



1. Importance of the subject

The labour practices of an organization encompass all policies and practices relating to work performed within, by or on behalf of the organization, including work subcontracted.

Is included in them the recruitment and promotion of workers; disciplinary and grievance procedures; the transfer and relocation of workers; termination of employment; training and skills development; health, safety and industrial hygiene, freedom of association, collective bargaining and social dialogue, working time, remuneration and any practices that affect working conditions.

The Labour Practices are part of the standards issued by the International Labour Organization (ILO), these reinforce the Universal Declaration of Human Rights and other legal instruments associated. Setting out universal basic principles and rights at work, intended to prevent, unfair competition based on exploitation and abuse, promoting to the same time the decent and productive work for women and men.

The organizations socially responsible should act in accordance to the law and international instruments, even in areas where governments have failed.

The labour practices socially responsible are an essential element in human development. Put into practice responsibly; standards of living are improved through full and secure employment. They also have a major impact on respect for the rule of law and are essentials to social justice, stability and peace.

2. Definitions

Labour: is understood as work performed for compensation and does not include activities undertaken by genuine volunteers.

Conditions of work: refers to wages and other forms of compensation, working time, rest periods, holidays, disciplinary and dismissal practices, maternity protection

and welfare matters such as safe drinking water, canteens and access to medical services. Greatly affect the quality of the life of workers and their families, and also economic and social development.

Social protection: refers to all legal guarantees and organizational policies to mitigate the reduction or loss of income in case of employment injury, illness, maternity, parenthood, old age, unemployment, disability or any other financial hardship. Plays an important role in preserving human dignity and establishing a sense of fairness and social justice.

Social dialogue: Includes all types of negotiation, consultation or Exchange of information between or among representatives of governments, employers and workers, on matters of common interests relating to economic and social concerns.

Health and safety at work: is the promotion and maintenance of the highest degree of physical, mental and social well being of workers as well as preventing of harm to health caused by working conditions.

Join labour-management health and safety committees: Committees divided among management and worker representatives and should include both men and women whenever possible.

Human Development: Is the process of enlarging people's choices by expanding human capabilities and functioning, thus enabling women and men to lead long and healthy lives, to be knowledgeable and to have a decent standard of living.

Employability: refers to the experience, competencies and qualifications that increase an individual's capacity to secure an retain decent work.

Labour intermediaries: refers to employment agencies, suppliers of personal and others.

Practical Guide

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*Based on: ISO 26000:2010. Guidance on social responsibility.



3. Self-assessment guide on critical issues related to the subject

With respect to labour practices, the organization should take into account the following provisions:

Issue 1: Employment and employment relationships

- Does the organization make sure to apply the appropriate legal and institutional framework for employment contract and commercial contract?
- Does the organization make sure that all work is performed by women and men who are legally recognized as employees or who are legally recognized as being self-employed and not seek to avoid the obligation that the law places on the employer by disguising relationships?
- Does the organization use labour intermediaries (contracting or subcontracting) legally recognized?
- Does the organization seek safe working conditions and avoid the casual employment or excessive use of temporary workers?
- Does the organization ensure equal opportunities, non-discrimination and protection of data and personal information of employees, including home workers?
- Does the organization make reasonable efforts in order for partners, suppliers or subcontractors, including home workers in their sphere of influence, follow responsible labour practices?
- Does the organization maintain appropriate communication channels with workers and their representatives concerning working conditions, including changes?

Issue 2: Conditions of work and social protection

- Does the organization ensure that the conditions of work comply with laws and regulations applicable including collective agreements and minimum provisions defined in international labor standards established by ILO?
- Does the organization provides decent conditions of work in respect of wages, hours of work, weekly rest, holidays, health and safety, maternity protection and ability to combine work with family responsibilities?
- Does the organization provide equal pay for work of equal value?
- Does the organization pay wages directly to the workers concerned in accordance with provisions of law?
- Does the organization comply with any obligation concerning the provision of social protection for workers in the country of operation?
- ¿Does the organization compensate workers for overtime in accordance with law, regulations or collective agreement, taking in to account the legal framework, the interests, safety and well being of the workers concerned?

Issue 3: Social Dialogue

- Does the organization respect at all times the right of workers to form or join their own organizations to advance towards their interests or to bargain collectively?
- Does the organization provide to the duly designated worker representatives, access to authorized decision makers, to work places, to the workers they represent, to facilities necessary to perform their role and to information that will allow them to have a true and fair picture of the organization's finances and activities?
- ¿Does the organization refuse to support governments to restrict the exercise of the internationally recognized rights of freedom of association and collective bargaining?

Issue 4: Health and safety at work

- Does the organization provide the safety equipment needed, including personal protective equipment, for the prevention of occupational injuries, diseases and accidents, as well as for dealing with emergencies?
- Does the organization communicate information about the requirement that workers should follow all safe practices at all times and ensure that workers follow the proper procedures?
- Does the organization strive to eliminate psychosocial risks?
- Does the organization recognize and respect the right of workers to acquire information that dowry them of knowledge in the health and safety issue?

Issue 5: Human Development and training in the workplace

- Does the organization provide all workers access to skills development, training and apprenticeships, and opportunities for career advancement, on an equal and non-discriminatory basis?
- Does the organization support to fired workers to gain access to new employment, training and advice?
- Does the organization establish join labour-management programs that promote health and well-being?

4. Good practices of integration

4.1. Planning of the integration of the subject to the organization

The application of responsible labour practices should lead to company to review the legal issues and best practices, policies and procedures, training needs, facilities and opportunities linked to social dialogue to improve practices and define responsibilities to these subjects.



4.2. How to do the integration?

Once improvements are planned, the company should implement them. Policies, documentation and records improved, should be developed and implemented in an environment of employee involvement, training, provision of resources and effective communication. The company should make explicit its commitment to social responsibility.

4.3. Verification

In order to verify whether the company is implementing responsible labor practices, can be realized audits, legal assessments, interviews with employees and employers and review relevant documentation and records, all this to compare what the organization wants and what is actually applying.

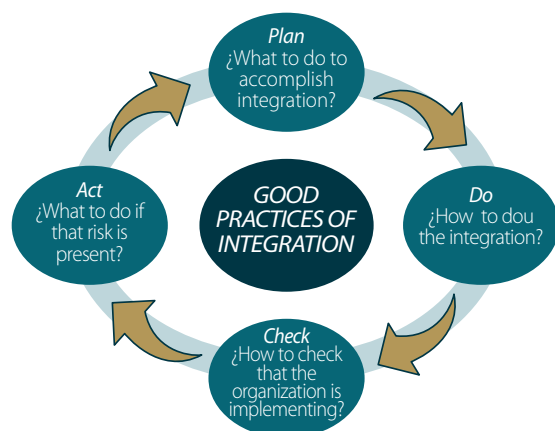


Fig. 1: Management and improvement cycle.

5. What to do if that risk is present?

When presented risks associated with responsible labor practices, it is advisable that the company starts corrective and preventive actions documented to demonstrate their commitment to address the specific deviations and improve their policies and procedures. In addition, should be have processes for resolving disputes and claims, as well as effective mechanisms for communication, analysis and control.