



# Workforce Disclosure Initiative 2018 Survey

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# COMPANY DETAILS

**Company 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.**

*Aligned with GRI 102-29, ETI RF B1.3 Governance and B1.5 Internal buy-in; UNGPRF A2.2*

**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?**

*Aligned with GRI 102-19 and GRI 102-20; ETI RF B1.3 Governance and B1.5 Internal buy-in; UNGPRF A2.2*

**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).**

*Aligned with UNGPRF A2.3; GRI 102-28; ETI RF B1.3 Governance and B1.5 Internal buy-in; UNGPRF A2.2*

**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.**

*Aligned with GRI 102-29, ETI RF B1.3 Governance and B1.5 Internal buy-in; UNGPRF A2.2*

**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?**

*Aligned with GRI 102-29, ETI RF B1.3 Governance and B1.5 Internal buy-in; UNGPRF A2.1, UNGPRF A2.2*

**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).**

*Aligned with; ETI RF B1.3 Governance and B1.5 Internal buy-in; UNGPRF A2.3, UNGPRF A2.2*

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

## 2 RISK ASSESSMENT

### Human rights and due diligence

*Sub-section aligned with ETI RF B2.1 Risk Assessment, D Salient labour rights issues*

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

*Aligned with CHRB A.1.1, A.1.2 and A.1.3, UNGPRF A1, A1.1, A1.2*

Yes

**if public, please provide links to the relevant document**

No

**2.2 How does the company implement this policy commitment?**

**Please provide evidence to support this.**

*Aligned with CHRB B.1, UNGPRF A1.3*

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

*Aligned with CHRB B.2, UNGP 17 to 23*

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**

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?**

*This question is closely linked to Section 9 – Supply chain - 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.**

*Aligned with GRI 102-7*

**3.1.1 Scope of disclosure for 3.1**

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

*Aligned with GRI 102-4*

**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.**

*Aligned with GRI 102-8, CWC 1 - Workforce Composition*

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

**3.3.1 Scope of disclosure for 3.3**

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

*Aligned with GRI 102-8*

**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.**

*Aligned with GRI 102-8*

**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.**

*Aligned with GRI 103-2, GRI 405, CWC 9 – Workplace diversity*

Yes

**Please provide links to the relevant document.**

No

**Please 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.**

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.

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 for 3.7**

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

**(Options include Age, Disability, Ethnicity, Religion or belief, Sexual Orientation)**

*Aligned with GRI 102-8, GRI 405-1-b*

<b>Age/ Disability/ Ethnicity/ Religion or belief/ Sexual Orientation</b>	<b>Number</b>	<b>%</b>

**3.8.1 Scope of disclosure for 3.8**

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

**(Options include Age, Disability, Ethnicity, Religion or belief, Sexual Orientation)**

Age/ Disability/ Ethnicity/ Religion or belief/ Sexual Orientation	Number	%

**3.9.1 Scope of disclosure for 3.9**

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.**

*Aligned with UNGPRF C1, CWC 6 Pay levels*

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.**

<b>% Total</b>	<b>% Female</b>	<b>% Male</b>

**3.11.1 Scope of disclosure for 3.11**

**3.12 Does the company collect wage data for contingent workers?**

*Aligned with CWC 1 – Workforce composition*

- 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?**

*Aligned with CWC 6 – Pay levels*

- 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.**

*Aligned with GRI 102-38, CWC 6 – Pay levels, ILO No. 100 – Equal remuneration convention*

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

*Aligned with GRI 405-2*

**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 Please provide overall turnover rates for the company.

*Aligned with GRI 401-1, DJSI Employee turnover rate, CWC 1 - Workforce composition*

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:

(Options include Age Group, Gender, Employee Function, Geography, Seniority Level, Business activity, Contract type)

Age Group/ Gender/ Employee Function, Geography/ Seniority Level/ Business activity/ Contract type	Voluntary Turnover	Involuntary Turnover (%)	Total (%)

4.1.2 Scope of disclosure for 4.1



**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.**

**(Options include Gender, Seniority Level, Employee Function)**

<b>Gender/ Seniority Level/ Employee Function</b>	<b>Voluntary Turnover (%)</b>	<b>Involuntary Turnover (%)</b>	<b>Total (%)</b>

**4.2.1 Scope of disclosure for 4.2**

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

*Aligned with GRI 401-1*

**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.**

*Aligned with GRI 103-2, GRI 404, CWC 8 - Training and development*

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.**

*Aligned with DJSI Training and development inputs, GRI 404-1*

**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

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

Seniority Level	Number of hours per FTE in the reporting period

Contract Type	Number of hours per FTE in reporting period

**5.3.3 Scope of disclosure for 5.3**

**5.4 Please provide details on the provision of training and development to contingent workers.**

**5.4.1 Please provide details on the provision of training and development for contingent workers, by seniority and training type if possible.**

Training and development	Seniority level	Training type

**5.4.2 Please provide details on the provision of training and development for contingent workers, by gender if possible**

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

**5.4.3 If collected, please provide additional information by seniority level of contingent workers**

Seniority Level	Number of hours per FTE in the reporting period	number of FTEs trained in the reporting period

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

*Aligned with DJSI Human capital return on investment*

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

*Aligned with DJSI Training and development inputs*

**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:**

**(Options include Seniority, Ethnicity and Contract Type)**

<b>Seniority/ Ethnicity/ Contract Type</b>	<b>% Internal hires</b>	<b>% Internal hires Female</b>	<b>% Internal hires Male</b>

**5.6.2 Scope of disclosure for 5.6**

**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.

*Aligned with GRI 103-2, GRI 403, GRI 403-9, CWC 5 – Occupational health and safety*

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
Injury rate (IR)				
Occupational disease rate (ODR)				
Absentee rate (AR)				
Lost day rate (LDR)				
Work related fatalities				

6.2.2 Scope of disclosure for 6.2

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

*Aligned with GRI 403-9*

**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.**

<b>OH&amp;S</b>	<b>Region</b>	<b>% female</b>	<b>% male</b>	<b>Change</b>
Injury rate (IR)				
Occupational disease rate (ODR)				
Absentee rate (AR)				
Lost day rate (LDR)				
Work related fatalities				

**6.3.2 Scope of disclosure for 6.3**

**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

*Section aligned with ILO No. 87 (Freedom of association) and No.98 (Right to organise 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.**

*Aligned with GRI 103-2, GRI 407, UNGPRF C1, CWC 2 - Social Dialogue*

Yes

**Please provide links to the relevant document.**

No

**Please explain why not.**

**7.2) Please provide the proportion of the direct operations workforce covered by collective bargaining agreements, at the company level and by location if possible.**

*Aligned with GRI 102-41, DJSI Freedom of association, UNGPRF C3.1*

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

	%
Collective bargaining - company level	

**7.2.1 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?**

*Aligned with KTC 5.3 and GRI 407-1, UNGPRF C3*

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

*Aligned with KTC 5.3 and GRI 407-1, UNGPRF C3*

**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.**

*Aligned with UNGPRF C6, CWC 7 – Grievance mechanism*

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?**

*Aligned with CHRB C.1, UNGPRF C6.2*

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

*Aligned with CHRB C.1, UNGPRF C6.4, C6.5*

**7.7.3 Scope of disclosure for 7.7**

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

**7.7.3 Scope of disclosure for 7.7**

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

## Discrimination and harassment

*Section aligned with ILO Convention No. 111 (Discrimination)*

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

*Aligned with GRI 103-2, GRI 406, ILO Convention No. 111 (Discrimination), UNGPRF C1*

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.**

*Aligned with UNGPRF C6.4, C6.5, GRI 406-1*

**7.9.1 Scope of disclosure for 7.9**

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

**7.9.3 Scope of disclosure for 7.9**

**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.**

*Aligned with GRI G4-58, GRI 102-17*

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.**

*Aligned with UNGPRF C6.4*

#### **7.11.1 Scope of disclosure for 7.11**

**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).**

*Aligned with DJSI Trends of employee engagement*

**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

*Section aligned with ETI RF A2 Key supply chain data, CWC 4 – Supply chain*

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

*Aligned with GRI 102-9*

**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.**

*Aligned with KTC 2.1*

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.**

**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

*Section aligned with CWC 4 – Supply chain*

### 9.1 Does the company have a responsible sourcing strategy?

*Aligned with ETI RF B1.2 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?**

*Aligned with ETI RF B3.2 Starting and ending supplier relationships*

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?**

*Aligned with ETI RF B2.2 Ongoing monitoring*

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

*Aligned with ETI RF B3.3 Stable relationships*

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

*Aligned with ETI RF B3.2 Starting and ending supplier relationships, B3.4 Terms of agreement.*

**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.**

*Aligned with ETI RF B3.7 Starting and ending supplier relationships*

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

*Section aligned with ETI RF B1.1 Policy, B3.5 Worker awareness, B3.6 Starting and ending supplier relationships, ILO No. 87 (Freedom of association) and No.98 (Right to organise and collective bargaining)*

**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?**

*Aligned with KTC 5.2 - Worker voice, KTC 5.3 - Freedom of Association*

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?**

*Aligned with KTC 5.3 - Freedom of Association*

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

*Aligned with GRI 407-1, KTC 5.3 - Freedom of Association*

**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?**

*Aligned with CHRB D.2.1b Living Wages 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.**

*Aligned with CHRB D.2.9b 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**

*Section aligned with KTC 4.0 Recruitment, ILO No. 29 (Forced labour)*

**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?**

*Aligned with KTC 4.0 Recruitment, CHRB D.2.5b Forced labour*

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.**

*Aligned with GRI 403*

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**

*Section aligned with ETI RF B2.3 Grievance mechanisms, CWC 7 – Grievance mechanism*

**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?**

*Aligned with CHRB C - Remedies and Grievance Mechanisms, KTC 5.4 - Grievance Mechanism*

**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.

## Gender composition

Section aligned with ILO No.100 (equal remuneration) and No. 111 (Discrimination)

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

Aligned with SDG Goal 5

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?

*Aligned with SDG targets 5.1 and 5.5*

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 for 11.3

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 contracts

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.