



# BRE Environmental and Sustainability Standard

BES 6002 : Issue 1.0

## Ethical Labour Sourcing Standard

Requirements for the verification of the adoption of the principles of ethical labour sourcing

Compliance with a BRE Environmental and Sustainability Standard cannot confer immunity from legal obligations.

This BRE Environmental and Sustainability Standard is the property of BRE Global Ltd. and is made publicly available for information purposes only. Its use for testing, assessment, certification or approval must be in accordance with BRE Global Ltd. internal procedures and requires interpretation by BRE Global Ltd. and BRE experts. Any party wishing to use or reproduce this BRE Environmental and Sustainability Standard to offer testing, assessment, certification or approval must apply to BRE Global Ltd. for training, assessment and a licence; a fee will normally be charged. BRE Global Ltd. will not un-reasonably refuse such applications. BRE Global Ltd. accepts no responsibility for any un-authorised use or distribution by others of this BRE Environmental and Sustainability Standard and may take legal action to prevent such un-authorised use or distribution.

This page intentionally left blank

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 1 of 30

<b>CONTENTS</b>	<b>Page</b>
PARTICIPATING ORGANISATIONS .....	2
REVISION OF BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARDS .....	3
FOREWORD .....	4
1 SCOPE .....	5
2 DEFINITIONS .....	5
3 REQUIREMENTS .....	9
4 VERIFICATION METHODOLOGY .....	25
5 PUBLICATIONS REFERRED TO: .....	26
APPENDIX A - PRINCIPLES OF ETHICAL LABOUR SOURCING .....	28
APPENDIX A – PRINCIPLES OF ETHICAL LABOUR SOURCING .....	28
AMENDMENTS ISSUED SINCE PUBLICATION .....	30

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 2 of 30

## PARTICIPATING ORGANISATIONS

This Environmental and Sustainability Standard was approved by the BRE Global Ltd. Governing Body with input from the BRE Global Ltd. Standing Panel.

The following organisations participated in the preparation of this standard:-

Association for Specialist Fire Protection (ASFP)	Association of Insurance Surveyors
British Automatic Fire Sprinkler Assn (BAFSA)	British Property Federation (BPF)
British Security Industry Assn (BSIA)	Chief Fire Officers' Assn (CFOA)
Construction Industry Council (CIC)	Construction Products Assn
Fire Industry Assn (FIA)	Heathrow plc
Home Builders Federation (HBF)	Homes & Community Agency
NHBC	RICS
Risktech Ltd	Sustainability + Architect
Sustainable by Design	

Action Sustainability	ADS Group	Aggregate Industries
Alliance HR	Ashridge - Hult	Balfour Beatty
Barratt Plc	Bechtel	Benoy
Berkeley Group	BPCF	Brett
BSI group	Business; Human Rights	CARES
Carillion	CECA	Celsa UK
Chain Checked	CIOB	CIPS
Clarks Legal	CLT EnviroLaw	Cobham
Craigie Capital	Crest Nicholson	Crossrail
Domus Facades	Engineers Against Poverty	Ergon Associates
Ethical Innovations	Ethical Trading Initiative	Forbo
Forterra	Galliford Try	Gatwick Airport
GLA	Global Group	HS2
IHRB	Interserve	Intrean
Kier	KLH Sustainability	Laing O'Rourke
Lend Lease	Lincoln University	Loughborough University
Lucideon	Mace	Marks & Spencer
Marshalls	Mazars	Newcastle University
Pinsent Masons	QSRMC	Reese Procurement
Resilient World	Responsible Solutions	Responsible Supply Chain Ltd.
Sainsbury's	Saint Gobain	Segura Systems
Simons Group	Sir Robert McAlpine	Sisk
Skanska	Social Hotspot	Sustain Worldwide
Tarmac	Tata Steel	Thales Croup
The Crown Estate	The Vivian Partnership	Tideway Tunnels
Travis Perkins	Unchosen	Unite the Union
University of Bath	VGC Group	Willmott Dixon
Wolseley		

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 3 of 30

## **REVISION OF BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARDS**

BRE Environmental and Sustainability Standards will be revised by issue of revised editions or amendments. Details will be posted on our website at [www.bregloballistings.com](http://www.bregloballistings.com).

Technical or other changes which affect the requirements for the approval, verification or certification of the product or service will result in a new issue. Minor or administrative changes (e.g. corrections of spelling and typographical errors, changes to address and copyright details, the addition of notes for clarification etc.) may be made as amendments.

The issue number will be given in decimal format with the integer part giving the issue number and the fractional part giving the number of amendments (e.g. Issue 3.2 indicates that the document is at Issue 3 with 2 amendments).

Users of BRE Environmental and Sustainability Standards should ensure that they possess the issue that is relevant to them.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 4 of 30

## FOREWORD

Human Rights due diligence and overall ethical approaches to organisational & supply chain management are being recognised as strategically significant for many organisations. This standard has been created to recognise those who wish to seek third party assurance of their practices and provide a maturity pathway to make improvements continuously.

This BRE Environmental and Sustainability Standard provides a framework for the verification of Ethical Labour Sourcing (ELS) and to give a route to verification of products and services. The key objectives of this standard are to:

- promote better ethical labour sourcing practices;
- give clear requirements for the elements of ELS that should be addressed;
- promote confidence that materials, products and services are being ethically sourced;
- provide a maturity pathway for organisations to follow that will evolve with the needs and risks of the business; and
- secure and verify evidence that organisations with BRE Global Ltd. ELS verification have demonstrated a commitment to continually improve ethical labour sourcing practices in their own business and connected supply chains.

This Environmental and Sustainability Standard has been structured so that compliance can be demonstrated through a combination of meeting the requirements of other recognised certification schemes, establishing written policies, setting objectives and targets and engaging with relevant stakeholders. The standard can be used as a business improvement tool without a business seeking verification. The ELS is primarily intended for those organisations that work (by providing products or services) in the UK whilst recognising these connected supply chains are often global.

Information on the “Principles of Ethical Labour Sourcing” is provided in Appendix A

## NOTES

BRE Global Ltd. welcomes comments of a technical or editorial nature and these should be addressed to “the Technical Director” at [enquiries@breglobal.co.uk](mailto:enquiries@breglobal.co.uk).

For related standards please refer to Section 5.

The BRE Trust, a registered charity, owns BRE and BRE Global Ltd. BRE Global Ltd. test, assess, verify, certificate and list products and services within the construction, sustainability, fire and security sectors. For further information on our services please contact BRE Global Ltd., Watford, Herts. WD25 9XX or e-mail to [enquiries@breglobal.co.uk](mailto:enquiries@breglobal.co.uk)

Listed products and services appear in the BRE Global Ltd. “List of Approved Products and Services” which may be viewed on our website: [www.bregloballistings.com](http://www.bregloballistings.com).

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 5 of 30

## 1 SCOPE

This BRE Environmental and Sustainability Standard specifies the requirements for organisational management to demonstrate an on-going commitment to the principles of ethical labour sourcing in relation to the provision of products and services.

The requirements of this BRE Environmental and Sustainability Standard provide a framework against which all organisations may be assessed. The framework comprises criteria for evaluating the maturity of the performance of the organisation under twelve issues. The overall verification is not based on an aggregation of the levels of maturity in these issues, but is based on a commitment to improve through an agreed set of five objectives.

## 2 DEFINITIONS

In this BRE Environmental and Sustainability Standard, the following terms are used:

- “shall” indicates a requirement
- “should” indicates a recommendation
- “may” indicates a permission
- “can” indicates a possibility or a capability

### 2.1 Accreditation

Third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks

[BS EN ISO/IEC 17011:2004]

### 2.2 Accreditation body

Authoritative body that performs accreditation (2.1)

[BS EN ISO/IEC 17011:2004]

### 2.3 Benchmark

Reference value against which relative performance can be judged

### 2.4 Chain of custody

System or process (2.17) used to maintain and document the chronological history and unbroken path that a product (2.15) takes through a supply chain (2.25)

### 2.5 Commodity

Good for which there is a market demand and which is supplied without qualitative differentiation

NOTE: Commodity classes relevant to the products sector include, but are not limited to, fossil resources; precious metals; industrial metals; minerals; natural rubber; bio-mass; and commodity chemicals.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 6 of 30

NOTE: Some materials are traded via commodity exchanges and may be physically and virtually bought and sold many times before they become an input to a physical process.

NOTE: Some commodity materials may be supplied in bulk via common infrastructure shared by several supplier organisations.

## **2.6 Constituent material**

Material component of a product (2.15)

NOTE Water is excluded from the requirements that apply to constituent materials in this standard.

## **2.7 Corruption**

The abuse of entrusted power for private gain

NOTE Corruption includes practices such as bribery facilitation payments, fraud, extortion, collusion, and money laundering. It also includes an offer or receipt of any gift, loan, fee, reward, or other advantage to or from any person as an inducement to do something that is dishonest, illegal, or a breach of trust in the conduct of the enterprise's business. This may include cash or in-kind benefits, such as free goods, gifts, and holidays, or special personal services provided for the purpose of an improper advantage or that may result in moral pressure to receive such an advantage.

[Transparency International 2011, Global Reporting Initiative G4 Guidelines]

## **2.8 Due diligence**

The performance of relevant and appropriate investigations and monitoring of an organisation's supply chains so that the actions of those supply chains do not compromise the organisation's commitments to responsible sourcing

## **2.9 Environmental stewardship**

The responsible planning and management of natural resources through conservation and sustainable use including biodiversity considerations

## **2.10 Freely and publically available**

Can be readily obtained without payment and without the need to request permission from the owner

## **2.11 Human rights due diligence**

Action taken by an organisation to identify and act upon actual and potential risks for workers and other stakeholders in its operations, supply chains and the services it uses

[Ethical Trading Initiative; Human Rights Due Diligence Framework, 2016]

## **2.12 Impact**

Positive or negative effect of one thing on another

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 7 of 30

### 2.13 Organisation

Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration

[BS EN ISO 14001:2004]

### 2.14 Policy

Formal expression of an organisation's (2.14) intent and direction with regards to an issue, or set of issues

### 2.15 Product

The result of a process (2.17)

[EN ISO 9000:2005]

### 2.16 Procedure

Specified way to carry out an activity or a process (2.17)

[BS EN ISO 14001:2004]

### 2.17 Process

Set of interrelated or interacting activities which transforms inputs into outputs

[EN ISO 9000:2005]

### 2.18 Raw materials

Unprocessed materials that are acquired from nature for subsequent use in the realisation of a product (2.15)

### 2.19 Responsible sourcing

Management of sustainable development in the provision or procurement of a product (2.15)

[BS 8902:2009]

### 2.20 Risk

Effect of uncertainty on objectives

[BS ISO 31000:2009]

NOTE Risk is often characterised as a combination of the likelihood of something occurring and the impacts associated with it occurring.

NOTE Objectives may be social, environmental and/or economic.

### 2.21 Significant

Threshold level at which meaning is attained

NOTE: A significant risk (2.20) requires mitigation.

NOTE: A risk is significant if, in the view of senior management and those charged with governance, it is of such relevance and importance that it could substantively influence the organisation's ability to create value over the short, medium and

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 8 of 30

long term or will have a positive or negative impact on other stakeholders.

### **2.22 Small organisation**

Organisation with less than 50 employees and a turnover or balance sheet total of less than €10 million

NOTE: Current exchange rates may be used to estimate equivalent criteria in other currencies.

[European Commission Recommendation 2003/361/EC]

### **2.23 Stakeholder**

Individuals, groups and/or organisations (2.13) who either affect, or could be affected by, an organisation's activities, products (2.15) or services and associated performance

### **2.24 Supplier**

Organisation (2.13) that provides a product (2.15) or service.

### **2.25 Supply chain**

System of organisations (2.13) involved in the realisation of a product (2.15), from the extraction of raw materials (2.18) to the point of sale

### **2.26 Sustainability aspect**

Element of an organisation's activities or products (2.15) or services that can interact with the environment and/or socio-economic systems

NOTE: A significant sustainability aspect may have a meaningful impact on the ability of future generations to meet their needs.

### **2.27 Sustainability issue**

Area of influence/impact related to the pursuit of an enduring, balanced approach to economic activity, environmental responsibility and social progress

[Adapted from BS 8900:2006, BS 8902:2009]

NOTE: Sustainability issues may be interrelated.

### **2.28 Traceability**

Ability to trace the history, application or location of an object.

(BS EN ISO 9000:2015, clause 3.6.13, page 20)

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 9 of 30

### 3 REQUIREMENTS

#### General

The requirements of this BRE Environmental and Sustainability Standard consist of actions to be completed to demonstrate adoption of the principles of ethical labour sourcing. Completion of these actions is established from an assessment against the twelve issue areas identified below:

Organisation Structure	Management Policies
Management Systems	Assurance, compliance & auditing
Human Resources	Immigration
Procurement	Supply Chain Management
Bribery & Corruption	Learning & Development
Forums	Reporting

The minimum requirements for the verification of the adoption of the principles of ethical labour sourcing are the Baseline Maturity Pathway requirements in each of the twelve issue areas. Organisations are encouraged not simply to 'tick' that they consider they meet a requirement but to declare an understanding of the requirement by using one of the following three terms:

- *"Achieving"*
- *"Identified for Improvement" or*
- *"Potential to Improve"*

The primary output of the assessment against these twelve issue areas is the identification of five specific objectives for organisational improvement, to which the organisation must commit and provide evidence of achievement thereof in the 11 months following verification. It should be noted that objectives should be spread to be completed throughout this period. One of the aims of this BRE Environmental and Sustainability Standard is to avoid the culture of compliance requirements being completed shortly before the annual re-assessment.

Where requirements refer to an accreditation body it shall be a signatory of the International Accreditation Forum (IAF) and/or the European Cooperation on Accreditation (EA).

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 10 of 30

### 3.1 Organisation Structure

#### 3.1.1 Criteria; Organisation Structure in relation to Ethical Labour Sourcing

Description	Maturity See 3.1.2
<p>What is the organisational structure, its business and countries and regions it operates in?</p> <p>For each division/region/geography is there a senior management representative responsible for ethical labour practices?</p> <p>What is the penetration of understanding ethical labour issues within the organisation?</p> <p>How is the organisation structured to show responsibility for this issue?</p> <ul style="list-style-type: none"> <li>- Organisation chart</li> <li>- Operations of their management system</li> <li>- List of Executive Officers</li> <li>- List of other Directors and Senior Staff (for example Legal, Human Resources (HR), Procurement)</li> </ul>	

#### 3.1.2 Maturity Pathway

<b>Baseline</b>	The organisation has minimum documented evidence in relation to its business operations, but has not demonstrated that it has communicated the details both internally and externally.
<b>Level 1</b>	The organisation has documented evidence and has clearly communicated the details both internally and externally.
<b>Level 2</b>	As level 1 <b>AND</b> it has also ensured, through adequate training that the executives, directors and senior managers are fully conversant with their obligations within their roles.
<b>Level 3</b>	As level 2 <b>AND</b> they have fully evaluated and documented their operations to understand all high risk areas in relation to the ethical labour issues.
<b>Level 4</b>	As level 3 <b>AND</b> it also can demonstrate that it has acted upon weaknesses and addressed any potential areas which could have resulted in unethical practices.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 11 of 30

### 3.2 Management Policies

#### 3.2.1 Criteria: Management Policies

Description	Maturity See 3.2.2
<p>What are the organisation policies as relate to ethical labour practices?</p> <p>Does the organisation publish and communicate these policies?</p> <p>How often are these policies updated?</p> <p>How does the organisation systematically control its policies?</p>	

#### 3.2.2 Maturity Pathway

<b>Baseline</b>	The organisation has only a partial set of organisation policies in relation to Safety, Health, Environment and Quality (SHEQ), Modern Slavery Act 2015 (MSA), responsible sourcing; ethics, fraud and malpractice; anti-bribery and corruption and human resources.
<b>Level 1</b>	The organisation has a full set of policies in place for; SHEQ; compliance with the MSA; responsible sourcing; ethics, fraud and malpractice; anti-bribery and corruption and human resources. The organisation has evidence that these policies have been communicated and that staff have been trained in their application; That training records are available and that policies are displayed; There is evidence that the policies have been updated and managed accordingly.
<b>Level 2</b>	As level 1 <b>AND</b> it also has developed an assurance and compliance programme to audit and address any observations identified in the implementation of the policies as listed above. Where the organisation operates outside of the UK/domestic market it can provide evidence that not only its policies have been communicated to the relevant offices but also that all staff in those locations have been trained in the implementation of those policies.
<b>Level 3</b>	As level 2 <b>AND</b> the organisation has a human rights policy commitment approved at board level in accordance with Guiding Principle 16 of the UN Guiding Principles on Business and Human Rights. In addition, the policies and procedures referred to in Level 1 are verified and certified in accordance with ISO 9001, / 14001 / 18001 or other ISO or equivalent standards, where applicable. The organisation can also demonstrate it operates a whistleblowing policy that is communicated widely and protects the whistle blower from harassment or victimisation.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 12 of 30

<b>Level 4</b>	As level 3 <b>AND</b> the organisation has a specific policy on ethical labour sourcing which includes a commitment to the eradication of recruitment fees stating that the costs of recruitment should be borne by the employer and not by any employee. In addition, the organisation collects and communicates best practice within its own business or its supply chain to improve the organisation policies and can demonstrate it has gained best practice or guidance documents to help inform as to how to improve policies in the future.
----------------	--

### 3.3 Management Systems

#### 3.3.1 Criteria; Management Systems

Description	Maturity See 3.3.2
<p>Are the management systems certificated by a third party certification body (or Conformity Assessment Body) accredited by an accreditation body that is a member of the IAF (International Accreditation Forum) or EA (European co-operation for Accreditation)?</p> <p>Is the ethical labour policy a stand-alone policy or is it covered within other parts of the management system?</p> <p>How is legal compliance managed in other regions in which they operate?</p> <p>Which countries other than the UK, have specific activities to ensure compliance with the sourcing of ethical labour?</p> <p>How can the organisation demonstrate they have acted upon ethical labour issues?</p> <p>Do the organisation's health and safety policies and procedures cover the health and wellbeing of its staff, paying particular attention to all the staff emotional and welfare standards?</p>	

#### 3.3.2 Maturity Pathway

<b>Baseline</b>	The organisation does not have any documented evidence that its systems are adequate to address modern slavery risks. The organisation has evidence to demonstrate legal compliance only.
<b>Level 1</b>	The organisation can demonstrate that its management systems are certificated to a recognised standard. That the management system adequately includes actions for going beyond compliance with the MSA. That it can demonstrate it complies with legal requirements in all of its operations, wherever it operates. The organisation can demonstrate that its health and safety policies and procedures adequately manage the

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 13 of 30

	welfare of its staff wherever it operates.
<b>Level 2</b>	As Level 1 <b>AND</b> the organisation has mapped the specific ethical labour risks by both process and locations in which it operates, and it has a risk mitigation programme to address risks related to ethical sourcing practices. It can demonstrate that on reviewing ethical labour standards and relevant legislation it has made a judgement as to what changes are required in its management systems.
<b>Level 3</b>	As level 2 <b>AND</b> the organisation has mapped 80% of both spend and activity of its business. It can demonstrate that having reviewed the ethical labour standards and relevant legislation it has made a judgement as to what changes are required in its management systems to go beyond compliance with legislation only.
<b>Level 4</b>	As level 3 <b>AND</b> by way of the implementation of the risk management process it can demonstrate that the organisation has actively improved the lives and wellbeing of workers who were subject to previously non-compliant practices.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 14 of 30

### 3.4 Assurance, Compliance and Auditing

#### 3.4.1 Criteria; Assurance, compliance and auditing

Description	Maturity See 3.4.2
<p>Does the organisation operate an assurance, compliance and auditing process to audit its own policies and procedures internally?</p> <p>Are recruitment processes included in audit assessments and if so are auditors trained and empowered to properly assess these processes?</p> <p>Does the organisation undertake any formal risk assessment / risk management activities in relation to its compliance with legislation such as the MSA, Anti Bribery &amp; Corruption or any other related initiatives?</p> <p>Where any risk management plans identified a residual risk to the organisation is there a plan to mitigate or manage the risk in the future.</p>	

#### 3.4.2 Maturity Pathway

<b>Baseline</b>	The organisation does not operate either an internal auditing or risk assessment process to monitor and report on compliance to its own policies and procedures.
<b>Level 1</b>	The organisation does operate an internal audit process and a risk management process, however it cannot demonstrate that it has included checks for compliance with activity in relation to ethical labour sourcing, or in terms of human rights for the organisation's labour force.
<b>Level 2</b>	As level 1 <b>AND</b> the organisation has a fully defined auditing and risk management process in place that includes checks for compliance with ethical labour sourcing practices and any related activity, or in terms of human rights for the organisation's labour force. It can demonstrate that it records the findings from all such audits and outcomes and actively monitors all observations and risks.
<b>Level 3</b>	As level 2 <b>AND</b> the organisation can demonstrate that it has actively improved the lives, wellbeing and working conditions of workers who were subject to non-compliant practices. The organisation has been recognised to have formally demonstrated best practice or has been subject to case studies to inform others as to best practice.
<b>Level 4</b>	As level 3 <b>AND</b> the organisation has demonstrated business leadership through been actively engaged in the sharing of best practice and has become a mentor to other organisations and is recognised as a subject matter expert through implementing a robust compliance and assurance programme.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 15 of 30

### 3.5 Human Resources

#### 3.5.1 Criteria; Human Resources

Description	Maturity See 3.5.2
<p>Does the organisation have specific policies relating to worker rights?</p> <p>How does the organisation ensure that it is employing all workers in accordance with all relevant legislation?</p> <p>If the organisation has employed people from outside of the UK to either be employed within the UK or any other country in which it operates how does the organisation ensure that it complies with all "In country" legal requirements?</p>	

#### 3.5.2 Maturity Pathway

<b>Baseline</b>	The organisation can provide only basic evidence (e.g. a policy) that it protects its workers through their employment contracts or that its human resources practices comply with all legislative requirements.
<b>Level 1</b>	<p>Company Policies and practices express a clear prohibition of forced, compulsory, bonded, indentured and prison labour that applies to all enterprises in its supply chain including those involved in the recruitment, selection and hiring of workers.</p> <p>All workers are treated equally in the workplace regardless of their national origin, ethnicity, race, religion, social caste or sex</p> <p>Clear and transparent human resource practices on recruitment, contracts, wages and working hours are adopted by the company to minimise the risk of forced labour or trafficking.</p> <p>The organisation ensures and collects evidence that all employees, no matter which country they are employed in, have clear transparent contracts which comply with all applicable legislation. It also demonstrates that each worker has an entitlement to earn a legal minimum wage. That each person employed in the UK receives a payslip which records how much NI is paid, where applicable all tax is collected and they have a PAYE reference number. That each person is entitled to annual leave, sick leave, maternity or paternity leave, where applicable. The organisation ensures that it is employing all workers in accordance with the International Labour Organisation (ILO) Core Labour Standards and its convention for protecting the rights of vulnerable workers or child labour (No 182).</p>

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 16 of 30

<b>Level 2</b>	<p>As level 1 <b>AND</b> the organisation also profiles all of its workers against the relevant employment criteria. It has robust assessment tools included in its HR and procurement processes to ensure that all workers' rights and freedoms are recognised in its practices and contracts. This will include compliance with legislation which deals with travel, accommodation, welfare, and all leave entitlements and can confirm that everyone employed is earning at least the minimum wage.</p> <p>The organisation also has an accessible grievance process.</p> <p>The company has a written policy that workers shall not pay any amount to secure a job at their facility and has mechanisms in place to ensure compliance. The retention of workers identity or personal documents is prohibited.</p>
<b>Level 3</b>	<p>As level 2 <b>AND</b> if no legal minimum wage is set, that the organisation have calculated and set a "Fair Wage" or living wage using local benchmarking data.</p>
<b>Level 4</b>	<p>As level 3 <b>AND</b> the organisation can demonstrate that they have actively improved the lives and wellbeing of any workers who were subject to non-compliant practices and has either been recognised formally to have demonstrated best practice or has been subject of case studies to inform others as to best practice.</p> <p>The company has mechanisms in place to ensure that workers do not pay any amount to secure employment at their facility</p>

### 3.6 Immigration

#### 3.6.1 Criteria; Immigration

Description	Maturity See 3.6.2
<p>Does the organisation have processes/procedures in place to ensure that all personnel recruited are eligible to work?</p> <p>Does the organisation have documented controls to demonstrate compliance with sections 15-25 of the Immigration, Asylum and Nationality Act 2006?</p> <p>Are the controls applicable to all potential or current employees?</p> <p>Are documents used to verify eligibility to work compliant with Home Office guidance 'Comprehensive Guidance for Employers on Preventing Illegal Working'?</p> <p>Are copies of all documents used to verify an individual's eligibility to work retained for a minimum of 2 years from the date that employment ends?</p> <p>What processes/procedures does the organisation have in place to</p>	

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 17 of 30

<p>assure itself that all agency, temporary, self-employed, sub-contracted and seasonal personnel are eligible to work in the countries it operates?</p> <p>Does the organisation have in place mechanisms for periodic reviews of the eligibility to work of all workers (including agency, temporary, self-employed, sub-contracted and seasonal employees)?</p> <p>Do the periodic reviews of eligibility to work of all workers record findings and action plans?</p> <p>What processes/procedures does the organisation have in place to ensure compliance with all local immigration legislation?</p> <p>How does the organisation ensure compliance with worker approvals processes as defined by the host country?</p> <p>Does the organisation have in place robust assessment tools in its HR and procurement processes/procedures to ensure that all workers' rights are included in its practices so as not to impact on the health and safety of any persons?</p> <p>Does the organisation have processes/procedures in place to improve workers lives if they have been subject to trafficking as a direct result of non-compliance with any immigration laws in the countries it operates?</p> <p>If yes to above, can the organisation demonstrate that it has worked closely with the relevant authorities to bring to justice those who acted illegally?</p>	
--	--

### 3.6.2 Maturity Pathway

<b>Baseline</b>	The organisation has very limited documented evidence that they comply with the requirements of the Immigration Office in the UK.
<b>Level 1</b>	The organisation can demonstrate that it complies with the requirements of the UK Immigration, Asylum and Nationality Act 2006. But it cannot adequately demonstrate compliance for other countries it operates in (where applicable).
<b>Level 2</b>	The organisation can demonstrate that it complies with the requirements to achieve Level 1 <b>AND</b> it can demonstrate compliance with local immigration legislation for (all) other countries in which it operates. The organisation operates a confidential whistleblowing policy that is communicated widely and protects the whistle blower from harassment or victimisation.
<b>Level 3</b>	The organisation can demonstrate that it complies with the requirements to achieve Level 2 <b>AND</b> it has robust assessment tools included in its HR and procurement processes/procedures to ensure that all workers' rights are included in its practices. If the organisation uses a 'code of practice' for suppliers this is monitored and verified.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 18 of 30

<b>Level 4</b>	The organisation can demonstrate that it complies with the requirements to achieve Level 3 <b>AND</b> the organisation has processes/procedures in place to improve workers lives if they have been subject to trafficking as a direct result of non-compliance with any immigration law in the countries it operates and that the organisation has worked closely with the relevant authorities to bring to justice those who acted illegally.
----------------	---

### 3.7 Procurement

#### 3.7.1 Criteria; Procurement practices in the organisation

Description	Maturity See 3.7.2
<p>Does the organisation have specific policies and procedures to manage the procurement of goods, services and works?</p> <p>Does the organisation have a policy to implement Ethical Sourcing of Labour?</p> <p>Are staff responsible for procurement adequately trained and empowered to implement company policies on ethical labour sourcing?</p> <p>Do staff appraisals and Key Performance Indicators (KPIs) reflect / support the company procurement policy with regard to ethical labour?</p> <p>Do all contracts refer to compliance with legal obligations in relation to workers' rights and HR legislation?</p> <p>Do all contracts link to the relevant policies and procedures which must be adhered to in the delivery of the contract?</p> <p>Does the organisation maintain an approved supply chain register?</p> <p>Does the organisation have a supplier "Code of Conduct", approved by an Executive or a Senior Manager and issued to all suppliers and contractors? Does the organisation require that suppliers and contractors adhere to the code?</p> <p>Does the organisation monitor which suppliers and contractors have adhered to the Code?</p> <p>Does the organisation have appropriate policies in place to address non-compliance?</p> <p>Does the organisation consider <b>Supply Chain Risks</b> covering (i) due diligence (ii) risk assessment (iii) acting on risk assessments (with appropriate leverage) (iv) monitoring progress and (v) remediating supply chain non-compliance Has the organisation conducted a risk assessment and undertaken on-going due diligence of its UK procurement activities? Are risks categorised? Have procedures been improved to address the risks identified?</p>	

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 19 of 30

### 3.7.2 Maturity Pathway

<b>Baseline</b>	The organisation has specific policies and procedures to cover its procurement activities (goods, services and works) and address ethical labour sourcing.
<b>Level 1</b>	Baseline requirements fulfilled <b>AND</b> the organisation does not procure any goods or services from third parties <b>OR</b> The organisation does procure goods and services from third party organisations and: <ul style="list-style-type: none"> <li>• Has carried out a risk assessment on its procurement activities</li> <li>• Has policies and procedures in place to ensure responsible sourcing</li> <li>• Operates a verified code of conduct for its suppliers</li> <li>• Operates a preferred supplier list</li> </ul>
<b>Level 2</b>	Level 1 requirements fulfilled <b>AND</b> the organisation has mapped its supply chain and, when procuring from outside of the UK or in situations of heightened risk, can demonstrate that its procedures have been enhanced.
<b>Level 3</b>	Level 2 requirements fulfilled <b>AND</b> where suppliers are found to have been noncompliant in relation to the protection of workers' rights improvement activities have been agreed and are being implemented and monitored. The organisation is carrying out enhanced due diligence to identify and manage risks when procuring high risk commodities or from high risk regions.
<b>Level 4</b>	Level 3 requirements fulfilled <b>AND</b> the organisation is seen to be demonstrating business leadership in advancing procurement practices, developing supply markets for responsibly sourced products and incorporating ethical labour considerations in supply chain development.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 20 of 30

### 3.8 Supply Chain Management

#### 3.8.1 Criteria; Supply Chain Management

Description	Maturity See 3.8.2
<p>Does the organisation map its supply chain for scope of supply, size of contract and location of services or goods?</p> <p>Does the organisation allow its suppliers and contractors to sub-contract any scopes to a third party?</p> <p>Does the organisation assess the performance of its supply chain?</p> <p>Does the organisation use internal or 3rd party audits of its supply chain in relation to ethical labour?</p> <p>Does the organisation undertake training and awareness with its supply chain on the subject of ethical labour?</p>	

#### 3.8.2 Maturity Pathway

<b>Baseline</b>	The organisation does procure from other sources but does not administer any provisions in relation to the legal requirements of workers' rights or ethical labour as part of its supply chain management policies and procedures.
<b>Level 1</b>	The organisation does procure from other sources and it has requirements for compliance with the legal requirements of workers' rights or ethical labour in its tenders and contracts and also a requirement to address legal compliance (e.g. with MSA, the Equality Act 2010, Bribery Act 2010 or the Immigration, Asylum and Nationality Act 2006 Companies Act 2006 (Amendment of Part 25) Regulations 2013) but it does not use any form of audit or monitoring to check compliance.
<b>Level 2</b>	As level 1 <b>AND</b> it does assess the performance of its supply chain, including sub-contractors, against ethical labour standards (see Level 1 above) for compliance with legislative requirements and also carries out training with its supply chain.
<b>Level 3</b>	As level 2 <b>AND</b> it also procures third party audits of its supply chain and acts upon any non-conformances or observations identified.
<b>Level 4</b>	As level 3 <b>AND</b> it can demonstrate that it has taken active steps to improve the rights and conditions of workers and can be seen to be demonstrating business leadership in advancing procurement practices, developing supply markets for responsibly sourced products and incorporating ethical considerations in supply chain development.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 21 of 30

### 3.9 Bribery & Corruption

#### 3.9.1 Criteria; Bribery & Corruption

Description	Maturity See 3.9.2
<p>What processes does the organisation have for the prevention of bribery, anti-competitive behaviour, fraud and malpractice in the context of labour sourcing? Has the organisation reviewed its processes against the requirements of the Bribery Act 2010?</p> <p>What training and support does the organisation provide to its staff in relation to bribery, corruption, fraud and or anti-competitive behaviour?</p> <p>How are potential acts of bribery, corruption, or anti-competitive behaviour reported and investigated by the organisation?</p> <p>Does the organisation have a designated person to contact if there are suspicions of bribery and corruption, fraud and malpractice?</p> <p>Does the organisation have a whistleblowing policy to encourage employees and officers to report suspected illegal behaviour and does it offer protection to individuals who come forward?</p>	

#### 3.9.2 Maturity Pathway

<b>Baseline</b>	The organisation does not have any documented evidence of compliance with the Bribery Act 2010.
<b>Level 1</b>	The organisation does have a policy for Anti Bribery and Corruption and it has reviewed its processes for compliance with the Bribery Act 2010. It also provides training to 100% of its staff and its supply chain to ensure they are aware of the legal obligations under this act (relevant to job role).
<b>Level 2</b>	As level 1 <b>AND</b> suspected illegal acts are investigated and reported fully. The organisation operates a whistleblowing policy which also protects those who come forward. Bribery is part of their corporate risk register.
<b>Level 3</b>	As level 2 <b>AND</b> the organisation can demonstrate that they have taken action when bribery and corruption issues have been identified and raised (or how they would if a situation arose).
<b>Level 4</b>	As level 3 <b>AND</b> the organisation can demonstrate how they have taken action when bribery and corruption issues have been raised and that they have been proactive in driving out bribery, corruption, fraud or malpractice activity in their business dealings no matter where or with whom they operate. The organisation is also able to provide evidence of sharing anti-bribery and corruption good practice with others.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 22 of 30

### 3.10 Learning & Development

#### 3.10.1 Criteria; Learning & Development

Description	Maturity See 3.10.2
<p>Does the organisation train and develop its staff in the application, adherence to and compliance with all legislation applicable to protecting workers rights and eradicating modern slavery? Can the organisation provide training records to confirm the training has taken place and also that the relevant people have been trained?</p> <p>Does the organisation operate a staff induction programme and if so is there a specific section on human rights, modern slavery or ethical labour?</p> <p>Where the organisation operates outside of the UK, does it have any training and development programmes which staff either attend or deliver relating to human rights, modern slavery or ethical labour?</p> <p>How does the organisation ensure that the people delivering the training are competent to do so and does the organisation keep training records?</p>	

#### 3.10.2 Maturity Pathway

<b>Baseline</b>	The organisation provides limited training to key groups of staff in general legal requirements relating to business conduct and ethics
<b>Level 1</b>	The organisation does train its staff in the legal requirements of the MSA but does not deliver training on the Equality Act 2010, Bribery Act 2010, Immigration, Asylum and Nationality Act 2006.
<b>Level 2</b>	The organisation does train its staff in the legal requirements of the Acts included in Level 1. If operating outside of the UK the organisation provides basic tools to train and develop its staff in overseas locations in relation to the relevant act.
<b>Level 3</b>	As level 2 <b>AND</b> the organisation also has a set of assessment tools to help understand what additional risks it has when operating in overseas locations and gives more detailed training to relevant staff on the specific risks associated with working in these locations.
<b>Level 4</b>	As level 3 <b>AND</b> the organisation can also demonstrate that they train their staff on the subject of workers' rights and eradicating modern slavery.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 23 of 30

### 3.11 Forums

#### 3.11.1 Criteria; Forums

Description	Maturity See 3.11.2
<p>Does the organisation operate in any forums relevant to modern slavery or ethical labour?</p> <p>Does the organisation operate or actively participate in any other related committees?</p> <p>Does the organisation feedback best practice internally, so as to learn and improve from others?</p> <p>Can the organisation demonstrate business leadership and provide evidence to show it has influenced another organisation to improve their practice, behaviour and/or culture in relation to the application, awareness and adherence to ethical labour?</p>	

#### 3.11.2 Maturity Pathway

<b>Baseline</b>	The organisation does participate in forums or committees relevant to business ethics and sustainability issues in general terms.
<b>Level 1</b>	The organisation does operate a related forum (e.g. a trade union or equality forum) and the remit of the forum includes a requirement to debate and advise the organisation on issues concerning ethical labour and the eradication of modern slavery.
<b>Level 2</b>	As level 1 <b>AND</b> the forum comprises both internal and external representatives where at least 1 person is considered a subject matter expert on workers' rights and conditions.
<b>Level 3</b>	As level 2 <b>AND</b> the organisation is involved in external multi-stakeholder initiatives, associations and forums. For best practice this shall include engagement with relevant NGOs and the trades unions either locally or internationally.
<b>Level 4</b>	As level 3 <b>AND</b> the organisation can provide evidence that it has created or learnt from best practice, can be seen to be a market leader in the field of ethical labour and has influenced a client to improve their practices in relation to ethical labour and eradicating modern slavery.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 24 of 30

### 3.12 Reporting

#### 3.12.1 Criteria; Reporting

Description	Maturity See 3.12.2
<p>Does the organisation provide a yearly statement or report on its ethical labour sourcing practices?</p> <p>Does the organisation provide sufficient transparency in its statement/report to reveal good and deficient practice, and that it can demonstrate an action plan to improve performance on ethical labour sourcing where necessary?</p> <p>Does the statement/report enable the organisation to hold itself accountable to the highest level of assurance?</p>	

#### 3.12.2 Maturity Pathway

<b>Baseline</b>	The organisation has evidence that it provides a statement or report in accordance with the MSA reporting requirements if meeting the turnover threshold to report under the Act.
<b>Level 1</b>	The organisation issues a statement/report on its website and the statement/report is beyond compliant with the MSA, even if turnover is below the threshold required to report under the Act, which demonstrates continual improvement.
<b>Level 2</b>	As level 1 <b>AND</b> The organisation also has an action plan to determine how it will improve on its performance in relation to the subject of ethical labour or eradicating modern slavery and that it monitors and measures progress on a regular basis.
<b>Level 3</b>	As level 2 <b>AND</b> It has also elevated certain identified ethical labour risks into its organisation risk register and is actively engaged in working to improve the lives and the wellbeing of its workers.
<b>Level 4</b>	As level 3 <b>AND</b> the organisation can demonstrate that it can hold itself accountable to the highest level of accountability as a result of its activities in relation to ethical labour standards.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 25 of 30

## 4 VERIFICATION METHODOLOGY

### 4.1 Overview

An organisation that is considered by BRE Global Ltd. to meet the baseline requirements of this BRE Environmental and Sustainability Standard and has set at least five satisfactory objectives for organisational improvement against the requirements of this standard will be eligible to receive a Statement of Verification from BRE Global Ltd.

A verification statement is awarded to companies when all assessment activities have been satisfactorily completed and BRE Global Ltd. has made a positive verification decision based on the assessment report. Statements of Verification will detail the organisation name and parts of the organisation that have been verified. Details of the organisation's services/products will also be listed on [www.greenbooklive.com](http://www.greenbooklive.com).

### 4.2 Methodology

This BRE Environmental and Sustainability Standard is intended to be used as part of a verification scheme and as such the primary evidence gathering takes place at the designated headquarters of the organisation under assessment. The primary contact (Client) within the organisation is responsible for liaising with other senior colleagues. It is expected that Senior Directors responsible for a breadth of the issues addressed in this standard will be present to discuss the aspects of practice in the organisation. The objectives are set in a collaborative manner as the intention is that they should form an integral part of the overall business strategy. This standard is intended to be used over a long term period as it is a process based on a long term commitment to improve.

The Client shall follow the steps described below to achieve verification to the ELS Scheme:

1. Client contracts with BRE Global Ltd. for verification to the ELS Scheme following a successful application (please see application form for further details)
2. Client receives ELS questionnaire by email (this will be replaced by an online system in due course)
3. Client returns completed ELS questionnaire to BRE Global Ltd.
4. BRE Global Ltd. reviews responses and identifies specific areas for further discussion with the Client
5. BRE Global Ltd. informs Client of the scope of the verification assessment and arranges a site visit
6. BRE Global Ltd. completes site visit, including discussions about the improvement objectives with senior staff, and agrees the on-going action plan and review intervals (Note: The emphasis is on continuous improvement with this standard and therefore regular dialogue will be supported)

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 26 of 30

7. BRE Global Ltd. finalise verification decision and issue Statement of Verification. Feedback is presented to the Client which will detail the maturity level jointly agreed by the verifier and the Client against each of the twelve issues in the ELS.
8. Statement of Verification is hosted on GreenBookLive
9. The Statement of Verification is valid for a maximum of 12 months from the date of issue
10. The Client implements actions to achieve the agreed improvement objectives within the set timescale

## **5 PUBLICATIONS REFERRED TO:**

This BRE Environmental and Sustainability Standard incorporates provisions from other publications. For dated references only the edition cited applies. For undated references the latest edition of the publication referred to (including amendments) applies.

### **5.1 Normative references**

The following documents, in whole or in part, are referenced in this BRE Environmental and Sustainability Standard and are considered indispensable for its application.

The UK Modern Slavery Act 2015

The UK Companies Act 2006 (Amendment of Part 25) Regulations 2013

The UK Bribery Act 2010

The UK Equality Act 2010

The UK Immigration, Asylum and Nationality Act 2006

### **5.2 Informative references**

The following documents may assist users in their implementation of this BRE Environmental and Sustainability Standard:

BS EN ISO/IEC 17011:2004 Conformity assessment. General requirements for accreditation bodies accrediting conformity assessment bodies

The EU Non-Financial Reporting Directive

Section 35 of the Human Trafficking and Exploitation (Scotland) Act (2015)

In the USA, the California Transparency in Supply Chains Act 2010

The US Executive Order 13627 (2015)

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 27 of 30

BS EN ISO 9001:2015, Quality Management Systems – Requirements

BS ISO 31000:2009, Risk management. Principles and guidelines

ISO 26000:2010, Guidance on Social Responsibility

BS EN ISO 14001:2015, Environmental Management Systems – Requirements with Guidance for Use

BS 8900:2006, Guidance for managing sustainable development

BS 13500:2013, Code of practice for delivering effective governance of organizations

BS 10500:2011, Specification for an anti-bribery management system

BS OHSAS 18001:2007, Occupational Health and Safety Management Systems – Requirements

SAI SA8000:2001, Social Accountability International; Social Accountability 8000 standard

International Labour Organisation (ILO) Declaration on Fundamental Principles and Rights at Work

Organisation for Economic Cooperation and Development (OECD) Guidelines for Multinational Enterprises revision 2000

Global Reporting Initiative (GRI) Sustainability Reporting Guidelines version 4 (general)

Transparency International <http://www.transparency.org/> (in relation to business ethics)

European Commission Recommendation 2003/361/EC (in relation to SMEs)

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 28 of 30

## **APPENDIX A - PRINCIPLES OF ETHICAL LABOUR SOURCING**

### **Principles**

The decisions of a single organisation can affect society and the environment well beyond the immediate impact of its own operations. Ethical sourcing involves the promotion and support of broader-scale adoption of responsible and ethical practices throughout the supply chain. This can stimulate demand for socially and environmentally-preferable products and services.

There is no comprehensive list of what constitutes 'ethical practice' when selecting and approving suppliers/sub-contractors. The principles described below reflect what is considered better practice and it is logically and ethically consistent that the principles apply equally to the organisation making these purchasing decisions as well as its suppliers.

The principles reflect current expectations, however other issues may come to be seen as important in the future and it is expected this standard will evolve to reflect these changes in subsequent revisions.

### **Ethics**

Recognise the need to adopt and apply standards of ethical behaviour appropriate to the purpose and activities of the organisation.

### **Legal Compliance**

Comply with all applicable laws and regulations.

### **Human Rights Due Diligence**

Consider and positively act upon human rights risks whether potential or actual.

### **Management systems**

Have systems in place to operate in a legal, efficient and financially sustainable manner with continual improvement in the management of quality, health and safety, the environment and human resources.

### **Supply chain management**

Communicate and work constructively with the supply chain to deliver ethical policies and practices.

### **Stakeholder engagement**

Identify stakeholders affected by the activities of the organisation and its supply chains and be responsive to their needs.

### **Complaints and prosecutions**

Operate with transparency and record and report all complaints and prosecutions and associated corrective actions.

<b>Issue: 1.0</b>	<b>BRE ENVIRONMENTAL AND SUSTAINABILITY STANDARD</b>	<b>BES 6002</b>
February 2017	Ethical Labour Sourcing Standard	Page 29 of 30

### **Fundamental rights at work**

Respect international conventions concerning human rights and labour practices and recognise fundamental rights at work including the abolition of child labour, forced or compulsory labour, the rights of freedom of association and collective bargaining, and the elimination of discrimination.

### **Health and safety**

Operate in a responsible manner to safeguard the health and wellbeing of employees, contractors and visitors.

### **Employment and skills**

Continue to support sustainable communities by providing employment and economic activity through fair and ethical operating practices, and recognise the importance of developing a skilled and competent workforce.

### **Local communities**

Liaise effectively with the local community and strive to develop mutual understanding and respect.

### **Financial stability**

Manage for long term financial performance. Provide stability and enable long term investment in social and environmental aspects which underpin the economy.

### **Discrimination**

The prospects of one or more groups of employees for example women, disabled people, and ethnic / cultural minorities (amongst a number of groups of employees) can be greatly impacted by opportunities for employment and progress within employment. Ethical sourcing should foster greater opportunities for people that would otherwise experience barriers and discrimination.

