Labor & Human Rights Metrics & Guidance

Report data for the prior calendar year.

Baseline

For the statements below, enter a number representing how many of the establishments you are reporting for that would answer "Yes". _Example_: Reporting for 3 establishments and all are yes type 3. If metric applies to 1, type 1. If none, type 0.

___ B1. A code of conduct is in place for employees.
Resources:
[FAIRR: Best Practice: Fair Working Conditions](#)
[GRI 102–16](#)

___ B2. A code of conduct is in place for suppliers.
Resources:
[FAIRR: Best Practice: Fair Working Conditions](#)
[GRI 102–16](#)

___ B3. Training and/or resources on the code of conduct is provided in the appropriate languages of the employees.

___ B4. Training and/or resources on the code of conduct is provided in the appropriate languages of the suppliers.

___ B5. Internal programs are in place for handling workplace grievances and provide for anonymous reporting.
Resource:
[GRI 102–17](#)

___ B6. Published and/or posted a no discrimination, no harassment policy that is provided in the appropriate language(s) of employees.
Resources:
[SDG 5.1](#)
[GRI 406](#)
[FAIRR: Best Practice: Fair Working Conditions](#)

___ B7. Published a responsible recruitment policy for direct employees and subcontractors.
Resources:
[GRI 409-1](#)
[FAIRR: Best Practice: Fair Working Conditions](#)

Yes or No Questions (B8–B10)
___ B8. Company mission statement addresses diversity, equity, and inclusion.

___ B9. Books, records, and accounts are accurately maintained and transparent in compliance with applicable laws and regulations.
Resources:
- GRI 102–16 (GRI 102: General Disclosures sets out reporting requirements on contextual information about an organization and its sustainability reporting practices. This Standard can be used by an organization of any size, type, sector or geographic location.)

___ B10.Employees have access and ability to choose to associate or to not associate with any group in accordance with applicable laws and regulations.
Resources:
- GRI 407–1
- FAIRR: Best Practice: Fair Working Conditions

Achievements

When answering these achievement metrics to indicate yes, type the number of establishments for which you are reporting that would say yes.
- **Commit (C) –** Means internally the company has stated a commitment to the metric.
- **Track (T) –** Means internally the company has a mechanism for measuring/recording/reporting information supporting this metric.
- **Deliver (D) –** Means the company is meeting the internal goal(s) or commitment(s) pertinent to this metric.
- **Made Public (P) –** At the company level, information regarding this metric has been published, printed, spoken about, or posted publicly displaying the Company commitment to this metric externally. Examples: posted on the company website; included in an ESG (Environmental, Social, and Governance) report; etc.
- **N/A (NA)** – Not applicable
- **Not Reporting (NR)** – Choose not to report on metric

		C	T	D	P	NA	NR
Employee Retention	**A1.** Retention rate goals are established by role (production, management, C–suite, etc.)						
	Resources: • GRI 401 • Society for Human Resource Management (SHRM) Turnover and Retention Toolkit • US Bureau of Labor Statistics Job Opening and Labor Turnover Survey (JOLTS) **Best practice:** Base retention rate goals and/or metrics on regional census data reflecting your hiring area(s).						
	A2. Retention rate goals are established by demographic (gender, race, age, tenure, etc.)						
	Best practice: Base retention rate goals and/or metrics on regional census data reflecting your hiring area(s).						

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		C	T	D	P	NA	NR
Employee Complaints	**A3.** A mechanism is in place for employees to anonymously submit complaints.						
	Resources: GRI 102–17 GRI 403–2						
	A4. Complaints are appropriately managed to avoid fear of retaliation.						
	Resources: GRI 102–17 GRI 403–2						
Hiring Process	**A5.** Company engages activities to eliminate bias in hiring process (includes bias training, interview training, clear articulation of job competencies, and consistent format for collecting feedback on/ from candidates).						
	Resources: SDG 5.1 FAIRR: Best Practice: Fair Working Conditions GRI 405–1, 405–2						
	A6. Company tracks pertinent demographic metrics for salaried workforce and review metrics at a regular cadence.						
	Resources: SDG 5.1 GRI 405–1, 405–2 FAIRR: Best Practice: Fair Working Conditions						
	A7. Company tracks pertinent demographic metrics for hourly workforce and reviews metrics at a regular cadence.						
	Resources: SDG 5.1 GRI 405–1, 405–2 FAIRR: Best Practice: Fair Working Conditions						
Employee Wellbeing	**A8.** Annual training on discrimination, bullying, harassment, and retaliation is conducted in the appropriate languages of the trainees for: hourly employees, front-line supervisors, and upper management.						
	Resources: SDG 5.1 GRI 405–1, 405–2 FAIRR: Best Practice: Fair Working Conditions						

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		C	T	D	P	NA	NR
Belonging & Inclusion	**A9.** The company has an annual survey and/or focus group(s) measuring employee satisfaction and employee engagement.						
Social Accountability Audits	**A10.** Social compliance audits are conducted annually.						
	Audit Examples: SEDEX, SWA, etc. **Resources:** GRI 403–8 GRI 412–1 FAIRR: Best Practice: Fair Working Conditions WBCSD: Human Rights						
	A11. Company performance on social accountability audits is reported to relevant employees.						
	Resources: GRI 403–8 GRI 412–1 FAIRR: Best Practice: Human Rights WBCSD: Human Rights						
	A12. Company policies and practices align with the United Nations Universal Declaration of Human Rights.						
	Resources: United Nations Universal Declaration of Human Rights GRI 403–8 GRI 412–1 FAIRR: Best Practice: Human Rights WBCSD: Human Rights						