

REQUEST FOR PROPOSAL (RFP)

CGF Human Rights Coalition – Working to End Forced Labour June 2021



About CGF HRC

The **CGF Human Rights Coalition – Working to End Forced Labour (CGF HRC)** is a Coalition of 23 members consumer goods companies, which aim to collectively achieve decent working conditions and sustainable supply chains across the consumer goods industry, worldwide, by working to eradicate forced labour. This will be achieved through cross-sector collaboration between the consumer goods industry and its stakeholders.

In particular, CGF HRC is committed:

- **to implement Human Rights Due Diligence (HRDD) Systems** to identify and address instances of forced labour initially in own operations and Malaysian palm oil supply chains
- **to support Responsible Recruitment Markets;**
- **to support a focused movement with all relevant stakeholders to jointly expedite the elimination of forced labour.**

More information can be found here: <http://www.tcgfsocial.com/>

Overview

Currently, out of 24.9 million people trapped in forced labour, 16 million (84%) are exploited within the private sector. The Asia-Pacific and Africa region, the regions within which our member companies have some of their largest operations, account for the highest number of forced labour victims (~ 16.5 million and ~3.4 million respectively), followed by Latin America and the Caribbean (~1.8 million); Europe and Central Asia (~ 3.3 million); the Americas (~ 1.3 million) and the Arab states (~ 350,000).

Due to the complexity of the issues and invisibility of the impacts of forced labour, the Coalition is collectively committed to identifying ways to ensure that forced labour risks are well-understood, identified early on and communicated by and to key actors across its own operations and supply chains to address and manage, through three (3) projects, notably:

- 1) **Project #1. Human Rights Due Diligence (HRDD) systems focused on forced labour, in Own Operations:** the recognised approach which consists of step-by-step methodologies and principles that serve as a guidance to prevent, identify and address forced labour issues initially in own operations and ultimately supply chains.
- 2) **Project #2. Roll-out and implementation of the HRC Palm Oil Roadmap.**
Palm Oil is one of the largest shared commodities among CGF member companies in terms of usage and forced labour risks. A draft roadmap has been elaborated to provide an approach to engage HRC members' palm oil suppliers on addressing forced labour risks, starting in Malaysia as our initial focus. The roadmap is comprised of 3 elements:
 - a) deployment of a Human Rights Due Diligence (HRDD) system mirroring the approach deployed in HRC members own operations, from refinery to plantation level with deliberate emphasis on actions which aim to identify and address forced labour risk;
 - b) addressing specific issues identified on the ground with upstream suppliers;
 - c) government advocacy in line with the approach developed at HRC level.
- 3) **Project #3. Shaping and supporting the development of responsible recruitment markets**

About, Accessibility, Scope and Checklist of Proposal

About the Online Dashboard

CGF HRC is currently looking to develop an online dashboard for two projects with the Fair Labor Association (FLA) and the International Organization for Migration (IOM), notably:

- **Project 1. Implementation of the Human Rights Due Diligence (HRDD) Framework in Own Operations.** The Framework outlines a 6-step approach with 3 levels of maturity – please refer to the Annex.
- **Project 2. Implementation of the HRC Palm Oil Roadmap among suppliers** – where the HRDD implementation part of the Roadmap will be similar in terms of steps and maturity levels as in Project 1.

Accessibility

The dashboard shall be divided into two interfaces.

1st Interface

The 1st interface is between CGF, FLA-IOM, and CGF member companies only. Accessibility of the 1st interface is as follows:

- **Admins:** CGF Team as the main admin
 - **Sub-admins:** FLA and IOM Team Members to have the right to access all key spaces as the admins.
- **Users:** Company main representatives known as “CGF company representatives”
 - **Sub-users:** Company sub-representative(s) (e.g. other responsible persons relevant/involved in the project, facility/site managers etc.)

(Users are normally located in global offices and sub-users may be in local or regional offices. Users and sub-users should be able to access the Dashboard both via desktops and phones with different operating systems (i.e. Android/iOs) or different platforms (e.g. Gmail, Outlook, Teams etc.). They should also be able to have the same access to the Dashboard's features and having the opportunity to fill out all assessments, as users (CGF company representative in global offices) will be working and coordinating with the sub-users (e.g. facility/site managers in regional/local offices) to help them conduct or complete assessments)

2nd Interface

The 2nd interface is between CGF, FLA-IOM, and selected suppliers (who are not CGF members). The accessibility is as follows:

- **Admins:** CGF Team as the main admin
 - **Sub-admins:** FLA and IOM Team Members to have the right to access all key spaces as the admins.
- **Users:** Selected supplier main representative(s)
 - **Sub-users:** Selected supplier sub-representative(s) (e.g. other responsible persons relevant/involved in the project, facility/site managers etc.)

(Users are normally located in global offices and sub-users may be in local or regional offices. Users and sub-users should be able to access the Dashboard both via desktops and phones with different operating systems (i.e. Android/iOs). They should also be able to have the same access to the Dashboard's features and having the opportunity to fill out all assessments, as users (selected supplier main representatives in HQ level) will be working and coordinating with the sub-users (e.g. facility/site managers in local/regional offices) to help them conduct or complete assessments)

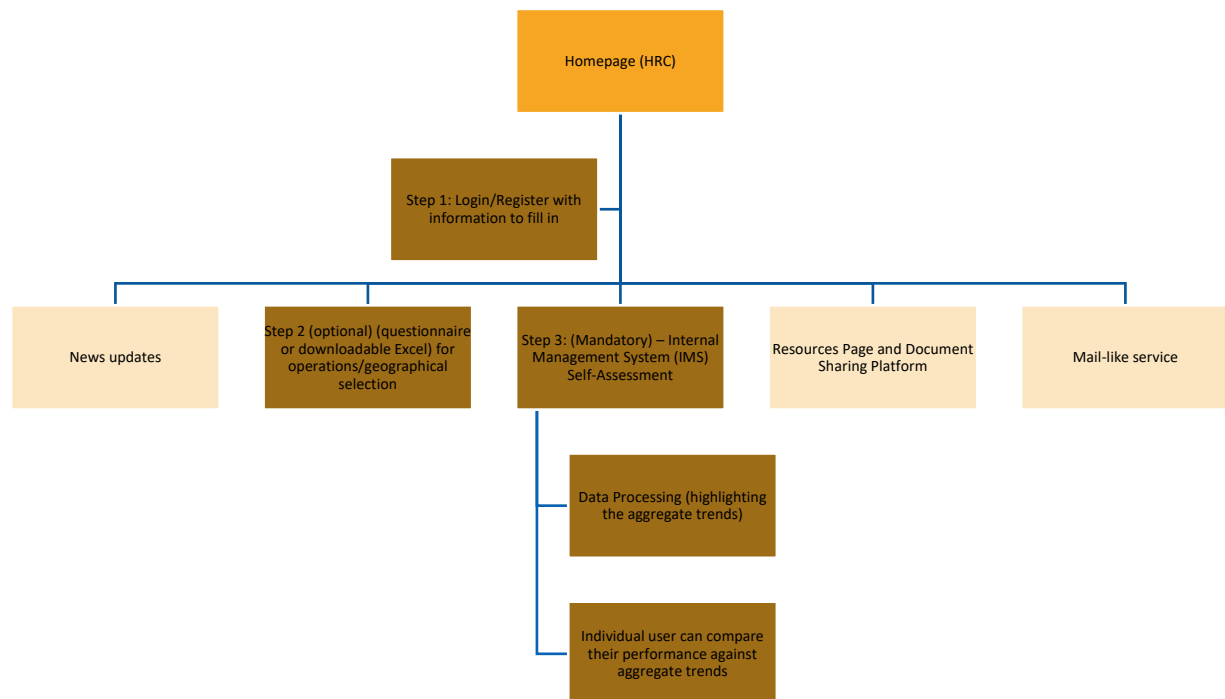
In principle, the scope of the 1st interface will be very similar with the scope of the 2nd interface. Please refer to the Scope section below for more information. Whether or not the CGF company representatives (i.e. the users of the 1st interface) could see what the supplier representatives (i.e. the users of the 2nd interface) publish, or the other way around, is to be decided. **However, please provide suggestions should this scenario be requested.** This depends on whether the supplier representatives have provided their consent as “Yes” to enable this access.

Scope

The dashboard is expected to:

- **[ESSENTIAL] Facilitate/host three types of questionnaire or assessments:**
 - **the selection of company’s priority operations and geographical selection**, which will be shown in a form of questionnaire (i.e. SurveyMonkey-like) or downloadable Excel file for users and the sub-users for both interfaces.
 - **A self-assessment (or Internal Management System)** for companies. We will have the questionnaire in an Excel file, which will already have its weighting system. The intention is to transform this Excel file into an online questionnaire (as in SurveyMonkey) that is integrated into the Dashboard, where data/findings can be automated and visualised.
 - It will allow the users and sub-users, as well as admins to track at which level the company is at based on the findings of the self-assessment. **Data is expected to provide a visualisation e.g. via speedo meter/charts**. Please refer to the Annex to see how the framework is set up.
 - **A facility-level assessment** for other sub-users of the companies whose responsibilities are at the facility level and will be asked to fill in and complete questionnaires and assessments. Our intention is to either transform it into an online questionnaire (SurveyMonkey-like) or simply with a downloadable option on the Dashboard. **Please provide suggestions for both scenarios.**
- **[ESSENTIAL] Have a broadcasting feature and due timelines** so that the admins can send a message to all the companies and suppliers on the due dates of the self-assessments.
- **[ESSENTIAL] Have the ability to aggregate data** from the various self-assessments into one report and calculate averages, trends across companies, ability to complete some descriptive analysis.
- **[ESSENTIAL] Be a documentation sharing platform** (e.g. as in Google Drive or Dropbox) where it is accessible to all admins, and some for users and sub-users. Please ensure that the platform is accessible for all types of browsers and will not be deterred by various different firewall issues or operating systems (iOS, Android) or Gmail vs Microsoft Teams etc.
- **[ESSENTIAL] Be a Resource Page platform** that will house key documentations for its admins and users (for both interfaces).
- **[OPTIONAL YET DESIRED] Have the ability to sync with the CGF HRC’s Salesforce campaigns** of CGF company representatives (users and sub-users of the 1st interface) and suppliers’ representatives (users and sub-users of the 2nd interface).
- **[OPTIONAL YET DESIRED] Be an email-like service** for member companies (and also for suppliers involved) to send an email to admins easily via the platform about general issues or Project-specific topics.

A possible planning may adopt the following flows:



Step 1: Login/Register with information to fill in

- Users to register or login (with individualised ID and password).
- **Key elements to have:**
 - *[Priority feature]* As there will be more than 1 company representative who will be responsible to complete the various assessments, users and sub-users should have their own personalised ID, which still link them to their individual company (for users and sub-users of the 1st interface and also the 2nd interface included).
 - *[Priority feature]* The login for the HQ main representative should be the main user with the ability to set up relevant accounts for other person-in-charge at facility or site level in other countries (i.e. each HRC company user should have the option to assign various users within their operations to complete the self-assessment).
Please provide suggestions or ideas in your proposal.
 - *[Priority feature]* Registration page should include key important information to fill in – please see below as an example:
 - Name of the company
 - Type of organisation (i.e. Retailer, Manufacturer, Service Providers, Refineries, Mills, Other – Please Specify)
 - Departments responsible for completing the self-assessment (e.g. Sustainability/Corporate Sustainability; Legal; Compliance/Social Compliance; Ethics; Human Resources etc) – the list to be provided.
 - Company's Level Efforts (e.g. Top Management Commitment (yes/no, if yes with the ability to upload public statement or insert the link to it; Standards on Forced Labour with the ability to paste the language; External Advocacy, with the ability to fill in the information)

0 Company Information

GENERAL DATA	
Company name	
Location of headquarters	
Location of branch(es) under assessment (if any) / Owned operations	When they had envision HRDD framework, we conduct at global level, if each of these owned operations will
Name of responsible person for assessment:	
Position	
E-mail	
Telephone	
Date of last assessment	
Place and date of current assessment (if any)	

HRDD for Responsible Business Conduct	
Business unit(s) or department who fills the assessment tool	
Operations assessed under the scope of this assessment	
Regions or countries involved in the assessment	
Does the company works with external employment agencies? (Yes/No/Partially)	

0 Company Information 1 Standards 2 Supply Chain 3 Communications 4 Monitoring 5 Remediation 6 Review 7 Third Party

Note: the above screenshot serves as an example of the type of questions should be included and answered in the registration page.

Once logged in, each user can access:

- **News updates** from the HRC (e.g. relevant press releases, Coalition meeting/call dates)
- **Resource Page/Document-sharing Platform** (e.g. publications, toolkit, booklet etc.)
- **Mail-like service** for users and admins: so, users can send an email to the admins regarding general topics or project-specific elements.
- **Step 2 (Optional Step) Operations and Country Prioritisation – Forced Labour Risk Assessment**
- **Step 3 (Mandatory) – Internal Management System (IMS) Self-Assessment**

Step 2 (Optional Step) Operations and Country Prioritisation – Forced Labour Risk Assessment

- *[Priority feature]* A fillable questionnaire made available for companies that require assistance in the selection of the high-risk operations and countries including FLA tailored tools and indicators, or alternatively a downloadable Excel document including this information for the CGF company representatives (users of the 1st interface) and supplier representatives (users of the 2nd interface).

Country-Operation Combination		1 Employment type (Direct, Outsourced, Subcontracted, Unsure)	2 Available grievance mechanisms to workers (Yes, No, Unsure)	3 Workers covered by an assessment (Yes, No Unsure)	4 Work performed onsite (Yes, No Unsure)	5 Working Conditions Assessment for the recruitment or subcontracting agency (Yes, No, Unsure, Not Applicable)	6 Written employment contracts in workers' language (Yes, No, Unsure)	7 Presence of migrant workers (No, Yes, Unsure)
	TOTAL RISK SCORE	CGF-HRC Company Own Data	CGF-HRC Company Own Data	CGF-HRC Company Own Data	CGF-HRC Company Own Data	CGF-HRC Company Own Data	CGF-HRC Company Own Data	CGF-HRC Company Own Data
		Employment Type (Direct=25, Outsourced or Subcontracted=50, Unsure=75)	Grievance Mechanism (Yes=25, No=50, Unsure=75)	Worker Assessment (Yes=25, No=50, Unsure=75)	Work Performed Onsite (Yes=25, No=50, Unsure=75)	Assessment of recruitment agency/subcontractor (Yes=25, No=50, Unsure=75, Not Applicable=8)	Written Contracts (Yes=25, No=50, Unsure=75)	Migrant Workers (No=25, Yes=50, Unsure=75)
e.g. Logistics in Papua New Guinea	N/A							
e.g. Warehouses in Cambodia	N/A							

- *[Priority feature]* A downloadable guidance document for the users and sub-users to download – please see an example of the document below.

Forced Labor Monitoring Questions and Guidance Document													
<p>Overview: Questions and risk indicators are divided into six sections covering the 11 ILO Indicators of forced labor. There are 52 questions. Some questions are applicable in all context, while others may need to be adapted to the local context (based on country, commodity, operation). Some questions may not be applicable based on the supply chain context).</p>	<p>11 ILO Forced Labor Indicators</p> <ol style="list-style-type: none"> 1. Abuse of vulnerability 2. Deception 3. Restriction of movement 4. Isolation 5. Physical and sexual violence 6. Intimidation and threats 7. Retention of identity documents 8. Withholding of wages 9. Debt bondage 10. Abusive working and living conditions 11. Excessive overtime 												
<p>General Information</p> <table border="1"> <tr> <td>Date(s) of Field Visit</td> <td></td> </tr> <tr> <td>Visit Area/Region</td> <td></td> </tr> <tr> <td>Persons undertaking the assessment</td> <td></td> </tr> <tr> <td>Number of farms visited (list the farmers)</td> <td></td> </tr> <tr> <td>Other Information</td> <td></td> </tr> <tr> <td>Other Information</td> <td></td> </tr> </table>		Date(s) of Field Visit		Visit Area/Region		Persons undertaking the assessment		Number of farms visited (list the farmers)		Other Information		Other Information	
Date(s) of Field Visit													
Visit Area/Region													
Persons undertaking the assessment													
Number of farms visited (list the farmers)													
Other Information													
Other Information													

1	Recruitment Process, Fees, Debt, Deception, Retention of Documents			Country / Commodity / Operation Context: Select and Adapt the Question
	Questions	Sources	Risk Indicators (Red Flags)	
1.1	Who recruited the worker? Where was the worker first recruited?	Interviews with workers at different points in recruitment, hiring, and employment cycle. May include former workers or prospective workers.	Workers recruited by a third party. The more parties involved in recruitment, the higher the potential risk that workers do not receive accurate information or are deceived about conditions. If the workers belong to other countries/or other regions there is a higher risk of exploitative practices	
1.2	Are employment terms and conditions fully explained to workers? Who explained these terms to these workers?	Employer Interviews. Recruiter Interviews. Review of Contracts or other written agreements. Observations. Interviews with any community leaders who	Workers are not given information, or are given inaccurate or incomplete information, about key conditions of work such as hours, wages, types of tasks, nature of work, or identity of the employer. In these cases, workers have not given free and informed consent. Had they known the reality, they would never have accepted the job offer.	
1.3	Were workers free (provided consent) to enter into this work or job?	act as witnesses to work agreements Records review of any documents showing evidence of fees	Someone other than the worker coerced into accepting the job (e.g. children coerced to work to pay off a pre-existing debt of their parents or fulfil the work quota).	
1.4	Are workers pressured or threatened in any way into accepting the job or any of the terms of employment?	or recruitment costs charged or repayments made against debt	Workers are threatened or pressured in any way to accept the job. Victims of forced labor are often recruited with promises of decent, well-paid jobs. But once they begin working, the promised conditions of work do not materialize, and workers find themselves trapped in abusive conditions without the ability to escape.	

Note: the above screenshots are only examples of the type of documents we will be expecting to have the option to download from the Dashboard as an Excel.

Step 3 (Mandatory) – Internal Management System (IMS) Self-Assessment (the frequency is TBD but ideally annually)

Within this step, it should include the following elements and/or features:

- *[Priority feature]* Landing page with definitions of owned operations per CGF documents
- *[Priority feature]* Overview of Owned Operations: Companies provide an overview of owned operations and can keep updating this overtime. This could be in the form of a simple Excel file where companies can download or fill in the information in a very simple SurveyMonkey survey. **Please provide suggestions on the possibility to have one or the other, or both.**
 - Global implementation plan for all owned operations by 2025 that the companies can continue to update (e.g. in a comment box or as an attachment)
- *[Priority feature]* Self-Assessment of Owned Operations (under project scope):

- *[Priority feature]* A fillable questionnaire / assessment where users and sub-users can complete with the ability to upload a file or submit their comments for each question. There will be a weighting per questions.

1 Standards on Forced Labor (To be Filled by HQ)							Remaining answers: 18		
Guideline topic area	Detailed topic area	To be answered by	Question to be answered	Requirements that need to be fulfilled to positively answer the question	Management level scoring	Select answer	Recommended practices and guidance regarding the question		Further comments and justification of the answer
1.9 Standards on Child Labor and Forced Labor	Forced Labor	Company	Does the policy address temporary or migrant workers?	The policy defines temporary or migrant workers, and provides specific provisions to protect them.	1		The policy should include: • Statement of the non-discriminatory practices; • Post-arrival orientation program to focus especially on language, safety, labor laws, cultural practices etc.; • Decent living conditions to be provided; • Prohibition of retention of passport/documents; • Prohibition of trafficked labor. Migrant workers should be registered, and a separate employment agreement should be drawn up to meet immigration requirements for foreign workers and international standards. Any deductions made should expand a decent living wage. Passports shall not be surrendered. There should be evidence of due diligence in applying this to all sub-		
1.10 Standards on Child Labor and Forced Labor	Discrimination	Company	Does the policy address discrimination?	The policy prohibits any form of discrimination.	1		Discrimination is not permitted on the basis of gender, ethnic background, national origin, religion, disability, sexual orientation, pregnancy, worker organization membership or political affiliation with regard to contracts, compensation, training, promotion, dismissal or retirement. Non-job-related medical testing as a condition of employment (except lawful drug testing) as well as pregnancy tests are prohibited. Positive discrimination is allowed in countries where the law provides for measures to support positive discrimination for "previously disadvantaged people" or "minorities". Positive discrimination may however never lead to exclusion of certain groups of people.		
1.11 Standards on Child Labor and Forced Labor	Forced Labor	Company	Does the company have formal work contracts that describe rights and obligations of the workers?	The company shall have formally signed contracts between workers and employers. Workers shall have a copy of their contract.	1		The contract includes clear information for workers about payment received for their work and their employment conditions. Contracts are in appropriate language, or explained to the employees in appropriate language.		

Note: the above screenshot serves as an example of the type of questions we will be having in an Excel format, where there is already a drop-down menu and risk scoring available. The expectation is to develop a Dashboard that will help to facilitate this assessment online, aggregating and calculating findings, and visualising the responses into data/charts.

- *[Priority feature]* Ability to undertake this assessment annually to see progress overtime.
- *[Priority feature]* Ability to generate a short two-page standardised narrative/highly visual report (mainly charts and narrative in the form of recommendations) – a prototype of the standardised report will be provided.
- *[Priority features] Key elements:*
 - It may be helpful to do scoring systems to say if the company scores x/100 at Launched, y/100 at Established, z/100 at Leadership.
 - There should be a feature where the companies could save what they filled and come back to fill out the questionnaire at another time.
 - Each user can have access to the aggregate trends of the findings from the assessment
 - Each user can individually compare their results against the aggregate trends

[Optional feature yet desired] Ideally, it may be helpful to ask companies to upload the documents and there is a data mining and/or Artificial Intelligence algorithm to conduct the data analysis on the uploaded documents to verify the information that the company has uploaded. **Please provide suggestions or recommendations as to the possibility of putting in place a data mining algorithm for the data analysis.**

Checklist

All interested service providers are asked to submit a proposal to the CGF team by **the 29th of July 2021** outlining the following:

- your proposed strategies that cover **all the elements required as above, including:**
 - the possibility to sync key information with Salesforce (Salesforce has an API connection)
 - measures to comply with the General Data Protection Regulation (EU GDPR)
 - the possibility to ensure an app-based accessibility (e.g. by Android/iOS)
 - the possibility for multi-admins to sign in without having to sign in with passwords
- proposed timeframe as to when they foresee the kick-off of the dashboard
 - Key priority for us is the set-up of the dashboard, its registration page, and the hosting of assessments/questionnaires by end of September 2021.
- Way of working (e.g. 24-hour hotline in case of technical issues);
- Where will the dashboard be hosted?
- Proposed budget
 - The budget proposal must be aggregated, including all activities needed to set up the dashboard and maintain it regularly.
 - The budget must be as detailed as possible including labour, travel, server-hosting, overhead charges etc;
- Other elements as relevant

For further information, or any questions, please do not hesitate to reach out to the CGF HRC team:
social@theconsumergoodsforum.com

ANNEX I. HRDD Maturity Steps

(Responses to the questionnaires will be weighted to identify at which level a company is)

Overview: Stages of Maturity	Step 1: Policy Commitment & Governance	Step 2: Assess HR Potential and Actual Impacts	Step 3: Integrate & Act in Order to Prevent & Mitigate	Step 4: Track the Effectiveness of Responses	Step 5: Report	Step 6: Remedy
Maturity Level 1: Launched	<ul style="list-style-type: none"> Publicly available commitment against forced labour aligned with the PIPs in line with the UNGPs Governance and management systems are being developed and conducive of the commitment 	<ul style="list-style-type: none"> A process to identify forced labour and other human rights risks and impacts in own operations is being developed Assessment processes and tools are being developed 	<ul style="list-style-type: none"> With governance and management system in place, commitment is communicated and staff trained Grievance mechanism for own employees is being developed 	<ul style="list-style-type: none"> Awareness raising and training activities, including number of workers, labour agencies and contractors reached are being recorded 	<ul style="list-style-type: none"> Annual public reporting about the Company's HRDD approach to forced labour and future implementation plans 	<ul style="list-style-type: none"> Effective remediation measures for forced labour impacts are being explored, including through collaborative actions
Maturity Level 2: Established	<ul style="list-style-type: none"> Publicly available Human Rights (HR) Policy that integrates the PIPs and the UNGPs amongst others Governance and management systems established with responsibility defined Management responsibility related to responsible recruitment is clearly defined 	<ul style="list-style-type: none"> Salient HR risks and impacts in own operations are identified Assessments actively and regularly conducted in prioritised own operations globally, including third-party employees 	<ul style="list-style-type: none"> Immediate steps taken to mitigate identified forced labour issues relating to direct labour Actions taken with contractors/ labour agencies to mitigate forced labour impacts on own prioritised sites 	<ul style="list-style-type: none"> Outputs are monitored and impact are tracked over time: e.g. compliance status, action plan implementation 	<ul style="list-style-type: none"> Annual public reporting about the Company's HRDD progress in addressing forced labour through HRDD 	<ul style="list-style-type: none"> Remediation processes are in place in own prioritised operations Actions with labour agencies/contractors to remediate forced labour impacts relating to their direct labour
Maturity Level 3: Leadership	<ul style="list-style-type: none"> Board involved in the monitoring of the HR Policy Governance and management systems have expanded to include third party labour 	<ul style="list-style-type: none"> Assessments actively and regularly conducted covering full scope of operations globally including third-party labour 	<ul style="list-style-type: none"> Grievance mechanisms are extended to third-party labour working regularly on own sites either through own or the contractors'/ labour agencies' mechanism Actions taken with contractors/ labour agencies to mitigate forced labour impacts on own prioritised sites 	<ul style="list-style-type: none"> Outcomes are monitored and impact tracked over time: e.g. reduction in number of grievances received by facility; reduction in recruitment fees paid by workers if any 	<ul style="list-style-type: none"> Annual public reporting includes assessment of effectiveness of HRDD systems in mitigating forced labour and remediation activities 	<ul style="list-style-type: none"> Remediation processes in place for all own operations Actions with labour agencies/contractors to remediate forced labour impacts relating to their employees

ANNEX II. Glossary of Terms

Human Rights Due Diligence (HRDD) <i>Derived from the UNGP Reporting Framework</i>	<p>Human Rights Due Diligence (HRDD)¹ is the internationally recognised approach to identifying, addressing and managing adverse human rights impacts on people, the environment and society through the implementation of robust management systems. Human Rights Due Diligence (HRDD) system consists of the processes that aid business to become aware of the actual and potential human rights impacts associated with their business, which enables them to prioritise the areas of greatest risk and leverage.</p>
Owned Operations <i>Originated from the definition developed by the CGF HRC's Working Group</i>	<p>Owned Operations is defined as the company itself, the entities it owns, the entities in which it holds a majority of voting shares and the facilities it manages. Contractors, sub-contractors or agencies supplying a company with labour or services in facilities that that company directly manages should also implement similar employment practices so as to mitigate the risks of forced labour.</p> <p>For the purposes of identifying and addressing forced labour risks to workers within own operations, the definition of “worker” should include any labour employed directly by the member company and should include any third-party labour engaged by contractors or labour agencies for the performance of regular and ongoing work in own operations. Coalition members should disclose the specific scope of third-party workers included in their commitments, assessments, reporting and other HRDD actions.</p> <p>e.g.</p> <ul style="list-style-type: none"> • Outsourced temporary or seasonal workers • Workers maintaining and repairing critical infrastructure (e.g. janitor, electricians, plumbers) • Construction workers • Merchandising sellers <p><i>Note: these identified workers categories are not intended to be the authoritative or exhaustive list of “worker”.</i></p>

¹ HRDD, according to the UN Guiding Principles, is “an ongoing risk management process ... in order to identify, prevent, mitigate and account for how [a company] addresses its adverse human rights impacts. It includes four key steps: assessing actual and potential human rights impacts; integrating and acting on the findings; tracking responses; and communicating about how impacts are addressed.”