

## SSCI Benchmarking Requirements

Version 1.0

# PART III

## Processing & Manufacturing Scope (Social)



The Consumer Goods  
**FORUM**

Sustainable Supply  
Chain Initiative



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# Introduction

This section is the third part (Part III) of the SSCI Benchmarking Requirements, which has been developed and published by the Sustainable Supply Chain Initiative (SSCI) at The Consumer Goods Forum – to specify the requirements for the recognition of voluntary sustainability standards / third party schemes.

Part III: Processing/Manufacturing Scope (Social) covers all benchmarking requirements exclusively intended for voluntary sustainability standards whose scope of activities fall within processing/manufacturing facilities. Documentation related to the benchmarking process can be found in Part I. A glossary of relevant terms can be found in Part IV.

All requirements in Part II: Requirements for the Management of Schemes and Part III: Processing/Manufacturing Scope must be met in order to receive CGF SSCI recognition.

For more information or inquiries, please contact: [ssci@theconsumergoodsforum.com](mailto:ssci@theconsumergoodsforum.com).

# CHAPTER 1. Management System

NUMBER	SSCI BENCHMARKING REQUIREMENTS
1.01	The standard shall require that a written human rights policy statement is in place, approved at the most senior level.
1.02	The standard shall require that the human rights policy statement is communicated to all personnel.
1.03	The standard shall require that clear responsibility is assigned for the implementation of the human rights policy statement.
1.04	The standard shall require that personnel in relevant business functions receives adequate training on human rights. Training attendance shall be documented.
1.05	The standard shall require that the requirements on human rights are communicated to relevant business partners and other relevant parties.

## CHAPTER 2. Legislation

NUMBER	SSCI BENCHMARKING REQUIREMENTS
2.01	The standard shall require that all applicable national legal requirements are complied with.
2.02	The standard shall require that if applicable national legal requirements set a different level of adherence than set by the scheme, the scheme shall require that whichever affords the highest level of adherence for workers is audited against.

## CHAPTER 3. Forced Labour

NUMBER	SSCI BENCHMARKING REQUIREMENTS
3.01	The standard shall require that the facility does not engage in, support or tolerate forced labour. All workers shall enter into employment voluntarily and may terminate employment with reasonable notice.
3.02	The standard shall require that the facility does not force any person to work under the menace of any penalty or sanction.
3.03	The standard shall require that no involuntary prison labour is used.
3.04	The standard shall require that no fees or related costs are charged (directly or indirectly, in whole or in part) to applicants and workers for services directly related to recruitment that may lead to situations of forced or compulsory labour.
3.05	The standard shall require that no monetary deposits, financial or collateral guarantees or personal possessions are demanded as a condition of employment.
3.06	The standard shall require that workers are not held in debt bondage or forced to work for an employer, or any other entity to pay off debt.
3.07	The standard shall require that if the possibility of advances and loans to workers is provided, a written policy about the terms and conditions is in place that is communicated to workers in an understandable manner. These terms (and related interest rates) shall not be used to bind workers to employment.

3.08	The standard shall require that no personal documents or any valuable possessions, such as identity or immigration papers, work permits or travel documents are confiscated, retained, nor shall workers be required to lodge them with the employer and/or recruiter.
3.09	<p>The standard shall require that if a secure storage option for personal documents and valuable possessions is provided, it shall be ensured that:</p> <ul style="list-style-type: none"> <li>(a) it is the choice of the worker to utilise the storage;</li> <li>(b) storage is documented; and</li> <li>(c) workers have free access to their possessions.</li> </ul>
3.10	<p>The standard shall require that the facility demonstrates that, when employment agencies are used, they are required to:</p> <ul style="list-style-type: none"> <li>(a) be compliant with applicable national legal requirements;</li> <li>(b) be licensed or certified by the competent national authority, if applicable;</li> <li>(c) be compliant with the standards' requirements on forced labour and recruitment fees;</li> <li>(d) not engage in fraudulent or corrupt recruiting practices.</li> </ul>
3.11	The standard shall require that the facility does not restrict worker's freedom of movement. The facility shall not require workers to remain at the workplace at the conclusion of their working hours or confine them in any worker accommodation.

3.12	The standard shall require that if cases of forced or compulsory labour have been found, the organisation shall implement effective remediation, such as compensation for personal and material damages. The remediation actions taken shall be verified and recorded.
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## CHAPTER 4. Child Labour

NUMBER	SSCI BENCHMARKING REQUIREMENTS
4.01	<p>The standard shall require compliance with the minimum age for work as defined by applicable national legal requirements or the age of completion of compulsory education, whichever is higher. The minimum age for work shall not be less than 15 years.</p> <p>If, however, local minimum age law is set at 14 years of age in accordance with ILO Convention 138, this lower age may apply.</p> <p>The Scheme may allow for the exceptions of performing light work when in accordance with ILO Convention 138 and in line with applicable national legal requirements.</p> <p>The Scheme shall require that details on any children under the age of 15 years that are found to be working at the facility are reported in the audit or assessment report.</p>
4.02	<p>The standard may allow for training/apprenticeship schemes and shall verify that these are not exploitative and are in line with applicable national legal requirements</p>
4.03	<p>The standard shall require that young workers under 18 are not employed at night or in hazardous conditions.</p>
4.04	<p>The standard shall require that age verification mechanisms are established for all workers and valid age verification records are maintained.</p>

## CHAPTER 5. Freedom of Association

NUMBER	SSCI BENCHMARKING REQUIREMENTS
5.01	The standard shall require that workers have the right to join or form trade unions or other worker organisations of their own choosing - or refrain from doing so - and to bargain collectively in accordance with applicable national legal requirements
5.02	The standard shall require that worker representatives or members of trade unions are not discriminated against or otherwise penalised because of their membership in or affiliation with a trade union or worker organisation in accordance with applicable national legal requirements.
5.03	The standard shall require that duly elected worker representatives of trade unions and other worker organisations have access to the workplace to carry out their representative functions in accordance with applicable national legal requirements.
5.04	The standard shall require that where there are no legal protections for the right to collective bargaining or freedom of association, the facility strives to engage workers through alternative lawful mechanisms of engagement to allow worker representatives to enter into a dialogue about workplace issues.

## CHAPTER 6. Discrimination/Fair Treatment of Workers

NUMBER	SSCI BENCHMARKING REQUIREMENTS
6.01	The standard shall require that equal opportunities and treatment in employment and occupation are respected. Workers shall not be discriminated in recruitment or employment practices based on any legally protected characteristics, and any personal characteristics that do not interfere with a worker's ability to do a specific job.
6.02	The standard shall require that the facility does not engage in, support or tolerate the use or threat of corporal punishment, mental or physical coercion, bullying, harassment, including sexual harassment, or abuse of any kind.
6.03	The standard shall require that written disciplinary procedures are in place and they are effectively communicated to workers.
6.04	The standard shall require that records of all disciplinary action are kept.

# CHAPTER 7. Operational Health and Safety (OHS)

NUMBER	SSCI BENCHMARKING REQUIREMENTS
7.01	The standard shall require that safe, healthy and clean conditions are provided in all workplaces, worker accommodation, and other facilities as provided or mandated.
7.02	The standard shall require that clear responsibility for the development, implementation and performance of the occupational health and safety management system and the achievement of the relevant occupational health and safety objectives is allocated.
7.03	<p>The standard shall require that all members of the facility receive effective health and safety training as required to carry out the duties and responsibilities of the job.</p> <p>Health and safety training is provided timely and repeated on a regular basis. It shall also be repeated for new or reassigned members of the facility and when changes in the process or machinery present new risks.</p> <p>All trainings shall be documented.</p>
7.04	The standard shall require that health and safety training is provided to all members of the facility at no cost. Trainings shall take place during remunerated working hours.
7.05	The standard shall require that risk assessments are performed as appropriate to detect and assess potential threats to the health and safety of workers and effective measures are taken to address the findings from the risk assessment.

7.06	The standard shall require that the facility maintains written records of all health and safety incidents in the workplace and all other facilities, as provided or mandated.
7.07	The standard shall require that the cause of health and safety incidents is determined when they occur. Appropriate corrective actions are taken to prevent recurrence of similar incidents.
7.08	The standard shall require that appropriate and effective personal protective equipment (PPE) is provided as needed. PPEs shall be provided free of charge to the workers. PPEs shall be maintained and replaced as necessary. Workers shall be instructed and monitored on its proper use.
7.09	The standard shall require that clear arrangements for providing first aid and medical assistance are in place for any workplace accidents or incidents.
7.10	The standard shall require that all workers are provided with free potable water and clean toilet facilities.

# CHAPTER 8. Building Safety and Emergency Preparedness

NUMBER	SSCI BENCHMARKING REQUIREMENTS
8.01	The standard shall require that adequate documented emergency and fire safety procedures are in place, including in worker accommodation and other facilities as provided or mandated.
8.02	The standard shall require that all employees are trained on emergency and fire safety procedures.
8.03	The standard shall require that fire exits, escape routes, firefighting equipment and fire alarms are properly marked according to national and industry standards. Fire exits and escape routes are open, accessible and clear of obstacles so as to permit safe evacuation in case of an emergency.
8.04	The standard shall require that workers have the right to remove themselves from imminent serious danger without seeking permission.
8.05	The standard shall require that appropriate measures are taken to evaluate and monitor the strength, stability and safety of buildings and equipment, including worker accommodation where provided or mandated. Corrective action is taken where required.
8.06	The standard shall require that if accommodation facilities are provided or mandated, these are located separately from production or storage facilities.

## CHAPTER 9. Wages

NUMBER	SSCI BENCHMARKING REQUIREMENTS
9.01	The standard shall require that workers are informed about their employment terms and conditions in writing and in an understandable manner to the worker before they enter into employment.
9.02	The standard shall require that work be performed by individuals with a formal verifiable working relationship in accordance with applicable national legal requirements
9.03	The standard shall require that no employment arrangements are used in order to avoid obligations to workers under applicable national labour and social security laws.
9.04	The standard shall require that compensation for standard working hours meets or exceeds applicable legal minimum wages, industry standards or collective bargaining agreements (where applicable).
9.05	The standard shall require that wages are paid regularly, in a timely manner and in full. All payments are made directly to the employee in legal tender or into a bank account in their name.
9.06	The standard shall require that where a facility establishes a pay rate for production, quota or piece work, it allows workers to earn at least a wage which respectively meets or exceeds applicable legal minimum wages, industry standards, or collective bargaining agreements (where applicable) within standard working hours.

9.07	The standard shall require that all workers are compensated for all overtime as required by applicable national legal requirements or a collective bargaining agreement.
9.08	The standard shall require that all workers are provided with clear and written details of their wages for the pay period concerned each time that they are paid.
9.09	The standard shall require that no deductions from wages are made unless permitted by applicable national legal requirements or a collective agreement. Workers are informed about any deductions in writing and in an understandable manner to the worker.
9.10	The standard shall require that no deductions from wages are made as a disciplinary measure.

## CHAPTER 10. Working Hours

NUMBER	SSCI BENCHMARKING REQUIREMENTS
10.01	<p>The standard shall require that standard working hours conform to applicable national legal requirements, collective agreements, or industry standards, but shall not exceed 48h, excluding overtime.</p> <p>If applicable national legal requirements set total working hour limits greater than 60h per week, including overtime, the Scheme shall require that total hours worked are reported in the audit or assessment report.</p>
10.02	<p>If the standard grants exceptions to the limit of total weekly working hours, these shall be clearly defined, in line with applicable national legal requirements, and the standard shall require that the facility demonstrates that appropriate safeguards are taken to protect the worker's health and safety.</p>
10.03	<p>The standard shall require that workers agree to work overtime and that overtime requirements do not result in forced labour.</p>
10.04	<p>The standard shall require that overtime is not requested on a regular basis.</p>
10.05	<p>The standard shall require that all workers have the right to breaks during work shifts.</p>
10.06	<p>The standard shall require that workers have the right to at least one rest day of 24 consecutive hours in every week.</p>

10.07	If the standard grants exceptions to the number of rest days, these shall be clearly defined, in line with applicable legal requirements and it is demonstrated that appropriate safeguards are taken to protect the worker's health and safety. At a minimum, workers shall be granted 2 rest days, each of consecutive 24 hours, in a 14 days period.
10.08	The standard shall require that workers are granted paid leave (public and annual holidays, maternity/paternity leave, sick leave, etc.) in accordance with applicable national legal requirements.

## CHAPTER 11. Grievance Mechanisms

NUMBER	SSCI BENCHMARKING REQUIREMENTS
11.01	The standard shall require that a written procedure to address complaints or concerns is established. The grievance mechanism shall be accessible to all workers and external parties.
11.02	The standard shall require that the confidentiality of any complaint raised is provided, and information is revealed only as necessary to investigate and handle the complaint.
11.03	The standard shall require that no worker or external party that lodged a complaint in good faith is retaliated against.

## CHAPTER 12. Business Ethics

NUMBER	SSCI BENCHMARKING REQUIREMENTS
12.01	The standard shall require that the facility prohibits any involvement in any act of corruption, extortion, embezzlement, nor in any form of bribery - either directly or indirectly.
12.02	The standard shall require that the facility does not falsify any information regarding their activities, structure and performance and is not involved in any act of misrepresentation in the supply chain.

# Annex

## I. List of sources/mapping

The SSCI Benchmarking Requirements Part III – Processing/Manufacturing Scope (Social) are mapped with various international references. The list of references can be found below.

### REFERENCES OF THE SSCI BENCHMARKING REQUIREMENTS – PART III – CI: AT-SEA OPERATIONS SCOPE (SOCIAL)

#### **CGF Priority Industry Principles ETI Base Code**

#### **GSCP Reference**

#### **Code ISO 9001:2015**

#### **OECD Guidelines for Multinational Enterprises**

#### **United Nations Declaration on Human Rights Education and Training United Nations Guiding Principles on Business and Human Rights**

#### **International Labour Organization (ILO):**

C001 - Hours of Work (Industry) Convention, 1919 (No. 1)

C011 - Right of Association (Agriculture) Convention, 1921 (No. 11) C014 - Weekly Rest (Industry) Convention, 1921 (No. 14)

C029 - Forced Labour Convention, 1930 (No. 29) C029 - Forced Labour Convention, 1930 (No. 29)

C087 - Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87) C095 - Protection of Wages Convention, 1949 (No. 95)

C098 - Right to Organise and Collective Bargaining Convention, 1949 (No. 98) C105 - Abolition of Forced Labour Convention, 1957 (No. 105)

C111 - Discrimination (Employment and Occupation) Convention, 1958 (No. 111) C129 - Labour Inspection (Agriculture) Convention, 1969 (No. 129)

C131 - Minimum Wage Fixing Convention, 1970 (No. 131) C132 - Holidays with Pay Convention (Revised), 1970 (No. 132) C135 - Workers' Representatives Convention, 1971 (No. 135) C138 - Minimum Age Convention, 1973 (No. 138)

C155 - Occupational Safety and Health Convention, 1981 (No. 155) C155 - Occupational Safety and Health Convention, 1981 (No. 155) C181 - Private Employment Agencies

Convention, 1997 (No. 181) C183 - Maternity Protection Convention, 2000 (No. 183)

Declaration on Fundamental Principles and Rights At Work General principles &

operational guidelines for fair recruitment General principles & operational guidelines for fair recruitment

Guidelines on Occupational Safety and Health Management Systems (ILO-OSH 2001)

Guiding Principles to Combat Forced Labour

ILO R198 - Employment Relationship Recommendation, 2006 (No. 198) R085 -

Protection of Wages Recommendation, 1949 (No. 85)

R115 - Workers' Housing Recommendation, 1961 (No. 115)

R116 - Reduction of Hours of Work Recommendation, 1962 (No. 116)

R117 - Vocational Training Recommendation, 1962 (No. 117)

R143 - Workers' Representatives Recommendation, 1971 (No. 143) R163 - Collective Bargaining Recommendation, 1981 (No. 163)

R164 - Occupational Safety and Health Recommendation, 1981

(No. 164) R190 - Worst Forms of Child Labour Recommendation,

1999 (No. 190)