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Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (MNE Declaration)

A self-assessment tool for enterprises

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A self-assessment tool for enterprises

Version 1.0

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> The MNE Declaration provides clear guidance on how enterprises can contribute through their operations worldwide to the realization of decent work.
> Its recommendations, which are rooted in international labour standards, reflect good practices for all enterprises but also highlight the role of government in stimulating good corporate behaviour as well as the crucial role of social dialogue.
>
> ▶ **Guy Ryder**, ILO Director-General

> The Employers have always supported the MNE Declaration. It is an important instrument on responsible business conduct for companies and the tripartite constituents of the ILO. This self-assessment tool will support companies in making full use of the Declaration and its guidance. The purpose is not for external validation, benchmarking, or certification of companies, but to enable practitioners in companies to better understand the individual provisions in the Declaration and how it applies to them.
>
> ▶ **Roberto Suárez Santos**, IOE Secretary-General

1

Introduction

1. Introduction

This self-assessment tool for enterprises has been developed to support enterprises that seek to benchmark their corporate social policies and practices against the guidance provided in the Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (MNE Declaration).

The MNE Declaration is the most comprehensive and global guidance tool on labour and employment policy. It is the only global instrument in this area that was negotiated and adopted by governments and representatives of employers' and workers' organizations from around the globe. As such, it provides important guidance for enterprises.

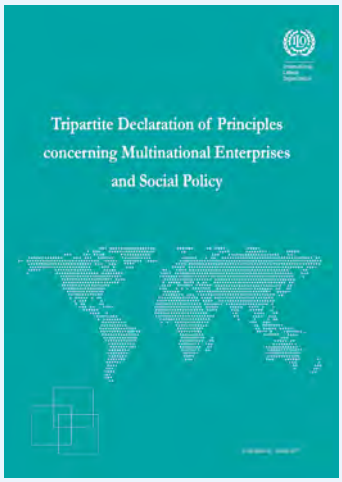
The three key reference points for responsible business are the ILO *Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy* (ILO MNE Declaration), the *OECD Guidelines for Multinational Enterprises* (OECD MNE Guidelines) and the *UN Guiding Principles on Business and Human Rights* (UN Guiding Principles). They align with and complement each other.

These instruments set the expectation that all companies – regardless of their size, sector, operational context, ownership and structure – avoid and address the adverse impacts with which they are involved. Involvement of an enterprise could come through its own operations as well as those of its business relationships. The "impacts" concern how the enterprise's activities affect human rights, of which labour rights are an integral part. Such impacts could be positive and/or negative; enterprises should seek to eliminate the negative and identify opportunities to contribute positively.

The instruments also encourage enterprises to contribute to the sustainable development of the countries in which they operate.

What is the MNE Declaration?

The MNE Declaration is the only ILO instrument that provides direct guidance to enterprises. Initially adopted in 1977 by governments, employers and workers from around the world, it has been regularly updated to reflect new economic realities. In 2017 the ILO Governing Body unanimously adopted an updated version taking into account the increased international investment and trade, the growth of global supply chains as well as developments within and outside of the ILO, including newly adopted international labour standards, the UN Guiding Principles on Business and Human Rights, and the 2030 Agenda for Sustainable Development.



The principles of the MNE Declaration are addressed to multinational and national enterprises, governments of home and host countries, and employers' and workers' organizations.

These principles do not aim at introducing or maintaining inequalities of treatment between multinational and national enterprises. They reflect good practice for all. Multinational and national enterprises, wherever the principles of the MNE Declaration are relevant to both, should be subject to the same expectations in respect of their conduct in general and their social practices in particular.

The principles of the MNE Declaration are intended to guide enterprises in taking measures and actions and adopting social policies, including those based on the principles of the ILO Constitution and the relevant international labour conventions and recommendations. The guidance provided addresses a range of issues relevant to enterprise operations, including fundamental principles and rights at work, employment, training, conditions of work and life, industrial relations and general policies, which are recommended to enterprises to observe on a voluntary basis.

It also can help enterprises to identify efficient and effective ways to contribute to the 2030 Agenda for Sustainable Development—which in light of the COVID-19 crisis has become more urgent than ever. The MNE Declaration offers recommendations on enhancing the positive business contribution to social and economic progress and the realization of decent work for all; and on minimizing and resolving the difficulties to which business operations may give rise.

MNE Declaration recommendations in five areas

General policies

- Governments
- Enterprises
- Fundamental principles and rights at work
- Due diligence
- Consultations between home and host country governments

Employment

- Employment promotion
- Formal sector
- Social Security
- Forced labour
- Child labour
- Equality of opportunity and treatment
- Security of employment

Training

- National policies for vocational training and guidance, closely linked to employment
- Provide training and lifelong learning opportunities

Conditions of work & life

- Wages, benefits and conditions of work
- Occupational safety and health

Industrial relations

- Freedom of association and right to organize
- Collective bargaining
- Consultation
- Access to remedy and examination of grievances
- Settlement of industrial disputes

To stimulate the uptake of the principles of the MNE Declaration by all relevant parties, the ILO Governing Body adopted a range of operational tools, including: a regional follow-up mechanism; promotion at the national level through, inter alia, tripartite appointed national focal points; ILO country-level technical assistance, information and guidance offered by the ILO Helpdesk for Business; company-union dialogue to discuss issues of mutual concern; and an interpretation procedure.

For more information, please visit the ILO web portal on the MNE Declaration: www.ilo.org/mnedeclaration.

Consultation is a recurring theme throughout the MNE Declaration: in the workplace between representatives of management and workers and/or their representatives; between enterprises and government and employers' and workers' organizations; and between host and home countries of multinational enterprises on issues of mutual concern.

To further promote the MNE Declaration and stimulate the uptake of its principles, the ILO developed this self-assessment tool together with the International Organization of Employers (IOE). It is designed so that enterprises of all sizes and sectors can benchmark their policies and practices against the principles of the MNE Declaration. This tool aims to foster reflection and identify areas where the enterprise is applying the principles of the MNE Declaration and areas in which corporate policies and practices could be strengthened or initiated. It can also help to identify points of common interest or concern for possible consultations between management and workers and their representatives as part of continuous improvement processes. The information gathered through this self-assessment process could also support human rights due diligence processes. However, the tool is not intended to be used to demonstrate compliance to a third party.

Multinational enterprises

The MNE Declaration does not include a legal definition of multinational enterprises, but states that *"multinational enterprises include enterprises – whether fully or partially state owned or privately owned – which own or control production, distribution, services or other facilities outside the country in which they are based. They may be large or small; and can have their headquarters in any part of the world. The degree of autonomy of entities within multinational enterprises in relation to each other varies widely from one such enterprise to another, depending on the nature of the links between such entities and their fields of activity and having regard to the great diversity in the form of ownership, in the size, in the nature and location of the operations of the enterprises concerned. Unless otherwise specified, the term "multinational enterprise" is used in this Declaration to designate the various entities (parent companies or local entities or both or the organization as a whole) according to the distribution of responsibilities among them, in the expectation that they will cooperate and provide assistance to one another as necessary to facilitate observance of the principles laid down in this Declaration. In that regard, it also recognizes that multinational enterprises often operate through relationships with other enterprises as part of their overall production process and, as such, can contribute to further the aim of this Declaration."* (Paragraph 6)

Why conduct a self-assessment against the principles of the MNE Declaration?

- To identify opportunities to contribute to inclusive economic growth and decent work for all as a contribution to the 2030 agenda on sustainable development.
- To identify opportunities to minimize and resolve any difficulties that might arise from the enterprise's operations.
- To consult workers' representatives on how the enterprise's current social policies and practices impact them. Such consultations can be useful to gather information, identify strengths and areas for improvement and assist with follow-up.
- To identify ways to improve the enterprise's social and economic policies and performance.
- To stimulate a stronger alignment of enterprise's operations with development objectives and national priorities in countries of operation.

The self-assessment tool is structured around questions based on the recommendations of the MNE Declaration. Section 2 provides guidance on how to conduct the self-assessment. Section 3 presents the structure of the self-assessment tool. Section 4 contains the tool in table format which can be filled out online and saved. Enterprises looking for further information can consult the Annex where key ILO tools and resources for business are listed for each of the questions.

How does this self-assessment tool compare to other assessment tools?

A number of assessment tools have been developed in the past years to assist companies in assessing their social, environmental, development and economic impacts, such as:

- The GRI Sustainability Reporting Standards of the Global Reporting Initiative (GRI Standards) developed by the Global Reporting Initiative;
- The UN Global Compact Self-Assessment Tool developed by the UN Global Compact;
- SDG Compass developed by GRI, the UN Global Compact and the World Business Council for Sustainable Development (WBCSD);
- The Human Rights Compliance Assessment (HRCA) Tool developed by the Danish Institute of Human Rights;
- The Performance indicators of the SA8000 from Social Accountability International; and
- The UN Guiding Principles Reporting Framework developed by Shift and Mazars.

When it comes to the social and labour dimension of business practices, these tools typically refer to ILO standards, in particular the fundamental principles and rights at work.

The aim of this self-assessment tool is to help enterprises benchmark existing policies and practices against the principles of the MNE Declaration and to identify potential gaps or opportunities for improvement.

2

Conducting the self-assessment

2. Conducting the self-assessment

Using the self-assessment tool

For an effective process, those conducting the self-assessment should have a good knowledge and understanding of the enterprise's existing policies, procedures and practices, as well as access to reliable information/data on the actual outcomes of these policies and practices.

In addition to consultations with workers' organizations, an assessment may also benefit from the views of stakeholders outside of the enterprise, including the government(s), business partners, civil society or the local community, to provide the enterprise with a better understanding of issues of common concern and areas for improvement in terms of impact on workers, local communities and societies.

Assessing the findings and follow-up

If the self-assessment has identified any gaps or areas for improvement, the enterprise should consider addressing those points through further actions.

While ideally any gaps identified by the self-assessment should be addressed, the enterprise may need to prioritize based on the risk and severity of the actual or potential rights violations. Priority should always be given to gaps identified in relation to compliance with national laws and respect for fundamental principles and rights at work (freedom of association, the effective recognition of the right to collective bargaining, elimination of child labour, elimination of forced labour and discrimination).

3

Structure of the self-assessment tool

3. Structure of the self-assessment tool

The self-assessment tool is structured around questions based on the recommendations in the MNE Declaration that are addressed specifically to enterprises. It follows the structure and the sections of the MNE Declaration.

Each question also indicates references to the relevant SDGs and to relevant indicators contained in other benchmarking tools.

Guidance is provided in the form of questions or suggested information to be provided.

- **Policies and relevant procedures:** Does the enterprise have a corporate policy and/or procedure related to a principle of the MNE Declaration?
- **Illustrative actions:** Data or other information that could be useful in assessing what/how the enterprise is currently doing.
- **Current status/comments:** How is the company currently performing in this area in terms of policies and relevant procedures, data collection or other actions?
- **Opportunities for improvement and suggested actions:** What works well? What has been overlooked? What could be improved? What actions might be considered to respond to any issues identified? Once decided, these actions can serve as the basis for further assessments and actions by the enterprise.

In the case of multinational enterprises undertaking the self-assessment, this tool recognizes that these enterprises may have a global corporate policy but could allow for flexibility in each market to reflect that local context – including the legal framework – particularly in terms of procedures. Consequently, more localized self-assessment processes may be useful which the corporate HQ can then consolidate into one overall corporate assessment. Users may wish to review the questions with this in mind to see where it might be adapted to facilitate a more accurate assessment.

The **Annex** provides an overview of **ILO tools and resources** that can support business in their social policies and practices as well as information on **relevant ILO instruments** (ILO conventions, recommendations or protocols).

4

Self-assessment questions for enterprises

4. Self-assessment questions for enterprises

MNE Declaration section on General policies

1. Does the enterprise have policies and procedures to align its operations with national laws and regulations, local practices and international standards; and that respect commitments it has freely entered into?

▶ paragraph 8 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a process to monitor legislative developments concerning workers' rights which are relevant to the enterprise's operations?	Information collected regularly from databases on national labour, social security and related human rights legislation such as NATLEX.		
Does the enterprise have policies, procedures and/or mechanisms to ensure that the enterprise's activities are in line with national laws and regulations and the principles contained in relevant international standards? *NB: Examples of international standards specifically addressed to enterprises include the UN Guiding Principles on Business and Human Rights, the ILO MNE Declaration, the OECD MNE Guidelines, etc.*	Measures taken to correct the situation when penalties or other sanctions were received due to breach of national laws or regulations.		

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise familiarize itself with local practices in countries of operation, to adapt to ways in which local enterprises respect workers' rights?	Measures taken to ensure that enterprise activities are in line with local practices.		
Does the enterprise have a procedure to review the commitments it has freely entered into? *NB: Examples of freely entered commitments could include membership of business networks, UN Global Compact, collective agreements and global framework agreements.*	Actions taken following a review of commitments.		

Other relevant references/related indicators: SDG 16 (target 16.3), GRI: 419-1

2. Does the enterprise contribute to the realization of the fundamental principles and rights at work through its operations?

▶ paragraph 9 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy to respect the fundamental principles and rights at work? *NB: Fundamental principles and rights at work include:* – *freedom of association and the effective recognition of the right to collective bargaining* – *the elimination of forced or compulsory labour* – *the abolition of child labour* – *the elimination of discrimination in respect of employment and occupation*	Procedures are developed to implement the policy. Data collected on the enterprise's activities that have contributed to the attainment of fundamental principles and rights at work.		

Relevant international labour standards: Fundamental Conventions Nos. 29 (and its Protocol), 87, 98, 100, 105, 111, 138 and 182.

Other relevant references/related indicators: SDG 8 (targets 8.7 & 8.8)

3. Does the enterprise have a policy to respect human rights?

▶ paragraph 10(c) of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy to respect human rights, namely to: – avoid causing or contributing to adverse impacts through its own activities, and address such impacts when they occur; and – prevent or mitigate adverse human rights impacts that are directly linked to its operations, products or services by its business relationships, even if it has not contributed to those impacts? *NB: Internationally recognized human rights are understood, at a minimum, as those expressed in the International Bill of Human Rights and the principles concerning fundamental rights set out in the ILO Declaration on Fundamental Principles and Rights at Work.*	Procedures adopted to implement the policy.		

Other relevant references/related indicators: SDG 8 (targets 8.7 & 8.8), UN Guiding Principles on Business and Human Rights (paragraphs 11 to 24), GRI: 412-1, 414-1 and 414-2, HRCA: C.1.1, SA8000 (9.10.1), UN Guiding Principles Reporting Framework (Part C), UN Global Compact HU.12

4. Does the enterprise carry out human rights due diligence?

▶ paragraphs 10(d) and (e) of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise carry out due diligence to identify, prevent, mitigate and account for actual and potential adverse human rights impacts in which it may be involved either: – through its own operations; or – as a result of its business relationships?	Procedures exist to identify potentially affected groups and other relevant stakeholders, including workers' organizations. Progressively increasing the percentage of business partners screened using human rights criteria, in particular in areas addressed in the MNE Declaration.		
Does the due diligence process involve meaningful consultation with potentially affected groups and other relevant stakeholders, including workers' organizations, as appropriate to the size of the enterprise and the nature and context of the operation?	Consultations held with particular groups and outcomes are tracked.		
Does this process take account of the central role of freedom of association and collective bargaining as well as industrial relations and social dialogue as an ongoing process? *NB: See Annex for resources on conducting due diligence on selected topics.*	In the context of labour rights and social issues, consultations held with workers and workers' organizations are tracked.		

Relevant international labour standards: Fundamental Conventions Nos. 29 (and its Protocol), 87, 98, 100, 105, 111, 138 and 182, Conventions Nos. 135 and 144.

Other relevant references/related indicators: SDG 8 (targets 8.7 & 8.8), UN Guiding Principles on Business and Human Rights (paragraphs 11 to 24), GRI: 412-1, 414-1 and 414-2, HRCA: C.1.1, SA8000 (9.10.1), UN Guiding Principles Reporting Framework (Part C), UN Global Compact HU.12

5. Does the enterprise take account of the policy objectives of the countries in which it operates?

▶ paragraph 11 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a system to inform itself of the national development priorities in the countries in which it operates? *NB: Aligning the enterprise's efforts to national development priorities fosters synergies to tackle challenges which any single enterprise cannot address alone. Such alignment also strengthens the role of government as the principal actor responsible for achieving the realization of the SDGs, including SDG 8 on inclusive economic development and decent work.* *Useful sources for identifying national development priorities may include: public information sources or government agencies consulted in identifying national development priorities (e.g., the national action plan for attaining the SDGs), the Decent Work Country Programme or other public documents, Investment Promotion Agencies or relevant ministries (labour, industry, agriculture, mining, etc.).*	Involvement in dialogue processes or working groups focused on particular national priorities, such as youth employment promotion. Contributions to national development priorities and social aims established by the government.		
Does the enterprise undertake consultations with the government, the national employers' or workers' organizations on these policy objectives?	Membership of national employers' organization(s) or other business membership organizations.		

Other relevant references/related indicators: SDG 17

MNE Declaration section on Employment

A) Employment Promotion

6. Does the enterprise endeavour to increase employment opportunities and standards?

▶ paragraph 16 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise take into account the employment policies and objectives established by the government in every country of operations (where applicable)? *NB: employment creation is defined as net jobs created.*	Initiatives taken to increase employment opportunities, taking into account the objectives set by the government in all countries of operation. System established to track net jobs created, disaggregated by gender, age, nationality (local or international) and professional categories.		
Does the enterprise endeavour to increase employment stability?	Initiatives taken by the enterprise to increase employment stability. Data collected on jobs created, disaggregated by type of contract (permanent, temporary, part time, full time).		

Relevant international labour standards: Conventions Nos. 122 and 168. Recommendations Nos. 122, 169 and 176.

Other relevant references/related indicators: SDG 8 (targets 8.3 & 8.6), GRI: 202-2

7. Before starting operations, does the enterprise consult, where appropriate, with the competent authorities and the national employers' and workers' organizations?

▶ paragraph 17 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise consult wherever appropriate with the competent government authorities and the national employers' and workers' organizations in order to keep their employment plans, as far as practicable, in harmony with national social development policies? *NB: Consultation is appropriate where the operations will have significant impacts for the workforce, related local enterprises and the host community. The objective is to ease the entry of the enterprise in the host environment and create a dialogue mechanism for addressing issues which might arise, while still respecting the autonomy and rights of the enterprise.*	Information collected on frequency and outcomes of consultations with government authorities and workers' and employers' organizations.		
Do these consultations between the enterprise and all parties concerned, including workers' organizations, continue during its operations?			

Relevant international labour standards: Conventions Nos. 122 and 168. Recommendations Nos. 122, 169 and 176.

Other relevant references/related indicators: SDG 8 (targets 8.3 & 8.6)

8. Where relevant, does the enterprise give priority to the employment, occupational development, promotion and advancement of nationals of the host country?

▶ paragraph 18 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have policies and programmes that give priority to the employment, occupational development, promotion and advancement of nationals of the host country at all levels?	Initiatives taken to promote the employment, development and advancement of nationals. Data collected on employment of nationals at professional, supervisory and managerial levels, disaggregated by sex.		
Does the enterprise cooperate, as appropriate, with representatives of the workers employed by them or workers' organizations and governmental authorities?	Cooperative actions taken to remove any structural challenges for the recruitment of local workers (e.g., reviewing job descriptions, widely distributing job offers through appropriate channels and translating into a local language, etc.).		

Relevant international labour standards: Conventions Nos. 122 and 168. Recommendations Nos. 122, 169 and 176.

Other relevant references/related indicators: SDG 8 (targets 8.3 & 8.6), GRI:202-2

9. When investing in developing countries, does the enterprise consider using technologies that generate employment directly and indirectly?

▶ paragraph 19 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise assess the employment impact of the different choices of technology to be used in the host country?	Data collected on the impact of these choices on employment.		
Does the enterprise adapt technologies to the needs and characteristics of the host countries?	Contributions to adapt or develop appropriate technology in the host countries.		
Does the enterprise contribute where possible to the development of technology in the host country?	Participate in programmes such as research projects to develop or adapt technology in host country.		

Relevant international labour standards: Conventions Nos. 122 and 168. Recommendations Nos. 122, 169 and 176.

Other relevant references/related indicators: SDG 8 (targets 8.3 & 8.6)

10. Does the enterprise build linkages with local enterprises in developing countries?

▶ paragraph 20 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise source locally where possible and practicable? *NB: This may include parts and equipment as well as incidental goods and services such as catering and equipment repairs.*	Criteria for selecting providers of goods and services include giving preference to local business partners. Efforts made to facilitate integration of local businesses in the value chain of the enterprise (e.g. consulting employers' organizations; providing training to help local producers meet quality standards; working with ministries of labour, agriculture, industry, etc.).		
If the enterprise processes raw materials, does it seeks opportunities to do so locally?	Data collected on local processing of raw materials, e.g., percentage of the procurement budget spent on local suppliers.		

Relevant international labour standards: Recommendations Nos. 189 and 193.

Other relevant references/related indicators: SDG 8 (targets 8.3 & 8.6), GRI: 204-1

11. Does the enterprise contribute to national efforts to promote the transition to the formal economy?

▶ paragraph 21 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise verify that its business partners and their workers are legally registered?	Procedure implemented to verify that business partners and their workers are operating in the formal economy. Procedure implemented to facilitate formalization of those partners and their workers not yet operating in the formal economy.		
Does the enterprise participate in dialogue and initiatives to support government efforts to promote formalization when such opportunities arise?			

Relevant international labour standards: Recommendations Nos. 169, 189 and 193.

Other relevant references/related indicators: SDG 8 (target 8.3)

B) Social Security

12. Has the enterprise taken actions to complement public social security systems?

▶ paragraph 22 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise assess the social protection situation of its workers in all countries of operations with a view to complement it as needed? *NB: National public social protection schemes typically include medical and health care insurance; income replacement for unemployment, maternity leave, sick leave, employment injury or disease, invalidity, retirement and death; and family allowances. It may also include other benefits such as income replacement during paternity and adoption leave and education allowances.*	Employees are enrolled in existing government social protection programmes and the requisite employer and worker contributions are paid.		
Does the enterprise seek ways to stimulate further development of the public social security system in host countries, including through their own employer-sponsored programmes?	Initiatives taken to stimulate further development of national public social security system(s). Measures taken to develop or participate in employer-sponsored programmes to supplement, as appropriate, public schemes.		
Does the enterprise have a procedure to discuss social security coverage of workers with its business partners?	Discussions with business partners and outcomes are tracked.		

Relevant international labour standards: Conventions Nos. 102, 121 and 130. Recommendations Nos. 134 and 202.

Other relevant references/related indicators: SDG 1 and 3 (targets 1.3 & 3.8)

C) Elimination of Forced or Compulsory Labour

13. Has the enterprise taken immediate and effective measures within its own competence to secure the prohibition and elimination of forced labour in its operations?

▶ paragraph 25 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy prohibiting forced labour in its operations? *NB: Forced labour is defined in international labour standards as "all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily." (See Annex for a list of relevant ILO guidance tools on forced labour)*	Preventive measures taken to ensure that the enterprise does not participate in, or benefit from, any form of forced labour.		
Does the enterprise have specific procedures (such as due diligence processes) to identify, prevent, mitigate and account for how it addresses the risks of forced and compulsory labour in its operations or in products, services or operations in which they may be directly linked?	Measures taken as a result of finding any form of forced labour in the enterprise's business partners. Incidences of forced labour are analysed for root causes to prevent similar events in the future.		
Has the enterprise established an adequate and accessible grievance mechanism for victims of forced labour?			

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise provide access to appropriate and effective remedies for victims of forced labour, either in their own operations or in the operations of business partners in cases where the partner fails to provide effective remedies?	Grievances/complaints received that might indicate forced or compulsory labour are responded to and tracked to strengthen the due diligence process.		
Does the enterprise contribute to broader community efforts to eliminate forced labour?	Measures taken to contribute to broader community efforts to eliminate forced labour.		

Relevant international labour standards: Convention No. 29 (and its Protocol), Convention No. 105, Recommendations Nos. 35 and 203.

Other relevant references/related indicators: SDG 8 (target 8.7), HRCA: A.1.1 & A.1.2, GRI: 409-1, SA8000 (2.1 – 2.5), UN Global Compact LA.3

D) Effective abolition of child labour: minimum age and worst forms

14. Does the enterprise respect the minimum age of admission to employment and has it taken effective measures within its own competence to secure the prohibition and elimination of the worst forms of child labour in its operations?

▶ paragraph 27 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy on the minimum age for employment that is consistent with the principles of international labour standards; and complies with national laws?	Verification procedure. Data collected on incidents of child labour uncovered in own operations.		
In cases where the minimum age set in national law is below the provisions of international labour standards, does the policy apply the higher minimum? *NB: ILS set a minimum of 15 years for normal work (14 for countries in transition); 13 years for light work (12 for countries in transition); and 18 years for hazardous work. Child labour deprives children of their childhood, their potential and their dignity, and is harmful to physical and mental development; and/or interferes with their schooling. Hazardous work refers to work that is mentally, physically, socially or morally dangerous and harmful to children.* *(See Annex for a list of ILO guidance tools on child labour)*	Measures taken when children below the legal working age are found in the workplace of the enterprise. Measures taken when children below the legal working age are found in the workplace of one of its business partners.		

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise identify, prevent, mitigate and account for how it addresses risks of child labour, including worst forms of child labour, in its operations?			
Does the enterprise encourage its business partners to adopt similar policies and practices?	Discussions with business partners on child labour, and outcomes tracked. Data collected on incidents of child labour uncovered in operations of business partners.		
Does the enterprise contribute to broader community efforts to eliminate child labour? *NB: This may include, for instance, initiatives taken at the industry level; cooperation with trade unions, law enforcement authorities and the labour inspectorate; participation in a task force or committee on forced labour in an employers' organization; supporting a national plan/strategy on elimination of child labour.*	Measures taken to contribute to broader community efforts.		

Relevant international labour standards: Conventions Nos. 138 and 182 and Recommendations Nos. 146 and 190.

Other relevant references/related indicators: SDG 8 (target 8.7), HRCA A.2.1 – A.2.3, UN Global Compact LA.4, GRI: 408-1, SA8000 (1.1 – 1.4)

E) Equality of opportunity and treatment

15. Is the enterprise guided by the principle of non-discrimination in employment throughout its operations?

▶ paragraph 30 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy and procedures that prohibit discrimination? *NB: Prohibited grounds include: race, colour, sex, religion, political opinion, national extraction, social origin, age, disability, HIV/AIDS status, family responsibilities or other bases which are unrelated to the qualifications and experience of the worker. (See Annex for a list of relevant ILO tools which provide guidance on non-discrimination)*	Training provided to staff on the non-discrimination policy and practices. Measures taken to implement safeguards against bias in, e.g., recruitment, hiring, access to training, performance appraisal, advancement, promotion, and dismissal. Measures taken to enable qualified persons from vulnerable groups to access employment at all levels, e.g., training and facilitating access for workers with disabilities.		
Does the enterprise have procedures to identify, prevent, mitigate and account for how it addresses risks of discrimination in its operations?	Data on workers employed disaggregated by race, colour, sex, religion, political opinion, national extraction, social origin, or other relevant bases; and by professional category.		
Does the enterprise have in place programmes to facilitate recruitment of qualified candidates for employment from underrepresented groups?			

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise contribute to broader programmes to increase the employability of underrepresented groups?	Measures taken to promote STEM studies among girls and young women or university studies among disadvantaged youth.		
Does the enterprise take steps with regards to equal pay for work of equal value?	Average salary levels by professional category disaggregated by sex; and by other bases, where feasible.		
Does the enterprise encourage its business partners to adopt similar policies and practices?	Discussions with business partners and outcomes tracked.		
Has the enterprise established a procedure, accessible and known to all workers, where workers can safely report incidents of discrimination?	Measures taken as a result of discrimination reported.		

Relevant international labour standards: Conventions Nos. 100 and 111 and Recommendations Nos. 90 and 111.

Other relevant references/related indicators: SDG 5, 8 and 10 (targets 5.5, 8.5 & 10.3), UN Global Compact LA.5, GRI: 405-1, 405-2, and 406-1, SA8000 (5.1 – 5.4), HRCA A.3.1 and A.3.2

F) Security of Employment

16. Does the enterprise endeavour to provide stable employment for workers?

▶ paragraph 33 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy to provide stable employment? *NB: Stable employment seeks to avoid hiring and firing workers due to, e.g., temporary fluctuations in orders or as a means of avoiding paying benefits when the worker becomes eligible.*	Data collected on average duration of contract and evolution in recent years. Initiatives taken by the enterprise to increase employment stability.		

Relevant international labour standards: Convention No. 158 and Recommendation No. 166.

Other relevant references/related indicators: SDG 8 (target 8.8), GRI: 102-8

17. When considering changes in operations with major employment effects, does the enterprise provide reasonable notice to government authorities and representatives of workers in their employment to jointly examine the implications and mitigate the adverse effects?

▶ paragraph 34 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
In case of changes in operations (mergers, takeovers or transfers of production) with major effects on employment, does the enterprise have a policy to provide reasonable notice to government authorities, as well as to representatives of the workers in their employment and their organizations?	Enterprise examines the implications jointly with government authorities and representatives of workers.		
Does the enterprise enter into dialogue with the government and representatives of the workers in their employment and their organizations to jointly examine the implications and mitigate the adverse effects?	Measures taken to avert or minimize termination (e.g., restriction in hiring, spreading workforce reduction over a certain period of time, internal transfers, training and retraining, voluntary early retirement, restriction of overtime and reduction of normal hours of work).		
Does the enterprise seek to mitigate where possible the effects of unemployment due to the discontinuation of its activities? *NB: Mitigation includes, e.g., cooperate with national employment placement services or vocational training systems, provide severance payments or assist workers to obtain unemployment benefits.*	Measures taken to mitigate the effects of termination (e.g., assistance to workers affected in their search for suitable alternative employment including direct contact with other employers, income protection, reimbursement of expenses connected to training or retraining).		

Relevant international labour standards: Convention No. 158 and Recommendation No. 166.

Other relevant references/related indicators: SDG 8 (targets 8.5 & 8.6), GRI 402-1, HRCA A.4.1 (suggested indicator n. 8)

18. Does the enterprise avoid arbitrary dismissal procedures?

▶ paragraph 35 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise avoid arbitrary dismissals, i.e., terminate an employment relationship only when there is a valid reason? *NB: A reason is valid only if it is connected with the capacity or conduct of the worker or based on the operational requirements of the undertaking, establishment or service. (See Annex for more information on valid reasons)*	Measures taken in response to complaints that a termination of employment was not based on either the capacity or conduct of the worker concerned.		

Relevant international labour standards: Convention No. 158 and Recommendation No. 166.

Other relevant references/related indicators: SDG 8 (targets 8.5 & 8.6), GRI 402-1

MNE Declaration section on Training

19. Does the enterprise provide training for all levels of workers it employs?

▶ paragraph 38 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy to provide training opportunities for all levels of workers it employs?	Number of hours of training provided per year, disaggregated by sex, professional category and type of employment and possible other bases.		
Does the policy take into account the needs of the enterprise as well as the development policies of the country? *NB: Training opportunities should develop useful skills, promote career opportunities and contribute to lifelong learning.*			
Does the enterprise cooperate with the national authorities, employers' and workers' organizations, as well as the competent local, national or international institutions, regarding its training programmes?	Participate in government-led consultations on, e.g., forecasting labour-market demand for skills.		

Relevant international labour standards: Convention No. 142 and Recommendation No. 195.

Other relevant references/related indicators: SDG 4 (target 4.4), GRI: 404-1

20. Wherever practicable, does the enterprise participate in national training programmes in developing countries and make skilled resource personnel available?

▶ paragraph 39 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
When operating in developing countries, does the enterprise participate in training programmes supported by the host governments to encourage skills formation, lifelong learning and provide vocational guidance?	Contribute technical expertise, e.g., to curriculum development, course offerings. Provide financial assistance. Make available skilled personnel, facilities and equipment.		
Has the enterprise contributed to training programmes organized by the government or made skilled personnel available wherever practicable to help?	Provide internships and apprenticeships for youth and re-entrants to the labour market.		

Relevant international labour standards: Convention No. 142 and Recommendation No. 195.

Other relevant references/related indicators: SDG 4 (target 4.4) and SDG 8 (target 8.6)

21. Does the enterprise, with the cooperation of governments, provide opportunities within the enterprise for local management to broaden their experience?

▶ paragraph 40 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise, with the cooperation of government, offer opportunities to local management to broaden their experience in suitable fields wherever consistent with the efficient operation of the enterprise?	Management training specifically offered to local management for the development of their capacities, disaggregated by sex and level of responsibility.		
Do local managers receive training on the fundamental principles and rights at work (child labour, forced labour, discrimination and industrial relations)?			

Relevant international labour standards: Convention No. 142 and Recommendation No. 195.

Other relevant references/related indicators: SDG 4 (target 4.4)

MNE Declaration section on Conditions of work and life

A) Wages, benefits and conditions of work

22. Across its operations, does the enterprise provide wages, benefits and conditions of work not less favourable than those offered by comparable employers in all countries of operation?

▶ paragraph 41 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy to provide wages, benefits and conditions of work not less favourable than those offered by comparable employers in all countries of operation?	The enterprise assesses against comparable employers in the host country: – the level of wages in the same job category, including remuneration established for overtime work; – the annual working hours for the same job category; – annual leave for the same job category.		

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
When comparable employers do not exist, does the enterprise commit to provide the best possible wages? *NB: "Best possible wages" takes into consideration:* *i. the needs of workers and their families, the general level of wages in the country, the cost of living, social security benefits, and the relative living standards of other social groups; and* *ii. economic factors, including the requirements of economic development, levels of productivity and the desirability of attaining and maintaining a high level of employment.*	The enterprise periodically assesses the needs of the workers and their families (e.g., collective bargaining, dialogue with workers' representatives, etc.).		

Relevant international labour standards: Conventions Nos. 110 and 130 and Recommendations Nos. 69, 110, 115 and 134.

Other relevant references/related indicators: SDG 1 (target 1.2), HRCA A.6.3., UN Global Compact HU.5

B) Safety and health

23. Does the enterprise maintain the highest standards of safety and health at work, in conformity with national requirements?

▶ paragraph 44 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy to maintain the highest standards of safety and health, in conformity with national requirements? *NB: The policy should include combatting workplace violence against women and men and attention to building safety.*	Provide adequate training and PPE free of charge to all workers. Establish joint management-labour OSH committees. Investigate root causes of accidents and incidents.		
Has the enterprise established an OSH management system and procedures based on the highest standards of safety and health? *(See Annex for ILO tools on establishing an OSH management system)*	Collect data on accidents and incidents (rates, types of injury, occupational diseases, work-related fatalities; root causes). Collect data on incidents of workplace violence or harassment.		

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise make information on the safety and health standards relevant to its operations available: – to the representatives of the workers? – to the competent authorities and the workers' and employers' organizations in all countries in which it operates?	Share information with the workers' representatives, competent authorities and employers' organizations (e.g., good practices from other operational units and locations and/or observed in other countries; special hazards associated with new products and processes). Demonstrate leadership in examining the causes of industrial safety and hazards.		

Relevant international labour standards: Conventions Nos. 148, 155, 161, 162, 167, 170, 174, 176, 184, 190. Recommendations Nos. 114, 118, 144, 147, 156, 164, 172, 175, 177, 181, 183, 187, 192, 194, 206.

Other relevant references/related indicators: SDG 8 (target 8.8, indicator 8.8.1), GRI: 403-2, HRCA A.5.1, SA8000 3.1, UN Global Compact HU.1

24. Does the enterprise cooperate with international organizations concerned with the preparation and adoption of international safety and health standards?

▶ paragraph 45 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise cooperate, where appropriate and feasible, in the work of international organizations on the preparation of international safety and health standards?	Make available the enterprise's experience as inputs in the preparation of international standards.		

Other relevant references/related indicators: SDG 8 (target 8.8)

25. Does the enterprise cooperate with the national safety and health authorities, representatives of workers and their organizations, and established safety and health organizations on safety and health matters?

▶ paragraph 46 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy and mechanisms to cooperate with the competent safety and health authorities, representatives of workers' and their organizations and established safety and health organizations on health and safety matters?	The enterprise engages in dialogue (e.g. exchange of information, consultation, negotiation or other forms of cooperation).		
Where appropriate, are matters relating to safety and health incorporated in agreements with representatives of workers and their organizations?	Existing agreements with workers and their organizations include provisions on health and safety.		

Relevant international labour standards: Conventions Nos. 155, 161 and 187. Recommendations Nos. 164 and 171.

Other relevant references/related indicators: SDG 8 (target 8.8), GRI: 403-1 and 403-4, SA8000 (3.5), UN Global Compact HU.3

MNE Declaration section on Industrial relations

A) Freedom of association and the right to organize

26. Does the enterprise respect the workers' right to freedom of association and the right to organize?

▶ paragraphs 48, 49 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy and procedures throughout its operations that: – allow workers to form and join trade unions of their own choosing without previous authorization; – protect workers against acts of anti-union discrimination in respect of their employment; – prohibit imposing any penalties or discriminating against workers because of their membership to the union; and – prohibit any acts of interference of organizations representing the workers? *(See Annex for relevant ILO tools on Freedom of Association)*	Data collected on percentage of workers affiliated to a trade union by professional category and type of contract. Measures taken by the enterprise to ensure observance of freedom of association among its business partners.		
Is there a mechanism in the enterprise for workers to choose their representatives?	Number of elections that have taken place in the last five years for workers to elect their representatives.		

Relevant international labour standards: Conventions Nos. 87, 98 and 154. Recommendations Nos. 135 and 163.

Other relevant references/related indicators: SDG 8 (target 8.8), SA 8000 (4), HRCA A.4, GRI: 102-41

27. Where appropriate, does the enterprise support representative employers' organizations in countries of operations?

▶ paragraph 50 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Where appropriate and in line with local circumstances, is the enterprise a member of, engage with or otherwise support representative employers' organizations in countries of operations?	Support the national employers' organizations in countries of operation (join, provide financial or technical support, train members, etc.).		

Relevant international labour standards: Convention No. 87.

Other relevant references/related indicators: SA 8000 4.2., HRCA A.4.2.1

28. Does the enterprise respect the right of representatives of the workers to meet?

▶ paragraph 53 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy and procedures throughout its operations to ensure respect for the right of representatives of the workers to meet unhindered for consultation and exchange of views among themselves, provided that the functioning of operations is not prejudiced?	A space is provided for workers' representatives to meet in private. Number of meetings held amongst workers to engage in consultations or exchange of views.		

Relevant international labour standards: Conventions Nos. 87, 98 and 154. Recommendations Nos. 135 and 163.

Other relevant references/related indicators: SDG 8 (target 8.8), SA 8000 (4), HRCA A.4, GRI: 102-41

29. Does the enterprise, in accordance with national law and practice, respect the right of workers it employs to have representative organizations of their choosing recognized for collective bargaining?

▶ paragraphs 55, 57 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Has the enterprise established and implemented a procedure to recognize representative organizations of workers employed by the enterprise for the purpose of collective bargaining?	Facilities are provided to assist workers' representatives in the development of effective collective agreements.		

Relevant international labour standards: Conventions Nos. 87, 98 and 154. Recommendations Nos. 135 and 163.

Other relevant references/related indicators: SDG 8 (target 8.8), SA 8000 (4), HRCA A.4, GRI: 102-41

30. Does the enterprise facilitate collective bargaining with the workers' representatives?

▶ paragraphs 58, 59, 60, 61 and 62 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a procedure to facilitate collective bargaining with the workers' representatives?	Number of collective agreements in force to which the enterprise or part thereof is a party. Percentage of total workers covered by collective agreement(s).		
In the context of bona fide negotiations with workers' representatives, does the enterprise: – provide workers' representatives with information required for meaningful negotiations? – refrain from threatening to transfer the operating unit to influence negotiations?	Information provided to the workers to effectively participate in collective bargaining.		
Do existing collective agreements include provisions for the settlement of disputes?	Include in any agreement provisions for grievance mechanisms.		
Does the enterprise respond to the governments' request for relevant information to assist in setting objective criteria for collective bargaining?	Information shared with the government to help establish objective criteria for collective bargaining.		
Where relevant, does this procedure apply throughout the operations of the enterprise?	Measures taken by the enterprise to ensure observance of standards of industrial relations among its suppliers.		

Relevant international labour standards: Conventions Nos. 87, 98 and 154. Recommendations Nos. 135 and 163.

Other relevant references/related indicators: SDG 8 (target 8.8), SA 8000 (4), HRCA A.4, GRI: 102-41

B) Consultation

31. Does the enterprise consult regularly with workers and their representatives on matters of mutual concern?

▶ paragraph 63 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
In line with national law and practice, has the enterprise devised systems for regular consultation between management and workers and their representatives on matters of mutual concern?	Number of meetings held between workers' organizations and representatives of the management to discuss issues of mutual concern; and decisions taken.		
Have steps been taken to ensure that such consultation does not substitute for collective bargaining?	Include provisions in agreement for regular consultations on progress in implementation.		

Relevant international labour standards: Recommendations Nos. 94 and 129.

Other relevant references/related indicators: HRCA A.4.1 (suggested indicator 4)

C) Access to remedy and examination of grievances

32. Does the enterprise respect the right of workers to submit grievances without suffering any prejudice and to have their grievances examined pursuant to an appropriate procedure?

▶ paragraph 66 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy and appropriate procedures that guarantee the enterprise's respect of the right of the workers, acting individually or jointly, to have their grievances processed pursuant to an appropriate procedure? *NB: the enterprise should take particular care to ensure that such grievance mechanisms exist in countries which do not abide by the principles of ILO Conventions pertaining to freedom of association, the right to organize and bargain collectively, discrimination, child labour and forced labour.*	Establish a mechanism or mechanisms for the resolution of grievances which is as easy to use and rapid as possible. Data collected on the number of grievances submitted by workers and outcomes, disaggregated by country of operation.		
Does the enterprise ensure that the worker will not suffer any prejudice as a result of bringing a complaint?	Establish safeguards against reprisals.		

Relevant international labour standards: Recommendation No. 130.

Other relevant references/related indicators: SDG 8 (target 8.8), UN Guiding Principles on Business and Human Rights (paragraphs 22 and 29)

33. Does the enterprise use its leverage to encourage business partners to enable remediation?

▶ paragraph 65 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise have a policy or procedure to use its leverage to encourage its business partners to provide effective means of enabling remediation for abuses of internationally recognized human rights?	Number of business partners with remediation policies and practices. Discussions with business partners and outcomes tracked.		

Relevant international labour standards: Recommendation No. 130.

Other relevant references/related indicators: SDG 8 (target 8.8), UN Guiding Principles on Business and Human Rights (paragraphs 22 and 29)

D) Settlement of Industrial Disputes

34. Does the enterprise support or seek to establish jointly with representatives and organizations of workers voluntary conciliation machinery to assist in the prevention and settlement of industrial disputes?

▶ paragraph 68 of the MNE Declaration

Supplemental questions

Policies and relevant procedures	Illustrative actions	Current status/comments	Opportunities for improvement and suggested actions
Does the enterprise seek to establish, jointly with the representatives and organizations of the workers, voluntary conciliation machinery? *NB: the machinery should be appropriate to national conditions and include equal representation of employers and workers. It may include provisions for voluntary arbitration, to assist in the prevention and settlement of industrial disputes.*	Make use of existing voluntary conciliation machinery as needed. Take a leading role in development of such machinery if none exists for the industry in the country of operation.		

Relevant international labour standards: Recommendation No. 92.

5

Conclusion

5. Conclusion

The principles of the MNE Declaration have been incorporated in the policies of international and regional organizations[1], national governments, and multi-stakeholder initiatives, as well as policies and practices of enterprises of all sizes.

In line with the provisions of paragraph 63 of the MNE Declaration concerning consultation on issues of mutual concern, enterprises are encouraged to conduct this self-assessment and develop the improvement action plan in consultation with the workers and their representatives, as workers are the first group of stakeholders affected by corporate policies and practices in the world of work.

If questions arise while using the tool or if further guidance is required on the application of the principles of the MNE Declaration in enterprise operations, the **ILO Helpdesk for Business on International Labour Standards** offers free and confidential services and can answer individual questions (assistance@ilo.org). The ILO Helpdesk for Business also consists of a website (www.ilo.org/business) organized by topic where companies, trade unions and others can find information, practical tools and training opportunities and questions and answers to help translating the principles of the MNE Declaration into practice. The company-union dialogue procedure under the MNE Declaration can also be useful where an enterprise and a union voluntarily agree to take advantage of using the facilities of the ILO to meet and talk, without prejudice. The Office will then provide a neutral ground for discussions of issues of mutual concern.

Finally, updated information, additional resources and tools for the promotion and application of the MNE Declaration can be found on the ILO web portal dedicated to the MNE Declaration at: www.ilo.org/mnedeclaration.

This tool is designed to allow enterprises using it to clearly assess whether its policies and procedures align with the principles of the MNE Declaration. As such, it is an important tool to assist companies in their journey towards meeting the aims of this Declaration.

1 For more information see International policy coherence – Overview of references made to the MNE Declaration on the MNE Declaration web portal: www.ilo.org/mnedeclaration.

Annex:
ILO Tools and Resources

Annex: ILO Tools and Resources

- The web portal of the ILO MNE Declaration: www.ilo.org/mnedeclaration
- The ILO Helpdesk for Business: www.ilo.org/business
- Responsible Business: Key messages from international instruments: https://www.ilo.org/empent/areas/mne-declaration/WCMS_763742/lang--en/index.htm
- Labour standards in global supply chains – How to meet them to become more competitive and sustainable (2019): https://www.ilo.org/asia/info/public/background/WCMS_725761/lang--en/index.htm

Other ILO Self-assessment Tools

- Better Work's Global Compliance Assessment Tool (2017): https://betterwork.org/portfolio/better-works-global-compliance-assessment-tool/

ILO Tools and Resources for Business on Employment

Questions on employment:

- ILO Helpdesk for Business – business and employment promotion: https://www.ilo.org/empent/areas/business-helpdesk/WCMS_DOC_ENT_HLP_EP_EN/lang--en/index.htm
- Meeting the Youth Employment Challenge, A Guide for Employers (2001): https://www.ilo.org/employment/Whatwedo/Instructionmaterials/WCMS_119337/lang--en/index.htm
- Youth employment : making it happen (2008): http://www.ilo.org/employment/Whatwedo/Instructionmaterials/WCMS_119342/lang--en/index.htm

Questions on forced labour:

- ILO Helpdesk for Business - business and forced labour: https://www.ilo.org/empent/areas/business-helpdesk/WCMS_DOC_ENT_HLP_FL_EN/lang--en/index.htm
- Eliminating and Preventing Forced Labour: Checkpoints app (2016): https://www.ilo.org/global/publications/WCMS_460489/lang--en/index.htm
- Combating forced labour: A handbook for employers and business (2015): https://www.ilo.org/global/topics/forced-labour/publications/WCMS_101171/lang--en/index.htm
- UN.GIFT Guide - Human Trafficking and Business: Good practices to prevent and combat human trafficking https://www.ilo.org/global/topics/forced-labour/WCMS_142722/lang--en/index.htm
- The Labour Principles of the United National Global Compact - A Guide for Business (ILO 2008), see pages 21-26: https://www.ilo.org/empent/Publications/WCMS_101246/lang--en/index.htm

Questions on child labour:

- ILO Helpdesk for Business – business and child labour: https://www.ilo.org/empent/areas/business-helpdesk/WCMS_DOC_ENT_HLP_CHL_EN/lang--en/index.htm
- Eliminating and Preventing Child Labour: Checkpoints app (2016): https://www.ilo.org/global/publications/WCMS_460491/lang--en/index.htm
- How to do business with respect for children's right to be free from child labour: ILO-IOE child labour guidance tool for business (2015): https://www.ilo.org/ipec/Informationresources/WCMS_IPEC_PUB_27555/lang--en/index.htm
- The Labour Principles of the United Nations Global Compact – A Guide for Business (ILO 2008) See pages 27-30: http://www.ilo.org/empent/Publications/WCMS_101246/lang--en/index.htm
- Employers' and Workers' Handbook on Hazardous Child Labour (2011) see pages 29-30 and 36-37: https://www.ilo.org/actrav/pubs/WCMS_164573/lang--en/index.htm
- Better Work Guidance Sheet on Child Labour: https://betterwork.org/portfolio/guidance-sheets-on-labour-regulations/
- Working with youth: Tips for small business owners - Packet for employers "Keep them safe!" (2008) See pages (p. 47-49 "action checklist"): http://www.ilo.org/ipecinfo/product/viewProduct.do?productId=12352

Questions on non-discrimination:

- ILO Helpdesk for Business – business, non-discrimination and equality: https://www.ilo.org/empent/areas/business-helpdesk/WCMS_DOC_ENT_HLP_BDE_EN/lang--en/index.htm
- Eliminating Discrimination in the Workplace: ILO Helpdesk Factsheet No. 5 https://www.ilo.org/empent/Publications/WCMS_116342/lang--en/index.htm
- HIV/AIDS and the world of work, ILO Code of practice, 2001, ILO, Geneva: https://www.ilo.org/aids/Publications/WCMS_113783/lang--en/index.htm
- Managing disability in the workplace, ILO Code of practice, 2002, ILO, Geneva: https://www.ilo.org/skills/pubs/WCMS_103324/lang--en/index.htm
- Women in Business and Management: Gaining momentum (2014): http://www.ilo.org/global/publications/books/forthcoming-publications/WCMS_316450/lang--en/index.htm
- Self-assessment tool for disability inclusion: http://www.businessanddisability.org/wp-content/uploads/2018/11/GBDNSelfAssesmentTool.pdf
- Disability and corporate social responsibility reporting: An analysis comparing reporting practices of 40 selected multinational enterprises (2014), See especially p.18 for reporting indicators and p.52-54 "Recommendations per indicator": http://www.ilo.org/skills/pubs/WCMS_316814/lang--en/index.htm
- Promoting Equity: gender-neutral job evaluation for equal pay. A step-by-step guide (2008): http://www.ilo.org/declaration/info/publications/eliminationofdiscrimination/WCMS_122372/lang--en/index.htm
- Workplace solutions for childcare (2010), See pages 93-131, 139-146: http://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms_110397.pdf

- Guide to mainstreaming gender in workplace responses to HIV and AIDS (2011) See pages 35-18: http://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---ilo_aids/documents/publication/wcms_165448.pdf
- The Labour Principles of the United Nations Global Compact – A Guide for Business (ILO 2008) See pages 31-34: https://www.ilo.org/wcmsp5/groups/public/---ed_emp/---emp_ent/---multi/documents/instructionalmaterial/wcms_101246.pdf

Questions on employment security:

- ILO Helpdesk for Business – business and security of employment: https://www.ilo.org/empent/areas/business-helpdesk/WCMS_DOC_ENT_HLP_SOE_EN/lang--en/index.htm
- The Financial & Economic Crisis: Responding Responsibly – Some frequently asked questions: http://www.ilo.org/wcmsp5/groups/public/---ed_emp/---emp_ent/---multi/documents/publication/wcms_116348.pdf
- Better Work Guidance Sheet on Contracts and Human Resources: https://betterwork.org/portfolio/guidance-sheets-on-labour-regulations/
- Restructuring for recovery and resilience in response to the COVID-19 crisis (2020): https://www.ilo.org/empent/areas/covid-19/briefing-notes/WCMS_742725/lang--en/index.html

ILO Tools and Resources for Business on Training

- Tackling youth employment challenges: An overview of possible actions and policy considerations (2011), See pages 99 to 112: http://www.oit.org/wcmsp5/groups/public/---ed_dialogue/---act_emp/documents/publication/wcms_582289.pdf
- Meeting the Youth Employment Challenge, A Guide for Employers (2001): https://www.ilo.org/employment/Whatwedo/Instructionmaterials/WCMS_119337/lang--en/index.htm

ILO Tools and Resources for Business on Conditions of Work and Life

Questions on wages and working time:

- ILO Helpdesk for Business – business, wages and benefits: https://www.ilo.org/empent/areas/business-helpdesk/WCMS_DOC_ENT_HLP_WAG_EN/lang--en/index.htm
- ILO Helpdesk for Business – business and working time: https://www.ilo.org/empent/areas/business-helpdesk/WCMS_DOC_ENT_HLP_TIM_EN/lang--en/index.htm
- Better Work Guidance Sheet on Compensation: https://betterwork.org/portfolio/guidance-sheets-on-labour-regulations/

Questions on occupational safety and health:

- ILO Helpdesk for Business – business, Occupational Safety and Health: https://www.ilo.org/empent/areas/business-helpdesk/WCMS_DOC_ENT_HLP_OSH_EN/lang--en/index.htm

- Audit Matrix for the ILO Guidelines on Occupational Safety and Health Management Systems (2013): http://www.ilo.org/safework/info/publications/WCMS_214128/lang--en/index.htm
- Guidelines on occupational safety and health management systems, ILO-OSH 2001 (2009): http://www.ilo.org/safework/info/standards-and-instruments/WCMS_107727/lang--en/index.htm
- All ILO Codes of Practice related to safety and health issues: https://www.ilo.org/global/topics/safety-and-health-at-work/normative-instruments/code-of-practice/lang--en/index.htm
- Training Package on Workplace Risk Assessment and Management for Small and Medium-Sized Enterprises (2013): http://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---safework/documents/instructionalmaterial/wcms_215344.pdf

ILO Tools and Resources for Business on Industrial Relations

- ILO Helpdesk for Business – business and freedom of association: https://www.ilo.org/empent/areas/business-helpdesk/WCMS_DOC_ENT_HLP_FOA_EN/lang--en/index.htm
- ILO Helpdesk for Business – business and collective bargaining: https://www.ilo.org/empent/areas/business-helpdesk/WCMS_DOC_ENT_HLP_CB_EN/lang--en/index.htm
- ILO Helpdesk for Business – Q&As on business and mature industrial relations https://www.ilo.org/empent/areas/business-helpdesk/tools-resources/WCMS_DOC_ENT_HLP_CB_FAQ_EN/lang--en/index.htm#Q5
- The Labour Principles of the United Nations Global Compact – A Guide for Business (ILO 2008) See page 19: http://www.ilo.org/empent/Publications/WCMS_101246/lang--en/index.htm
- Better Work Guidance Sheet on Freedom of Association and Collective Bargaining: https://betterwork.org/portfolio/guidance-sheets-on-labour-regulations/
- Labour Dispute Systems: Guidelines for improved performance (2013) See pages 173-190: http://www.ilo.org/ifpdial/information-resources/publications/WCMS_211468/lang--en/index.htm
- Employers and workers negotiating measures to prevent the spread of COVID-19, protect livelihoods and support recovery: A review of practice (2020): https://www.ilo.org/global/topics/collective-bargaining-labour-relations/publications/WCMS_749844/lang--en/index.htm

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