up process or other process to allow employees to raise concerns.
- SM2: The company conducts audits to ensure that human rights are respected.
- SM3: The company monitors its suppliers' human rights performance through unannounced spot-checks.

