#### The answers provided below are examples to assist FSC certificate holders demonstrate compliance to the ILO requirements. The finalised answers should be reflective of your organisation’s compliance.

#### FSC Core Labour Requirements: Self-Assessment

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

|  |  |
| --- | --- |
| **Position:** |  |
| **Name:** |  |
| **Date:** |  |

**The answers provided below are examples to assist certificate holders demonstrate compliance to the ILO requirements. The finalised answers should be reflective of your organisation’s compliance.**

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| **Child Labour** | | |
| **Requirement** | **Questions** | **Answer (Guidance)** |
| * 1. The organization shall not use child labour.      1. The organization shall not employ workers below the age of 15, or below the minimum age as stated under national, or local laws or regulations, whichever age is higher, except as specified in 7.2.2.      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 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.      3. No person under the age of 18 is employed in hazardous or heavy work except for the purpose | 1. Does your organization comply with Clause 7.2? If yes, continue at c). | Yes |
| 1. If the answer is no to a) above, please describe how or why your organization does not comply with Clause 7.2. | Not applicable |
| 1. For the individuals employed by you at the site holding the certificate, describe how your organization knows it complies with Clause 7.2. | Employee identity documents on file with contracts of employment which specifies the date of birth.  South Africa has ratified ILO C138 and ILO C182  Company policy – Hiring/ recruitment procedure? |
| 1. Identify any documents or other records (and their location) that you rely upon to verify compliance with Clause 7.2. | National Identity documents or Passport documents |
| 1. 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. | There are none. |
| 1. Attach a policy statement, or statements, made by your organization that encompasses Clause 7.2. | Refer to Company Policy or Statement signed by Management Representative. |

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| **Forced Labour** | | | | | | |
| **Requirement** | | **Questions** | | | **Answer** | |
| * 1. The organization shall eliminate all forms of forced and compulsory labour.   2. Employment relationships are voluntary and based on mutual consent, without the threat of a penalty.   3. There is no evidence of any practices indicative of forced or compulsory labour, including, but not limited to, the following:  1. physical and sexual violence 2. bonded labour 3. withholding of wages /including payment of employment fees and or payment of deposit to commence employment 4. restriction of mobility/movement 5. retention of passport and identity documents 6. threats of denunciation to the authorities. | | 1. Does your organization comply with Clause 7.3?   If yes, continue at c). | | | Yes | |
| 1. If the answer is no to a) above, please describe how or why your organization does not comply with Clause 7.3? | | | Not applicable | |
| 1. For the individuals employed by you at the site holding the certificate, describe how your organization knows it complies Clause 7.3? | | | Trade unions are active, employees have the option to join membership.  Employment contracts are voluntary and includes clauses regarding the requirement. Employees may exit employment upon notice of 03 /months, without penalty. No original identity documentation is retained by the Company.  We do grant loans or wage advances or  request fees or payments to commence  employment. This is part of our Company policy  Interviews with workers confirm freedom of association.  South Africa has ratified ILO C029 and ILO C105 | |
| 1. Identify any documents or other records (and their location) that you rely upon to verify compliance with Clause 7.3. | | | Workers meeting minutes with management  Trade Union Meeting Minutes  Located within Human resources department:  • Human resources procedure  • Job opening templates  • Records of all application forms  • Employee records & employment contracts signed by all employees including the register of contractual workers  • Records of filings to the Employee Provident Fund Organization  Located within Payroll/Finance department:  • Payroll records  • Records of mandatory payroll deductions (e.g., tax, social security or insurance, health insurance) for each employee | |
| 1. 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. | | | ‘There are none. | |
| 1. Attach a policy statement, or statements, made by your organization that encompasses Clause 7.3. | | | Refer to Company Policy or Statement signed by Management Representative or Director | |
| **Discrimination in Employment and Occupation** | | | | | | |
| **Requirement** | | **Questions** | | | **Answer** | |
| * 1. The organization shall ensure that there is no discrimination in employment and occupation.      1. Employment and occupation practices are non-discriminatory. | | 1. Does your organization comply with Clause 7.4?   If yes, continue at c). | | | Yes | |
| 1. If the answer is no to a) above, please describe how or why your organization does not comply with Clause 7.4. | | | Not applicable | |
| 1. For the individuals employed by you at the site holding the certificate, describe how your organization knows it complies with Clause 7.4. | | | South Africa has ratified ILO C100 and ILO C111  For all sites:  We document each application process and store it for at least three months from receipt to the rejection of the applicant. We have detailed and objective selection criteria for applicants. We use a fixed questionnaire during interviews, and additional questions tailored for the position.  Questions concerning pregnancy, age, race/ethnic origin, sexual identity, religion, trade union affiliation or severe disability are not allowed within company policy and human resources operating procedures in all sites of our certificate.  We send out neutrally formulated rejection letters, we base the rejection of an applicant on an objective hiring criteria, such as the job profile and required qualifications.  All application forms and employee records do  not contain information about marital status or  religion or other personal information that could lead to discrimination.  We follow the legal acts that protect against discrimination about access to employment, self-employment, and promotion. We keep documents and records to demonstrate and  prove our selection process should we be called  in for claims for damages due to discrimination by the authorities. | |
| 1. Identify any documents or other records (and their location) that you rely upon to verify compliance with Clause 7.4. | | | Located within Human Resources department:  • Human resources policies and procedures  • Job advertisements, questionnaires, selection criteria templates  • Job application forms and employee records  • Salary scales/range  • Equal opportunity and non-discrimination policy  • Hiring and recruitment strategy  • Complaint procedure and records | |
| 1. 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. | | | none | |
| 1. Attach a policy statement, or statements, made by your organization that encompasses Clause 7.4. | | | Refer to Company Policy or Statement signed by Management Representative or Director | |
| **Freedom of Association and the Right to Collective Bargaining** | | | | | |
| **Requirement** | **Questions** | | **Answer** | | |
| * 1. The organization shall respect freedom of association and the effective right to collective bargaining.      1. Workers are able to establish or join worker organizations of their own choosing.      2. The organization respects the full freedom of workers’ organizations to draw up their constitutions and rules.      3. The organization respects the rights of workers to engage in lawful activities related to forming, joining or assisting a workers’ organization, or to refrain from doing the same, and will not discriminate or punish workers for exercising these rights.      4. The organization negotiates with lawfully established workers’ organizations and/ or duly selected representatives in good faith and with the best efforts to reach a collective bargaining agreement.      5. Collective bargaining agreements are implemented where they exist. | 1. Does your organization comply with Clause 7.5?   If yes, continue at c). | | Yes | | |
| 1. If the answer is no to a) above, please describe how or why your organization does not comply with Clause 7.5. | | Not applicable | | |
| 1. For the individuals employed by you at the site holding the certificate, describe how your organization knows it complies with Clause 7.5. | | | South Africa has ratified ILO C098 and ILO C087  All sites:  The majority (approx. XX%) of employees have trade union membership, we uphold and respect the collective bargaining agreement. The collective agreement entitlements refer to salary, allowances for overtime, and for working on public holidays.  Employees and managers work together to ensure  that the collective bargaining agreements are applied, and related meetings are documented. | |
| 1. Identify any documents or other records (and their location) that you rely upon to verify compliance with Clause 7.5. | | Located within Human Resources Department:  • Collective bargaining agreements  • Minutes or documents from meetings with trade  unions and works council  • Freedom of association statements within our  policies | | |
| 1. 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. | | There are none | | |
| 1. Attach a policy statement, or statements, made by your organization that encompasses Clause 7.5. | | Refer to Company Policy or Statement signed by Management Representative or Director | | |