

## 2018 Questions for garment brands regarding human rights due diligence of Jordanian supply chain

### Human rights risks

1. Please explain your approach to mapping human rights risks in your Jordanian supply chain and whether you work with any local partners in doing so.

#### Policy:

2. Does your company have:
  - a. a human rights policy which addresses worker rights in your supply chain
  - b. a specific policy prohibiting discrimination and exploitative practices against migrant workers and refugees
  - c. a specific policy on migrant worker recruitment that specifies: no payment of recruitment fees, no document confiscation, a written employment contract

*Please provide links to all relevant policies and explain how these policies address these issues.*

### Monitoring

3. How many first tier suppliers based in Jordan does your company have and have you traced your supply chain beyond the first tier? *(Please provide details)*
4. What steps does your company take to ensure that your policies and standards are implemented by first tier suppliers and suppliers beyond the first tier in your Jordanian supply chain? *(Please include details of relevant contracting clauses, supplier training and other measures.)*
5. How does your company monitor the compliance of first tier suppliers and suppliers down the supply chain with your policies and standards? Please describe your approach. *(If your approach includes audits please provide data on the percentage of your first, second & third tier suppliers have been audited in the last year and whether these were announced or unannounced. If you collaborate with local groups or trade unions please also provided details on this)*
6. Please explain how you monitor recruitment systems used by your suppliers to employ migrant labour
7. In the last year has your monitoring uncovered instances of:
  - a. inadequate, unsafe or unsanitary worker accommodation
  - b. health & safety violations in the workplace
  - c. workers being forced to work excessive overtime or not paid overtime at the correct rate
  - d. workers being subjected to sexual harassment or other abuse*Please indicate the number of instances of each abuse your monitoring has uncovered*
8. In the last year has your monitoring uncovered instances in your supply chain where migrant workers:
  - a) have been charged recruitment fees
  - b) have not been paid the minimum wage (or contractually agreed amount)

- c) have had their passports retained by factories or other agents
- d) have been deceived in the recruitment process regarding salary level and/or employment conditions

*Please indicate the number of instances of each abuse your monitoring has uncovered*

#### **Remediation:**

- 9. What process does your company expect the supplier to follow when breaches of its policies or applicable regulations are identified and how do you verify corrective action has been taken? *(Please explain in your answer specifically how you address each of the breaches referred to in questions 7 & 8 and if you work with partners to provide remediation) For example if you discover a worker has been charged a recruitment fee what action do you take?*
- 10. How does your company ensure that it engages effectively with workers in its Jordanian supply chain? *(Please refer to how you overcome language barriers, ensure workers can speak freely & in confidence and whether you have a grievance mechanism available to workers in your Jordanian supply chain)*

#### **Syrian refugees**

- 11. Do any of your company's suppliers in Jordan currently employ Syrian refugees?
- 12. What (if any) steps is your company taking to help integrate Syrian refugees into your supply chain?
- 13. How are you safeguarding (or planning to safeguard) the rights of Syrian refugees working in your supply chain and what steps are you (will you be) taking to ensure other local or migrant workers have decent access to work as employing Syrian refugees becomes more common?

#### **Purchasing practices**

- 14. How does your company evaluate the impact of its purchasing practices on the capacity of your suppliers or factories in Jordan to ensure decent working conditions including a living wage?

#### **Stakeholder engagement**

- 15. How does your company ensure freedom of association for all workers in its supplier factories in Jordan? *Please detail if there are any union committees present in factories and whether collective bargaining takes place*

#### **Other information**

Please provide any further information regarding your company's activities in Jordan which you think are relevant.