



ETHICAL APPRAISAL TOOL

HOW TO GET THE BEST RESULTS



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BRCGS
LGC, Second Floor
80 Victoria Street
London SW1E 5JL

Tel: +44 (0) 20 3931 8150
Email: brcgs.publishing@lgcgroup.com
Website: brcgs.com

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Part I

Introduction

In the modern global marketplace, manufacturers play a pivotal role in driving economic growth, innovation, and progress. With this influence comes a responsibility to uphold ethical standards and principles in all facets of operations, from supply chain management to employee relations and governance practices. An ethical management system serves as the cornerstone for guiding these practices, ensuring that companies operate with integrity, transparency, and accountability.

The aim of the Ethical Appraisal Tool is to provide a comprehensive framework for conducting a social compliance assessment using a measurement criterion based on the criticality of the situation. This tool is designed to help sites evaluate and enhance their level of social accountability by assessing various aspects related to labour conditions, ethical practices, human rights, health and safety practices on site.

The Ethical Appraisal Tool serves as an 'early warning system' for sites, rather than a certification. Its purpose is to identify potential ethical risks to a business and thereby prompt proactive corrective measures. It is a valuable way of strengthening the responsible sourcing efforts for buyers, brands, and specifiers. Rather than, or in advance of mandating full-scale ethical trade or social compliance audits for all a site's suppliers, this appraisal tool offers a snapshot of the overall 'health' of a particular supplier. This can then be used to identify a site's biggest risk areas that would benefit from immediate attention.

The appraisal provides manufacturers with a comprehensive evaluation of their ethical operations and management practices. This tool can be used for internal audits or by retailers, brands, and customers to assess the health of their social management system in their supply chains. It can also help to evaluate compliance with standards, communication strategies, and overall social management performance.

This tool could provide insights into areas needing improvement, identify strengths and weaknesses in social management practices, and ultimately contribute to better decision-making and enhancement of social responsibility efforts within organisations or across supply chains.

The appraisal is structured to address key areas of ethical management, including but not limited to:

Section 1: Senior management commitment and ethical management systems

At the heart of any ethical management system lies the commitment of senior management to uphold and promote ethical values throughout the organisation. This section of the Ethical Appraisal Tool delves into the details of policies, processes, and procedures that demonstrate a robust framework for an ethical management system. It emphasises the active involvement of senior leadership in driving ethical initiatives and fostering a culture of integrity and accountability across all levels of the organisation.

Section 2: Robust and consistent labour standards

A cornerstone of ethical business operations is the fair and equitable treatment of workers. This section of the Ethical Appraisal Tool evaluates the effectiveness of policies, procedures, and practices related to human resource management, with a focus on recruitment, employment terms, working conditions, and remuneration. By ensuring adherence to principles of fairness, non-discrimination, and respect for labour rights, organisations can uphold their ethical obligations towards employees and foster a positive work environment conducive to productivity and well-being.

Section 3: Health and safety at work

The well-being of workers is paramount in any ethical management framework. This section of the Ethical Appraisal Tool examines the organisation's policies, procedures, and practices for ensuring a safe, healthy, and hygienic working environment. From conducting thorough risk assessments to providing adequate training and personal protective equipment, organisations must prioritise the health and safety of their workforce to mitigate potential hazards and prevent accidents or injuries.

Section 4: Identification of human rights risks and anti-bribery practices

Ethical conduct extends beyond the confines of the workplace to encompass broader societal and human rights considerations. This section of the Ethical Appraisal Tool evaluates the awareness of human rights risks within operations and the measures to address and mitigate them. Additionally, it assesses the company's adherence to anti-bribery, anti-corruption, fraud, and information security practices, reflecting a commitment to integrity and transparency in all business dealings. Through risk assessments and robust procedures for managing vulnerabilities, organisations can uphold their ethical responsibilities and safeguard against potential legal and reputational risks.

Alignment to BRCGS

The tool is aligned with the principles outlined in the BRCGS Global Standard Ethical Trade and Responsible Sourcing, which encompass fundamental human rights principles such as child labour, forced labour, fair remuneration, health and safety standards, discrimination, harassment and abuse prevention, human trafficking prevention, and corporate governance. These principles serve as the cornerstone not only for ethical trade but also for the development of a robust and comprehensive ethical management system.

Who should use this tool?

The tool provides a gap analysis on ethical aspects of any business, aiding in assessing and enhancing ethical practices. For sites lacking a social compliance audit, it will help evaluate current performance, identifying strengths and areas for improvement. Embarking on an internal assessment is a crucial first step for fostering ethical responsibility at any company, enabling owners and managers to gain insights and improve practices. Specifiers (buyers, brands, retailers) can use the tool to support due diligence, verifying supply chain risk levels. It is particularly useful for new suppliers where full audits may be challenging due to time constraints or deemed less of a priority due to perceived low risk or self-assessment declaration.

Part 2

Protocol

Planning and frequency

An appraisal can be carried out at any stage to support ethical management practices. The appraisal can be used as a tool to assess the current state of the management system, allowing the site to pinpoint areas for improvement and bridge any existing gaps in ethical practices or used before an ethical audit or client visit to ensure compliance with standards and client expectations.

While the tool can be conducted at the discretion of the site it is recommended that no more than 12 months elapse between appraisals to ensure regular monitoring and maintenance of ethical standards.

How to carry out an ethical appraisal

There are two parts to the Ethical Appraisal Tool:

1. Ethical Appraisal Tool: How to Get the Best Results provides information on how to complete an assessment and where a user can find the evidence to answer each question effectively. This guidance should be used alongside the Ethical Appraisal Tool Report.
2. The Ethical Appraisal Tool Report contains the questions, score details and comments. The Excel sheet should be used for internal reviews and reporting, refining practices and can be updated during further assessments.

The tool has four sections with each one containing high-, medium- and low-risk questions. The questions are structured to elicit Yes, No or Partial responses and each answer has a score attached to it. Critical questions (high risk) carry a higher score than medium-risk and low-risk questions, reflecting their greater importance in assessing ethical performance and compliance.

In the Ethical Appraisal Tool Report read the question and chose the answer from the drop-down list that best summarises the current situation in the site based on the evidence available. Guidance on where to find out the evidence can be found in Part 3 of this document.

At the end of each section, a score is generated based on the responses. The tool automatically computes this score reflecting the answers made, with a total for each section of 100. The possible score for all four sections is 400. The total score for each section must not fall below 75 to ensure a comprehensive evaluation of the site's ethical performance.

When an answer is "Partial," a detailed explanation should be added in the comments box. This allows the site to provide additional details that can guide future improvements. These insights are invaluable for refining ethical practices over time and showing development.

There was a requirement on the previous iteration of this tool (the ETRS Risk Assessment and Guidance) that the results were to be uploaded to the BRCGS Directory. This is not necessary for this version.

Colour-coding of questions

The tool provides a comprehensive framework for conducting social compliance assessments using a measurement criterion based on the criticality of the situation. Each question has been colour-coded to show the risk level attached to the issue.

	Red signifies high risk. A failure to answer 'yes' to red questions poses severe ethical concerns and potential legal violations. These issues should be addressed as a priority. A failure to answer these questions suggests there is a lack of systems or policies in place to address critical ethical issues.
	Yellow indicates medium risk. While not as severe as red, the failure to answer 'yes' signifies real problems that need to be addressed.
	Green represents low risk. While the issue raised in the question is still important for ethical management, the site would only need to make minor adjustments to be able to answer 'yes'. It is essential that even though the risk is low, green areas should not be neglected, as they still contribute to overall ethical standards and require continuous monitoring and improvement.

Competencies

An ethical appraisal can be conducted by individuals without specific qualifications. However, it is advisable for assessors to undergo training related to ISO 45001 or other ethical management systems to enhance their understanding and proficiency in conducting the appraisal.

Part 3

Answering the questions

To get the best from an appraisal use the guidance in this section alongside the questions in the Ethical Appraisal Tool Report. This section contains:

- **core statements** that provide the underlying principle behind the questions
- **evidence examples** that can provide the evidence behind an answer.

Section 1: Senior management commitment and ethical management systems

Core statement: It is mandatory that senior management is committed to implementing and upholding the key principles and practices associated with the ethical management system.

Question 1.1 and 1.2

Evidence examples

A document confirming the company's commitment to these principles. This should be signed by the CEO/chairperson/managing director/owner and be dated within the last 12 months.

The policy must address all of these issues because they are core requirements for business, specified by the International Labour Organization (ILO). For more information about ILO requirements, see Appendix 1.

The requirements do not need to be presented in a single policy document; they can be covered individually. What is important is that each of these requirements is considered with documented objectives and targets, and included in the policy framework.

Questions 1.3 and 1.4

Evidence examples

- Written confirmation of the senior manager's appointment which should be signed by the individual to confirm their acceptance of the role.
- A description of the role and responsibilities of the appointed person in their job description.
- The appointed senior manager can describe their responsibilities.
- Training attendance registers signed by workers.
- Copy of the content of training - for example, PowerPoint slides or handouts.
- Staff and workers confirm they have received training.
- Information about the policies is displayed around the site (e.g. on posters, noticeboards or the policies themselves being available to read in worker areas).

Questions 1.5, 1.6 and 1.7

Evidence examples

- Minutes from the last meeting to ensure that all actions have progressed in line with deadlines and timetables. This should have been held in the last 12 months.
- Audit results (including internal, second-party and third-party audits) so that non-conformities can be discussed and, where required, investment in resources agreed.
- Any external complaints received from customers and actions to address.

Question 1.8

Evidence examples

- The policies have been communicated to everybody (confirmed, for example, by an attendance register that is signed by staff and workers attending training on the policies).
- Policies are available for staff and workers to read in the languages understood by the staff (e.g. displayed on a noticeboard in the canteen or office).
- Minutes of meetings between management and workers.
- Invitation letters for the workers to participate at the organised meetings between management and workers.
- Attendance records signed by the workers who attended.

Question 1.9

Evidence examples

- A written grievance procedure is in place.
- A suggestion box (or other mechanism) is available for managers or workers to propose changes to working practices.
- Verbal confirmation from the staff and workers that they know about the feedback mechanism(s), including what they are for and why they might use them.
- Records of previous cases where grievances have been raised, investigated and resolved.
- Examples of suggestions that have been implemented.
- When talking to workers and managers, they may provide feedback on the outcome of issues raised, either through the grievance procedure or the suggestion box.

Question 1.10 and 1.11

Evidence examples

- An external complaint procedure is in place.
- Complaint register is kept, listing the complaints received and recording actions taken.
- Records of previous cases where complaints have been raised, investigated and resolved.
- Written feedback to the complainant and to all interested parties.

Questions 1.12, 1.13 and 1.14

Evidence examples

- Internal audits report performed in previous 12 months.
- Corrective actions completed and signed off.
- Training records of the internal auditors.
- Internal audit programme.
- Audit plans and an internal audit procedure.
- Previous internal audit reports to ensure that all actions have progressed in line with deadlines and timelines.

Question 1.15

Evidence examples

- A written procedure outlining the supplier approval and monitoring process.
- Documented risk assessment of suppliers
- List of approved suppliers.
- Supplier assessment questionnaire.
- Supplier audit reports or certificates.
- Evidence of the communication with suppliers.
- There is a documented procedure detailing process by which labour providers are approved (i.e. employment agencies, recruitment agents, brokers and other third parties).
- There are records that show how the approval process is communicated to these third parties and then monitored to ensure they are following its requirements.

Section 2: Robust and consistent labour standards

Core statement: It is mandatory that fair labour standards are observed and that workers are treated fairly and equally.

Question 2.1 and 2.2

Evidence examples

- A written recruitment procedure and relevant records to show it is consistently applied.
- Workers can confirm they have a clear understanding of the recruitment procedure and that it was used to recruit them into their jobs.
- Training records.
- Meeting records.
- Procedure posted inside the facility.

Question 2.3 and 2.4

Evidence examples

Using the sample selected, the assessor will check there are:

- written terms and conditions of contracts. If the site is unable to provide this documentation, the assessor will answer the relevant control point question as 'no'
- signed terms and conditions of contracts. A signed contract is an indication of the effectiveness and thoroughness of the system. If there is a legitimate reason why a worker did not sign their contract, the assessor will mark the control point as 'partial'
- appointment letters and other documentary evidence showing that workers were told, before they started work, about the terms and conditions and that the requirements of the job were explained
- attendance registers of training where workers have been informed about their terms and conditions (e.g. during induction training)
- There is a termination clause in the contract that describes the procedure by which workers can end their employment relationship
- Workers can explain how they would go about terminating their contract
- Documents exist that demonstrate other workers have voluntarily terminated their employment relationship in the past (e.g. written resignation letters that have been kept on file).

Question 2.5

Evidence examples

- Written policies and procedures on loans and other advantages offered to workers.
- Payrolls and timesheets showing any loan amounts and repayments made.
- Personnel files containing loan requests, terms of offer and signed agreements.
- Training records for the workers where they have been informed about the loan policy or procedure.
- Evidence that workers are not indebted to the employer through loans or other forms of exploitation.

Question 2.6 and 2.7

Evidence examples

- A trade union can be represented onsite and workers are actively engaged.
- The election can be confirmed through documentation showing that an election has taken place or by talking to workers.
- A collective bargaining agreement is in place that has been agreed between senior management and the trade union or workers' committee.
- Minutes of meetings between trade union/worker representatives and management.
- There is evidence that workers have been made aware of their right to join a trade union or workers' committee (e.g. information on a rest area noticeboard or included in the employee handbook).

Question 2.8

Evidence examples

- The site has a formal procedure for checking the age of new workers that is consistently applied. Age verification is likely to differ from place to place, but it should be documented.
- Terms and conditions of contract that confirm the age of the individual has been verified. For example, it states the worker's date of birth, which is consistent with their human resources record and proof of identification.

Question 2.9 and 2.10

Evidence examples

- Human resources records show that the site employs young workers who meet the ILO's definition of a young worker, as well as complying with local law.
- The contracts of young workers are signed by a parent/legal guardian.
- The payroll records or worker rotas confirm that young workers do not engage in the following:
 - working overtime or at night
 - using hazardous chemicals
 - working in dangerous conditions or with dangerous equipment
 - performing any other task that may be considered hazardous or detrimental to their physical or emotional health and development.
- Training records for all young workers.
- Training plans for career development of young workers.

Question 2.11, 2.12 and 2.13

Evidence examples

- A site demonstrates that it is aware of the national minimum wage and – where it exists – has a copy of the latest government information.
- The site subscribes to a legal advisory service that informs them of changes to the minimum wage.
- The site is a member of a trade or employers' association.
- Payroll records show that workers receive at least the legal minimum wage where this exists.
- The HR/payroll administrator is aware of whether there is a legal minimum wage and the associated details.
- No non-statutory deductions are made without the workers' written consent. For example, payment for employment deposits, uniforms or personal protective equipment.
- Workers' payslips include:
 - workers' details, including their given and family names and place of address
 - period to which the payment relates
 - hours worked (ordinary and overtime)
 - rate of pay (ordinary and overtime)
 - details of any statutory deductions
 - gross pay (i.e. the amount due to be paid before any deductions)
 - net pay (i.e. the amount paid after deductions).

Question 2.14, 2.15 and 2.16

Evidence examples

- An effective system that accurately records and monitors working hours such as a clock in clock out system.
- Records demonstrate that workers do not work more than 48 ordinary hours per week and 12 hours overtime per week (or a combined 60 hours per week).
- Exceptions to the above are managed in accordance with recommended and/or regulated best practice as well as national legislation.
- Workers confirm that overtime requests are voluntary and that they are paid for it at a premium.

Question 2.17 and 2.18

Evidence examples

- A written disciplinary procedure is in place and used when it is necessary.
- The procedure has been communicated to all staff and is always available (e.g. on noticeboards or in the staff handbook).
- All disciplinary cases are recorded in line with the procedure, including the details of the investigation and the outcome.

Section 3: Health and safety at work

Core statement: A healthy and safe workplace must be provided, with adequate steps to prevent accidents, injuries and to minimise hazards in the working environment.

Question 3.1 and 3.2

Evidence examples

- A documented health and safety risk assessment has been completed to cover all activities taking place on the site.
- This risk assessment is signed and dated in the last 12 months to show it has been reviewed by the health and safety senior manager and worker representatives at dedicated meetings.
- Staff and workers are aware of their health and safety responsibilities outlined in the risk assessment.
- Robust controls are in place to reduce the occurrence of health and safety incidents for the hazards identified in the risk assessment.

Question 3.3

Evidence examples

- Formal and written confirmation that a named senior manager has been appointed as responsible for health and safety issues on site (e.g. a letter confirming the appointment).
- There is an elected health and safety representative, who was nominated by the workers without the intervention of senior management. The representative should have been formally appointed and the letter/email should be available for review.

Question 3.4

Evidence examples

- The appointed senior manager demonstrates a good understanding of their responsibilities, including the oversight of the health and safety risk assessment.
- Training records show that basic health and safety induction training for all workers has taken place and recorded (e.g. signed attendance sheets).
- Workers know who their health and safety representative is and demonstrate they understand their rights and responsibilities regarding health and safety in the workplace.
- Records that basic health and safety training has been regularly repeated and that specific training is provided to staff with new roles and responsibilities.
- Workers behave in a way that reflects an understanding of good health and safety practices (e.g. wearing personal protective equipment).

Question 3.5

Evidence examples

- Where there are hazards, there are signs that instruct the use of PPE. For example, hearing protectors (ear plugs) should be worn by workers operating noisy machinery.
- Workers are observed wearing the required PPE, and they confirm has been provided by the site free of charge.
- The PPE is regularly checked and replaced if it is defective. Everyone knows that they should report defective PPE to their health and safety worker representative.

Question 3.6

Evidence examples

- Precautionary screening records.
- Self-declarations from workers.
- Medical records or medical reports. (Note that the contents of medical records are private.)
- Regular questionnaires that assess high-risk workers' health, safety and well-being at work
- A hiring procedure that documents health screening requirements and controls.
- List of women on maternity leave.

Question 3.7 and 3.8

Evidence examples

- Hazardous substances are stored in locked areas where there are signs to advise there is restricted access for their use. The substances are stored in drip trays to ensure that they are properly contained.
- There are clear instructions in these areas on the handling of these substances, which may include work instructions that include dosages per substance and material safety data sheets that are produced by the substance manufacturer.
- PPE is available in these areas for staff and workers who are authorised to handle the hazardous substances.
- There is equipment in these areas that can be used if a substance leaks or spills, together with instructions on their use.
- A list of chemicals used by the site, and the technical data sheets.
- Training records for all personnel who work with hazardous substances.

Question 3.9, 3.10, 3.11, 3.12 and 3.13

Evidence examples

- A written procedure is displayed in all areas of the site, including production, staff rest and/or accommodation areas, and offices. The procedure shows the date it was last reviewed.
- Fire exit signs are clear and escape routes are not obstructed.
- Emergency equipment is available and functional, including smoke detectors and fire alarms.
- All workers have received training on the fire exit procedure, including where they should go in the event of an emergency.
- Workers can confirm they have participated in regular drills to test the effectiveness of the emergency procedures.

Question 3.14

Evidence examples

- First aid boxes are provided and kept fully stocked.
- There are nominated and trained first aiders. Their training has been documented and is available for review.
- Everyone knows what they should do if they are injured or unwell at work and who the first aiders are.
- An accident book where accidents are recorded, including the actions taken, who administered first aid and whether further medical care was needed.

Question 3.15, 3.16 and 3.17

Evidence examples

- Buildings are maintained both internally and externally.
- Maintenance records confirm that all equipment and machinery is well-maintained and operating safely.
- Hazards are clearly marked.
- Electrical installations (generation and distribution) are safe, have restricted access (with signs) and are in good condition.
- Adequate, appropriate and relevant signage is displayed throughout the workplace and everyone onsite understands what the signs mean.
- Everyone understands the purpose of the signs and the restricted access to controlled areas.

Question 3.18, 3.19, 3.20, 3.21

Evidence examples

- Clean drinking water is provided in or near the place of work.
- Clean and private toilet facilities are provided within or near the place of work, with records showing they are regularly serviced.
- Handwashing facilities are provided with soap and clean running water.
- Where applicable, facilities are provided for workers to store their food to eat during breaks.
- Where workers are required to change clothes, facilities are provided to store their own clothes.
- Facilities are provided so workers can securely store their personal belongings and valuables while they are working.
- In all cases, workers confirm they have unrestricted access to these facilities.

Section 4: Identification of human rights risks and anti-bribery practices

Core statement: It is mandatory requirement that workers are treated with dignity and respect and that basic human rights are upheld. It is mandatory that the business commits to the highest standards of ethical conduct and integrity within its own operations and takes all necessary measures to ensure that the same principles are applied and observed by its suppliers.

Question 4.1 and 4.2

Evidence examples

- A form of evidence confirming the appointment of the senior manager responsible for ensuring the site respects and upholds basic human rights.
- Organisational chart that shows the senior manager responsible for human rights.
- The senior manager confirms that they understand their responsibilities for human rights.
- Documented evidence of the human rights issues that could exist and policies explaining how they would be managed or mitigated.

Question 4.3 and 4.4

Evidence examples

- A policy framework and written recruitment procedure incorporating safeguards to prevent workers from incurring debt in the process of obtaining work. For example, they are not required to pay anyone money to secure their job.
- Where workers are required to present their identity documents as part of the verification/induction process, they confirm that managers return them within a reasonably short time and that the site has not retained any other possessions.
- Minutes of meetings between the site and its recruitment agency that show the policy on forced and bonded labour is actively managed.
- Workers, particularly migrant workers, confirm that they were not asked to pay any form of deposit or debt bond to secure their job.
- Payroll records and payslips show that workers are paid their salaries in full (minus statutory deductions such as income tax) and that no non-statutory deductions are made.

Question 4.5 and 4.6

Evidence examples

The business can show:

- it is a registered legal entity. For example it has a company registration number and is tax registered
- an audited financial statement or evidence of tax returns, together with receipts that show social security payments
- a declaration signed – and, where required by law, published – by senior management (or its representative) clearly stating the company's commitment to its anti-bribery, anti-corruption and fraud prevention policy
- all legal permits, operating licences and registrations required to trade are in place and up to date
- evidence that a senior manager has been appointed as being responsible for this policy, via a job description or written communication
- the company policy clearly prohibits unethical and illegal behaviour and expressly states that it will not be tolerated
- evidence that this policy has been communicated to all personnel on site, including attendance records showing that staff and workers have received training. In addition, the policy is displayed on noticeboards
- staff know about the policy and why they have received training about it
- there are additional written terms for individuals who have been identified to be at a higher risk of exposure to bribery, corruption or fraud. The terms have been signed to show the workers understand their responsibility to manage the risks related to their jobs.

Question 4.7 and 4.8

Evidence examples

- A written policy on data protection and information security.
- The policy has been communicated to staff and workers at team meetings and is displayed on noticeboards or in the staff handbook.
- Training has been provided to staff and workers on the policy requirements and their responsibilities for protecting data and keeping information secure.
- There is evidence a senior manager has been appointed as being responsible for this policy, via a job description or written communication.

Appendix 1

Sources of further information

Global Standard Ethical Trade and Responsible Sourcing

The Ethical Appraisal Tool operates in alignment with the principles outlined in the Global Standard Ethical Trade and Responsible Sourcing, which encompass fundamental human rights principles such as child labour, forced labour, fair remuneration, health and safety standards, discrimination, harassment and abuse prevention, human trafficking prevention, and corporate governance. These principles serve as the cornerstone not only for ethical trade but also for the development of a robust and comprehensive ethical management system.

BRCGS Standards

BRCGS issues a series of globally recognised standards for food manufacturers, storage and distribution companies, agents and brokers, and packaging manufacturers. Our standards and guidance material can be found on the BRCGS website, www.brcgs.com.

Global Standard Agents and Brokers
Global Standard Consumer Products
Global Standard Ethical Trade and Responsible Sourcing
Global Standard Food Safety
Global Standard Gluten-Free
Global Standard Packaging Materials
Global Standard Retail
Global Standard START!
Global Standard Storage and Distribution

Participate and training

BRCGS publishes a series of best-practice guidelines on topics including complaint handling, pest control, internal auditing, product recall, traceability and foreign-body detection. We also provide over 65 interactive courses developed and delivered by experts across the world and aimed at auditors, certification bodies and food safety professionals.

Details of BRCGS publications, training, courses and events can be found on our website, www.brcgs.com.

Participate is a document information management system that provides users with access to BRCGS content in addition to wider supply chain assurance material. It is a managed online service that sites certified to any one of four BRCGS standards (Agents and Brokers, Food, Packaging Materials, Storage and Distribution) to access the content of our Standards, modules and other supporting documents across many devices. Register via www.lgcassure.com.

International Labour Organization

The International Labour Organization (ILO) is an organisation that brings together governments employers and workers. The organisation sets labour standards, develops policies and promotes decent work for all men and women. Their NATLEX database contains details of legislation covering 196 countries. www.ilo.org

The table below presents background information on the primary issues pertaining to the four sections of the ethical appraisal. The second column offers additional details for readers interested in delving deeper into specific issue areas. The third column includes links to international databases, curated to assist assessors in obtaining more comprehensive information.

Issue	Background information	Link to resources
Child labour	ILO (convention 182) www.ilo.org/ipecc/facts/ILOconventionsonchildlabour/lang--en/index.htm Ethical Trading Initiative www.ethicaltrade.org/issues/child-labour ILO (conventions 100 and 111) www.ilo.org/global/topics/equality-and-discrimination/lang--en/index.htm Ethical Trading Initiative www.ethicaltrade.org/eti-base-code/7-no-discrimination-practiced	NATLEX ILO database of national labour, social security and human rights legislation, with options to search by country or subject www.ilo.org/dyn/natlex/natlex4.home?p_lang=en
Forced/bonded labour	ILO (convention 29) www.ilo.org/global/topics/forced-labour/lang--en/index.htm Ethical Trading Initiative www.ethicaltrade.org/eti-base-code/1-employment-freely-chosen/ UN Guiding Principles for Business and Human Rights www.business-humanrights.org/en/un-guiding-principles	
Freedom of association and collective bargaining	ILO (convention 87) – Ethical Trading Initiative www.ethicaltrade.org/eti-base-code/2-freedom-association-and-right-to-collective-bargaining-are-respected	
Minimum age	ILO (convention 138) www.ilo.org/ipecc/facts/ILOconventionsonchildlabour/lang--en/index.htm Ethical Trading Initiative www.ethicaltrade.org/issues/child-labour	
Minimum wage	ILO (convention 138) www.ilo.org/ipecc/facts/ILOconventionsonchildlabour/lang--en/index.htm Ethical Trading Initiative www.ethicaltrade.org/issues/child-labour	

Issue	Background information	Link to resources
Occupational safety and health	ILO (convention 155) www.ilo.org/global/topics/safety-and-health-at-work/lang--en/index.htm Ethical Trading Initiative www.ethicaltrade.org/eti-base-code/3-working-conditions-are-safe-and-hygienic	NATLEX www.ilo.org/dyn/natlex/natlex4.home?p_lang=en LEGOSH ILO global database on occupational safety and health legislation www.ilo.org/dyn/legosh/en/f?p=14100:1:::NO
Working hours	ILO (conventions 1 and 30) www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/working-time/lang--en/index.htm Ethical Trading Initiative www.ethicaltrade.org/eti-base-code/6-working-hours-are-not-excessive	NATLEX www.ilo.org/dyn/natlex/natlex4.home?p_lang=en



Ethical Trade
and Responsible
Sourcing

BRCGS
LGC - Floor 2
80 Victoria Street
London SW1E 5JL

T: +44 (0)20 3931 8150
E: brcgs.enquiries@lgcgroup.com

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