

**Fact-sheet** – How to define a policy



**What is the objective?**

**Definition**

A company policy is a commitment of a company’s top management regarding its approach and performances. Generally, the policy will contain the target to achieve, the behaviour to adopt, and the dispute procedure.

A company will implement different policies for different topics such as child labor, forced labor, anti-discrimination, disciplinary practices, harassment and abuse, freedom of association, working hours, remuneration and benefits, health and safety, ethics and integrity, environment, etc.

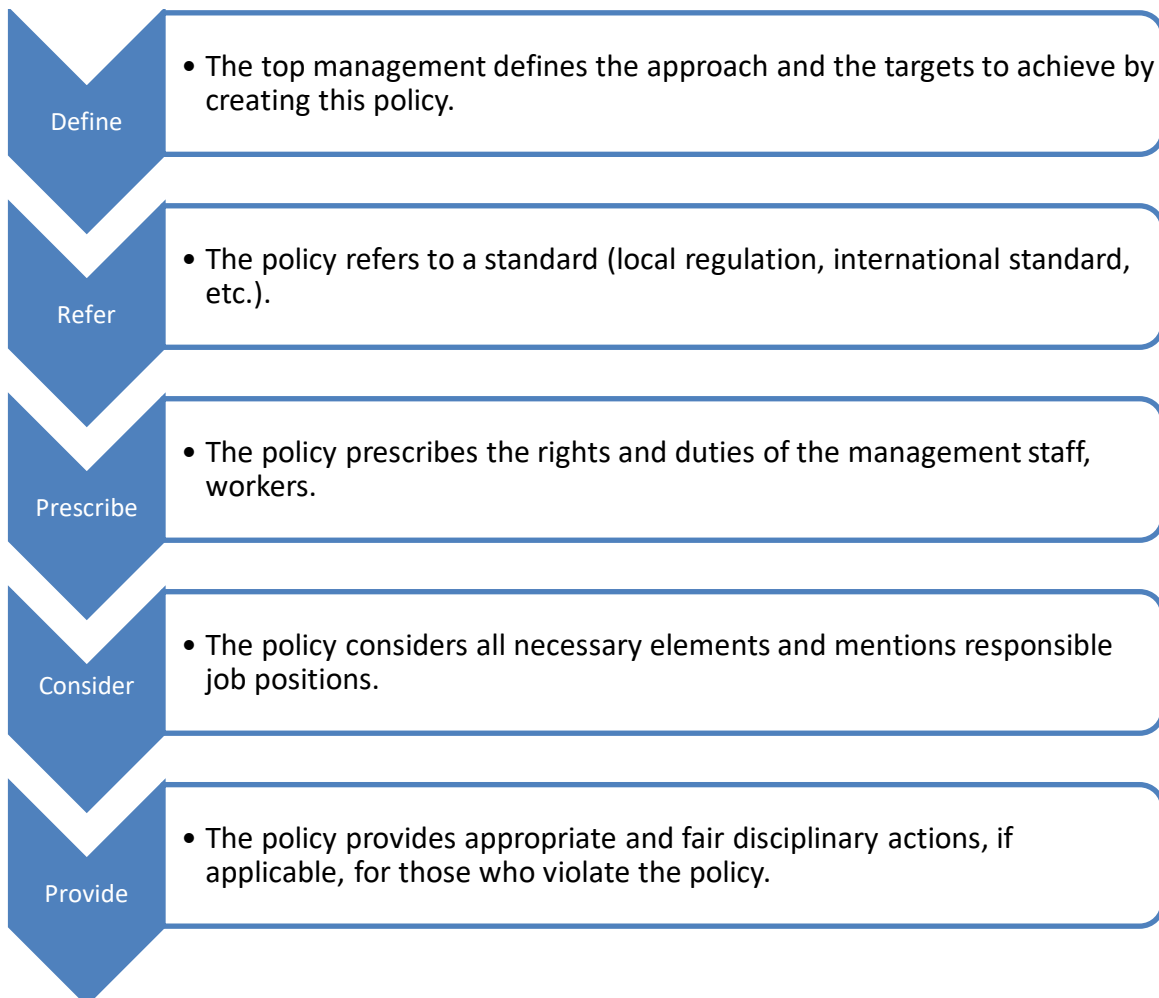


The policy is validated and signed by the top management and is communicated internally to ensure a good understanding by all employees (workers and management staff) the content of the policies and the impact on their job. The policies are also available to stakeholders to communicate the company’s values and commitments.

Remark: The policy cannot describe any illegal target or practice.



**How to achieve the objective?**



**Fact-sheet** – How to define a policy**EXAMPLE 1: Working hours policy**

- Description of the standard the factory's management commits to follow (local regulation, Customer's specific standard like ICS Standard, Collective Bargaining Agreement, Waiver, etc.). The policy must contain
  - Regular working hours
  - Authorized overtime working hours and conditions of application
  - Working days
- Description of the actions required by the different parts
  - Working hours registration system (manual records, timekeeping system, etc.)
  - The expected actions from workers (punching at arrival, departure, at the beginning and end of lunch break, etc.)
  - The expected actions from the management (take necessary measures to ensure the work can be done during regular working hours, overtime hours used at last stage on an exceptional basis and voluntary basis, etc, provide early notice for overtime work request, etc.)
- Indication of the department in charge of monitoring working hours and monitoring system in place (Human Resources department, on daily/monthly/yearly basis)
- Description of the disciplinary measures in case of non-respect of the policy

**EXAMPLE 2: Child labor policy**

- Description of the standard the factory's management commits to follow (local regulation, Customer's specific standard like ICS Standard, etc.). The policy must contain
  - Minimum age to access to work in the factory
  - Conditions and restrictions for juvenile workers
- Description of the actions required by the different parts
  - Candidates, during the recruitment process, are asked to provide an original document as age proof
  - The company keeps a copy of the age profile document
  - Juvenile workers are registered, allocated to specific missions and submitted to a specific treatment (health check examination, training, etc.)
- Indication of the department in charge of monitoring the age of workers and monitoring system (Human Resources department, personal file, and registers)
- Description of the behavior in case of actual child labor detection (measures to go back to school, long term follow-up, financial compensation, etc.)

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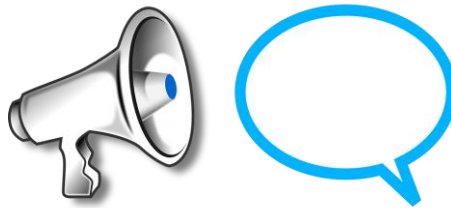
#### Common non-compliances

- Lack of policy in place for each required area;
- Incomplete policy containing general and “ready to use” formulas;
- Lack of top management’s engagement.



#### Good practices

- **Get Workers’ Input:** those who are affected by the policies can help have a say in shaping and defining the policies by sharing their needs and perspectives ;



- **Regularly review and update the policies:** at least once a year, management should review each policy and take into consideration any new, relevant events, laws, and standards and ensure the policy is updated to reflect those standards.

