[Name Company] reviewed by [Name reviewer]

website

annual report
contact person

Category of workers	
Cat 1	Own employees
Cat 2	Workers/smallholder farmers in private label supply chains with salient living wage/income risks
Cat 3	Private label waged workers
Cat 4	Private label smallholder farmers
Cat 5	Workers from other brand suppliers

				# of points per question								Specification per category of workers										
												Score on indicator					Points for indicator					
Overarching position	Questions	UNGP RF ref	Weighting question	Max.	Score	Question Number	Max. # of points per indicator	Weighting indicator	Indicators	Evidence	Reference	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Weighted score per indicator	Weighted points per indicator
Identifictaion of salient living wage/income risks	Has the company identified its most salient living wage risks caused, contributed or linked to its own operations or business relationships based on scale scope and remediability?	B	20%	20	0,0	1	1	5%	Living wage/income risks are assessed before engaging in new business activities (entering new markets, new acquisition / joint venture, new product areas)								0,00	0,00	0,00	0,00	0,00	0%	0
					0%		1	5%	The company regularly monitors changes in severity or likelihood of living wage/income risks due to developments in its operating environment (e.g. changing legislation)								0,00	0,00	0,00	0,00	0,00	0%	0
							2	10%	The company presents its most salient living wage/income risks based on scale, scope and remediability (e.g. risk regions, critical commodities)								0,00	0,00	0,00	0,00	0,00	0%	0
							4	20%	The company has presented an assessment on the remediability of non-living wage payments caused, contributed or linked to its own operations or business relationships								0,00	0,00	0,00	0,00	0,00	0%	0
							1	5%	The company exploits the possibilities of new technologies to make their supply chain more transparent e.g. blockchain								0,00	0,00	0,00	0,00	0,00	0%	0
							4	20%	The company mapped their operations / supply chain (number and geographic areas of operating, number of workers by gender) to identify the scope (how many workers) are exposed to severe non-payments of living wages/incomes								0,00	0,00	0,00	0,00	0,00	0%	0
							4	20%	The company has identified where the scale of non-payment of living wage/incomes is high by assessing the regulatory framework, political context, civil liberties and socio-economic environment.(OECD)								0,00	0,00	0,00	0,00	0,00	0%	0
							3	15%	The company has presented a time-bound plan to identify/prioritise attention on its most salient living wage/income risks based on: • scale (how severe the non-payment of living wages is), • scope (how widespread the non-payment of living wages is) • remediability (how hard it would be to put right to resulting harm). [e.g. geographic area, commodity group, own employees, private label suppliers, other brand suppliers]								0,00	0,00	0,00	0,00	0,00	0%	0
							0	0	The company has not identified its most salient living wage/income risks based on scale, scope and remidiability nor has it presented a time-bound plan to identify salient living wage/income risks based on these criteria								0,00	0,00	0,00	0,00	0,00	0%	0
Policy	Is there a specific living wage/income policy or statement and how is it implemented?	C1	10%	10	0	2	1,5	15%	There is Board level commitment to implementing living wage/income e.g. through bonusses														0
					0%		1,5	15%	The company ensures that living wage/income is addressed at Board level														0
							2	20%	It is clear that those who are implementing the policy or statement operationally understand the importance of a living wage/income and the business rationale e.g. through training.														0
							2	20%	The company has a formal policy, or expanded statement, to addressing living wage/income														0
							2	20%	The company identifies living wage/income as a salient / paramount issue.														0
							1	10%	The company states that it adheres to relevant international human rights standards														0
							0	0%	The company makes no reference to living wage/income in their documentation.														0
												Score guidelines wage level definition											
	What is the wage/income level defined by the company's policy?	C1	10%	10,00	0	3	10	100%	What elemts of widely ricognized living wage/income definitions does the company adhere to per worker category?			0%	0%	0%	0%	0%	0,00	0,00	0,00	0,00	0,00	0%	0
					0%																		
Engagement	How have the views of negatively affected stakeholders influenced the company's	C2	3%	3,33333333	0	4	0,7	20%	The company reports how its enhanced understanding of the issue of living wages/income through engagement has led to changes in its practices (e.g. policy, procedures)								0,00	0,00	0,00	0,00	0,00	0%	0

	the company's understanding of the issue of living wage/income and are these perspectiveses integrated in their decision making and actions?				0%		0,7	20%	The company reports how it has aimed to mitigate unfair/unequal representation in their engagement process (e.g. by taking into account language, number of adequate representatives, speaking time and other potential barriers to effective engagement)				0,00	0,00	0,00	0,00	0,00	0%	0
	[Negatively affected stakeholders include: own employees, farmers, NGOs, Multi-Stakeholder Initiatives (MSIs), suppliers, unions, farmer representation organisations etc.]						0,7	20%	The company presents how it has integrated the concerns of relevant stakeholders in its decision making				0,00	0,00	0,00	0,00	0,00	0%	0
							0,7	20%	The company reports the living wage/income concerns from relevant stakeholders communicated in these engagements				0,00	0,00	0,00	0,00	0,00	0%	0
							0,7	20%	The company reports which engagements with relevant stakeholders on living wage/incomes have occured				0,00	0,00	0,00	0,00	0,00	0%	0
							0	0%	The company does not report on engagement to seek to understand the concerns of relevant stakeholders on the subject of living wages/incomes.				0,00	0,00	0,00	0,00	0,00	0%	0
Assessing Impacts	What qualitative and quantitative indicators are used to assess the wage/income level of the company's own operations and supply chains?	C3	10%	10,00	0	5	3	30%	There is evidence that the company monitors the gap between actual wages payed and living wage/income estimates, by comparing actual wages with reliable living wage/income estimates				0,00	0,00	0,00	0,00	0,00	0%	0
					0%		2	20%	There is evidence that the company is aware of dimensions surrounding wage (excessive overtime, type of contracts, freedom of association, collective bargaining mechanisms)				0,00	0,00	0,00	0,00	0,00	0%	0
							2,5	25%	There is evidence that the company is aware of any wages payed to workers (minimum wages, average industry wages, collective bargaining wages, whichever applicable) that arose in the past year				0,00	0,00	0,00	0,00	0,00	0%	0
							2,5	25%	The company has presented credible time-bound plans to roll out a concrete data-gathering project, individually or in collaboration with others, to track track the state of living wage/income payments				0,00	0,00	0,00	0,00	0,00	0%	0
							0	0%	The company has no data-collection processes or indicators to track the state of living wage/income payments				0,00	0,00	0,00	0,00	0,00	0%	0
Integrating Findings	What action does the company take to progress the payment of a living wages/incomes?	C4	40%	40,00	0	6 total	10,00	25%	Purchasing practices	Presented below	Presented below								
					0%		3,3	8%	Government	Presented below	Presented below								
							3,3	8%	Buying groups	Presented below	Presented below								
							3,3	8%	Consumers	Presented below	Presented below								
							10	25%	MSIs	Presented below	Presented below								
							2	5%	Own employees	Presented below	Presented below								
							4	10%	Salient living wage risk chains	Presented below	Presented below								
							3	8%	Private label suppliers (waged workers& smallholders)	Presented below	Presented below								
							1	3%	Other brand suppliers	Presented below	Presented below								
	Purchasing practices		10%	10,00	0	6a	1,3	12,5%	The company has trained the purchasing team on preventing unfair trading practices (annex 1) and the need for responsible purchasing practices										
							1,3	12,5%	The company has taken concrete steps to engage the different actors throughout its supply chain (such as traders, buying groups, cooperatives, etc.) to align procurement practices.										
							1,3	12,5%	The company has taken concrete steps to streamline/consolidate the supply chain of the addressed commodity/ies to incease leverage for improved living wage/income payments										
							1,3	12,5%	The company has committed to direct reletaionships with producers to advance living wage/income payments										
							1,3	12,5%	The company has committed to building long term, collaborative relationships with producers/farmers (to enable them to plan ahead and create a more equal relationship between supply chain actors as trust and knowledge is built).										
							1,3	12,5%	The company has taken concrete steps to ensure that producers/farmers receive a payment for their crop in a timely manner										
							1,3	12,5%	The company prioritizes the integration of living wage/income benchmarks into a company's price negotiations and contract terms with suppliers e.g. clause referring to minimum price connected to production (including living wage/income) costs										
							1,3	12,5%	The company provides enough lead time to orders (or changes to orders) so that suppliers can uphold working conditions that support a living wage/income by rearranging work rosters without infringing other human rights.										
	Government influence		3%	3,33333333	0	6b	1,7	50%	The company collaborates to demand that relevant government bodies in producer countries guarantee human and labour rights standards										
							1,7	50%	The company commits to withdraw from or refrain from joining trade associations or Chambers of Commerce that advocate or lobby against human and labour rights protections in producer countries										
	Buying group influence		3%	3,33333333	0	6c	3,3	100%	The company jointly works with the buying groups and its members to implement a living wage/income policy for the purchasing practices of the buying group										

	Consumer influence		3%	3,33333333	0	6d	0,8	25%	The company doesn't make more profit on fair products to promote the sales of products that have been produced and traded with fairer wages/income for its suppliers									0
							0,8	25%	The company employs choice editing (adjusting the inclusion of products in the assortment) to ensure that the sales of products of a certain commodity group have been produced and traded with fairer wages/income for its suppliers									0
							0,8	25%	The company performs nudging e.g. prominent shelf positioning to promote the sales of products that have been produced and traded with fairer wages/income for its suppliers									0
							0,8	25%	The company provides consumers with information about living wage/incomes to promote the sales of products that have been produced and traded with fairer wages/income for its suppliers e.g. through website, in shops through leaflets or signs, on packaging of its private labels									0
	MSIs[1]		10%	10	0	6e	10	100%	The company collaborates with multi stakeholder initiatives (NGOs, trade unions, farmer initiatives, other retailers) to create a level playing field and advance the payment of living wage/incomes									0
	Own Employees		2%	2	0	6f	2	100%	Are there formal structures in place for the company to consult with retail staff over pay and working conditions?									0
	Special practices/pilots/projects/collaborations for supply chains with salient living wage/income risks		4%	4	0	6g	4	4%	The company applies a special critical commodity/risk region purchasing policy that includes special measures to mitigate living wage/income risks									0
	private label suppliers - policy implementation		3%	3	0	6h	0,75	25%	The requirements of the code of conduct/policy reflect and acknowledges private label suppliers' capabilities and context and prevents disproportionately burdening smaller suppliers.									0
							0,75	25%	The company engages with private label suppliers to understand their capacity to comply with their wage/income policy. Auditing does not only focus on documenting labour problems that exist, but investigates why those problems persist in order to solve them.									0
							0,75	25%	To help suppliers understand and comply with their code of conduct the company provides training and assistance to private label suppliers (e.g. on financial wage management systems)									0
							0,75	25%	The company audits private label suppliers to verify compliance with their wage/income policy									0
							0	0%	The company requires private label suppliers to pay workers a wage/income level defined in the policy, but there is no process that verifies whether private label suppliers comply									0
	Other brand suppliers - policy implementation		1%	1	0	6i	0,5	0,5%	The retail company conducts preferred sourcing of other brand suppliers that adhere to their living wage/income policy and excludes other brands that do not adhere to their policy									0
							0,5	0,5%	The retail company engages with other brand suppliers to enhance adherence of their other brand suppliers to their living wage/income policy for other brand suppliers									0
							0	0,0%	The company requires other brand suppliers to pay workers a wage/income level defined in the policy, but there is no process that verifies whether other brand suppliers comply									0
Tracking Performance in living wage/income payments	**What qualitative and quantitative indicators are used to monitor the effectiveness of the living wage/income policy or statement in improving living wage/income conditions?**	C5	3%	3,33333333	0	7	0,3	10%	The company reports how data tracking the performance of measures taken to improve living wage/incomes is used to guide future strategy and decision making to address living wage/incomes				0,00	0,00	0,00	0,00	0,00	0%	0
					0,0%		0,3	10%	There is evidence that the views of external stakeholders have informed the company's view on the effectiveness of its implementation of the living wage/income policy/statement				0,00	0,00	0,00	0,00	0,00	0%	0
							2,7	80%	There is evidence that the company uses indicators to track the effect of its own operations/efforts on the achievement of living wages/incomes. (Quantitative indicators could be: the % of that suppliers business the company has (clue to leverage), wage ladders, rate of staff turnover, overtime levels, average industry wage rates. Qualitative indicators could be: identification of the stakeholder groups engaged with, articulation of the business rationale for a living wage, identification of the challenges of implementation, feedback from MSIs[1], transparency about fair contracts etc).				0,00	0,00	0,00	0,00	0,00	0%	0
Remedy	**Through what means does the company receive complaints about non-payment of a living wage/income?**	C6	3%	3,33333333	0	8	0,3	10%	There is evidence that the company responds appropriately to all complaints and that effective remedy is provided (e.g. create a space where the company reports all issues raised together with its responses and illustrate examples in your CSR report)				0,00	0,00	0,00	0,00	0,00	0%	0

					0%		0,3	10%	There is evidence that and shows how it aims to minimze barriers to accessing grievance and remedy mechanisms and actively promotes their use (eg there is evidence of human rights related complaints).				0,00	0,00	0,00	0,00	0,00	0%	0
							0,7	20%	The grievances are independently assessed (e.g. operated by a third party or by an MSI)				0,00	0,00	0,00	0,00	0,00	0%	0
							0,3	10%	There is a formal mechanism by which the company can receive complaints on living wages/incomes (eg a telephone line/ email)				0,00	0,00	0,00	0,00	0,00	0%	0
							1,0	30%	The company outlines the barriers faced by different worker groups to access grievance mechanisms and remedy				0,00	0,00	0,00	0,00	0,00	0%	0
							0,7	20%	The company has a time-bound plan to provide workers and/or smallholder farmers in its supply chain with effective grievance mechanisms and remedy according to the UNGPs. This can be done alone or in collaboration with other companies or third parties.				0,00	0,00	0,00	0,00	0,00	0%	0
							0,0	0%	There are no formal processes for receiving complaints on living wages/incomes and no evidence that complaints have been received.				0,00	0,00	0,00	0,00	0,00	0%	0