

Checklist A: General precautions



1 Has the company drawn up guidelines for preventing and managing the risks of human trafficking and hidden forced labour as part of their policy on responsible corporate conduct?

2 Consider including the points below in the company's general guidelines:

- a. An obligation to combat forced labour in both direct employment and when using subcontractors.
- b. Procedures for action and consequences in case of signs of forced labour.
- c. A guarantee that employees have freedom of movement and are free to enter into and terminate employment.
- d. Regular risk assessment and monitoring of working conditions (e.g. spot checks) of employees and of subcontractors.

3 Is the company aware of groups of workers/temporary staff, including employees of the subcontractors, that are most likely to be exploited and the circumstances that make them vulnerable to exploitation?

4 Does the company collaborate with authorities, trade associations and trade unions on identifying and reporting possible cases of human trafficking for forced labour?

5 Has the company notified partners in the supply chain of the risk of human trafficking for forced labour? Are the company's position and policies towards this clear in contracts and cooperation agreements?

6 Do the company's managers/middle managers talk to the workers regularly and informally, including to subcontracted employees, to hear about their working conditions and potential critical conditions?