



# Supply Chain Labor Compliance Checklist

## Worker Classification & Contracts

Ensures accurate worker classification (employee vs. contractor) and legally compliant employment contracts.

### Worker Classification (Employee vs. Contractor)

- ☐ Employee
- ☐ Independent Contractor

### Contract Description (if applicable)

Write something...

### Contract Start Date

Enter date...

### Contract End Date (if applicable)

Enter date...

### Hourly Rate/Project Fee

Enter a number...

### Job Description/Scope of Work

Write something...

### Contract Renewal Status

- ☐ Renewed
- ☐ Not Renewed
- ☐ Pending Renewal

## Wage & Hour Laws

Verifies adherence to minimum wage, overtime, and record-keeping requirements.

### Minimum Wage Rate (Local)

Enter a number...

### Overtime Rate (%),

Enter a number...

### Last Wage Rate Review Date

Enter date...

### Hours Worked per Pay Period (Standard)

Enter a number...

### Pay Period Frequency

- ☐ Weekly
- ☐ Bi-Weekly
- ☐ Semi-Monthly
- ☐ Monthly

### Record Retention Period (Years)

Enter a number...

### Summary of Recent Wage & Hour Audits

Write something...

## Working Conditions & Safety

Confirms safe working environments, including temperature, ventilation, and adherence to safety protocols.

### Average Workplace Temperature (Celsius/Fahrenheit)

Enter a number...

### Noise Level (Decibels)

Enter a number...

### Ventilation Adequacy

☐ Excellent

☐ Good

☐ Fair

☐ Poor

### Safety Equipment Provided (Check all that apply)

☐ Hard Hats

☐ Safety Glasses

☐ Gloves

☐ Ear Protection

☐ Respirators

☐ Safety Shoes

### Description of Any Observed Hazards

Write something...

### Last Safety Training Date

Enter date...

## Child Labor & Forced Labor Prevention

Confirms robust systems to prevent and detect instances of child or forced labor within the supply chain.

**Supplier Code of Conduct – Child Labor Clause**

Write something...

**Risk Assessment Categorization (Child Labor Potential)**

- ☐ Low
- ☐ Medium
- ☐ High

**Age Verification Documentation Required (Minimum Age)**

Enter a number...

**Verification Methods Used (Select All That Apply)**

- ☐ Document Review
- ☐ Supplier Questionnaires
- ☐ Third-Party Audits
- ☐ Worker Interviews

**Date of Last Supplier Audit (Related to Child Labor)**

Enter date...

**Copy of Supplier Audit Report (Related to Child Labor)**

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# Freedom of Association & Collective Bargaining

Respects worker rights to freedom of association and collective bargaining.

**Does the supplier allow Freedom of Association?**

- ☐ Yes
- ☐ No
- ☐ Unclear/Not Assessed

**Describe the supplier's policy regarding collective bargaining.**

Write something...

**Are workers allowed to form or join worker organizations?**

- ☐ Yes
- ☐ No
- ☐ Unclear/Not Assessed

**Document any incidents of union interference or restrictions (if applicable).**

Write something...

**Date of last assessment/interview regarding worker representation.**

Enter date...

## Discrimination & Harassment Prevention

Addresses policies and practices to prevent discrimination and harassment in the workplace.

### Company's Non-Discrimination & Harassment Policy Summary

Write something...

### Is a designated reporting channel available for complaints?

- ☐ Yes
- ☐ No
- ☐ Unsure

### Are employees trained on anti-discrimination and harassment policies?

- ☐ Yes, annually
- ☐ Yes, periodically
- ☐ No

### Number of reported incidents in the last year

Enter a number...

### Which protected characteristics are included in the anti-discrimination policy?

- ☐ Race
- ☐ Religion
- ☐ Gender
- ☐ Sexual Orientation
- ☐ Age
- ☐ Disability
- ☐ National Origin
- ☐ Genetic Information

### Last Policy Review Date

Enter date...

## Health and Medical Requirements

Ensures compliance with health and medical requirements, including access to healthcare and appropriate accommodations.

### Availability of First Aid Kits?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

### Number of Designated First Aiders

Enter a number...

### Last First Aid Training Date

Enter date...

### Provision of Personal Protective Equipment (PPE)?

- ☐ Yes
- ☐ No
- ☐ Partially



### Details of PPE Provided (e.g., types, fit testing)

Write something...

### Access to Clean Drinking Water?

☐ Yes

☐ No

### Description of Medical Support Available (e.g., on-site clinic, nearby hospitals)

Write something...

## Subcontractor Compliance

Evaluates and monitors the labor compliance of subcontractors and suppliers throughout the supply chain.

### Subcontractor Labor Compliance Program Exists?

☐ Yes

☐ No

☐ Not Applicable


### Number of Subcontractors Audited Annually

Enter a number...

### Date of Last Subcontractor Labor Compliance Audit

Enter date...

### Upload Subcontractor Compliance Assessment Report

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### Areas of Subcontractor Compliance Assessed

- ☐ Wage & Hour
- ☐ Working Conditions
- ☐ Child Labor Prevention
- ☐ Freedom of Association

### Summary of Findings from Last Subcontractor Audit

Write something...

## Auditing and Reporting

Establishes regular audits and reporting mechanisms to monitor and improve labor compliance.

### Last Audit Date

Enter date...

### Number of Audits Conducted This Year

Enter a number...

### Audit Type

- ☐ Announced
- ☐ Unannounced
- ☐ Remote

### Summary of Key Audit Findings

Write something...

### Audit Report File

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### Areas Audited

- ☐ Wages
- ☐ Working Conditions
- ☐ Child Labor
- ☐ Forced Labor
- ☐ Freedom of Association

## Remediation and Corrective Action

Defines a process for addressing and remediating any identified labor violations.

### Detailed Description of the Remediation Action Required

Write something...

### Estimated Cost of Remediation (USD)

Enter a number...

### Target Completion Date of Remediation

Enter date...

### Responsible Party for Remediation

- ☐ Internal Team
- ☐ Supplier
- ☐ Third-Party Consultant

### Supporting Documentation (e.g., Action Plan, Photos)

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### Initial Root Cause Analysis

Write something...

**Number of Workers Affected**

Enter a number...