FSC Self-Assessment for FSC Core Labor Requirements Canada

This self-assessment is designed for FSC Chain of Custody (CoC) Certificate Holders (CHs) in Canada to demonstrate conformance with the FSC core labour requirements. With the publication of FSC-STD-40-004 V3-1, CHs are required to complete a self-assessment and comply with the FSC core labour requirements by December 31, 2022.

The certification body (CB) will use the completed self-assessment to guide the audit and verify conformance with the standard. The process applies the organization's knowledge of its operations and compliance with applicable laws to assist the auditor in completing the audit. Organizations should submit a completed self-assessment to their certification body prior to their scheduled audit.

CHs and organizations wishing to become certified are not required to use this self-assessment but would need to substitute it with a similar tool to conform with FSC requirements. The use of this self-assessment template does not guarantee conformity with the FSC core labour requirements. It is the responsibility of the organization to conform with FSC requirements.

To assist certificate holders, the following information has been appended to this template:

- Canada's signatory to the eight fundamental ILO Conventions (Annex 1).
- Summary of applicable legislation in Canada related to FSC's core labour requirements (Annex 2).
- Examples of questions to answer when completing the self-assessment (Annex 3).

Certificate holders may reference additional laws or sources of information which are not included in this template and must still provide practical examples of how the organization complies with the FSC core labour requirements.

The self-assessment was prepared by FSC Canada. For further clarification or input to the self-assessment, please email info@ca.fsc.org.

Version History

Version	Date	Comment
1.0	15 December 2021	Publication

FSC Core Labour Requirements Self-Assessment

Attestation: I <u>Scott Gray</u>, hereby affirm that the following statements are true and correct to the best of my knowledge, and I acknowledge making a knowingly false statement can result in the suspension or termination of the certificate or non-issue of the certificate.

Signature

Mitchell Press Ltd.
Organization

January, 31, 2022 Date

Table A: Child Labour

Requirement	Questions and Additional Requirements	Answer and Evidence	
7.2 The organization shall not use child labor.7.2.1 The organization shall not employ workers below the age of 15, or	a) Does your organization comply with Clause 7.2? If yes, continue at c).	 ☑ Yes, I comply with the applicable legislation which addresses this Core Labour Requirement, which is identified in Annex 2. ☐ No, see b) 	
below the minimum age as stated under national, or local laws or regulations, whichever age is higher, except as	b) If the answer is no to a) above, please describe how or why your organization does not comply with Clause 7.2.	na	
specified in 7.2.2. 7.2.2 In countries where the national law or regulations permit the employment of persons between the ages of 13 to 15 years in light work, such employment should not interfere with schooling nor, be	c) For the individuals employed by you at the site/sites holding the certificate, describe how your organization knows it complies with Clause 7.2.	I can demonstrate this compliance in the following ways: □ Upon initial hiring, our organization maintains records of each employee's date of birth to ensure that there are no employees hired below the minimum regulated age. This process demonstrates that we meet the FSC Core Labour Requirement.	
harmful to their health or development. Notably, where children are subject to compulsory education laws, they shall work only outside of school hours during normal day-time working hours.	d) Identify any documents or other records (and their location) that you rely upon to verify compliance with Clause 7.2.	 □ Other: Documents, records or policies, etc. that demonstrate compliance with this FSC Core Labour Requirement are as follows: ☑ Individual Employment Records □ Other (please specify): 	
7.2.3 No person under the age of 18 is employed in hazardous or heavy work except for the purpose of training within approved national laws and regulation. 7.2.4 The organization shall prohibit the worst forms of child labor.	e) Identify any legal obligations that you believe may impact your ability to comply with Clause 7.2. Please describe them, and how they impact your ability to comply with Clause 7.2. f) Attach a policy statement, or statements, made by your organization that encompasses Clause 7.2.	na ☐ See attached policies, statements, etc. ☐ See online public policies at: ☐ Other (please specify):	

Table B: Forced Labor

Requirement	Questions and Additional Requirements	Answer and Evidence
7.3 The organization shall eliminate all forms of forced and compulsory labor.	a) Does your organization comply with Clause 7.3? If yes, continue at c).	☑ Yes, I comply with the applicable legislation which addresses this Core Labour Requirement, which is identified in Annex 2.
7.3.1 Employment		□ No, see b)
relationships are voluntary and based on mutual consent, without the threat of a penalty.	b) If the answer is no to a) above, please describe how or why your organization does not comply with Clause 7.3?	
7.3.2 There is no evidence of any practices indicative of forced or compulsory labor, including, but not limited to, the following:	c) For the individuals employed by you at the site/sites holding the certificate, describe how your organization knows it complies Clause 7.3?	I can demonstrate this compliance in the following ways: ☐ We have a policy on the prohibition of forced labor, which demonstrates that we meet this FSC Core Labour Requirement.
 physical and sexual violence bonded labor withholding of wages /including payment of employment fees 		☐ Our Employment offer letters/work agreements/contracts demonstrates that employees can leave upon notice to the employer and therefore we meet this FSC Core Labour Requirement.
and or payment of		☐ Other (please specify):
deposit to commence employment restriction of	d) Identify any documents or other records (and their location) that you rely upon to verify compliance with Clause 7.3.	Documents, records or policies, etc. that demonstrate compliance with this FSC Core Labour Requirement are as follows:
mobility/movementretention of passport and identity		☐ Policy on the prohibition of forced labor
documents threats of denunciation to the		⊠ Employment offer letters/work agreements/contracts
authorities.		☐ Other (please specify):
	e) Identify any legal obligations that you believe may impact your ability to comply with Clause 7.3. Please describe them, and how they impact your ability to comply with Clause 7.3.	Our manufacturing staff are unionized members of UNIFOR and in conformance with Canadian and BC Law
	f) Attach a policy statement, or statements, made by your organization that encompasses Clause 7.3.	☐ See attached policies, statements, etc.☐ See online public policies at:
	, , , , , , , , , , , , , , , , , , , ,	☐ Other (please specify):

Table C: Discrimination in Employment and Occupation

Requirement	Questions and Additional Requirements	Answer and Evidence
7.4 The organization shall ensure that there is no discrimination in employment and	a) Does your organization comply with Clause 7.4? If yes, continue at c).	⊠Yes, I comply with the applicable legislation which addresses this Core Labour Requirement, which is identified in Annex 2.
occupation.		□ No, see b)
7.4.1 Employment and occupation practices are non-discriminatory.	b) If the answer is no to a) above, please describe how or why your organization does not comply with Clause 7.4.	Our manufacturing staff are members of UNIFOR union
	c) For the individuals employed by you at the	I can demonstrate this compliance in the following ways:
	site/sites holding the certificate, describe how your organization knows it complies with Clause 7.4.	☐ We have an equal opportunity policy, which demonstrates that we meet this FSC Core Labour Requirement.
		☐ Our Employment offer letters/work agreements/contracts include an equal opportunity statement, which demonstrates that we meet this FSC Core Labour Requirement.
		☐ Our job announcements have an equal opportunity statement, which demonstrates that we meet this FSC Core Labour Requirement.
		☐ Other (please specify):
	d) Identify any documents or other records (and their location) that you rely upon to verify compliance with Clause 7.4.	Documents, records or policies, etc. that demonstrate compliance with this FSC Core Labour Requirement are as follows:
		☐ Equal opportunity policy
		⊠ Employment offer letters/work agreements/contracts
		☐ Job advertisements
		☐ Other (please specify):
	e) Identify any legal obligations that you believe may impact your ability to comply with Clause 7.4. Please describe them, and how they impact your ability to comply with Clause 7.4.	

f) Atta	ach a policy state	ment, or		See	attached	policies,
	ments, made l		state	ements,	etc.	
	nization mpasses Clause	that 7.4.	□s	ee onlin	e public polic	ies at:
				ther (ple	ease specify):	

Table D: Freedom of Association and the Right to Collective Bargaining

Requirement	Questions and Additional Requirements	Answer and Evidence	
7.5 The organization shall respect freedom of association and the effective right to	a) Does your organization comply with Clause 7.5? If yes, continue at c).		
collective bargaining.		□ No, see b)	
7.5.1 Workers are able to establish or join worker organizations of their own choosing.	b) If the answer is no to a) above, please describe how or why your organization does not comply with Clause 7.5.	na	
7.5.2 The organization respects the full freedom	c) For the individuals employed by you at the	I can demonstrate this compliance in the following ways:	
of workers' organizations to draw up their constitutions and rules.	site/sites holding the certificate, describe how your organization knows it complies with Clause 7.5.	☐ We have organizational policies, which demonstrates that we meet this FSC Core Labour Requirement.	
7.5.3 The organization respects the rights of workers to engage in lawful activities related to		○ Our collective bargaining agreement demonstrates that we meet this FSC Core Labour Requirement.	
forming, joining or assisting a workers' organization, or to refrain from doing the same, and will not discriminate		☐ We have minutes or documents from meetings related to the development of the collective bargaining agreement.	
or punish workers for exercising these rights. 7.5.4 The organization		☐ We have documented evidence and records of the workers' representative(s) elections.	
negotiates with lawfully		☐ Other (please specify):	
established workers' organizations and/ or duly selected representatives in good faith and with the best	d) Identify any documents or other records (and their location) that you rely upon to verify compliance with Clause	Documents, records or policies, etc. that demonstrates compliance with this FSC Core Labour Requirement are as follows:	
efforts to reach a collective bargaining	7.5.	☐ Organizational policies	
agreement.		□ Collective bargaining agreement	
7.5.5 Collective bargaining agreements are implemented where they exist.		☐ Minutes or documents from meetings related to the development of the collective bargaining agreement.	
		☐ Documented evidence and records of the workers' representative(s) elections.	
		☐ Other (please specify):	

e) Identify any legal obligations that you believe may impact your ability to comply with Clause 7.5. Please describe them, and how they impact your ability to comply with Clause 7.5.	na
f) Attach a policy statement, or statements, made by your organization that encompasses Clause 7.5.	☐ See attached policies, statements, etc.☐ See online public policies at:
	☐ Other (please specify):

Annex 1: Canada's Signatory to the Eight Fundamental ILO Conventions

ILO Agreement	Ratified by	Status
	Canada	
ILO 29: Forced Labour Convention, 1930	June 2011	In force
ILO 87: Freedom of association and protection of rights to	March 1972	In force
organize convention, 1948		
ILO 98: Rights to organize and collective bargaining	June 2017	In force
convention, 1949		
ILO 100: Equal remuneration convention, 1951	November 1972	In force
ILO 105: Abolition of Forced Labour Convention, 1957	July 1959	In force
ILO 111: Discrimination (Employment and Occupation)	November 1964	In force
Convention, 1958		
ILO 138: Minimum Age Convention, 1973	June 2016	In force
ILO 182: Worst Forms of Child Labour Convention, 1999	June 2000	In force

Annex 2: Summary of Applicable Legislation in Canada related to the FSC Core Labour Requirements

The following table summarizes the applicable legislation for each province and territory which addresses the FSC Core Labour requirements (child labour, forced labour, discrimination in employment and occupation, and freedom of association and the right to collective bargaining). Refer to the weblinks below for additional information with respect to each cited legislation.

Province or Territory	Aŗ	pplicable Legislation
Alberta	A.	Child Labour Alberta Employment Standards Rules - Youth Employment Laws https://www.alberta.ca/alberta-employment-standards-rules.aspx
		Employees 13 to 14 years of age may be employed in any of the following jobs without a permit:
		 clerk or messenger in an office or retail store delivery person for small goods and merchandise for a retail store delivering flyers, newspapers and handbills
		A permit is not required for the following jobs as of November 1, 2020: • light janitorial work in offices • tutorial
		 coach for a recreational athletic club or association food service employee in a restaurant or other establishment where food is prepared and served or sold
		Employees 15 to 17 years old have special restrictions:
		 Employees who are 15 years of age cannot work during regular school hours unless enrolled in an off-campus education program
		 Employees 15 to 17 years of age who work in retail or hospitality can only work between 9 pm and 12 am with adult supervision, and they can't work between 12:01 am and 6 am
		 Employees 15 to 17 years of age who work in jobs that are not in retail or hospitality can work between 12:01 am and 6:00 am. However, they require parental or guardian consent and adult supervision
	В.	Forced Labour
		Employment Standards Code
		https://www.qp.alberta.ca/1266.cfm?page=e09.cfm⋚_type=Acts&isbncln=978 0779826223&display=html
		The Code establishes Alberta's minimum standards of employment in many areas including payment of wages, employment records, hours of work, overtime, vacation and holidays, parental leave, other leaves of absence, termination of employment, layoff and recall, restriction on employment of children. It establishes the processes by which an employee can seek recourse if the standards have not been met, such as complaints investigation, determinations and appeals.

C. Discrimination in Employment and Occupation

Alberta Human Rights Commission - Rights and Responsibilities as an Employee

https://albertahumanrights.ab.ca/employment/employee_info/Pages/employee_rights_and_responsibilities.aspx

The Act prohibits discrimination in employment based on the protected grounds of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, and sexual orientation. The Act also states that employers are expected to create an inclusive workplace that respects the dignity of every individual and that employees can play an important role in creating an inclusive workplace by understanding their rights and responsibilities under the Act.

D. Freedom of Association and the Right to Collective Bargaining

Alberta Government Labour Relations Code

Alberta Queen's Printer:

https://www.qp.alberta.ca/1266.cfm?page=L01.cfm&leg_type=Acts&isbncln=9780779824410

The Code sets out requirements regarding Alberta labour relations for most employers and unions, including health care and construction. Included are roles and rights for certification, bargaining and managing/resolving disputes. An employee has the right (a) to be a member of a trade union and to participate in its lawful activities, and (b) to bargain collectively with the employee's employer through a bargaining agent.

British Columbia

A. Child Labour

British Columbia Employment Standards - Hiring Young People https://www2.gov.bc.ca/gov/content/employment-business/employment-standards/hiring/young-people#light-work

A parent or guardian needs to provide written permission for their child to work, and the employer must keep a record of the written consent. Children who are under 16 years old cannot:

- · Be required to work during school hours
- Work more than 4 hours on school days
- Work more than 7 hours on a non-school day
- Work more than 20 hours in a week with 5 school days
- Work more than 35 hours a week when school is not in session

There are different requirements for hiring young people depending on the age of the child. Children under the age of 16 must only be hired for light work, meaning occupations that are not considered harmful to a child's health or development. Employers intending to hire children under 16 need to apply for a child employment permit if the child will be performing any tasks not listed as light work.

B. Forced Labour

Employment Standards Act

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00 96113 01

The Act defines several requirements related to the protection for employees, such as wages, records and gratuities, hours of work and overtime, holidays, leaves of absence, annual vacations, termination of employment, investigation, complaints and determinations, employment Standards Tribunal, appeals and general provisions.

C. Discrimination in Employment and Occupation

B.C. Human Rights Code - Discrimination in Employment https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00 96210 01

The Code states that a person must not (a) refuse to employ or refuse to continue to employ a person, or (b) discriminate against a person regarding employment or any term or condition of employment because of the race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.

D. Freedom of Association and the Right to Collective Bargaining BC Labour Relations Code, Collective Bargaining

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96244 01

The Code states that every employee is free to be a member of a trade union and to participate in its lawful activities. A trade union or employer must not fail or refuse to bargain collectively in good faith in British Columbia and to make every reasonable effort to conclude a collective agreement.

Manitoba A. Child Labour

Manitoba Employment Standards - Young Employees https://www.gov.mb.ca/labour/standards/category,youngworkers,factsheet.html

The Standards state that young people, who are 13, 14, or 15 years of age, need to complete a Young Worker Readiness Certificate Course before they can begin working, and there are rules that restrict their hours of employment and the types of work they can perform. Young people 13, 14, or 15 years of age cannot work at all between the hours of 11:00 p.m. and 6:00 a.m. During a school week, young people 13, 14, or 15 years of age can work up to 20 hours per week. Further, employees under 18 years of age cannot work in forestry, saw or pulp mills, confined spaces, underground in mines or on the face of open pit quarries, or in asbestos abatement and removal.

B. Forced Labour

Manitoba Employment Standards Code (C.C.S.M. c. E110) https://web2.gov.mb.ca/laws/statutes/ccsm/e110e.php

The Code defines several requirements related to the protection for employees, such as minimum wage and payment of wages, hours of work, overtime, holidays and vacations, day of rest and breaks, leaves of absence, parental leave, termination of employment, equal wages, employment of young persons, complaints, investigations and determinations, Manitoba Labour Board, appeal, prohibition against unfair employment practices and employment records.

C. Discrimination in Employment and Occupation Manitoba Human Rights Code - Discrimination in Employment

https://web2.gov.mb.ca/laws/statutes/ccsm/h175e.php

In the Code, one meaning of "discrimination" is described as the differential treatment of an individual or group on the basis of any characteristic referred to in subsection (2).

The applicable characteristics are noted in subsection (2) as (a) ancestry, including colour and perceived race; (b) nationality or national origin; (c) ethnic background or origin; (d) religion or creed, or religious belief, religious association or religious activity; (e) age; (f) sex, including sex-determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy; (g) gender identity; (h) sexual orientation; (i) marital or family status; (j) source of income; (k) political belief, political association or political activity; (l) physical or mental disability or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device; (m) social disadvantage.

Subsection 14(1) identifies that no person shall discriminate with respect to any aspect of an employment or occupation, unless the discrimination is based upon bona fide and reasonable requirements or qualifications for the employment or occupation.

D. Freedom of Association and the Right to Collective Bargaining

Manitoba Labour Relations Act - Unfair Labour Practices and Infringement of Rights

https://web2.gov.mb.ca/laws/statutes/ccsm/I010e.php

The Act identifies that every employee has the right (a) to be a member of a union; (b) to participate in the activities of a union; and (c) to participate in the organization of a union. Every person who interferes with the right of an employee under subsection (1) or the right of an employer under subsection (2) commits an unfair labour practice.

32(1) Nothing in this Act deprives any person of his freedom to express his views if he does not use intimidation, coercion, threats, or undue influence or interfere with the formation or selection of a union.

Subject to subsection 32(1), every employer or employers' organization, and every person acting on behalf of an employer or an employers' organization, who participates in, or interferes with, the formation, selection, or administration of a union, or the representation of employees by a union that is the bargaining agent for the employees, or contributes financial or other support to a union, commits an unfair labour practice.

New Brunswick

A. Child Labour

New Brunswick Employment Standards – Employment of Children https://www2.gnb.ca/content/gnb/en/services/services_renderer.19676.Employment_of_Children.html

The Act places restrictions on the employment of persons who are under the age of 16 years. An employer is prohibited from employing a person who is under the age of 16 years in employment that is or is likely to be unwholesome or harmful to the person's health, welfare or moral or physical development. Additionally, no employer shall employ a person who is under the age of 16 years:

a. for more than six hours in any day;

- b. for more than three hours on any school day;
- c. on any day for a period which, when added to the time required for attendance at school on that day, would require the person to spend more than a total of eight hours attending school and working; or
- d. between the hour of 10 p.m. of any day and the hours of 6 a.m. of the following day.

No employer shall employ a child who is under 14 years of age:

- a. in any industrial undertaking;
- b. in the forestry industry;
- c. in the construction industry;
- d. in a garage or automotive service station;
- e. in a hotel or restaurant;
- f. in a theatre, dance hall or shooting gallery; or
- g. as an elevator operator.

B. Forced Labour

Employment Standards Act (S.N.B. 1982, c. E-7.2) http://laws.gnb.ca/en/showfulldoc/cs/E-7.2/20211119

The Act establishes New Brunswick's minimum standards of employment in many areas including minimum wage, hours of work, minimum reporting wage, weekly rest period, holidays and vacations, unjust dismissal and related unfair employer action, notice of termination, prompt payment of wage, equal pay for equal work, wage protection, foreign workers, children, maternity, leaves of absence, Minimum Wage Board, Labour and Employment Board, employment Standards officers, employer's records, complaints and administrative orders.

C. Discrimination in Employment and Occupation

New Brunswick Human Rights Act - Discrimination in employment (Deposited May 13, 2011)

https://www.gnb.ca/0062/acts/RS-2011/171.pdf

The Act states that no person shall, based on a prohibited ground of discrimination,

- a) refuse to employ or continue to employ any person, or
- b) discriminate against any person in respect of employment or any term or condition of employment.

For the purposes of this Act, the prohibited grounds of discrimination are: (a) race, (b) colour, (c) national origin, (d) ancestry, (e) place of origin, (f) creed or religion, (g) age, (h) physical disability; (i) mental disability; (j) marital status; (k) family status; (l) sex; (m) sexual orientation; (n) gender identity or expression; (o) social condition, and (p) political belief or activity.

D. Freedom of Association and the Right to Collective Bargaining

New Brunswick Industrial Relations Act http://laws.gnb.ca/en/showtdm/cs/l-4/l-4/se:156

The Act sets requirements related to the freedom and rights of trade unions and employers' organizations as well as the employer and employee rights. The Act specifically states that every employee has the right to be a member of a trade union and to participate in the lawful activities thereof. The Act further sets

requirements for freedom from coercion, voting rights, offences regarding collective agreement and specifies provisions to prevent discrimination against an employee.

Newfound and and Labrador

Newfound A. Child Labour

Newfoundland and Labrador Employment Standards – Employment of Children

https://www.retailcouncil.org/wp-content/uploads/2018/08/labour_relations_work-1.pdf

The Act places restriction on the employment of children under the age of 16. An employer is prohibited from employing a child who is under the age of 16 in employment that is likely to be unwholesome or harmful to the child's health or normal development, or if it is going to hamper the child's attendance at school.

Additionally, an employer shall not employ a child under 16 to work:

- for more than 8 hours a day
- for more than 3 hours on a school day
- on a day for a period that, when added to the time required for attendance at school on that day, totals more than 8 hours
- between 10p.m. of 1 day and 7a.m. of the following day
- in circumstances that would prevent the child from obtaining a rest period of at least 12 consecutive hours a day
- in occupations that are prescribed as hazardous

An employer shall not employ a child under age 14 unless the work is prescribed in the regulations under the Act. Before employing a person under the age of 16, an employer must obtain the written consent of the parent or guardian. This consent must be kept as part of the record of the employment and the age of the child shall be specified in the written consent.

B. Forced Labour

Labour Standards Act

https://assembly.nl.ca/Legislation/sr/statutes/l02.htm https://www.retailcouncil.org/wp-content/uploads/2018/08/labour_relations_work-1.pdf

The Act establishes the employment standards in Newfoundland and Labrador in areas including hours of work (including overtime and breaks), minimum wages, wage protections and tips, annual vacations and holidays, parental leaves and other leaves of absence, notice of termination of employment, employment of children, Labour Standards Board and Director of Labour Standards.

C. Discrimination in Employment and Occupation

Newfoundland and Labrador Human Rights Act, 2010 - Chapter H-13.1 https://www.assembly.nl.ca/Legislation/sr/statutes/h13-1.htm

For the purposes of this Act, the prohibited grounds of discrimination are race, colour, nationality, ethnic origin, social origin, religious creed, religion, age, disability, disfigurement, sex, sexual orientation, gender identity, gender expression, marital status, family status, source of income and political opinion.

The Act protects from discrimination in employment by requiring that an employer, or a person acting on behalf of an employer, shall not refuse to employ or to continue to employ or otherwise discriminate against a person in regard to employment or a term or condition of employment on the basis of a prohibited ground of discrimination, or because of the conviction for an offence that is unrelated to the employment of the person.

D. Freedom of Association and the Right to Collective Bargaining

Newfoundland and Labrador Labour Relations Act, 1990 - Chapter L-1

https://www.assembly.nl.ca/legislation/sr/statutes/I01.htm

The Act is the statute that regulates labour relations and collective bargaining in the private sector. The Act contains provisions outlining the labour relations rights and responsibilities of employers, trade unions and employees. The Act guarantees employees the right to seek collective bargaining with their employers and establishes a framework for employees to make this choice freely.

Northwest Territories

A. Child Labour

Northwest Territories Employment Standards Act – SNWT 2021, c.4 https://www.justice.gov.nt.ca/en/files/legislation/employment-standards.a.pdf

The Act identifies a "youth" as a person 16 years of age or younger. Subject to Act, an employer shall ensure that a youth is not employed:

- a. on a construction site;
- b. in a production process at a pulp mill, saw mill or woodworking establishment;
- c. in a production process at a smelter, foundry, refinery or metal processing or fabricating operation;
- d. in a confined space;
- e. in a forestry or logging operation;
- f. as an operator of powered mobile equipment, a crane or a hoist;
- g. where exposure to a chemical or biological substance is likely to endanger the health or safety of the youth;
- h. in power line construction or maintenance; or
- i. in any prescribed occupation.

The Employment Standards Officer may request an employer to provide evidence that the employment of a youth is not likely to be detrimental to the health, education or moral character of the youth. The Employment Standards Officer may, by order, terminate the employment of a youth, if the Employment Standards Officer is not satisfied with the evidence provided.

No employer shall, without the written approval of the Employment Standards Officer, permit or require a youth to work at any time:

- a. between the hours of 11 p.m. on one day and 6 a.m. on the next day; or
- b. when the youth is required to attend school, except when he or she is engaged in a work program that is part of his or her school curriculum.

B. Forced Labour

Employment Standards Act - SNWT 2021, c.4

https://www.justice.gov.nt.ca/en/files/legislation/employment-standards/employment-standards.a.pdf

The Act establishes the employment standards in Northwest Territories in areas including pay and wages (such as minimum wages, hours of work, overtime pay, pay period), days of rest, holidays and vacations, parental leaves and other leaves of absence, termination and layoff, youth labour, record keeping, appointment of Officers, complaints, mediation and appeals, inspections.

C. Discrimination in Employment and Occupation

Northwest Territories Human Rights Act - 2021 SNWT 2020, c.13 https://nwthumanrights.ca/wp-content/uploads/2021/04/04-2021-Human-Rights-Act.pdf

For the purposes of this Act, the prohibited grounds of discrimination are race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, disability, sex, sexual orientation, gender identity or expression, marital status, family status, family affiliation, political belief, political association, social condition and a conviction that is subject to a pardon or record suspension.

The Act protects from discrimination in employment by identifying that no person shall, on the basis of a prohibited ground of discrimination, (a) refuse to employ or refuse to continue to employ an individual or a class of individuals; or (b) discriminate against any individual or class of individuals in regard to employment or any term or condition of employment.

D. Freedom of Association and the Right to Collective Bargaining

Blaney, McMurtry LLP, Canada: Labour Law - Yukon, Northwest Territories And Nunavut

https://www.mondaq.com/advicecentre/content/1532/Labour-Law--Yukon-Northwest-Territories-And-Nunavut

The federal government has exclusive legislative authority over the territories. While parliament has delegated a certain degree of self-government to the territories by way of legislation, its jurisdiction around labour relations remains intact.

Canada Labour Code R.S.C., 1985, c. L-2 https://laws-lois.justice.gc.ca/eng/acts/L-2/index.html

The Code outlines the basic freedoms of employees and employers. Every employee is free to join the trade union of their choice and to participate in its lawful activities while every employer is free to join the employers' organization of their choice and to participate in its lawful activities.

The Code preamble notes that there is a long tradition in Canada of labour legislation and policy designed for the promotion of the common well-being through the encouragement of free collective bargaining and the constructive settlement of disputes. Further, Canadian workers, trade unions and employers recognize and support freedom of association and free collective bargaining as the bases of effective industrial relations for the determination of good working conditions and sound labour management relations.

Nova Scotia

A. Child Labour

Nova Scotia Labour Standards – Employment of Children https://novascotia.ca/lae/employmentrights/children.asp

The Code has rules about when children may be employed in Nova Scotia. The laws about the employment of children do not apply to people who are 16 years and over. The law generally divides children into two groups: those under 14 and those under 16.

It is against the law to pay wages to a child under the age of 14 to do work that:

- is likely to be unwholesome or harmful to the child's health or normal development
- is likely to keep the child out of school or make it hard for the child to learn at school

It is against the law to employ a child under 14 to do work:

- for more than 8 hours a day
- for more than 3 hours on a school day unless a certificate has been issued under the *Education Act* to allow the child to work
- for any time during the day when that time plus the time the child is in school adds up to more than 8 hours
- between the hours of 10 pm of any day and 6 am of the next day

The Code says that no one is to employ a child under the age of 16 in certain types of work, such as mining, manufacturing, construction, forestry, work in garages and automobile service stations, work in hotels, work in billiard rooms, pool rooms, bowling alleys or theatres.

Employers may employ children aged 14 and 15 to work in restaurants provided they make sure these employees:

- · are not operating cooking equipment
- are provided with safety training on all equipment and
- are provided with adequate supervision

B. Forced Labour

Labour Standards Code, Chapter 246 of the Revised Statutes, 1989 https://www.nslegislature.ca/sites/default/files/legc/statutes/labour%20standards %20code.pdf

The Code establishes Nova Scotia's minimum standards of employment in many areas including records, Labour Board, complaint, employee protection, vacations and holidays, minimum wages, equal pay, parental leaves and other leaves of absence, hours of labour, employment of children, termination of employment, protection of pay and appeals.

C. Discrimination in Employment and Occupation

Nova Scotia Human Rights Act, Chapter 214 of the Revised Statutes, 1989 https://nslegislature.ca/sites/default/files/legc/statutes/human%20rights.pdf

The Act identifies that no person shall in respect of employment; discriminate against an individual or class of individuals on account of (h) age; (i) race; (j) colour; (k) religion; (l) creed; (m) sex; (n) sexual orientation; (na) gender identity; (nb) gender expression; (o) physical disability or mental disability; (p) an irrational fear of contracting an illness or disease; (q) ethnic, national or aboriginal origin; (r) family status; (s) marital status; (t) source of income; (u) political belief, affiliation or activity; (v) that individual's association with another individual or class of individuals having characteristics referred to in clauses (h) to (u).

D. Freedom of Association and the Right to Collective Bargaining

Nova Scotia Trade Union Act, Chapter 475 of the Revised Statutes, 1989 https://nslegislature.ca/sites/default/files/legc/statutes/trade%20union.pdf

The Act states that every employee has the right to be a member of a trade union and to participate in its activities, while every employer has the right to be a member of an employers' organization and to participate in its activities.

The Act further identifies that employees, labour organizations and employers recognize and support freedom of association and free collective bargaining as the bases of effective labour relations for the determination of good working conditions and sound labour-management relations in the public and private sectors; AND the Government of Nova Scotia desires to continue, and extend, its support to labour and management in their co-operative efforts to develop good relations and constructive collective bargaining practices, and deems the development of good labour relations to be in the best interests of Nova Scotia.

Nunavut

A. Child Labour

Nunavut Labour Standards Act - Employment of Young Persons Regulations

http://www.nu-lsco.ca/legislation

The Regulations states the following:

- "Young person" means a person who has not attained 17 years of age.
- No person shall employ a young person in any construction industry unless the employer first obtains the approval in writing of the Labour Standards Officer.
- Where an employer employs a young person in any job or occupation, the
 employment is subject to the condition that the employer is, on request, able
 to satisfy the Labour Standards Officer that the employment of the young
 person is not liable to be detrimental to the health, education or moral
 character of the young person.
- No employer shall permit or require a young person to work at any time between the hours of 11 p.m. on one day and 6 a.m. on the next day unless he or she first obtains the approval in writing of the Labour Standards Officer.

B. Forced Labour

Consolidation of Labour Standards Act R.S.N.W.T. 1988, c.L-1 http://www.nu-

lsco.ca/phocadownloadpap/Labour%20Standards%20Act%20Consolidation.pdf

The Act establishes Nunavut's minimum standards of employment in many areas including hours of work (such as standard and maximum hours of work,ovetime pay, day of rest, permit to exceed maximum hours per day), minimum wages, termination of employment, holidays and annual vacations, parental leave and other leaves of absence, Labour Standards officers, inspections, Labour Standards Board, payroll records, payment of wages, appeals.

C. Discrimination in Employment and Occupation

Nunavut Consolidation of Human Rights Act S.Nu. 2003, c.12 https://www.canlii.org/en/nu/laws/stat/snu-2003-c-12/latest/snu-2003-c-12.html For the purposes of this Act, the prohibited grounds of discrimination are race, colour, ancestry, ethnic origin, citizenship, place of origin, creed, religion, age, disability, sex, sexual orientation, marital status, family status, pregnancy, lawful source of income and a conviction for which a pardon has been granted.

The Act protects from discrimination in employment by identifying that no person shall, on the basis of a prohibited ground of discrimination, (a) refuse to employ or refuse to continue to employ an individual or a class of individuals; or (b) discriminate against any individual or class of individuals in regard to employment or any term or condition of employment, whether the term or condition was prior to or is subsequent to the employment.

D. Freedom of Association and the Right to Collective Bargaining

Blaney, McMurtry LLP, Canada: Labour Law - Yukon, Northwest Territories
And Nunavut

https://www.mondaq.com/advicecentre/content/1532/Labour-Law--Yukon-Northwest-Territories-And-Nunavut

The federal government has exclusive legislative authority over the territories. While parliament has delegated a certain degree of self-government to the territories by way of legislation, its jurisdiction around labour relations remains intact.

Canada Labour Code R.S.C., 1985, c. L-2 https://laws-lois.justice.qc.ca/eng/acts/L-2/index.html

The Code outlines the basic freedoms of employees and employers. Every employee is free to join the trade union of their choice and to participate in its lawful activities while every employer is free to join the employers' organization of their choice and to participate in its lawful activities.

The Code notes that there is a long tradition in Canada of labour legislation and policy designed for the promotion of the common well-being through the encouragement of free collective bargaining and the constructive settlement of disputes. Further, Canadian workers, trade unions and employers recognize and support freedom of association and free collective bargaining as the bases of effective industrial relations for the determination of good working conditions and sound labour management relations.

Ontario

A. Child Labour

Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1 Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (ontario.ca) https://www.labour.gov.on.ca/english/hs/min_age.php

The Occupational Health and Safety Act sets the minimum ages to work as follows:

- 18 years of age for underground mines
- 16 years of age at a mining plant or surface mine
- 18 years of age for window cleaning
- 16 years of age for construction and logging operations
- 15 years of age for factory operations and repair shops
- 14 years of age for all other industrial establishments.

Under the Education Act, with certain exceptions, children must attend school until the age of 18 and employers are prohibited from employing children under the age of 16 years during school hours. There are minimum age requirements for certain industries and workplaces set by laws other than the Employment Standard Act. The minimum age requirement to work in most factories is 15 years of age while the minimum age requirement to work in logging operations is 16 years of age.

B. Forced Labour

Employment Standards Act, 2000 S.O. 2000, CHAPTER 41 https://www.ontario.ca/laws/statute/00e41

The Act establishes Ontario's minimum standards of employment in many areas including payment of wages, tips and other gratuities, records, hours of work and eating period, overtime pay, minimum wage, holidays and vacation, equal pay for equal work, benefit plans, leaves of absence (including parental leave), termination of employment, complaint and enforcement, employment standards officers.

C. Discrimination in Employment and Occupation

Ontario Human Rights Code R.S.O. 1990, CHAPTER H.19 https://www.ontario.ca/laws/statute/90h19

The Code protects from discrimination in employment by identifying that every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

D. Freedom of Association and the Right to Collective Bargaining

Ontario Labour Relations Act, 1995, S.O. 1995, c. 1, Sched. A <a href="https://www.canlii.org/en/on/laws/stat/so-1995-c-1-sch-a/latest/so-1995-c-1995-c-1-sch-a/latest/so-1995-c-1

The Act states that every person is free to join a trade union of the person's own choice and to participate in its lawful activities and that every person is free to join an employers' organization of the person's own choice and to participate in its lawful activities.

The Act notes several purposes, including to facilitate collective bargaining between employers and trade unions that are the freely designated representatives of the employees, to encourage co-operative participation of employers and trade unions in resolving workplace issues, and to promote the expeditious resolution of workplace disputes.

Prince Edward Island

A. Child Labour

Prince Edward Island Youth Employment Act https://www.princeedwardisland.ca/sites/default/files/legislation/Y-02-

https://www.princeedwardisland.ca/sites/default/files/legislation/Y-02/Youth%20Employment%20Act.pdf

The Act states the following:

• "Young person" means a person under the age of sixteen years.

- No employer shall employ a young person in employment that is or is likely to be harmful to the health or safety, or moral or physical development of the young person. No employer shall employ any young person in construction.
- No employer shall employ a young person (a) between the hours of 11:00 p.m. and 7:00 a.m.; (b) during normal school hours except pursuant to a recognized vocational training or apprenticeship program; or (c) for more than (i) three hours on any school day, (ii) eight hours on any day other than a school day, (iii) forty hours in any week.
- Where an employer employs a young person, he shall (a) act reasonably in assigning duties taking into account the age, knowledge, education and work experience of the young person; (b) identify any potential danger to health and safety known to him and give appropriate instruction to the young person; (c) personally supervise the work of the young person or ensure that at all times the work of the young person is supervised by an adult who has experience of the work; (d) provide adequate training and courses of instruction before authorizing the young person to perform unsupervised work.

B. Forced Labour

Employment Standards Act, updated June 12, 2018

https://www.princeedwardisland.ca/sites/default/files/legislation/E-06-2-Employment%20Standards%20Act.pdf

The Act establishes Prince Edward Island's minimum standards of employment in many areas including pay and protection of pay, holidays and vacation, hours of work, rest period, parental leave and other leaves of absence,, sexual harassment, notice of termination, complaints and enforcement (including protection of complainants), inspectors and Employment Standards Board.

C. Discrimination in Employment and Occupation

Workplace Rights: A Guide to the PEI Human Rights Act for Employers and Employees, 2010

http://www.gov.pe.ca/photos/sites/humanrights/file/Workplace%20Rights-englishweb.pdf

The Act protects the inherent dignity and worth of every human and provides for equal rights and opportunities free of discrimination. The Act prohibits discrimination in employment on the following grounds: age, association, color or race, creed or religion, ethnic or national origin, criminal conviction, family status, marital status, physical or intellectual disability, political belief, sexual orientation, source of income, sex (including pregnancy and sexual harassment) and having filed a complaint or given assistance under the Act.

D. Freedom of Association and the Right to Collective Bargaining *Prince Edward Island Labour Act, May 13, 2021*

https://www.princeedwardisland.ca/sites/default/files/legislation/l-01-labour_act.pdf

The Act states that every employee has the right to be a member of a trade union and to participate in the lawful activities thereof.

The Act also identifies that no employer shall interfere with the formation, selection or administration of a trade union or discriminate against any employee because the employee is a member of a trade union or has applied for membership in a trade union. Further, no employer, employers' organization or

an agent or any other person acting on behalf of an employer or employers' organization shall fail or refuse to bargain collectively in accordance with this Act.

Quebec

A. Child Labour

Labour Standards in Quebec - Commission des normes, de l'équité, de la santé et de la sécurité du travail, 2019

 $\underline{\text{https://www.cnesst.gouv.qc.ca/sites/default/files/documents/labour-standards-quebec.pdf}$

The Standards state that an employer may not:

- Ask a child to do work that is beyond the child's capabilities or might be detrimental to the child's education, health or physical or moral development
- Have a child under 14 years of age work without the written consent of a parent or guardian
- Have a child who is required to attend school, work during school hours
- Have a child work at night, that is, between 11 p.m. and 6 a.m. the following day, except if the child is no longer required to attend school or the work consists in delivering newspapers or creating or performing in certain types of artistic works

An employer who has work performed by a child must take into account where the child lives and schedule the work so the child will be home between 11 p.m. and 6 a.m. the following day. This is not, however, mandatory if the child is no longer required to attend school.

B. Forced Labour

Act respecting Labour Standards, CQLR c N-1.1

https://www.canlii.org/en/qc/laws/stat/cqlr-c-n-1.1/latest/cqlr-c-n-1.1.html http://legisquebec.gouv.qc.ca/fr/document/lc/n-1.1 Labour standards in Québec (gouv.qc.ca) https://www.cnesst.gouv.qc.ca/sites/default/files/documents/labour-standards-quebec.pdf

The Act establishes Quebec's minimum standards of employment in many areas including wages, hours of work, holidays and vacation, rest periods, parental leave and other leaves of absence, psychological harassment, termination and layoff, work performed by children, recourses, the Commission and Labour Standards Advisory Committee.

C. Discrimination in Employment and Occupation

Chapter C-12 Quebec Charter of Human Rights and Freedoms, 2019 http://legisquebec.gouv.gc.ca/en/document/cs/C-12

The Charter protects from discrimination in employment by identifying that every person has a right to full and equal recognition and exercise of his human rights and freedoms, without distinction, exclusion or preference based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap. Discrimination exists where such a distinction, exclusion or preference has the effect of nullifying or impairing such right.

No one may practice discrimination in respect of the hiring, apprenticeship, duration of the probationary period, vocational training, promotion, transfer,

displacement, laying-off, suspension, dismissal or conditions of employment of a person or in the establishment of categories or classes of employment.

D. Freedom of Association and the Right to Collective Bargaining

Chapter C-27 Quebec Labour Code, Labour Relations, 2020 http://legisquebec.gouv.gc.ca/en/document/cs/C-27

The Code states that every employee has the right to belong to the association of employees of his choice, and to participate in the formation, activities, and management of such association.

The Code defines "association of employees" as a group of employees constituted as a professional syndicate, union, brotherhood or otherwise, having as its objects the study, safeguarding and development of the economic, social and educational interests of its members and particularly the negotiation and application of collective agreements.

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Saskatche A. Child Labour

Saskatchewan Employment Act – Youth in the Workplace https://www.saskatchewan.ca/business/hire-train-and-manageemployees/youth-in-the-workplace

The Act notes that the general minimum age of employment in Saskatchewan is age 16.

The Act further states that if you are under 16, you cannot work:

- on a construction site:
- at a pulp mill, sawmill or woodworking establishment;
- at a smelter, foundry, refinery or metal processing or fabricating operation;
- in a confined space (such as a manhole);
- in a meat, fish or poultry processing plant;
- in a forestry or logging operation;
- on a drilling service rig;
- as an operator of powered mobile equipment (such as a forklift, crane or a hoist);
- where there is exposure to chemical or biological substances that could endanger your health and safety; and
- in power line construction or maintenance.

B. Forced Labour

The Saskatchewan Employment Act, Chapter S-15.1 of the Statutes of Saskatchewan, 2013

https://www.worksafesask.ca/wp-content/uploads/2019/06/OHS-Legislation-190611.pdf

The Act defines several requirements related to the protection for employees, such as hours of work (including overtime, period of rest, meal breaks), obligations to pay wages (including minimal wage, overtime pay and authorization for overtime), prohibition of discrimination in pay, annual vacation and holidays, termination and layoff, payment of wages, protection of employee, parental leave and other leaves of absence, appeals, occupational health and safety, right to refuse dangerous work, discriminatory action, Director of employment Standards, Labour Relations Board, inspections and investigations

C. Discrimination in Employment and Occupation

The Saskatchewan Human Rights Code, Chapter S-24.2 of the Statutes of Saskatchewan, 2018

https://saskatchewanhumanrights.ca/wpcontent/uploads/2020/03/Code2018.pdf

For the purposes of this Code, the prohibited grounds of discrimination are (a) religion; (b) creed; (c) marital status; (d) family status; (e) sex; (f) sexual orientation; (g) disability; (h) age; (i) colour; (j) ancestry; (k) nationality; (l) place of origin; (m) race or perceived race; (n) receipt of public assistance; (o) gender identity.

The Code protects from discrimination in employment by identifying that no employer shall refuse to employ, refuse to continue to employ or otherwise discriminate against a person or class of persons with respect to employment, or a term or condition of employment, on the basis of a prohibited ground.

D. Freedom of Association and the Right to Collective Bargaining

The Saskatchewan Employment Act, Chapter S-15.1 of the Statutes of Saskatchewan. 2013

http://www.worksafesask.ca/wp-content/uploads/2019/06/OHS-Legislation-190611.pdf

The Act states that employees have the right to organize in and to form, join or assist unions and to engage in collective bargaining through a union of their own choosing. No employee shall unreasonably be denied membership in a union.

Yukon

A. Child Labour

Yukon Employment Standards Act, SY 2020, c.6, Legislative Counsel Office https://laws.yukon.ca/cms/images/LEGISLATION/PRINCIPAL/2002/2002-0072/2002-0072.pdf

The Act states that no employer shall employ a person under 17 years of age:

- a. in any occupations prescribed by the regulations;
- b. at a wage less than the minimum wage prescribed by the regulations for the occupation in which the person is employed; or
- c. contrary to any conditions prescribed by the regulations.

The Act further identifies that if the board considers it necessary, it may specify the circumstances and occupations in which persons under 17 years of age may be employed by an employer, and set the conditions of that employment.

Working in Yukon – A Guide for Foreign Workers – Employment Rights and Responsibilities

ecdev-foreign-worker-guide-2019.pdf (yukon.ca)

The Guide states that workers must be at least 16 years old to work in a mine, and at least 18 to work underground or at the working face of a mine. Everyone under 16 years of age must attend school and cannot work during school hours without special permission from the government.

B. Forced Labour

Employment Standards Act, SY 2020, c.6, Legislative Counsel Office

https://laws.yukon.ca/cms/images/LEGISLATION/PRINCIPAL/2002/2002-0072/2002-0072 2.pdf

The Act defines several requirements related to the protection for employees, such as hours of work (including overtime pay, rest periods, eating period), minimum wages, annual vacations and holidays, parental leave and other leaves of absence, equal pay, termination of employment, payment of wages, complaints and investigations, directors and officers, Employment Standards Board, appeals.

C. Discrimination in Employment and Occupation

Yukon Human Rights Act, RSY 2002, c. 116, Legislative Counsel Office https://laws.yukon.ca/cms/images/LEGISLATION/PRINCIPAL/2002/2002-0116/2002-0116.pdf

The Act states that it is discrimination to treat any individual or group unfavourably on any of the following grounds (a) ancestry, including colour and race; (b) national origin; (c) ethnic or linguistic background or origin; (d) religion or creed, or religious belief, religious association, or religious activity; (e) age; (f) sex, including pregnancy, and pregnancy related conditions; (f.01) gender identity or gender expression; (g) sexual orientation; (h) physical or mental disability; (i) criminal charges or criminal record; (j) political belief, political association, or political activity; (k) marital or family status; (l) source of income; (m) actual or presumed association with other individuals or groups whose identity or membership is determined by any of the grounds listed in paragraphs (a) to (l).

The Act protects from discrimination in employment by identifying that no person shall discriminate in connection with any aspect of employment or application for employment.

D. Freedom of Association and the Right to Collective Bargaining

Blaney, McMurtry LLP, Canada: Labour Law - Yukon, Northwest Territories And Nunavut

https://www.mondaq.com/advicecentre/content/1532/Labour-Law--Yukon-Northwest-Territories-And-Nunavut

The federal government has exclusive legislative authority over the territories. While parliament has delegated a certain degree of self-government to the territories by way of legislation, its jurisdiction around labour relations remains intact.

Canada Labour Code R.S.C., 1985, c. L-2 https://laws-lois.justice.gc.ca/eng/acts/L-2/index.html

The Code outlines the basic freedoms of employees and employers. Every employee is free to join the trade union of their choice and to participate in its lawful activities while every employer is free to join the employers' organization of their choice and to participate in its lawful activities.

The Code preamble notes that there is a long tradition in Canada of labour legislation and policy designed for the promotion of the common well-being through the encouragement of free collective bargaining and the constructive settlement of disputes. Further, Canadian workers, trade unions and employers recognize and support freedom of association and free collective bargaining as the bases of effective industrial relations for the determination of good working conditions and sound labour management relations.

Annex 3: Examples of Questions to Answer in Completing the Self-Assessment

FSC has provided the following open questions that may be helpful to the organization to take into consideration when completing the self-assessment. The questions are divided into four categories addressed by the FSC core labor requirements. The level of detail required will depend on the location of the organization's facility, including the organization's assessment of risk, and the labor environment. This list of questions is not exhaustive.

Category	Question
Child Labor	What is the statutory, legal, or regulated minimum age at the place of your operations?
	What measures have you taken to ensure that child labor is not used in your operations?
	Do you register the age (birthday) of your workers and how do you verify that this is the actual age? Do you check the identification papers?
	If there are legal or regulatory restriction which to your understanding would limit your ability to comply with the requirement, describe how you mitigate those limitations.
	 If you employ workers below the age of 18, describe what measures you have taken to ensure that they don't perform hazardous or heavy work. If there are a requirement for training and education, indicate supporting documents.
	 Is the employment of children between the age of 13 or 15 legally allowed? Do you employ children between that age? If yes on both accounts, specify measures you have taken to ensure that they only perform light work that is not harmful to their health or development and that allows them to work outside school hours only.
Forced Labor	Describe your recruitment and contracting practices to show compliance with this principle.
	 Do you grant loans or salary/wage advances that would require a worker to extend his/her working beyond the legal or contractual agreements? If so, can you describe how you mitigate the risk of bonded labor in such a case?
	How do you ensure that there are no employment fees deducted, or payments or deposits made to commence employment?
	How do you ensure that the workers do not experience any form of mobility restriction?
	 How do you ensure that the workers have access to their passports and identification documents at all times while at the same time offering a safe place for storing the documents?
	How do you ensure that there are no threats of denouncing workers to the authorities?
Discrimination	How do you ensure that wages and other working conditions are non-discriminatory?
	Is there gender/age ratio parity?
	Do you have an ethnically diverse workforce?

	 Do you have policies about non-discrimination? Do you ensure all employees have equal opportunity for promotion? How do you ensure applicants have equal opportunity for employment? If there are legal or regulatory restriction which to your understanding would limit your ability to comply with these requirements, describe how you mitigate these restrictions?
Freedom of Association and the Right to Collective Bargaining	Are workers organised into a trade union? To the best of your knowledge, describe why you believe the workers have or have not chosen to be represented by a trade union.
	If workers are represented by a union, is the union autonomous and independent?
	What forms of worker representation other than unions exist at the site?
	Are there collective bargaining agreements in place that cover workers, and if so, how do you ensure compliance with such agreements?