Human rights policies and practice – questions for companies

Company name:

Respondent’s department:

Name of respondent: [this will be kept confidential]

Email address of respondent: [this will be kept confidential]

**Governance and Policy Commitments**

1. **Commitment to respect human rights.**
   
a) Does your company have a publicly available commitment to respect human rights?
   
YES / NO
   
If YES, please provide the web-link for this policy commitment¹:

If your company has a commitment to respect human rights, but it’s not publicly available, please provide an attachment *(please note it will be published on our website)*:

b) Does your company require that its business partners also commit to respecting human rights, including rights related to salient risks to communities’ livelihoods, security, and health (such as the right to water and the ownership or use of land and natural resources)?

YES / NO

If YES, explain how this requirement is implemented:

2. **Commitment to respect labour rights of workers.**

Does your company have a publicly available policy commitment to respect labour rights that the ILO has declared to be fundamental rights at work (ILO Core Labour Standards) or a publicly available policy commitment to respect the ten principles of the UN Global Compact?

YES / NO

If YES, please provide the web-link for this policy commitment:

**Remedies and Grievance Mechanisms**

3. **Grievance mechanisms to receive complaints or concerns from workers, external individuals, and communities.**

¹ Please also provide links to any additional corporate policies that relate to the company’s human rights responsibilities. For example, a supplier code of conduct that addresses working conditions, or a policy on privacy and freedom of expression.
Does your company have one or more channels/mechanisms (its own, third party, or shared) through which workers, individuals, and communities who may be adversely impacted by your company can raise complaints or concerns, including in relation to human rights issues?

YES / NO

If YES, please explain how this mechanism can be accessed:

4. Remedying adverse impacts.

Does your company provide for or cooperate in remediation to victims, where it has identified that it has caused or contributed to adverse human rights impacts (or others have brought such information to the company’s attention, such as through its grievance channels/mechanisms)?

YES / NO

If YES, please provide examples:

Performance: Company Human Rights Practices

5. Living wage.

a) Does your company pay all its workers a living wage\(^2\) which is regularly reviewed and negotiated through collective bargaining with relevant trade unions?

YES / NO

b) Do workers receive equal pay for equal work\(^3\)?

YES / NO

6. Transparency and accountability.

(For Armenian and Kazakh companies) Does your company participate fully in the Extractive Industry Transparency Initiative (EITI) and publish information as required under the EITI?

YES / NO

(for Georgian companies) Does your company promote transparency by reporting taxes, revenue payments and disclosing contracts?

YES / NO

If YES, please provide examples:

---

\(^2\) There are numerous definitions of living wage, but the core concept is to provide a decent living for a worker and his or her family (in line with ICESCR Article 7) based on a regular work week, not including overtime hours. A living wage is sufficient to cover food, water, clothing, transport, education, health care and other essential needs for workers and their entitled official dependents, as well as provide some discretionary income.

\(^3\) Every worker has the right to expect equal pay for equal work regardless of their gender, race, religion, national origin, age, or physical/mental abilities.
7. **Freedom of association and collective bargaining.**

   a) Does your company have a commitment to not interfere with the right of workers to form or join trade unions and to bargain collectively?

   YES / NO

   b) Does your company have measures in place to prohibit any form of intimidation or retaliation against workers seeking to exercise these rights?

   YES / NO

   If YES, please provide details:

   c) What percentage of your company’s workforce is covered by collective bargaining agreements?

8. **Workplace health and safety.**

   a) Does your company have health and safety policies and procedures, including accident prevention and remediation, which comply with industry, national, and international standards?

   YES / NO

   If YES, what steps does your company take to ensure the health and safety policies and procedures are applied to workers?

   b) Does your company disclose quantitative information on health and safety related to its direct employees, its workers, and on-site contractors, namely: injury rate, fatality rate, lost days, or near-miss frequency rate?

   YES / NO

   If YES, please provide the web-link:

9. **Land rights.**

    When acquiring, leasing or making other arrangements to use (or restrict the use of) land, does your company have a policy that recognises legitimate tenure rights, with particular attention to vulnerable rights-holders?

    YES / NO

    If YES, please provide a copy:

10. **Security.**

    a) Does your company ensure that safety and security measures, such as the use of security guards, follow an operating framework that respects human rights and international humanitarian law?
YES / NO

If YES, please provide details:

b) Are security and safety personnel required to act in a manner consistent with applicable international standards, particularly with regard to the use of force?

YES / NO

11. Water and sanitation.

Does your company implement preventive and corrective action plans to address identified, specific risks to the right to water and sanitation in its operations?

YES / NO

If YES, please provide examples: