

## RSCI-Assessment-Standard Requirements

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## **A. General Management**

### **A.1 License to operate and Code of Conduct**

Sustainability shall be established through binding commitments by the auditees and their business partners. This includes the definition of social and environmental criteria as part of a written Code of Conduct, approved by the senior management. All workers shall be trained on the Code of Conduct and on all related rules of compliance.

## **B. Child Labor and Young Employees**

### **B.1 Underage employees**

All employees shall have reached the minimum legal age for entering an employment relationship. Employees shall be above the age of 15 or above the age of completion of compulsory schooling (whichever is higher), unless the exceptions recognized by the ILO apply. Young employees between the age of 15 and 18 years shall not be employed at night or under hazardous conditions and shall be protected against conditions of work which are prejudicial to their health, safety, morals, and development. The auditees shall have a robust age verification procedure in place and age verification documents for all employees shall be available and complete. The presence of children at the site shall be prevented by appropriate measures taken by the auditee such as controlling the access to the production area.

## **C. Freely Chosen Labor**

### **C.1 Forced labor practices**

Auditees shall not use forced labor practices, especially not for children and young people, neither in the form of bonded labor, threat of penalty or compulsory overtime. Employees shall not be asked to pay a security deposit or any hiring or employment fees to the employer or any other third party. Job applicants shall be truthfully informed about the contractual terms of the job. Once employed, employees shall have the opportunity to terminate the employment contract, respecting the deadlines or other proper agreements, without facing financial penalization or other threats. Personal documents shall not be withheld upon termination of an employment contract. Each employee shall be granted the basic liberties such as usage of the bathroom, drinking water stations or the infirmary or leaving the (production) site at any time. Movement shall not be restricted by (armed) security forces.

## **D. Employee Rights**

### **D.1 Harassment, abusive or discriminatory practices**

Every employee shall be treated equally and be provided with fair working conditions. Any differences in recruitment, treatment and working conditions shall be based on skill or merit rather than on gender, age, religion, ethnicity, caste, birth, social background, disability, ethnic and national origin, nationality, membership in unions or any other legitimated organizations, political affiliation or opinions, sexual orientation, family responsibilities, marital status, illnesses, or any other condition that could give rise to discrimination. All kinds of discrimination, harassment, intimidation, and abuse shall be prevented by the auditees' management. Any identified cases of discrimination, harassment or abuse shall lead to appropriate measures by the auditees' management to ensure that cases are effectively overcome and do not recur.

### **D.2 Employment contracts (or equivalent written agreements)**

Adequate and complete employment contracts (or equivalent written agreements) shall be available. Contracts shall be written in a language that the employee understands and shall be signed by both employer and employee. The employment contracts shall include information on working conditions and their terms and conditions. Any changes to the terms and conditions of employment shall be documented in the employment contract.

### **D.3 Labor agencies**

If a labor agency is engaged, it shall not charge the employees with any recruitment fee and shall provide adequate employment contracts (or equivalent written agreements) to employees.

## **E. Employee Participation**

### **E.1 Unions, alternative employee committees and collective bargaining**

Under consideration of applicable law, employees shall be granted the right to form and / or join a union or an alternative employee committee. The auditees' management shall not threaten or discriminate against employees because they want to unite and organize themselves or interfere with union or employee committees' activities. The auditees' management shall respect the employee' right to bargain collectively.

### **E.2 Grievance mechanism**

A known, free of charge, and anonymized grievance mechanism for employee complaints shall be implemented in a language and form that the employees understand and is accessible to all employees. The grievance mechanism shall be complemented by a written procedure on how to handle grievances. No employee shall have to fear retributions after reporting grievances.

## **F. Working Hours and Payment**

### **F.1 Working hour recording system**

Correct, complete and reliable working time records shall be compiled through an installed system for recording the working hours, which is accessible for all employees. The documentation shall be guaranteed by the employer to prevent employees from excessive working hours and undermining of minimum pay.

### **F.2 Regular working hours and overtime violations**

The regular work week shall not exceed 48 hours. Auditees shall allow employees at least 24 consecutive hours of rest after 6 consecutive days of work as well as legal requirements for breaks, holidays, personal leave and vacation. All overtime work shall be consensual. Other than in extraordinary circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.

### **F.3 Wage record keeping**

The wages paid shall be documented in a consistent and reliable payroll accounting, which must contain all relevant data regarding time worked and wages paid. Payments (including basic salary and additional payments or benefits) shall be transparent and understandable to the employees. Records shall be kept for a minimum of 12 months.

### **F.4 Payment violations**

Remuneration shall be in accordance with applicable minimum wage regulations. Auditees should aspire to provide a remuneration that ensures an appropriate standard of living for the employees and their families. Where applicable, employees shall be remunerated for the overtime hours worked with a premium rate. Wages shall be paid regularly and on time. Inappropriate wage deductions shall not be tolerated. In addition to the remuneration of working hours, the employer shall carry the statutory benefits, such as paid leave and contributions for social insurance.

## **G. Fire Safety and Emergency Evacuation**

### **G.1 Organization**

A functioning fire safety and emergency evacuation concept shall be in place. This comprises having procedures for organizational implementation in place as well as the assignment of a responsible person. A regularly trained team shall be formed and authorized to give out instructions in response to emergencies.

### **G.2 Emergency exits and evacuation routes**

Sufficient and adequate emergency exits shall be available, freely accessible and leading to a safe assembly point. Emergency exit signs shall exist for all exits and evacuation routes and shall be installed adequately to ensure safe evacuation of employees in case of emergencies.

### **G.3 Emergency lighting**

Functioning emergency lightings shall be installed in sufficient numbers. Their operation shall be ensured by an additional emergency power to illuminate emergency exits in case of power failure.

### **G.4 Evacuation plans**

Enough evacuation plans shall be available and positioned in a clear and visible manner. The plans shall indicate relevant information such as the current position of the person reading the plan and the location of firefighting equipment and emergency exits.

### **G.5 Evacuation drills**

Evacuation drills of all employees shall take place regularly and shall be documented.

### **G.6 Fire alarms**

If fire alarms are required by applicable law, they shall be available in sufficient numbers. The alarms shall use an exclusive sound for fire alarms, that is audible throughout the site and use a visible alarm for noisy areas. The alarms shall be maintained regularly and shall have a back-up battery.

### **G.7 Fire detection**

If fire detectors are required by applicable law, they shall be available in sufficient numbers and shall be properly installed. The detectors shall use an exclusive sound for fire alarms, that is audible throughout the site and use a visible alarm for noisy areas. The detectors shall be maintained regularly and shall have a back-up battery.

### **G.8 Fire extinguishers**

Adequate and functioning fire extinguishers shall be available in sufficient numbers, properly installed, signposted and accessible.

### **G.9 Fire suppression**

Sufficient extinguishing equipment as requested by applicable law or risk assessment shall be available, easily accessible and bear clear instruction signs. Extinguishing equipment includes sprinkler systems, water hoses, hydrants, or water tanks.

## **H. Occupational Health and Safety**

### **H.1 Organization**

Auditees shall have an organizational implementation of occupational health and safety. This includes the nomination of a responsible person who oversees the implementation and execution of all procedures supporting occupational health and safety initiatives. A risk assessment shall be carried out, identifying, and classifying the hazards which may arise at the workplace. All employees shall be regularly trained on occupational health and safety and on the handling of their work specific hazards, including training on the proper use of personal protective equipment.

## **H.2 Electrical safety**

All electrical installations shall be in an adequate condition and adequate electrical hazard warning signs shall be available to exclude any immediate danger for employees and fire hazards from equipment. Regular inspections shall be conducted and documented.

## **H.3 Machine and equipment safety**

Employees shall be instructed in the use of machines and special equipment which they are dealing with to prevent injuries. Maintenance of machines and special equipment shall be recorded. Adequate safety devices (safeguards) shall be installed for machines and special equipment. Sufficient safety instructions and warning signs shall exist.

## **H.4 Personal protective equipment (PPE)**

Employees shall be provided with adequate personal protective equipment for potential risks related to their work, which shall not be at the employee's expense. Warning signs, indicating the dangers, and required protective measures, shall be posted in all areas where the use of personal protective equipment is necessary.

## **H.5 Work area hazards**

Employees shall be adequately protected from general work area hazards (e.g. danger of slipping and falling, stairway hazards, storage hazards, unhygienic facilities).

## **H.6 First aid**

Enough trained or certified first aiders shall be available to ensure that injuries can be dealt with quickly. Sufficient, valid, and fully stocked first aid boxes shall be available and accessible to all employees.

# **I. Chemicals and Hazardous Substances**

## **I.1 Labeling and identification of chemical and hazardous substances, and use of prohibited substances**

All chemical containers shall be labeled with an adequate warning sign, indicating how to safely use the related chemical. Risk areas shall be marked with warning signs identifying potential hazards. No prohibited substances shall be used in accordance with GADSL. Up-to-date, complete, and accessible safety data sheets shall be available for all chemicals and hazardous substances. Additionally, any existing hazardous substances shall be properly listed in an inventory list.

## **I.2 Storage of chemicals and hazardous substances**

Chemicals and hazardous substances shall be stored in secondary containments in adequately designated and separate areas. Access to these areas shall be restricted to authorized employees.

### **I.3 Exposure and response to chemical and hazardous substances or prohibited substances**

A written emergency procedure for any form of exposure to chemicals or hazardous substances shall be in place and the employees shall be trained accordingly. Adequate eyewash or shower station(s) and spill kits shall be in place near the chemical handling section or storage area.

## **J. Environment**

### **J.1 Organization**

Auditees shall have an organizational implementation of environmental management. This includes the nomination of a responsible person who oversees the identification and resolution of environmental risks and the compliance with applicable environmental regulations. This especially includes regulations on the management of toxic air, soil changes, harmful noise emissions, excessive water consumption, hazardous and solid waste, and the treatment of wastewater. A documented environmental risk assessment as well as a documented impact assessment shall be available. No imminent hazards shall be observed on site or in close proximity.

### **J.2 Hazardous and non-hazardous waste management (including handling, collection, storage, and disposal)**

Hazardous and solid waste shall be adequately handled, stored, and disposed. The storage shall be secured against unauthorized access and adequately protected against external effects such as rainwater. In case the hazardous waste disposal is conducted by service providers, the auditee must be able to provide necessary contracts and licenses for their services.

### **J.3 Wastewater management**

An adequate system for wastewater treatment (handling, storage, and disposal) shall be implemented and in service.

## **K. Supply Chain Management**

### **K.1 Supply chain management**

A systematic sustainability approach for the first-tier suppliers of the supply chain (subcontractors, service providers) shall be in place. This encompasses an adequate social and environmental risk assessment of the supply chain, defining social and environmental criteria for auditees (e.g., Code of Conduct) and committing important business partners on these criteria. For important business partners the system to collect information on implementation of social and environmental standards shall be documented. Additionally, the auditee shall install a functioning and adequate grievance mechanism for all stakeholders of their important suppliers.