**FSC Self-Assessment for FSC Core Labour Requirements**

**Singapore**

**Introduction**

This self-assessment is designed for all FSC Chain of Custody (CoC) Certificate Holders (CHs) in Singapore. With the publication of [FSC-STD-40-004 V3-1](https://fsc.org/en/document-centre/documents/resource/302), FSC CoC CHs are required to complete a self-assessment of their conformance to FSC core labour requirements as part of their annual audit.

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[FSC-STD-40-004 V3-1 FSC Chain of Custody (CoC) Certification](https://fsc.org/en/document-centre/documents/resource/302) becomes effective on 01 September 2021, there are additional FSC core labour requirements, and all organisations must conform to the FSC core labour requirements by **31 December 2022**. Additional FSC core labour requirements are in the form of:

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| * The organisation shall not use child labour
 | Clause 7.2 |
| * The organisation shall eliminate all forms of forced and compulsory labour
 | Clause 7.3 |
| * The organisation shall ensure that there is no discrimination in employment and occupation
 | Clause 7.4 |
| * The organisation shall respect freedom of association and the effective right to collective bargaining
 | Clause7.5 |

To achieve conformity with the FSC core labour requirements, the organisation:

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| * Shall adopt (may develop a new policy or use an existing one) and implement a policy statement, or statements, that encompass the FSC core labour requirements. The policy statements shall be made available to affected and interested stakeholders and to the organisation's certification body
 | Clause 1.5 |
| * Shall maintain an up-to-date self-assessment (this document or similar) in which it describes how the organisation applies the FSC core labour requirements to its operations. The self-assessment shall be submitted to the organisation's certification body
 | Clause 1.6 |

In order to comply with the above requirements, the organisation has to complete a self-assessment as part of its annual audit and submitted to the organisation's Certification Body prior to its scheduled audit. The organisation may demonstrate conformance with other certifications schemes as evidence of conformity to FSC core labour requirements (Clause 1.11)[[1]](#footnote-2).

**The Self-Assessment**

This self-assessment is designed to efficiently enable organisations to identify and document actions that demonstrate compliance with FSC core labour requirements while ensuring compliance with applicable law.

The certification body will use the completed self-assessment to guide the audit and verify conformance with the standard. The process applies the organisation's knowledge of its operations and compliance with applicable laws to assist the auditor in completing the audit. The FSC core labour requirements apply to FSC CoC-certified organisations and to companies who act as contractors to FSC CoC-certified organisations in accordance with FSC-STD-40-004 V3-1, section 13. FSC CoC CHs and organisations wishing to become FSC-certified are not required to use this self-assessment but would need to substitute it with a similar tool to conform with FSC requirements. The use of the self-assessment does not guarantee conformity with the FSC core labour requirements. It is the responsibility of the organisation to conform with FSC requirements.

The organisation shall declare on the self-assessment that the statements are true and correct to the best available knowledge. The organisation knowingly making false statements on its self-assessment may result in suspension or termination of the certificate. The organisation shall respond to the questions in the self-assessment as completely and truthfully as possible. Organisations shall identify relevant documents and other materials that the auditor can review to verify the referenced statement on the self-assessment. To further assist CHs, examples of questions to answer when completing the self-assessment (Annex I) has been appended to this template.

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| **Date** | **Version** | **Comment** |
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**FSC core labour requirements self-assessment**

**Attestation:** I, hereby affirm that the following statements are true and correct to the best of my knowledge, and I acknowledge making a knowingly false statement can result in the suspension or termination of the certificate or non-issue of the certificate.

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Name Date

**Child Labour**

**Reference:**

1. **The Statutes of The Republic of Singapore Employment Act 1968, Chapter 91, Part VIII Employment of Children and Young Persons**
2. **The Statutes of The Republic of Singapore Employment Act, Chapter 91, Section 70, Employment (Children and Young Persons) Regulations**

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| **Requirement** | **National Legislation** | **Questions** | **Reference & Evidence** | **Answer & Evidence** |
| **7.2 The organisation shall not use child labour.** |
| 7.2.1 The organisation shall not employ workers below the age of 15, or below the minimum age as stated under national, or local laws or regulations, whichever age is higher, except as specified in 7.2.2. 7.2.2 In countries where the national law or regulations permit the employment of persons between the ages of 13 to 15 years in light work, such employment should not interfere with schooling nor, be harmful to their health or development. Notably, where children are subject to compulsory education laws, they shall work only outside of school hours during normal daytime working hours. 7.2.3 No person under the age of 18 is employed in hazardous or heavy work except for the purpose of training within approved national laws and regulations. 7.2.4 The organisation shall prohibit the worst forms of child labour. | * The Statutes of The Republic of Singapore Employment Act 1968, Chapter 91, Part VIII Employment of Children and Young Persons, Article 68 (1) & 69
* The Statutes of The Republic of Singapore Employment Act, Chapter 91, Section 70, Employment (Children and Young Persons) Regulations, Article 3
* The Statutes of The Republic of Singapore Employment Act 1968, Chapter 91, Part VIII Employment of Children and Young Persons, Article 68 (3)
* The Statutes of The Republic of Singapore Employment Act, Chapter 91, Section 70, Employment (Children and Young Persons) Regulations, Article 5, 6, 8, & 10 (1)
* The Statutes of The Republic of Singapore Employment Act 1968, Chapter 91, Part VIII Employment of Children and Young Persons, Article 68 (1), 68 (2), 68 (3), 68 (4), 69, 72 (1a), & 72 (1b)
* The Statutes of The Republic of Singapore Employment Act, Chapter 91, Section 70, Employment (Children and Young Persons) Regulations, Article 11, 12 (1), 12 (2), 13, & 14

The Statutes of The Republic of Singapore Employment Act, Chapter 91, Section 70, Employment (Children and Young Persons) Regulations, Article 10 (1) | a) Does your organisation comply with Clause 7.2? If yes, continue at c).  |  | [ ]  Yes, I confirm with the FSC core labour requirements, and this is supported by applicable national regulation **(The Statutes of The Republic of Singapore Employment Act 1968, Chapter 91, Part VIII Employment of Children and Young Persons; The Statutes of The Republic of Singapore Employment Act, Chapter 91, Section 70, Employment (Children and Young Persons) Regulations)** that addresses this requirement.    [ ]  No, see b)  |
| b) If the answer is no to a) above, please describe how or why your organisation does not comply with Clause 7.2. |  |  |
| c) For the individuals employed by you at the site/sites holding the certificate, describe how your organisation knows it complies with Clause 7.2. | * Policy on Employment & Child Labour
* Company procedures on employment process, including recruitment, age verification, etc.
* Identification documents of employees, including The National Registration Identity Card (NRIC), for non-citizens', Foreign Identification Number (FIN) and work pass number with an expiry date, etc.
* Contract of service/labour contracts, including contracts with staffing agencies
* Letter of appointment or employment, or an apprenticeship agreement
* Approval by the Ministry of Education or the Institute of Technical Education, Singapore
* Notification of young persons employed in an industrial undertaking to the Ministry of Manpower through the Croppass.
* A medical report within 30 days of starting work
* Employee records (Full-time, Part-time, Temporary, Contract), such as an address, NRIC number (for non-citizens, work pass number and expiry date), date of birth, gender, date of starting employment, date of leaving employment, working hours (including duration of meals and tea breaks), dates and other details of public holidays and leave taken.
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| d) Identify any documents or other records (and their location) that you rely upon to verify compliance with Clause 7.2. |  |
| e) Identify any legal obligations that you believe may impact your ability to comply with Clause 7.2. Please describe them, and how they impact your ability to comply with Clause 7.2. |  |  |
| f) Attach a policy statement, or statements, made by your organisation that encompasses Clause 7.2. |  |  |

**Forced Labour**

**Reference: The Statutes of The Republic of Singapore Employment Act 1968, Chapter 91, Part II Contracts of Service & Part III Payment of Salary**

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| **Requirement** | **National Legislation** | **Questions** | **Reference & Evidence** | **Answer & Evidence** |
| **7.3 The organisation shall eliminate all forms of forced and compulsory labour.** |
| 7.3.1 Employment relationships are voluntary and based on mutual consent, without the threat of a penalty. 7.3.2 There is no evidence of any practices indicative of forced or compulsory labour, including, but not limited to, the following: 1. physical and sexual violence
2. bonded labour
3. withholding of wages /including payment of employment fees and or payment of deposit to commence employment
4. restriction of mobility/movement
5. retention of passport and identity documents
6. threats of denunciation to the authorities.
 | The Statutes of The Republic of Singapore Employment Act 1968, Chapter 91, Part II Contracts of Service, Article 8* The Statutes of The Republic of Singapore Employment Act 1968, Chapter 91, Part II Contracts of Service, Article 13, 15, and 18A
* The Statutes of The Republic of Singapore Employment Act 1968, Chapter 91, Part III Payment of Salary, Article 26 & 27
 | a) Does your organisation comply with Clause 7.3?If yes, continue at c). |  | [ ]  Yes, I confirm with the FSC core labour requirements, and this is supported by applicable national regulation **(The Statutes of The Republic of Singapore Employment Act 1968, Chapter 91, Part II Contracts of Service & Part III Payment of Salary)** that addresses this requirement.    [ ]  No, see b)  |
| b) If the answer is no to a) above, please describe how or why your organisation does not comply with Clause 7.3? |  |  |
| c) For the individuals employed by you at the site/sites holding the certificate, describe how your organisation knows it complies with Clause 7.3? | * A policy of Forced Labour
* The procedure for employment transfer
* Contract of service/labour contracts include key employment terms (KETs)
* Letter of appointment or employment, or an apprenticeship agreement
* An employee handbook or company work right guides employment
* Salary/payment slips and records
* Dispute and grievance procedures and records
* Recruitment procedures (proof of application by an employee)
* Overtime payment records
* Employee records (Full-time, Part-time, Temporary, Contract), such as an address, NRIC number (for non-citizens, work pass number and expiry date), date of birth, gender, date of starting employment, date of leaving employment, working hours (including duration of meals and tea breaks), dates and other details of public holidays and leave taken.
 |  |
| d) Identify any documents or other records (and their location) that you rely upon to verify compliance with Clause 7.3. |  |
| e) Identify any legal obligations that you believe may impact your ability to comply with Clause 7.3. Please describe them, and how they impact your ability to comply with Clause 7.3. |  |  |
| f) Attach a policy statement, or statements, made by your organisation that encompasses Clause 7.3. |  |  |

**Discrimination in Employment and Occupation**

**Reference: The Tripartite Alliance for Fair and Progressive Employment Practices (TAFEP).**

**Singapore does not have a framework of dedicated anti-discrimination legaislation in employment practices. TAFEP has become the guide and reference for equal and fair practices, including handling discrimination in employement practices. Singapore's Ministry of Manpower has supported TAFEP.**

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| **Requirement** | **National Legislation** | **Questions** | **Reference & Evidence** | **Answer & Evidence** |
| **7.4 The organisation shall ensure that there is no discrimination in employment and occupation.** |
| 7.4.1 Employment and occupation practices are non-discriminatory.  | - | a) Does your organisation comply with Clause 7.4? If yes, continue at c). |  | [ ]  Yes, I confirm with the FSC core labour requirements, and this is supported by applicable national regulation **(-)** that addresses this requirement.    [ ]  No, see b)  |
| b) If the answer is no to a) above, please describe how or why your organisation does not comply with Clause 7.4. |  |  |
| c) For the individuals employed by you at the site/sites holding the certificate, describe how your organisation knows it complies with Clause 7.4. | * Anti-discrimination policy
* Employee handbook
* Employee statistics, male to female ratio of employees by industry and occupation
* Salary/wage payment slips and records
* Salary regulations
* Personnel evaluation records
* Evidence of job advertisements
* Job application records
* Dispute and grievance procedures and records
* Recruitment procedures
* Overtime payment records
* Initiatives for gender equality, against sexual harassment, and maternal harassment
* Employee records (Full-time, Part-time, Temporary, Contract), such as an address, NRIC number (for non-citizens, work pass number and expiry date), date of birth, gender, date of starting employment, date of leaving employment, working hours (including duration of meals and tea breaks), dates and other details of public holidays and leave taken.
 |  |
| d) Identify any documents or other records (and their location) that you rely upon to verify compliance with Clause 7.4. |  |
| e) Identify any legal obligations that you believe may impact your ability to comply with Clause 7.4. Please describe them, and how they impact your ability to comply with Clause 7.4. |  |  |
| f) Attach a policy statement, or statements, made by your organisation that encompasses Clause 7.4. |  |  |

**Freedom of Association and the Right to Collective Bargaining**

**Reference:**

1. **The Statuses of the Republic of Singapore, Employment Act 1968, Chapter 91, Part II Contracts of Service**
2. **The Statuses of The Republic of Singapore, Industrial Relations Act, Chapter 136, Section 86 Industrial Relations (Recognition of A Trade Union of Employees) Regulations**
3. **The Statuses of The Republic of Singapore, Industrial Relations Act 1960, Part III Collective Bargaining**
4. **The Statuses of The Republic of Singapore, Singapore Labour Foundation Act 1977**
5. **The Statuses of The Republic of Singapore, Trade Disputes Act 1941**
6. **The Statuses of The Republic of Singapore, Trade Unions Act 1940**
7. **The Statuses of The Republic of Singapore, Trade Unions Act, Chapter 333, Section 55, Trade Unions Regulations**

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| **Requirement** | **National Legislation** | **Questions** | **Reference & Evidence** | **Answer & Evidence** |
| **7.5 The organisation shall respect freedom of association and the effective right to collective bargaining.** |
| 7.5.1 Workers are able to establish or join worker organisations of their own choosing. 7.5.2 The organisation respects the full freedom of workers' organisations to draw up their constitutions and rules. 7.5.3 The organisation respects the rights of workers to engage in lawful activities related to forming, joining or assisting a workers' organisation or to refrain from doing the same, and will not discriminate or punish workers for exercising these rights. 7.5.4 The organisation negotiates with lawfully established workers' organisations and/ or duly selected representatives in good faith and with the best efforts to reach a collective bargaining agreement.7.5.5 Collective bargaining agreements are implemented where they exist. | The Statuses of The Republic of Singapore Employment Act 1968, Chapter 91, Part II Contracts of Service, Article 17The Statutes of The Republic of Singapore Industrial Relations Act, Chapter 136, Article 82, 82 (a), 82 (d), 82 (e), 83, 83 (a)The Statutes of The Republic of Singapore Industrial Relations Act 1960, Part IX Miscellaneous, Article 80The Statutes of The Republic of Singapore Industrial Relations Act 1960, Part III Collective Bargaining, Article 18 (1)The Statutes of The Republic of Singapore Industrial Relations Act 1960, Part III Collective Bargaining, Article 26 |  |  | [ ]  Yes, I confirm with the FSC core labour requirements, and this is supported by applicable national regulation **(The Statuses of The Republic of Singapore Employment Act 1968, Chapter 91, Part II Contracts of Service; Industrial Relations Act 1968 Chapter 136 Section 86, Industrial Relations, Recognition of A Trade Union of Employees regulation;** **Industrial Act 1969, Part III Collective Bargaining;** **Singapore Labour Foundation Act 1977; Trade Unions Act 1940; Trade Unions Act Chapter 333, Section 55)** addresses this requirement.    [ ]  No, see b)  |
| b) If the answer is no to a) above, please describe how or why your organisation does not comply with Clause 7.5. |  |  |
| c) For the individuals employed by you at the site/sites holding the certificate, describe how your organisation knows it complies with Clause 7.5. | * Organisation Policy
* Grievance procedures and records
* Certification of registration to Trade Unios
* Appointment Letter to participate in Trade Unions
* Minutes and activity records of trade unions
* List of workers
* Opportunities for worker representatives to discuss with management and minutes of discussions
* Records of the election of worker representatives
* Audit records and reports
* Records/evidence of the implementation of decisions or recommendations of the agreements
 |  |
| d) Identify any documents or other records (and their location) that you rely upon to verify compliance with Clause 7.5. |  |
| e) Identify any legal obligations that you believe may impact your ability to comply with Clause 7.5. Please describe them, and how they impact your ability to comply with Clause 7.5. |  |  |
| f) Attach a policy statement, or statements, made by your organisation that encompasses Clause 7.5. |  |  |

**Annex I.**

**Examples of questions to answer in completing the self-assessment**

FSC has provided the following open questions that may be helpful to the organisation to take into consideration when completing the self-assessment. The questions are divided into four categories addressed by the FSC core labour requirements. The level of detail required will depend on the location of the organisation's facility, including the organisation's assessment of risk, and the labour environment. This list of questions is not exhaustive.

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| **Category** | **Question** |
| **Child Labour** | * What is the minimum age of the workers employed?
* What measures have you taken to ensure that child labour is not used in your operations?
* Do you register the age (birthday) of your workers and how do you verify that this is the actual age? Do you check the identification papers?
* Are there any hazardous operations in your company that underage workers are not allowed to engage in? If so, explain how you restrict underage workers from engaging in those tasks. If training or education is required, provide documentation to support this.
* Is the employment of children between the age of 13 or 15 legally allowed? Do you employ children between that age? If yes on both accounts, specify measures you have taken to ensure that they only perform light work that is not harmful to their health or development and that allows them to work outside school hours only.
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| **Forced Labour** | * Describe your recruitment and contracting practices to show compliance with this principle.
* Do you use foreign technical interns?
* Do you grant loans or salary/wage advances that would require a worker to extend his/her working beyond the legal or contractual agreements? If so, can you describe how you mitigate the risk of bonded labour in such a case?
* How do you ensure that there are no employment fees deducted or payments or deposits made to commence employment?
* How do you ensure that the workers do not experience any form of mobility restriction?
 |
| **Discrimination** | * How do you ensure that wages and other working conditions are non-discriminatory?
* Is there any bias in the ratio of gender, age, etc.?
* Do you have policies about non-discrimination?
* How do you ensure all employees are evaluated fairly and have equal opportunities for promotion?
* How do you ensure applicants have equal opportunity for employment?
* How do you take into account the diversity of workers and respond to their diverse needs? (Including consideration for the culture and customs of foreign employees)
 |
| **Freedom of Association and the Right to Collective Bargaining** | * Are workers organised into a trade union? To the best of your knowledge, describe why you believe the workers have or have not chosen to be represented by a trade union.
* If workers are represented by a union, is the union autonomous and independent?
* If there is no union, are workers represented by any other forms? If not, how do you get the opinion of workers as a whole? Are there collective bargaining agreements in place that cover workers? If so, how do you ensure compliance with such agreements?
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1. *FSC International will review the compatibility of these schemes with the FSC Core Labour Requirements and the extent of their overlap with FSC core labour requirements.* [↑](#footnote-ref-2)