



Workforce Disclosure Initiative

2018 Survey

COMPANY DETAILS

Name

Address (HQ)

Name and role of contacts involved in completing the WDI

Lead contact for the WDI

Name

Email

Phone

Reporting period

Start date

End date

1 GOVERNANCE

Oversight of workforce

Direct operations

1.1 Please disclose the highest governance individual or body (including committees) responsible for identifying and managing direct operations workforce issues. Where there is no individual or body, specify the highest-level executive position.

1.2 How is management of direct operations workforce issues delegated from the highest individual or body to other members of the organisation, such as senior executives and employees?

1.3 How does your organisation evaluate the performance of those identified above for the direct operations? This may include the use of Key Performance Indicators (KPIs).

Please indicate whether the information submitted in this section is public or private.

Supply Chain

1.4 Please disclose the highest governance individual or body (including committees) responsible for identifying and managing supply chain workforce issues. Where there is no individual or body, specify the highest-level executive position.

1.5 How is management of supply chain workforce issues delegated from the highest individual or body to other members of the organisation, such as senior executives and employees?

1.6 How does your organisation evaluate the performance of those identified above for the supply chain? This may include the use of Key Performance Indicators (KPIs).

Please indicate whether the information submitted in this section is public or private.

2 RISK ASSESSMENT

Human rights and due diligence

2.1 Please indicate if the company has policy commitments on human rights.

Yes

if public, please provide links to the relevant document

No

2.2

2.2 How does the company implement this policy commitment?

Please provide evidence to support this.

2.3 Has the company carried out a Human Rights Due Diligence process?

Yes

Please provide details of one example.

Please provide an overview of the area of the business this process covered, the risks that were identified and the actions the company is taking to mitigate and remedy actual and potential adverse human rights impacts.

If public, please provide a link to the relevant document

Please attach any relevant documentation.

No

Please indicate whether the information submitted in this section is public or private.

Risks and Opportunities: Direct operations

2.4 Does the company have a process for identifying and prioritising workforce risks and opportunities in the company's direct operations?

Yes

If yes, please provide details.

No

If there is no process, please explain why.

2.5 Please identify the top three workforce risks relating to direct operations. Please explain how they have the potential to impact your business operations, revenue and/or expenditure, and workers.

	Identified risk	Impact on business	Impact to workers
1			
2			
3			

2.6 Please identify the top three workforce opportunities relating to the direct operations. Please explain how they have the potential to impact your business operations, revenue and/or expenditure, and workers.

	Identified risk	Impact on business	Impact to workers
1			
2			
3			

2.7 Please explain how the identified risks and opportunities are integrated into the company's overall business strategy?

Please indicate whether the information submitted in this section is public or private.

Risks and Opportunities: Supply chain

2.8 Does the company have a process for identifying and prioritising workforce risks and opportunities in the company's supply chain?

Yes

If yes, please provide details.

No

If there is no process, please explain why.

2.9 Please identify the top three workforce risks relating to the supply chain. Please explain how they have the potential to impact your business operations, revenue and/or expenditure, and workers.

	Identified risk	Impact on business	Impact to workers
1			
2			
3			

2.10 Please identify the top three workforce opportunities relating to the supply chain. Please explain how they have the potential to impact your business operations, revenue and/or expenditure, and workers.

	Identified risk	Impact on business	Impact to workers
1			
2			
3			

2.11 Please explain how these risks and opportunities are integrated into the company's sourcing strategy?

Please indicate whether the information submitted in this section is public or private.

3 COMPOSITION AND COMPENSATION - DIRECT OPERATIONS

Structure and location of direct operations

3.1 Please provide the total number of employees in the company's direct operations.

3.1.1 Scope of disclosure

3.2 Please provide the total number of employees by location where the company has direct operations.

Please select the number of locations for which you are able to provide this data

Please indicate whether the information submitted in this section is public or private.

Contract types

3.3 Please provide the estimated number of employees or contingent workers by contract type. Please provide a gender breakdown if possible.

	Estimated number of workers	Female	Male
Permanent			
Temporary			
Non - guaranteed/short hours			
Third party contracts			

3.3.1 Scope of disclosure

3.4 Please describe and explain changes to the numbers of these contracts types in the last year.

3.5 If a significant portion of the organisation's activities are performed by contingent workers who are not employees (such as contract, temporary or franchise workers) please describe the size of this workforce, and nature and scale of the work they perform.

Please indicate whether the information submitted in this section is public or private.

Diversity

3.6 Please indicate if the company has policy commitments relating to diversity relating to the direct operations.

Yes

Please provide links to the relevant document.

No

Please provide explain why not.

3.7 Please provide the gender composition of your employees. Provide the percentage of total employees by gender at each level of seniority.

3.7.1 Please provide the gender composition of your employees Provide the percentage of total employees by gender at each level of seniority.

Provide the percentage of total employees by gender at each level of seniority. Please enter the details in the following table.

Seniority level	% Female	% Male	% Other

3.7.2 Scope of disclosure

3.8 Please provide any other composition data that your organisation collects. Please select the options below to enter your data.

Age

If there are additional categories that you would like to add to the table below, please select number of additional rows that should be inserted.

Age	Number	%

Disability

Please select number of additional rows that you would like to below table.

Disability	Number	%

Ethnicity

Please select number of additional rows that you would like to below table.

Ethnicity	Number	%

Religion or belief

Please select number of additional rows that you would like to below table.

Religion or belief	Number	%

Sexual Orientation

Please select number of additional rows that you would like to below table.

Sexual Orientation	Number	%

3.8.1 Scope of disclosure

3.9 Please provide any other diversity data on the contingent workforce if collected. Please select the areas you would like to complete below:

Age

If there are additional categories that you would like to add to the table below, please select number of additional rows that should be inserted.

Age	Number	%

Disability

Please select number of additional rows that you would like to below table.

Disability	Number	%

Ethnicity

Please select number of additional rows that you would like to below table.

Ethnicity	Number	%

Religion or belief

Please select number of additional rows that you would like to below table.

Religion or belief	Number	%

Sexual Orientation

Please select number of additional rows that you would like to below table.

Sexual Orientation	Number	%

3.9.1 Scope of disclosure

Please indicate whether the information submitted in this section is public or private.

Wage levels

3.10 Please indicate if the company has policy commitments on wage levels relating to the direct operations.

Yes

Please provide links to the relevant document.

No

Please explain why not.

3.11 Please provide the proportion (%) of total employees whose basic salary is the local minimum wage or just above. Please provide this information by gender if possible.

% Total	% Female	% Male

3.11.1 Scope of disclosure

3.12 Does the company collect wage data for contingent workers?

Yes

No

3.13 If not, how does the company engage with labour providers to ensure third party contracted workers are paid at least the local minimum wage?

3.14 Does the company pay the Living Wage or make any commitments towards it?

Yes

Please provide details and/or link to the relevant documentation.

No

Please indicate whether the information submitted in this section is public or private.

Pay ratios

3.15 Please provide the ratio of the annual total compensation for the organisation's highest paid individual in one or more countries of operation, to the median annual total compensation for all employees in the same country.

3.16 Please provide the company's gender pay gap. Please provide any other gender pay gap data the company collects.

3.17 How is the company addressing gender pay gaps in its organisation?

Please indicate whether the information submitted in this section is public or private.

4 STABILITY - DIRECT OPERATIONS

Turnover

4.1

4.1 Please provide overall turnover rates for the company.

Company turnover	Voluntary Turnover (%)	Involuntary Turnover(%)	Total (%)

If there are additional categories that you would like to add to the table above, please select number of additional rows that should be inserted.

4.1.1 Please provide turnover rates, voluntary or involuntary, for your employees, by any of the following. Please select the areas you would like to complete below:

Age Group

Please select number of additional rows that you would like to below table.

Age Group	Voluntary Turnover (%)	Involuntary Turnover (%)	Total (%)

Gender

Please select number of additional rows that you would like to below table.

Gender	Voluntary Turnover (%)	Involuntary Turnover (%)	Total (%)

Employee Function

Please select number of additional rows that you would like to below table.

Employee Function	Voluntary Turnover (%)	Involuntary Turnover (%)	Total (%)

Geography

Please select number of additional rows that you would like to below table.

Geography	Voluntary Turnover (%)	Involuntary Turnover (%)	Total (%)

Seniority Level

Please select number of additional rows that you would like to below table.

Seniority Level	Voluntary Turnover (%)	Involuntary Turnover (%)	Total (%)

Business activity

Please select number of additional rows that you would like to below table.

Business activity	Voluntary Turnover (%)	Involuntary Turnover (%)	Total (%)

Contract type

Please select number of additional rows that you would like to below table.

Contract type	Voluntary Turnover(%)	Involuntary Turnover(%)	Total(%)

4.1.2 Scope of disclosure

4.2 Does the company collect turnover rates by any of the following for contingent workers? Please select the areas you would like to complete below.

Gender

Please select number of additional rows that you would like to below table.

Gender	Voluntary Turnover (%)	Involuntary Turnover (%)	Total (%)

Seniority Level

Please select number of additional rows that you would like to below table.

Seniority Level	Voluntary Turnover (%)	Involuntary Turnover (%)	Total (%)

Employee Function

Please select number of additional rows that you would like to below table.

Employee Function	Voluntary Turnover (%)	Involuntary Turnover (%)	Total (%)

4.2.1 Scope of disclosure

4.3 Please describe and explain any significant changes to these figures in the last year.

Please indicate whether the information submitted in this section is public or private.

5 DEVELOPMENT - DIRECT OPERATIONS

Training and skills development

5.1 Please indicate if the company has policy commitments on training and skills development relating to the direct operations.

Yes

Please provide links to the relevant document.

No

Please explain why not.

5.2 How does the company identify and address skills gaps and training needs?

5.3 Please provide details on the provision of training and development to employees.

Please provide details on the provision of training and development for employees, by gender if possible.

Training and development	Number of hours per FTE	Number of FTEs trained in the reporting period	Seniority level	Number of hours per FTE in reporting period - Female	Number of hours per FTE in reporting period - Male

If there are additional categories that you would like to add to the table above, please select number of additional rows that should be inserted.

5.3 Please provide details on the provision of training by seniority and contract type if available.

Seniority Level

If there are additional categories that you would like to add to the table below, please select number of additional rows that should be inserted.

Seniority Level	Number of hours per FTE in the reporting period

Contract Type

If there are additional categories that you would like to add to the table below, please select number of additional rows that should be inserted.

Contract Type	Number of hours per FTE in reporting period

5.3.3 Scope of disclosure

5.4

5.4 Does the company collect training and development data for contingent workers? Please provide training data if collected.

Training and development	Number of hours per FTE	Number of FTEs trained in the reporting period	Seniority level	Number of hours per FTE in reporting period - Female	Number of hours per FTE in reporting period - Male

If there are additional categories that you would like to add to the table above, please select number of additional rows that should be inserted.

5.4.1 Please select the areas you would like to complete below:

Seniority Level

Please select number of additional rows that you would like to below table.

Seniority Level	Number of hours per FTE in the reporting period

5.4.2 Scope of disclosure

5.5 How do you measure the effectiveness of the training and development programmes your company provides?

5.6

5.6 Please select the number of additional rows that you would like to add to the table below.

Please provide the overall proportion of internal hires at the company level.
Please provide this by gender if possible.

Internal hires	% female	% male
----------------	----------	--------

5.6.1 Please provide employee internal hires rates for any of the following:

Seniority

Please select number of additional rows that you would like to below table.

Seniority	% Internal hires	% Internal hires Female	% Internal hires Male

Ethnicity

Please select number of additional rows that you would like to below table.

Ethnicity	% Internal hires	% Internal hires Female	% Internal hires Male

Contract Type

Please select number of additional rows that you would like to below table.

Contract Type	% Internal hires	% Internal hires Female	% Internal hires Male

5.6.2 Scope of disclosure

Please indicate whether the information submitted in this section is public or private.

6 OCCUPATIONAL HEALTH AND SAFETY AND WELLBEING - DIRECT OPERATIONS

Occupational health and safety

6.1 Please indicate if the company has policy commitments on occupational health and safety (OH&S), relating to the direct operations.

Yes

Please provide links to the relevant document (s)

No

Please explain why not.

6.2 Please provide any of the following health and safety information for your employees.

6.2.1 If there are additional categories that you would like to add to the table below, please select number of additional rows that should be inserted.

Please provide any of the following health and safety information for your employees, by region and/or gender. Please explain any changes in the data in the last reporting period. If there are any additional or alternative metrics that the company reports, please provide them below.

OH&S	Region	% female	% male	Change

6.2.2 Scope of disclosure

6.3 Does the company collect health and safety information for contingent workers?

6.3.1 If there are additional categories that you would like to add to the table below, please select number of additional rows that should be inserted.

Please provide data on whichever categories are collected for contingent workers.

OH&S	Region	% female	% male	Change

6.3.2 Scope of disclosure

6.4 How is the company working to improve its health and safety performance?

Please indicate whether the information submitted in this section is public or private.

Wellbeing

6.5 Please indicate if the company has policy commitments on wellbeing relating to the direct operations.

Yes

Please provide links to the relevant document (s)

No

Please explain why not.

6.6 Please describe one or more wellbeing programmes for employees that have been implemented.

6.7 How have these programmes contributed to improvements in employee wellbeing?

Please indicate whether the information submitted in this section is public or private.

7 WORKERS' RIGHTS - DIRECT OPERATIONS

Freedom of association and collective bargaining

7.1 Please indicate if the company has policy commitments on freedom of association and collective bargaining, relating to the direct operations.

Yes

Please provide links to the relevant document.

No

Please explain why not.

7.2

7.2 Please select number of additional rows that you would like to below table.

Please provide the proportion of the direct operations workforce covered by collective bargaining agreements at the company level.

	%

7.2.1 Please select number of additional rows that you would like to below table.

Please provide the proportion of the direct operations workforce covered by collective bargaining agreements by location if possible.

Collective bargaining agreements %	Location

7.3 How does the company evaluate whether it has operation sites/geographies where freedom of association and collective bargaining are at high risk of being violated?

7.4 Where there are regulatory constraints, how has the company ensured employees are able to pursue the right to organise?

Please indicate whether the information submitted in this section is public or private.

Grievance mechanisms

7.5 Please indicate if the company has a policy commitment to provide a grievance mechanism for the direct operations workforce, that meets the United Nations Guiding Principles on Business and Human Rights criteria.

Yes

Please provide links to the relevant document.

No

Please explain why not.

7.6 How does the company ensure that the channel/mechanism is accessible to all direct operations workers to raise complaints or concerns related to the company?

7.7 Please provide the number of grievances raised by the direct operations workforce in the reporting period.

7.7.1 Scope of disclosure

7.7.2 Please provide the number that have been resolved in the reporting period.

7.7.3 Scope of disclosure

Please indicate whether the information submitted in this section is public or private.

Discrimination and harassment

7.8 Please indicate if the company has policy commitments on discrimination and harassment relating to the direct operations.

Yes

Please provide links to the relevant document (s).

No

Please explain why not.

7.9 Please provide the number of discrimination and harassment incidents raised by the direct operations workforce in the reporting period.

7.9.1 Scope of disclosure

7.9.2 Please provide the number of incidents that have been resolved in the reporting period.

7.9.3 Scope of disclosure

Please indicate whether the information submitted in this section is public or private.

Whistleblowing

7.10 Please indicate if the company has policy commitments on whistleblowing relating to the direct operations.

Yes

Please provide links to the relevant document.

No

Please explain why.

7.11 Please provide the number of whistleblowing incidents raised by the direct operations workforce in the reporting period.

7.11.1 Scope of disclosure

Please indicate whether the information submitted in this section is public or private.

Employee engagement

7.12 Please provide the percentage of the direct operations workforce who participated in company engagement survey(s).

Any other information

7.13 Please provide 3 examples of how the company has responded/is responding to the results of the engagement survey(s).

Example 1

Example 2

Example 3

7.14 Please provide 3 examples of how the direct operations workforce have participated and influenced company decision making processes in the reporting period. Please make reference to formal mechanisms for worker participation.

Example 1

Example 2

Example 3

Please indicate whether the information submitted in this section is public or private.

8 SUPPLY CHAIN STRUCTURE - SUPPLY CHAIN

Structure and location of supply chain

8.1 Please provide a description of the supply chain. Please include a map of the company supply chain if available.

8.2 Please explain any work the company is carrying out to map its supply chain.

8.3 Does the company publically disclose information on its suppliers?

Yes

Please provide a link to the relevant material.

No

If not, does the company have plans to disclose this information in the future?

8.4 Please provide the number and location of first tier suppliers.

To insert space for additional locations/regions in the table below, please select number of additional rows that should be inserted.

Please provide the number and location of first tier suppliers.

Location/region	Number	Supplier type

Please define first tier suppliers, or the equivalent, as it relates specifically to your business.

8.5 What other information does the company collect on first tier suppliers?

Please disclose the number of workers if known.

8.6 Please provide the number of suppliers beyond the first tier. What other information is collected on suppliers beyond first tier?

8.7 Does the company collect gender disaggregated data on gender in the supply chain?

Yes

Please provide details on the data collected.

No

Please indicate if the company intends to collect gender data in the future.

8.8 Please identify the company's high risk suppliers and locations.

Please select number of additional rows that should be inserted into the table below.

Please identify the company's high risk suppliers and locations, please provide details here.

Location	Supplier type	Further information

8.9 Please provide the average length of the company's relationship with its suppliers.

To insert space for additional locations/regions in the table below, please select number of additional rows that should be inserted.

Please provide the average length of the company's relationship with its suppliers.

Supplier type	Years	Months

8.9.1 Please include any background information that may help to understand these figures.

Please indicate whether the information submitted in this section is public or private.

9 SUPPLIER SOURCING STRATEGY - SUPPLY CHAIN

Responsible sourcing strategy

9.1 Does the company have a responsible sourcing strategy?

Yes

Please provide a link to the relevant document.

Please provide further details.

No

Please explain why and include any upcoming plans to adopt a responsible sourcing strategy.

Please indicate whether the information submitted in this section is public or private.

Managing supplier performance

9.2 Does the company include labour conditions as part of its selection criteria for new suppliers? How is this weighted against other selection criteria such as price and quality?

Yes

How is this weighted against other selection criteria such as price and quality?

No

How is this weighted against other selection criteria such as price and quality?

9.3 How does the company measure the performance of suppliers on labour issues?

9.4 How does the company reward suppliers for good performance on labour issues? Please give details.

9.5 What is the process for suppliers that do not meet the company's required labour standards or targets?

Please indicate whether the information submitted in this section is public or private.

Building supplier capacity

**9.6 Does the company work with suppliers to improve conditions for workers?
Please provide details.**

Yes

Please give details of the support it provides.

No

Please indicate whether the information submitted in this section is public or private.

10 WORKERS' RIGHTS - SUPPLY CHAIN

Freedom of association and collective bargaining for the supply chain workforce

10.1 Please indicate if the company has policy commitments on freedom of association and collective bargaining, relating to the supply chain.

Yes

Please provide links to the relevant document.

No

Please explain why not.

10.2 Is the company engaged in any activities to ensure supply chain workers are able to pursue the right to organise?

Yes

Please provide details

No

10.3 Where there are regulatory constraints, how has the company ensured supply chain workers are able to pursue the right to organise?

10.4 Have the company's efforts resulted in improvements to workers' right to organise? Please give details.

Please indicate whether the information submitted in this section is public or private.

Wage levels for the supply chain workforce

10.5 Please indicate if the company has policy commitments on wage levels in the supply chain.

Yes

Please provide links to the relevant document.

No

Please explain why not.

10.6 Is the company engaged in any activities to improve wage levels in the supply chain?

Yes

Please provide details

No

10.7 Have the company's efforts resulted in improvements to workers' wage levels? Please give details.

Please indicate whether the information submitted in this section is public or private.

Working hours for the supply chain workforce

10.8 Please indicate if the company has policy commitments on working hours in the supply chain.

Yes

Please provide links to the relevant document.

No

Please explain why not.

10.9 Is the company engaged in any activities to improve tackle excessive working hours?

Yes

Please provide details

No

10.10 Have the company's efforts resulted in improvements to working hours? Please give details.

Please indicate whether the information submitted in this section is public or private.

Supplier recruitment practices

10.11 Please indicate if the company has policy commitments on the recruitment practices of suppliers.

Yes

Please provide links to the relevant document.

No

Please explain why not.

10.12 Is the company engaged in any activities to ensure suppliers adopt responsible recruitment practices?

Yes

Please provide details

No

10.13 Have the company's efforts resulted in any improvements in the recruitment practices of supplier? Please give details.

Please indicate whether the information submitted in this section is public or private.

Occupational health & safety for the supply chain workforce

10.14 Please indicate if the company has policy commitments on occupational health and safety and wellbeing, relating to the supply chain.

Yes

Please provide links to the relevant document.

No

Please explain why not.

10.15 Is the company engaged in any activities to improve health, safety and wellbeing in the supply chain?

Yes

Please provide details

No

10.16 Have the company's efforts resulted in improvements to workers' occupational health, safety and wellbeing? Please give details.

Please indicate whether the information submitted in this section is public or private.

Effectiveness of supplier grievance mechanisms

10.17 Please indicate if the company has a policy commitment to provide a grievance mechanism and/or access to remedy for workers in the supply chain workforce. Please provide links to the relevant document.

Yes

Please provide links to the relevant document.

No

Please explain why not.

10.18 How does it ensure that the mechanism is effective across its supply chain?

10.19 How many incidents of discrimination and harassment have been identified at your suppliers and what corrective actions have been taken as a result?

10.20 What proportion of grievances are related to gender discrimination?

Please indicate whether the information submitted in this section is public or private.

11 'STRETCH' – ADDITIONAL SUPPLY CHAIN QUESTIONS

Workforce composition

11.1 Please give the number of workers in the company's supply chain.

11.1.1 Please provide any other information here.

11.2 Please indicate if the company has policy commitments on equality in the supply chain.

Yes

Please provide links to the relevant document.

No

Please explain why not.

11.3 Does the company collect information on the gender representation at different levels of seniority or job categories?

11.3.1 If there are additional categories that you would like to add to the table below, please select number of additional rows that should be inserted.

Please edit the categories below.

Job categories	% female	% male

11.3.2 Scope of disclosure

11.4 Does the company engage in any activities to encourage equality in the supply chain?

Please indicate whether the information submitted in this section is public or private.

Wage levels

11.5 Please disclose the average take home pay of full-time workers without overtime, for a defined part of the supply chain. How does this compare with external benchmarks of a living wage?

Please indicate whether the information submitted in this section is public or private.

Employment contract

11.6 Does the company collect data on employment contracts for its suppliers? Please edit the contract types below as appropriate.

Contract types	Estimated number of workers	%female	% male

Please indicate whether the information submitted in this section is public or private.

Turnover

11.7 Does the company collect worker retention rates of your suppliers?

Yes

If so, how do is this information used?

No

Please indicate whether the information submitted in this section is public or private.

Workforce engagement

11.8 Describe the steps taken to incorporate workers' own perspectives on working for the supplier.

Please indicate whether the information submitted in this section is public or private.

12 FEEDBACK

Companies are invited to provide any feedback on their experience of completing the survey.

13 SUBMISSION

Final confirmation

- Please click to confirm that you are ready to submit your disclosure to the Workforce Disclosure Initiative. You will be sent an automated email on submission. Please get in touch with the WDI team if you have any questions by clicking on the Submit Question button to the left of your screen.