



# Leather Impact Accelerator (LIA)

## Leather Production Scope Benchmark Criteria

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## Introduction

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### About the Leather Impact Accelerator

The Leather Impact Accelerator (LIA) is a program that enables members of the leather value chain to work towards shared expectations in a coordinated way. It provides tools to align their actions towards meaningful global impacts.

The goal of LIA is to leverage and add value to the work that is already being done in the beef and leather industries. To that end, LIA uses benchmarks to set a minimum threshold for practices and give recognition to those who meet or exceed them. Brands can use Impact Incentives to provide direct financial support to farmers that meet LIA benchmarks. The Claims Framework provides guidance for all LIA participants to make credible claims.

#### LIA is global in scope and addresses:

- Cattle production, including cow-calf, raising and direct operations
  - Animal husbandry
  - Deforestation/conversion
  - Traceability
- All stages of leather production
  - Environmental impacts
  - Social impacts
  - Traceability
- All market sectors, including accessories, automotive, equine, fashion, footwear, furnishings and more

### About Textile Exchange



The Leather Impact Accelerator (LIA) is owned and managed by Textile Exchange. Textile Exchange is a global non-profit that works closely with our members to drive industry transformation in preferred fibers, integrity and standards and responsible supply networks. We identify and share best practices regarding farming, materials, processing, traceability and product end-of-life in order to reduce the textile industry's impact on the world's water, soil and air, and the human population.

## Benchmark Approach

The industry already has many standards in these areas, so a benchmark approach has been adopted to leverage and add value to the standards and programs that are already in use. In addition to benchmarking, LIA includes requirements for traceability systems and verification protocols.

Benchmarks set a minimum threshold for practices and gives recognition to those who meet or exceed them.

The Leather Impact Accelerator (LIA) uses benchmarks to address:

- Animal Management
- Deforestation/Conversion-Free (DCF)
- Leather Production

To learn more about LIA's benchmarking system and process, read the LIA Benchmarking Guide.

## Acknowledgements

The Leather Impact Accelerator would not be possible without the help of the International Working Group (IWG) and the individual Scope Committees that worked to review, research, discuss, and approve the revision of LIA. See Appendix B (*to be added later*) for a list of International Working Group and Scope Committee Members.

## Section A – Leather Production Benchmarks

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### A1. Terms

Leather production is considered to be all hide transformation stages from beamhouse to finished leather. The scope of the leather production benchmarks (environmental and social) does not include slaughterhouse or cut and sew.

The following verbal forms are used and apply in both the requirements and the guidance. They are consistent with ISO/IEC 17065:

- “Shall” indicates a mandatory requirement.
- “Should” indicates a recommendation.
- “May” indicates a permission.
- “Can” indicates a possibility or a capability

### A2. Leather Production Benchmark Criteria: Environmental Scope

The environmental benchmark is specific to the leather production industry and its environmental and chemical management challenges.

The environmental benchmark requirements are based on the LWG’s Environmental Audit Protocol - Issue 6.6.2, June 2019.

A standard owner has the possibility to apply for a benchmark assessment through the LIA benchmarking process. Under this process the standard requirements will be assessed against the benchmark requirements.

To date only the LWG bronze level is confirmed to meet this benchmark.

#### Reference Documents

- LWG, Environmental Audit Protocol, Version 6.6.2, published in April 2019 ([here](#)).
- SSCI, Part II – Requirements for the Management of Schemes ([here](#))

#### Benchmark requirements

The leather production environmental benchmark addresses the following topics:

- Operating permits
- Tannery data
- Environmental management systems
- Restricted substances
- Energy consumption
- Water usage
- Air and noise emissions

- Waste management
- Effluent treatment
- Emergency plans
- Housekeeping

The requirements established for the leather production environmental benchmark apply to the content of the standard benchmarked, and are listed in the table below. Guidance has been included for some of the criteria in order to provide clarification or examples.

The standard shall apply to a production site, defined as a site for a given production site (legal entity), in one geographical location, where leather processing operations are undertaken and for which operating permits have been issued.

In order for a standard to be recognized to this benchmark, all the requirements listed here must be addressed in the standard. Additionally, as for all the other components of LIA, the standard will be required to comply with the “standard assurance criteria”, which ensures the standard is developed, audited and maintained in a transparent fashion, including multi-stakeholder consultation and decision-making, and clear and auditable conditions in the standard itself.

The LIA standard assurance criteria aligns with SSCI’s Part II – Requirements for the Management of Schemes ([here](#)).

Benchmark requirement		Interpretation/Guidance
<b>Chapter 1. Audit requirements</b>		
<b>1.01</b>	The standard shall require the audit for each production site. A production site shall be considered to be the facility at each unique geographical location. The audit shall be based on the full range of leather making operations (and relevant related activities) undertaken at that site.	<p><i>An exception will apply in cases where two sites are located close to each other, and operate as one unit and all operating permits issued apply to the two sites as one unit.</i></p> <p><i>Two companies operating on one site shall be treated as separate audits only if they are distinct legal entities with separate operating licenses and operating as separate units.</i></p>
<b>1.02</b>	The standard shall require that the production site provide the auditor with full and accurate data during the audit in order to support the audit findings.	<i>In the event that any data or information required for the completion of the audit is found to have been deliberately withheld or presented in a way designed to mislead the standard shall fail the production site and certification shall be withdrawn.</i>
<b>1.03</b>	The standard shall require that the production site agrees to random inspection visits, where justification or concern is raised, to ensure audit standards are maintained once certified.	
<b>1.04</b>	The standard shall require a simplified assessment of any sub-contractor used from the proceeding 12 months.	<i>A self-assessment completed by the sub-contractor is considered sufficient. Random sub-contractor site audits will be done.</i>
<b>1.05</b>	Unless specified otherwise, the standard shall review records and data for the 12 months preceding the audit to verify that the requirements are being met.	<i>There may be cases where the standard may disregard data that falls out of the norm.</i>

**Chapter 2. Operating permits**

<p><b>2.01</b></p>	<p>The standard shall review operating permits and permit conditions: including restrictions, volumes, production and emission limits.</p>	<p><i>Example of permit limits to be reviewed:</i>  <i>Water abstraction volumes</i>  <i>Water Discharge to the Environment: volumes and Effluent Limits</i>  <i>Water Discharge direct to drainage: volumes and Effluent Limits</i>  <i>Air Emissions: volumes and Limits (e.g. particulates, nitrogen oxides, sulphur dioxides, volatile organic compounds)</i>  <i>Solid waste disposal: distinguished hazardous and non-hazardous, volumes</i>  <i>Storm water</i>  <i>Boilers</i>  <i>Chemical purchase/storage: limits</i></p>
<p><b>2.02</b></p>	<p>The standard shall review all monitoring programs and test reports and records to demonstrate compliance with operating permits.</p>	<p><i>Example of record values to be reviewed:</i>  <i>Water abstraction volumes</i>  <i>Water Discharge to the Environment: volumes and effluent limits</i>  <i>Water Discharge direct to drainage: volumes and effluent limits</i>  <i>Air Emissions: volumes and limits (e.g. Particulates, nitrogen oxides, sulphur dioxides, volatile organic compounds)</i>  <i>Solid waste disposal: distinguished hazardous and non-hazardous, volumes</i>  <i>Chemical purchase/storage: limits</i></p>
<p><b>2.03</b></p>	<p>The standard shall review the recent visits of regulatory authorities and the auditing results of these visits.</p>	<p><i>Visits carried out from the proceeding 24 months shall be considered.</i></p>
<p><b>2.04</b></p>	<p>The standard shall verify that the production site is acting in accordance with permit conditions and/or legislation and shall review any regulatory</p>	<p><i>Any regulatory environmental enforcement actions or fines from the proceeding 24 months shall be considered.</i></p>

	environmental enforcement actions or fines.	<i>If written cautions, warnings, prosecutions or other form of regulatory actions have been taken against the production site, the standard shall review the corrective actions taken and verify compliance with operating permits and legal restrictions.</i>
<b>2.05</b>	The standard shall fail any production site that is not or cannot provide evidence it is in compliance with operating permits or any other pertinent legislation or restriction.	<p><i>Example of other pertinent legislation or restriction: local/national regulations, local/national emissions limits etc.</i></p> <p><i>Evidence shall be in the form of reports from external agencies confirming testing and compliance or internal testing (if the latter evidence that the testing is occurring should be sought i.e. view lab books).</i></p> <p><i>Compliance shall be considered over a period of 24 months.</i></p>
<b>Chapter 3. Facility data</b>		
<b>3.01</b>	<p>The standard shall review production volumes by:</p> <ul style="list-style-type: none"> <li>• Species</li> <li>• Product</li> </ul>	<p><i>Production volumes: quantity of product produced by the production site.</i></p> <p><i>Species: animal species of the hides/skins processed.</i></p> <p><i>Product: final result(s) of the leather transformation process(es) on site, intended to be sold.</i></p>
<b>3.02</b>	The standard shall review any significant construction projects or process/manufacturing or utility changes planned in the next 3 years that will require environmental review, action or modification.	
<b>3.03</b>	The standard shall review suppliers used by the production site.	<p><i>Suppliers include here separated storage traders.</i></p> <p><i>Each supplier should be identified by production site name, location, supplier type, type of material supplied,</i></p>



		<i>% of material supply, any certification to environmental standards.</i>
<b>3.04</b>	<p>The standard shall review sub-contractors, associated agreements and production volumes.</p> <p>The standard shall fail any production site that cannot provide its sub-contractor overview.</p>	
<b>3.05</b>	<p>The standard shall review production volumes by tanning methods carried out on site.</p>	<p><i>Example of tanning:</i>  <i>Chrome tanning method</i>  <i>Vegetable tanning method</i>  <i>Synthetic tanning method</i>  <i>Chrome free tanning</i></p>
<b>3.06</b>	<p>The standard shall review how chrome content of the leather tanned on-site is measured and require evidence the measurements are carried out at least 4 times per year.</p>	
<b>3.07</b>	<p>The standard shall review the fates of chrome purchased by the production site and estimations shall be provided.</p>	<p><i>Fate of chrome:</i>  <i>In the product</i>  <i>Discharged into the environment (directly into water courses or onto land) must be taken into account.</i>  <i>Recovered and reused in the process</i>  <i>Recovered and sold</i>  <i>Recovered and rendered safe (i.e. by being deposited into regulated landfill, used in cement manufacture etc.)</i></p>
<b>3.08</b>	<p>The standard shall set a chrome discharge limit or recovery rates.</p>	
<b>3.09</b>	<p>The standard shall review</p> <ul style="list-style-type: none"> <li>• the waste streams associated to the discharge of chrome into the environment</li> <li>• how calculations are carried out to estimate the percentage of chrome that is not discharged into the environment.</li> </ul> <p>Evidence of monitoring and testing shall be required.</p>	<p><i>Waste streams include liquid wastes discharged directly to the environment by watercourses or indirectly through other applications to land such as slurries or solids.</i></p>

### Chapter 4. Environmental management systems

<b>4.01</b>	The standard shall require a written environmental policy.	
<b>4.02</b>	The standard shall ensure the environmental policy is effectively communicated to the staff.	<i>Examples: Induction trainings Regular training Policy manuals for staff</i>
<b>4.03</b>	The standard shall verify that EMS includes quantifiable environmental objectives, a strategy to achieve them and a system to measure progress towards the goals.	<i>The objective is considered quantifiable if it can be measured. For instance: "the production site shall reduce its energy consumption by 20% by 2025, with reference to its 2016 energy consumption".</i>
<b>4.04</b>	The standard shall review the written environmental procedures and their implementation to verify that the production site is operating in accordance with legal and customer requirements.	<i>The standard should look at evidence that these procedures are being implemented.</i>
<b>4.05</b>	The standard shall verify the production site has written environmental procedures covering the resources, roles and responsibilities necessary to fulfil environmental objectives.	<i>Examples of procedures: Procedure for determining budgets Procedure for appointing individuals tasked with attaining the target of the objective Procedure for determining what actions are expected of the people tasked with attaining the objectives.</i>
<b>4.06</b>	The standard shall verify that all personnel allocated to attaining environmental objectives are competent and trained.	
<b>4.07</b>	The standard shall ensure that documentation associated with the environmental management system is correctly maintained.	
<b>4.08</b>	The standard shall verify that internal audits are undertaken at defined intervals by competent personnel. As a minimum, internal audits shall be undertaken at least once a year, by nominated and trained internal auditors.	<i>The standard shall ensure that the EMS is active and that there are continuous improvement efforts. Internal assessments form part of this process.</i>

<b>4.09</b>	The standard shall ensure that the environmental management system is reviewed by a committee which includes senior management at least once a year.	<i>The standard shall review written procedures, who sits on the review committee and what position they hold at the production site.</i>
<b>4.10</b>	The standard shall require the production site identifies one or more people from senior management to have primary responsibility for environmental issues at the site.	<i>The standard shall review written procedures.  Top management includes: Board of Directors, CEO, Managing Director, Production or Technical Director,</i>
<b>4.11</b>	The standard shall verify that relevant environmental hazards are incorporated as part of employee training programs.	<i>Hazard: potential source of harm (SOURCE: IEC 60601-1)  The employee must be made aware of the environmental hazards related to his/her activities and responsibilities on site.</i>
<b>4.12</b>	The standard shall require that the production site has performed an environmental risk assessment as part of its environmental management system and ensure it is being used to improve the environmental performance of the business.	

### Chapter 5. Restricted substances

<b>5.01</b>	The standard shall require the production site has a written restricted substances management system and/or set of written restricted substance procedures.	
<b>5.02</b>	The standard shall require the production site complies with customer restricted substances requirements.	<i>The standard shall review written procedures.</i>
<b>5.03</b>	The standard shall verify the adequacy of the frequency of testing for restricted substances and how third-party testing organizations are selected and approved.	<i>The standard shall review written procedures.</i>
<b>5.04</b>	The standard shall verify that substance restrictions and control requirements are clearly communicated to chemical suppliers.	<i>The standard shall review written procedures.</i>
<b>5.05</b>	The standard shall verify that restricted substances control requirements are clearly communicated suppliers of input materials.	<i>The standard shall review written procedures. Suppliers of input material: suppliers of material to be processed (i.e. wet blue, crust leather etc.) Processors of fresh, dried and cured hides shall be exempt of this requirement.</i>
<b>5.06</b>	The standard shall require the production site has a complete and up-to-date list of customer specific substances restrictions and provide evidence testing is undertaken for the relevant product lines.	<i>A product line will include all leather produced to a specification defined by the customer. This could be by type, thickness or colour.</i>
<b>5.07</b>	The standard shall require that, in the absence of a customer's own restricted substance list (RSL), the production site has a standard RSL that material can be tested against.	<i>Reference should be made to which RSL the production site is testing against. This can be a producers own RSL or a recognised industry RSL.</i>
<b>5.08</b>	The standard shall verify the production site reviews internal and customer RSLs. The review shall be carried out at least once a year.	<i>The standard shall review written procedures.</i>
<b>5.09</b>	The standard shall require that third party testing is carried out at least once a year for product lines that are supplied to customers specifying RSL.	<i>The standard shall review evidence of third-party testing of restricted substances.</i>

5.10	The standard shall require that the laboratory undertaking the testing is ISO 17025 certified.	
5.11	The standard shall verify the production site is testing and fully conforming to all RSLs (customers and/or its own), at least once per year.	<i>If failures have been identified and although the cause has not been fully resolved the production site shall provide evidence that it is actively working to address the issue and production of the affected product lines is currently suspended.</i>
5.12	The standard shall ensure process chemical substitutions are documented.	<i>Substitution: refers here to replacing a process chemical by an alternative(s).</i>
5.13	The standard shall review the percentage/amount of supplied material that has been verified to meet the RSL, to ensure adequate ratio of testing for volume of production is conducted.	<i>Supplied material will include material not owned by the production site (ex: sub-contractor). This does not imply that the production site needs to have the material third party tested. Documentation from the supplier certifying that the materials supplied conform to the specifications indicated by the production site is sufficient.</i>
<b>Chapter 6. Energy Management</b>		
6.01	The standard shall require an overview the production's site annual energy consumption by energy source (including self-generated energy).	<p><i>Energy consumption includes ALL aspects of site operations such as administration, engineering, space heating, fork trucks, and operation of the wastewater treatment.</i></p> <p><i>Example of energy sources to be considered:</i></p> <ul style="list-style-type: none"> <li><i>Natural gas</i></li> <li><i>LPG</i></li> <li><i>Fuel oil</i></li> <li><i>Coal</i></li> <li><i>Diesel</i></li> <li><i>Petrol/gasoline</i></li> <li><i>Steam</i></li> <li><i>Electricity</i></li> <li><i>Renewable energy (Wood, Tallow, Biomass)</i></li> <li><i>Self-generated (wind turbine, solar panel, geothermal, other)</i></li> </ul>

<b>6.02</b>	The standard shall require an overview of the annual energy consumption of all sub-contractors by energy source (including self-generated energy).	<i>Energy consumption includes ALL aspects of site operations such as administration, engineering, space heating, fork trucks, and operation of the wastewater treatment.</i>
<b>6.03</b>	The standard shall require the calculation of an average energy consumption per unit of production including on site and sub-contractors.	<i>Unit of production: function unit of product produced Example: metric ton of wet blue hides</i>
<b>6.04</b>	The standard shall provide a set of energy consumption benchmarking metrics for total energy consumption (including the sub-contractor share).	<i>The energy consumption metrics will be required as a reference to understand how efficient a producer is compared with industry norms</i>
<b>Chapter 7. Water Usage</b>		
<b>7.01</b>	The standard shall review the production site's annual water usage by fresh water source.	<i>Example of water sources: Municipal water system, Wells/boreholes, River/canal/lake, Runoff, Other</i>
<b>7.02</b>	The standard shall review the annual water usage by fresh water source for all sub-contractors.	
<b>7.03</b>	The standard shall require an overview of the quantity of recycled/reused water used annually and how the water is recycled.	<i>Examples: Recycled after treatment in the production site's own wastewater treatment plant Recycled after treatment in Common Effluent Treatment Plant Recycled after treatment in Municipal Effluent Treatment Plant Reused (without pre-treatment) following use in another industrial facility</i>
<b>7.04</b>	The standard shall ensure the production site measures each water supply by source (excluding runoff/rainwater if used).	
<b>7.05</b>	The standard shall review the annual water usage (on site and sub-contractors) per product unit.	<i>Water usage includes ALL aspects of site operations such as administration, engineering, operation of the</i>

		<i>wastewater treatment plant, etc. (excluding dormitories provided actual values can be shown).</i>
<b>7.06</b>	The standard shall review the water usage, per unit of production processed (fresh water only).	<i>Water usage average shall be calculated on the basis of at least 6 months of data.</i>
<b>7.07</b>	The standard shall provide a set of water consumption benchmarking metrics for total water consumption (including the sub-contractor share).	<i>The water consumption metrics will be required as a reference to understand how efficient a producer is compared with industry norms</i>
<b>7.08</b>	The standard shall require an overview of authority/organization(s) involved in water supply to the production site.	
<b>Chapter 8. Air and Noise Emissions</b>		
<b>8.01</b>	The standard shall require the production site has completed an air emission inventory. The air emission inventory shall list: all emission points, the type of material emitted from each type of emissions source, the measured and subsequently calculated amount of material from each type of emissions source.	<i>The air emission inventory shall list: all emission points, the type of material emitted from each type of emissions source, the measured and subsequently calculated amount of material from each type of emissions source.  The inventory shall detail all points of forced emissions to air i.e. boiler stacks, spray machines, fume cupboards etc.</i>
<b>8.02</b>	The standard shall review all plant emissions sources (including stacks and vents) requiring an emissions limiting/restricting device.	<i>Review the type of device for each one, and if the device is functioning.</i>
<b>8.03</b>	The standard shall review all plant emissions sources (including stacks and vents) not requiring an emissions limiting/restricting device.	
<b>8.04</b>	The standard shall require that the production site can demonstrate that there is a preventative maintenance program for the emissions control devices employed and that the maintenance schedule conforms to recommendations.	
<b>8.05</b>	The standard shall require that if any wastes or by-products are incinerated either on or off-site, the	

	production site can demonstrate that incineration is carried out in a regulated co-generation plant or controlled by an external authority.	
<b>8.06</b>	The standard shall fail any production site that carries out waste or by-product incineration on-site or off-site that: <ul style="list-style-type: none"> <li>- is non-regulated</li> <li>- and/or cannot provide evidence of monitoring</li> <li>- and/or carries out monitoring less than once a year</li> </ul>	
<b>8.07</b>	The standard shall require that the monitoring of boiler stack emissions is undertaken by third party analysis of relevant emissions as specified by local legislation.	<i>Monitoring shall be done at least annually, regardless of legislation.</i>
<b>8.08</b>	The standard shall require that the monitoring of stack emissions is undertaken by a third party as specified by local legislation, at least annually.	
<b>8.09</b>	The standard shall review the total amount of solvent used in production.	<p><i>The production site shall provide evidence that monthly or annual data is available to calculate the total amount of solvent used.</i></p> <p><i>Production sites that only process up to tannage and/or have provided evidence that less than 10g/m<sup>2</sup> of solvent is used as part of processing shall be exempted from this requirement.</i></p> <p><i>Solvents include pure solvents as well as solvents forming a constituent of finishing chemicals.</i></p>
<b>8.10</b>	The standard shall require an overview of Volatile Organic Compound (VOC) emissions, expressed in grams of solvent emitted to the environment per square meter of leather produced.	
<b>8.11</b>	The standard shall set a limit for VOC emissions.	



<b>8.12</b>	The standard shall require that the production site measures and controls noise level values outside the building at least annually.	<p><i>Measurement shall be taken at several periods of the day and in several locations.</i></p> <p><i>Facilities located such that external noise level measurements are not applicable or appropriate are exempted from this requirement.</i></p>
<b>Chapter 9. Waste Management</b>		
<b>9.01</b>	The standard shall require that the production site has formal waste management procedures. The waste management procedures shall include: clear written guidelines regarding the identification, collection, storage and disposal of hazardous and non-hazardous waste, the names or positions of employees/contractors responsible for the implementation of the waste management procedure	
<b>9.02</b>	The standard shall ensure that waste management procedures make reference to all applicable national, regional and local laws in addition to any other applicable regulations.	<p><i>Evidence shall be provided to demonstrate that these procedures comply with regulatory standards for waste management.</i></p> <p><i>Example of evidence that indicates compliance:</i>  <i>the waste management procedures have been made known to the authorities</i>  <i>there are currently no regulatory or other enforcement actions in place against the production site in relation to waste management practices</i>  <i>the authorities have visited the site – no corrective actions in relation to waste were required</i></p>
<b>9.03</b>	The standard shall fail any production site if the waste management procedures do not to comply with legal or regulatory standards for waste management.	
<b>9.04</b>	The standard shall identify all regulatory authorities involved in waste management and review inspection	<i>Inspections within the past 18 months shall be considered.</i>

	reports. The standard shall verify that any non-compliances have been corrected.	
<b>9.05</b>	The standard shall require that the production site provides a list of the type and quantity of hazardous waste, non-hazardous waste, by-product disposed and part-product (such as splits, etc) disposed of or sold.	<p><i>Hazardous waste: waste that meets the characteristics of a hazardous waste as defined in national/local legislation.</i></p> <p><i>Non-hazardous waste: waste that does not meet the characteristics of a hazardous waste as defined in national/local legislation.</i></p> <p><i>By-product: co-product from a process that is incidental or not intentionally produced and which cannot be avoided. Wastes are not by-products.</i></p> <p><i>The quantity of waste disposed of shall be provided by share reused (retains same function), recycled (into other product), recovered (heat, nutrient etc.), sent to refuse (landfilled, destroyed).</i></p> <p><i>Disposal arrangements ( kind of disposal, carrier , disposal agent) shall be indicated for each fraction.</i></p>
<b>9.06</b>	The standard shall require that the production site provides a list of the disposal agents and carriers used and evidence that wastes are removed from the site and disposed of in a legal manner.	
<b>9.07</b>	The standard shall ensure that the production site has maintained records for collection and disposal of hazardous wastes (manifests, collection receipts etc.) for at least 12 months.	
<b>9.08</b>	The standard shall fail any production site that does not maintain records for collection and disposal of hazardous wastes, with a minimum of 6 months records being demonstrable.	
<b>9.09</b>	The standard shall review the amounts of solid hazardous waste by fate: - Recovered/recycled	<i>Exemption from this requirement if no solid hazardous wastes are generated</i>

	<ul style="list-style-type: none"> <li>- Incinerated by licensed, regulated agent</li> <li>- Landfilled by a licensed operator</li> </ul>	
<b>9.10</b>	<p>The standard shall review the amount of solvent and oil waste by fate:</p> <ul style="list-style-type: none"> <li>- Recovered/recycled</li> <li>- Incinerated by licensed, regulated agent</li> <li>- Landfilled by a licensed operator</li> </ul>	<i>Exemption from this requirement if no solvent or oil wastes are generated</i>
<b>9.11</b>	<p>The standard shall review the amount of non-hazardous waste by fate:</p> <ul style="list-style-type: none"> <li>- Recovered/recycled</li> <li>- Incinerated by licensed, regulated agent</li> <li>- Landfilled by a licensed operator</li> </ul>	
	<p>The standard shall fail any production site that cannot provide evidence that the following waste fractions are not disposed of legally:</p> <ul style="list-style-type: none"> <li>• solid hazardous waste</li> <li>• solvent and oil waste</li> <li>• non-hazardous waste</li> </ul>	
<b>9.12</b>	<p>The standard shall require that if waste materials are used as a fuel source on-site, gaseous emissions are monitored. The production site shall provide a list of all components monitored within the past 18 months.</p>	<i>Exemption if the waste is biomass that has not been contaminated with chemicals and the production site can provide evidence that the emissions of heavy metals, dioxins, furans etc. would be unlikely.</i>
<b>9.13</b>	<p>The standard shall require that if waste materials are used as a fuel source on-site, the production site shall provide a list of possible contaminants of residues (ash etc.) tested at least every 18 months.</p>	<i>Exemption if the waste is biomass that has not been contaminated with chemicals and the production site can provide evidence that no heavy metals would be present.</i>
<b>9.14</b>	<p>The standard shall require that the amount of waste generated per unit of leather produced per year is provided. It should be calculated at least on a monthly basis.</p>	
<b>9.15</b>	<p>The standard shall require that the storage of both hazardous and non-hazardous waste are adequately segregated, in defined locations, and storage</p>	<i>Storage conditions shall be verified during the audit.</i>

	containers are sealed in such a way that ground/soil contamination is avoided.	
<b>9.16</b>	The standard shall fail any production site if hazardous waste and/or non-hazardous waste storage conditions could lead to ground/soil contamination.	
<b>9.17</b>	The standard shall require that empty barrels/containers from incoming hazardous chemicals and empty barrels, containers, pallets etc. that have been rendered hazardous due to contamination are disposed of in an approved manner by a licensed operator.	<i>Includes also the following options: Utilized in the factory prior to disposal in an approved manner by a licensed operator Returned to supplier/Recycled by a licensed agent</i>
<b>9.18</b>	The standard shall require that empty barrels/containers from non- hazardous chemicals are disposed of in an approved manner by a licensed operator.	<i>Includes also the following options: Utilized in the factory prior to disposal in an approved manner by a licensed operator Returned to supplier/Recycled by a licensed agent</i>
<b>9.19</b>	The standard shall fail any production site that cannot provide evidence of legal disposal of empty barrels/containers from hazardous and non-hazardous products.	
<b>9.20</b>	The standard shall require that if non-hazardous chemical containers are cleaned on-site, wash-out water goes to the effluent system.	
<b>9.21</b>	The standard shall require that tanned-only trimmings (wet or dried) and leather trimmings retanned through to finished leather are legally disposed. The standard shall fail any production site that cannot provide evidence of legal disposal.	

### Chapter 10. Effluent Treatment

<b>10.01</b>	The standard shall verify that effluent from the production site is monitored and data from the past 12 consecutive months is available.	<p><i>Effluent: fluid discharged from a given source into the external environment or another treatment facility.</i></p> <p><i>Acceptable effective measurement is by means of automatic metering, namely: Parshall with ultrasound, in-line meter, tanker of known volume with supporting transfer records.</i></p> <p><i>Internal use for non-production purposes (e.g. watering gardens, washing trucks etc.) must also be measured. Effluent volumes of less than 3m<sup>3</sup> per day may be excluded.</i></p>
<b>10.02</b>	The standard shall review the proportion of incoming water that is discharged as effluent.	<p><i>If outgoing water is less than 85% of incoming water an explanation (with evidence) must be provided.</i></p>
<b>10.03</b>	The standard shall review the types and sources of effluents generated at the production site.	<p><i>Examples of effluent types/sources to be considered:</i></p> <p><i>Process effluent (i.e. water that comes into contact with the tannery operations)</i></p> <p><i>Non-contact water (i.e. heat exchanged cooling water)</i></p> <p><i>Sanitary effluent (i.e. domestic wastewater from food preparation areas, bathrooms, showers etc.)</i></p> <p><i>Surface water (i.e. storm water runoff)</i></p>
<b>10.04</b>	The standard shall require that the production site has separate site drainage systems for process effluent.	<p><i>If a production site combines both domestic and process effluent, it must be demonstrated that all effluent is treated as process effluent</i></p>
<b>10.05</b>	The standard shall require that process effluent is treated in compliance with regulatory limits for discharge and other permit or legislative requirements, in its own wastewater treatment plant or an external common effluent treatment plant, or an external municipal effluent treatment plant.	<p><i>Evidence of wastewater treatment shall be provided for 12 consecutive months.</i></p>
<b>10.06</b>	The standard shall fail any production site that cannot provide evidence that process effluent is undertaken	<p><i>WWTP: Wastewater Treatment Plant</i></p> <p><i>CETP: Common Effluent Treatment Plant (or Central</i></p>

	in an internal WWTP, CETP, or METP and/or cannot provide evidence of compliance with regulatory limits for discharge and/or other permit or legislative requirements.	<i>Effluent Treatment Plant) METP: Municipal Effluent Treatment Plant</i>
<b>10.07</b>	The standard shall review the amount of chloride discharged to the environment by the production site per unit of production, including direct emission from the site by mass and indirect emission from CETP/METP by conductivity measurement.	<i>This excludes legal discharge to controlled or approved receptors (i.e. landfill, marine environment) and for which evidence of permitted disposal has been presented. The tannery should provide data demonstrating that the salt in ALL applicable waste streams discharged directly to the environment has been accounted for.</i>
<b>10.08</b>	The standard shall provide recommended metrics on level of chloride discharged to the environment.	
<b>10.09</b>	The standard shall review how treated effluents are discharged to the environment.	<i>Examples: used for irrigation discharged to a river or other inland water course discharged to coastal or tidal waters evaporation</i>
<b>10.10</b>	The standard shall review the regulatory limits (if applicable) and annual average emissions of the volume and composition of treated effluent.	<i>Example: Volume per hour Volume per day Volume per month Volume per year BOD, COD CrVI Suspended solids TKN Heavy metals etc.</i>
<b>10.11</b>	The standard shall require that the properties of effluent discharged to the environment are monitored at least quarterly.	<i>This question refers to the quality of the effluent discharged from the tannery ETP (for sites who operate their own plant) the quality of the effluent discharged from the common</i>

		<p><i>ETP (for sites who discharge into a jointly operated plant) the quality of the effluent discharged from the municipal ETP (for sites who have no direct control over their own effluent treatment)</i></p> <p><i>Exemption if all water is evaporated so testing is not applicable.</i></p>
<b>10.12</b>	The standard shall require that the effluent treatment plant (internal ETP or external CEPT/METP) undergoes 3rd party verification and effluent monitoring (including regulatory) at least once a year.	<p><i>For companies operating their own ETP and for operators of common ETPs 3rd party verification monitoring includes those samples sent to an ISO 17025 certified laboratory or laboratory specified by the authority to whom the tannery/CETP reports or monitoring undertaken by a governmental authority. Municipalities are to be considered competent for self-verification, i.e. their own internal testing will be considered 3rd party verification monitoring for the purposes of this question.</i></p>
<b>10.13</b>	The standard shall require that minimum parameters are met for BOD or COD, CrVI, Suspended solids, TKN, or as required by the operation permits.	
<b>10.14</b>	If effluent is used for irrigation, the standard shall fail any production site that cannot provide evidence it or the organization undertaking treatment on its behalf is irrigating in accordance with permit conditions or all local/regional/national legislations.	
<b>10.15</b>	The standard shall require an overview of the effluent properties analyzed prior to discharge on to land for the purpose of irrigation, including annual averages which shall be compared to regulatory limits (if applicable).	<p><i>Annual averages shall be based on a at least 4 measurements, obtained from an independent laboratory.</i></p>

10.16	The standard shall review the analysis of soil properties following irrigation with effluent.	<i>The last recorded analysis carried out by an independent laboratory shall be compared to regulatory limits (if applicable).</i>
10.17	The standard shall require an overview of the primary, secondary and tertiary (if relevant) wastewater treatment systems/technologies used on-site or off-site.	
<b>Chapter 11. Emergency Plans</b>		
11.01	The standard shall require that the production site has a formal emergency plan for fire and environmental protection.	
11.02	The standard shall require that the production site has a representative on-site who manages the emergency plan.	<i>The representative appointed can also have other duties on site.</i>
11.03	<p>The standard shall require that the emergency plan includes:</p> <ul style="list-style-type: none"> <li>Emergency contacts list</li> <li>Emergency events that could occur; for example, fire, toxic chemical releases, explosions etc.</li> <li>Provision and contents of spill-kits required to deal with the emergencies identified</li> <li>Personal protective equipment required to deal with the emergencies identified</li> <li>First aid measures, key personnel</li> <li>How the emergency services are contacted, how they gain access to the plant and with whom they liaise</li> <li>Evacuation procedures</li> </ul>	
11.04	The standard shall require that the emergency responses procedures are reviewed and updated on a regular basis.	<p><i>Review options:</i></p> <ul style="list-style-type: none"> <li><i>Regular assessment and updating as a matter of production site policy (at least monthly)</i></li> <li><i>Periodical review of internal audit reports by the Safety Manager, improvements agreed with the production site directors</i></li> </ul>



11.05	The standard shall require that the emergency response team members are formally trained.	<p><i>Training options:</i>  <i>External certification by external 3rd party authority, including regular exercises and periodical re-assessment</i>  <i>External certification by external 3rd party authority</i>  <i>Internal training system with regular re-assessment</i></p>
11.06	The standard shall require that emergency practice drills are carried out at least once a year.	
11.07	The standard shall require that the production site has informed local agencies/authorities about the emergency procedures and facility operations.	
11.08	The standard shall review all events that required the implementation of an emergency response from the proceeding 3 years (excluding natural phenomena and events originating off-site due to third party activity) and if any fatalities were associated.	
11.09	The standard shall require that the production site provides a formal induction program for new employees, which should be completed within the first week of employment.	
11.10	The standard shall review how emergency response actions are implemented in the production site.	<p><i>Examples:</i>  <i>Exit signs and exit areas being clearly marked and accessible.</i>  <i>Evacuation routes and destinations being clearly marked</i>  <i>There is at least one externally trained emergency response team member for every 30 workers</i>  <i>All employees are issued with a manual describing emergency response requirements</i></p>
11.11	The standard shall require that the production site monitors workplace exposure to VOCs at least twice a year in the vicinity of release points close to workers.	<p><i>Exemption if usage is less than 35 g/m<sup>2</sup> of finished leather or if there is no risk to exposure in the production carried out at the site.</i></p>

<b>11.12</b>	<p>The standard shall require that the production site assesses the risks of workplace exposure to hydrogen sulphide (H<sub>2</sub>S) including the wastewater treatment plant.</p> <p>The risk assessments shall consider risk of exposure associated with processing, chemical management (storage, weighing, transfer to drum etc.) and maintenance activities (entry into confined spaces, drainage sumps etc.).</p>	<p><i>The risk assessment shall be undertaken by a competent assessor.</i></p> <p>The assessments shall make reference to a site plan on which the areas of risk have been identified.</p>
<b>11.13</b>	<p>The standard shall require that the production site provides evidence to show that the conclusions and/or recommendations of the workplace exposure to hydrogen sulphide risk assessments have been implemented.</p>	
<b>11.14</b>	<p>The standard shall fail any production site that does not ensure adequate hydrogen sulphide Gas detection, either by fixed position, constant detectors or by personal detectors with light &amp; sound, for workers in high risk production areas.</p>	
<b>11.15</b>	<p>The standard shall require that all workers in the WWTP areas at all times carry personal H<sub>2</sub>S detectors.</p>	
<b>Chapter 12. General Housekeeping</b>		
<b>12.01</b>	<p>The standard shall require that the production site has procedures in place for regular/ongoing cleaning/housekeeping.</p>	<p><i>Housekeeping: good housekeeping implies that a workplace is kept in an organized, uncluttered, and hazard-free condition. (SOURCE: OSHA)</i></p>
<b>12.02</b>	<p>The standard shall require that the production site has a traffic management system for controlling motor vehicle and pedestrian movement within the internal production areas and external perimeter of the site.</p>	
<b>12.03</b>	<p>The standard shall require that access routes (walkways, fork-truck routes, etc.) are clearly marked</p>	

	(e.g. with clearly defined visible lines) and are free from obstruction.	
<b>12.04</b>	The standard shall require that work in progress areas are clearly marked (e.g. with clearly defined visible lines) and are free from obstruction.	<i>Work in progress: material in the process of manufacture.</i>
<b>12.05</b>	The standard shall require that chemicals are clearly marked and are free from obstruction.	<i>Clearly marked: sufficient information for safe handling and use.</i>
<b>12.06</b>	The standard shall require that equipment used by staff in the department (for example brooms, thermometers, buckets etc.) have defined storage locations.	
<b>12.07</b>	The standard shall require that the audit includes an evaluation of the general housekeeping on site (cleanness and order) inside and outside.	
<b>12.08</b>	The standard shall require that all platforms and overhead working areas have at least solid metal bar guarding at waist height.	
<b>12.09</b>	The standard shall require that chemicals within the storage area are adequately stored and labelled: Chemicals are clearly labelled IBCs are not stored more than 3 units high Incompatible chemicals are not stored together If racking is used, all liquid chemicals are NOT stored above powder chemicals If racking is used, it is correctly weight labelled and in good condition / fit for purpose Health & safety information is available for workers in the area	

### A3. Leather Production Benchmark Criteria: Social Scope

As with the other components of LIA, social concerns related to the leather production supply chain are addressed through a standards benchmark.

The benchmark sets a threshold to identify existing standards that meet better social practices in leather production facilities.

In this first version of LIA, the leather production social requirements are aligned with SSCI Benchmarking Requirements, Version 1.0, PART III - Processing and Manufacturing scope (social), developed by the Sustainable Supply Chain Initiative (SSCI) of The Consumer Goods Forum and launched in 2019.

The SSCI Social Criteria are informed by international reference frameworks such as principles from relevant ILO Conventions, the 1998 Declaration on Fundamental Principles and Rights at Work, the UN Guiding Principles on Business and Human Rights and the CGF Priority Industry Principles on Forced Labour.

#### Reference Documents

- LWG, Environmental Audit Protocol, Version 6.6.2, published in April 2019 ([here](#)).
- SSCI, Version 1.0, PART III - AI: Processing and Manufacturing scope (social) ([here](#))

#### Social Leather Production Benchmark Requirements

The social topics addressed in the leather production benchmark are:

- Social policy
- Legal compliance
- Forced labor
- Child labor
- Freedom of association
- Discrimination/Fair treatment of workers
- Operational health and safety
- Building safety and emergency preparedness
- Wages
- Working hours
- Grievance mechanisms
- Business ethics

The benchmarking requirements have been developed to assess social standards for processing/manufacturing facilities from all sectors and not exclusive to leather production.

A standard owner has the possibility to apply for to be benchmarked through the LIA benchmarking process or the SSCI's benchmarking process (described [here](#)). All social standards assessed and recognized by the SSCI's benchmarking process shall be recognized by LIA.

In order for a standard to be recognized to this benchmark all the requirements listed here must be addressed in the standard. Additionally, as for all the other components of LIA, the standard will be required to comply with the “standard assurance criteria”, which ensures the standard is developed, audited and maintained in a transparent fashion, including multi-stakeholder consultation and decision-making, and clear and auditable conditions in the standard itself.

The LIA standard assurance criteria is aligned with SSCI's Part II – Requirements for the Management of Schemes ([here](#)).

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<b>CHAPTER 1. Management System</b>	
1.01	The standard shall require that a written human rights policy statement is in place, approved at the most senior level.
1.02	The standard shall require that the human rights policy statement is communicated to all personnel.
1.03	The standard shall require that clear responsibility is assigned for the implementation of the human rights policy statement.
1.04	The standard shall require that personnel in relevant business functions receives adequate training on human rights. Training attendance shall be documented.
1.05	The standard shall require that the requirements on human rights are communicated to relevant business partners and other relevant parties.
1.06	The standard shall require that records and documentation are maintained to demonstrate compliance with the standards' requirements.
<b>CHAPTER 2. Legislation</b>	
2.01	The standard shall require that all applicable national legal requirements are complied with.
2.02	The standard shall require that if applicable national legal requirements set a different level of adherence than set by the scheme, the scheme shall require that whichever affords the highest level of adherence for workers is audited against.
<b>CHAPTER 3. Forced Labor</b>	
3.01	The standard shall require that the facility does not engage in, support or tolerate forced labor. All workers shall enter into employment voluntarily and may terminate employment with reasonable notice.
3.02	The standard shall require that the facility does not force any person to work under the menace of any penalty or sanction.
3.03	The standard shall require that no involuntary prison labor is used.
3.04	The standard shall require that no fees or related costs are charged (directly or indirectly, in whole or in part) to applicants and workers for services directly related to recruitment that may lead to situations of forced or compulsory labor.
3.05	The standard shall require that no monetary deposits, financial or collateral guarantees or personal possessions are demanded as a condition of employment.

3.06	The standard shall require that workers are not held in debt bondage or forced to work for an employer, or any other entity to pay off debt.
3.07	The standard shall require that if the possibility of advances and loans to workers is provided, a written policy about the terms and conditions is in place that is communicated to workers in an understandable manner. These terms (and related interest rates) shall not be used to bind workers to employment.
3.08	The standard shall require that no personal documents or any valuable possessions, such as identity or immigration papers, work permits or travel documents are confiscated, retained, nor shall workers be required to lodge them with the employer and/or recruiter.
3.09	The standard shall require that if a secure storage option for personal documents and valuable possessions is provided, it shall be ensured that: <ul style="list-style-type: none"> <li>a. it is the choice of the worker to utilize the storage;</li> <li>b. storage is documented; and</li> <li>c. workers have free access to their possessions</li> </ul>
3.10	The standard shall require that the facility demonstrates that, when employment agencies are used, they are required to: <ul style="list-style-type: none"> <li>a) be compliant with applicable national legal requirements;</li> <li>b) be licensed or certified by the competent national authority, if applicable;</li> <li>c) be compliant with the standards' requirements on forced labor and recruitment fees;</li> <li>d) not engage in fraudulent or corrupt recruiting practices.</li> </ul>
3.11	The standard shall require that the facility does not restrict worker's freedom of movement. The facility shall not require workers to remain at the workplace at the conclusion of their working hours or confine them in any worker accommodation.
3.12	The standard shall require that if cases of forced or compulsory labor have been found, the organization shall implement effective remediation, such as compensation for personal and material damages. The remediation actions taken shall be verified and recorded.

**CHAPTER 4. Child Labor**

4.01	<p>The standard shall require compliance with the minimum age for work as defined by applicable national legal requirements or the age of completion of compulsory education, whichever is higher. The minimum age for work shall not be less than 15 years.</p> <p>If however, local minimum age law is set at 14 years of age in accordance with ILO Convention 138, this lower age may apply.</p> <p>The standard may allow for the exceptions of performing light work when in accordance with ILO Convention 138 and in line with applicable national legal requirements.</p> <p>The standard shall require that details on any children under the age of 15 years that are found to be working at the facility are reported in the audit or assessment report.</p>
4.02	<p>The standard may allow for training/apprenticeship schemes and shall verify that these are not exploitative and are in line with applicable national legal requirements</p>
4.03	<p>The standard shall require that young workers under 18 are not employed at night or in hazardous conditions.</p>
4.04	<p>The standard shall require that age verification mechanisms are established for all workers and valid age verification records are maintained.</p>
4.05	<p>The standard shall require that if child labor was found, effective remediation procedures are in place that put the best interest of the child first.</p> <p>The remediation plan shall be documented and verified and actions put in place to avoid recurrence.</p>
<p><b>Chapter 5. Freedom of Association</b></p>	
5.01	<p>The standard shall require that workers have the right to join or form trade unions or other worker organizations of their own choosing - or refrain from doing so - and to bargain collectively in accordance with applicable national legal requirements</p>
5.02	<p>The standard shall require that worker representatives or members of trade unions are not discriminated against or otherwise penalized because of their membership in or affiliation with a trade union or worker organization in accordance with applicable national legal requirements.</p>



5.03	The standard shall require that duly elected worker representatives of trade unions and other worker organizations have access to the workplace to carry out their representative functions in accordance with applicable national legal requirements.
5.04	The standard shall require that where there are no legal protections for the right to collective bargaining or freedom of association, the facility strives to engage workers through alternative lawful mechanisms of engagement to allow worker representatives to enter into a dialogue about workplace issues.
<b>Chapter 6. Discrimination/Fair Treatment of Workers</b>	
6.01	The standard shall require that equal opportunities and treatment in employment and occupation are respected. Workers shall not be discriminated in recruitment or employment practices based on any legally protected characteristics, and any personal characteristics that do not interfere with a worker's ability to do a specific job.
6.02	The standard shall require that the facility does not engage in, support or tolerate the use or threat of corporal punishment, mental or physical coercion, bullying, harassment, including sexual harassment, or abuse of any kind.
6.03	The standard shall require that written disciplinary procedures are in place and they are effectively communicated to workers.
6.04	The standard shall require that records of all disciplinary action are kept.
<b>CHAPTER 7. Operational Health and Safety (OHS)</b>	
7.01	The standard shall require that safe, healthy and clean conditions are provided in all workplaces, worker accommodation, and other facilities as provided or mandated.
7.02	The standard shall require that clear responsibility for the development, implementation and performance of the occupational health and safety management system and the achievement of the relevant occupational health and safety objectives is allocated.
7.03	<p>The standard shall require that all members of the facility receive effective health and safety training as required to carry out the duties and responsibilities of the job.</p> <p>Health and safety training is provided timely and repeated on a regular basis. It shall also be repeated for new or reassigned members of the facility and when changes in the process or machinery present new risks.</p>

	All trainings shall be documented.
7.04	The standard shall require that health and safety training is provided to all members of the facility at no cost. Trainings shall take place during remunerated working hours.
7.05	The standard shall require that risk assessments are performed as appropriate to detect and assess potential threats to the health and safety of workers and effective measures are taken to address the findings from the risk assessment.
7.06	The standard shall require that the facility maintains written records of all health and safety incidents in the workplace and all other facilities, as provided or mandated.
7.07	The standard shall require that the cause of health and safety incidents is determined when they occur. Appropriate corrective actions are taken to prevent recurrence of similar incidents.
7.08	The standard shall require that appropriate and effective personal protective equipment (PPE) is provided as needed. PPEs shall be provided free of charge to the workers. PPEs shall be maintained and replaced as necessary. Workers shall be instructed and monitored on its proper use.
7.09	The standard shall require that clear arrangements for providing first aid and medical assistance are in place for any workplace accidents or incidents.
7.10	The standard shall require that all workers are provided with free potable water and clean toilet facilities.
<b>Chapter 8. Building Safety and Emergency Preparedness</b>	
8.01	The standard shall require that adequate documented emergency and fire safety procedures are in place, including in worker accommodation and other facilities as provided or mandated.
8.02	The standard shall require that all employees are trained on emergency and fire safety procedures.
8.03	The standard shall require that fire exits, escape routes, firefighting equipment and fire alarms are properly marked according to national and industry standards. Fire exits and escape routes are open, accessible and clear of obstacles so as to permit safe evacuation in case of an emergency.
8.04	The standard shall require that workers have the right to remove themselves from imminent serious danger without seeking permission.
8.05	The standard shall require that appropriate measures are taken to evaluate and monitor the strength, stability and safety of buildings and equipment, including worker accommodation where provided or mandated. Corrective action is taken where required.

8.06	The standard shall require that if accommodation facilities are provided or mandated, these are located separately from production or storage facilities.
<b>CHAPTER 9. Wages</b>	
9.01	The standard shall require that workers are informed about their employment terms and conditions in writing and in an understandable manner to the worker before they enter into employment.
9.02	The standard shall require that work be performed by individuals with a formal verifiable working relationship in accordance with applicable national legal requirements
9.03	The standard shall require that no employment arrangements are used in order to avoid obligations to workers under applicable national labor and social security laws.
9.04	The standard shall require that compensation for standard working hours meets or exceeds applicable legal minimum wages, industry standards or collective bargaining agreements (where applicable).
9.05	The standard shall require that wages are paid regularly, in a timely manner and in full. All payments are made directly to the employee in legal tender or into a bank account in their name.
9.06	The standard shall require that where a facility establishes a pay rate for production, quota or piece work, it allows workers to earn at least a wage which respectively meets or exceeds applicable legal minimum wages, industry standards, or collective bargaining agreements (where applicable) within standard working hours.
9.07	The standard shall require that all workers are compensated for all overtime as required by applicable national legal requirements or a collective bargaining agreement.
9.08	The standard shall require that all workers are provided with clear and written details of their wages for the pay period concerned each time that they are paid.
9.09	The standard shall require that no deductions from wages are made unless permitted by applicable national legal requirements or a collective agreement. Workers are informed about any deductions in writing and in an understandable manner to the worker.
9.10	The standard shall require that no deductions from wages are made as a disciplinary measure.
<b>Chapter 10. Working Hours</b>	

10.01	<p>The standard shall require that standard working hours conform to applicable national legal requirements, collective agreements, or industry standards, but shall not exceed 48h, excluding overtime.</p> <p>If applicable national legal requirements set total working hour limits greater than 60h per week, including overtime, the Scheme shall require that total hours worked are reported in the audit or assessment report.</p>
10.02	If the standard grants exceptions to the limit of total weekly working hours, these shall be clearly defined, in line with applicable national legal requirements, and the standard shall require that the facility demonstrates that appropriate safeguards are taken to protect the worker's health and safety.
10.03	The standard shall require that workers agreed to work overtime and that overtime requirements do not result in forced labor.
10.04	The standard shall require that overtime is not requested on a regular basis.
10.05	The standard shall require that all workers have the right to breaks during work shifts.
10.06	The standard shall require that workers have the right to at least one rest day of 24 consecutive hours in every week.
10.07	If the standard grants exceptions to the number of rest days, these shall be clearly defined, in line with applicable legal requirements and it is demonstrated that appropriate safeguards are taken to protect the worker's health and safety. At a minimum, workers shall be granted 2 rest days, each of consecutive 24 hours, in a 14 days period.
10.08	The standard shall require that workers are granted paid leave (public and annual holidays, maternity/paternity leave, sick leave, etc.) in accordance with applicable national legal requirements.
<b>CHAPTER 11. Grievance Mechanism</b>	
11.01	The standard shall require that a written procedure to address complaints or concerns is established. The grievance mechanism shall be accessible to all workers and external parties.
11.02	The standard shall require that the confidentiality of any complaint raised is provided, and information is revealed only as necessary to investigate and handle the complaint.
11.03	The standard shall require that no worker or external party that lodged a complaint in good faith is retaliated against.
<b>CHAPTER 12. Business Ethics</b>	

12.01	The standard shall require that the facility prohibits any involvement in any act of corruption, extortion, embezzlement, nor in any form of bribery - either directly or indirectly.
12.02	The standard shall require that the facility does not falsify any information regarding their activities, structure and performance and is not involved in any act of misrepresentation in the supply chain.

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## Appendix A: Definitions

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**By-product:** co-product from a process that is incidental or not intentionally produced and which cannot be avoided. Wastes are not by-products. (SOURCE: ISO 21930:2017, 3.4.7)

**Emergency plan:** description of the objectives, policy and concept of operations for the response to an emergency, and of the structure, authorities and responsibilities for a systematic, coordinated and effective response. Note 1 to entry: The emergency plan serves as the basis for development of other plans, procedures and checklists. (SOURCE: ISO 11320:2011, 3.4)

**Emergency response:** action taken by personnel on or off an installation to limit the consequences of a major accident or initiate and execute abandonment (SOURCE: ISO 15544:2000, 2.1.8)

**Environmental objective:** overall environmental goal, consistent with the environmental policy, that an organization sets itself to achieve (SOURCE: ISO 14001:2004, 3.9)

**Environmental policy:** intentions and direction of an organization related to environmental performance formally expressed by its top management (SOURCE: ISO 14001:2015, 3.1.3)

**Environmental risk assessment:** process of identifying and quantifying risk (probability that an effect occurs) to non-human organisms and determining the acceptability of these risks (SOURCE: ISO 23611-6:2012, 3.3.3)

**Procedure:** formal steps to be taken in the performance of a specific task, which may be called upon in the course of a process (SOURCE: ISO 10845-1:2010, 3.28)

**Sub-contractor:** contractor to whom a main contractor has contracted part of their work (ISO 6707-2:2017, 3.8.9)

**Supplier:** organization or person that provides a product. (SOURCE: ISO 9000:2005, 3.3.6)

**Waste management:** administrative and operational activities involved in the handling, pretreatment, treatment, conditioning, transport, storage, and disposal of waste (SOURCE: ISO 6707-3:2017, 3.4.18)

**Wastewater:** water arising from any combination of domestic, industrial or commercial activities, which can include surface runoff and any accidental sewer inflow/infiltration water and which can include collected storm water, discharged to the environment or sewer (SOURCE: ISO 20670:2018, 3.80)

**Water usage:** activity or function in which, or for which, water is used (SOURCE: ISO 24513:2019, 3.4.1)