**Tool 4**

***Collecting information from direct and indirect suppliers and their workforce (Sample)***

Content developed by the Fair Labor Association (FLA) as part of the project “Remedies Towards a Better Workplace” with input from all project partners: Hivos, Arisa, Unicef, AGT/SER, SAVE, READ, CCR CSR, WE Fashion, O’Neill, Prénatal, Hunkemöller, FNG, Cool Investments.

**For whom:** For AGT member companies /brands to use and adjust before sending to their suppliers/garment production units. Production units can be asked to fill out the form themselves and/or to share with subcontractors and/or material/component suppliers.

**Background:** This tool is part of the information package on supply chain mapping. It is important to first read the guidance documents on supply chain mapping.

**Objective:** With this tool, you will be able to collect information about your supply chain partners. This will help you and your suppliers to get more information about these actors and their workforce. This information will help in identifying risks and for prioritizing next steps. The questions can be adapted according to the company’s needs.

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| **A.** | **GENERAL INFORMATION SUPPLYING COMPANY** |
| 1. | Date of information supplied |  |
| 2. | Company Name |  |
| 3. | Address (Street and No.), City, Province, Country |  |
| 4. | Contact Person Name/Title  |  |
| 5. | Contact Person Email address and Phone Number |  |
| 6. | Date of establishment of the company |  |
| 7. | Name of the customer for whom you are completing this form  |  |
| 8. | Product Code (Tech Pack Number/Order Number)  |  |
| 11. | When was the business relationship established? |  |
| 12. | Type of products/materials/components supplied or processes performed |  |
| 14. | Peak production months  |  |
| 15. | Is there a written contract between you and your customer?  |  |
| 16. | Is there any code of conduct attached to the contract? |  |
| 17.  | Total Production Capacity  |  |
| 18. | What percent of the Production Capacity is used for this customer?  |  |
| 20.  | Last visit undertaken to the supplying company by <Company> and nature of visit |  |
| 21.  | What kind of visits or checks are done by <Company> and how often?  |  |
| 22. | Do you have any social certifications, monitoring visits or recent audit reports? Which? (BSCI, SA8000, Fair Wear, SEDEX, SLCP or other). Please indicate date of last audit or certification.  |  |
| 23 | Do you have any environmental certifications or do you use environmental monitoring tools? (BEPI, SAC Higg FEM, Öko-Tex, OE, GOTS, ZDHC, other)Please indicate date of last audit or certification.  |  |

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| **B.**  | **WORKFORCE DEMOGRAPHICS** |  |
| 1.  | Total number of permanent workers employed |  |
| a. | Male |  |
| b. | Female |  |
| c. | Young Workers (below 18), please specify age range |  |
| 2.  | Total number of temporary workers employed |  |
| a. | Male |  |
| b. | Female |  |
| c. | Young Workers (below 18), please specify age range |  |
| 3.  | Origin of workers (list the major regions where the workers come from) |  |
| 4. | List all the languages of the workers (including first language) and/or workers’ self-identified ethnicities  |  |

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| **C.** | **HIRING AND EMPLOYMENT PROCESS** |  |
| 1.  | Do both permanent and temporary workers have a written employment contract? |  |
| 2.  | Indication of labour turnover in a year (in percentage) |  |
| 3. | Is any personal documentation held by the management for workers (e.g. identity cards, passports, etc.) |  |
| 4.  | Type of age verification documentation verified during the hiring process (list all) |  |