



LABOUR SUPPLY CHAIN DUE DILIGENCE CHECKLIST

With a growing focus on human rights due diligence, labour supply chain due diligence is a critical component of managing risk and liability. By carrying out effective labour supply chain due diligence, a business can prevent exploitation during the recruitment process. By taking proactive steps to work strategically with labour supply chain partners, businesses can improve labour sourcing and retention and benefit from mutual reputational opportunities.

Use this quick checklist as a guide to conduct due diligence on labour recruiters/providers/intermediaries in your labour supply chain. The document is interactive. Click on the progress status column to update your status. Further guidance available on the [Responsible Recruitment Toolkit](#) (RRT) is signposted throughout.

No.	Requirement	Guidance on how to implement	Progress Status
1-3	We have a responsible recruitment policy which includes commitments to labour supply chain due diligence. We regularly communicate to and train staff and our labour recruiters/providers/intermediaries on our requirements and sanctions for violations.	RRT Steps C.1-3	
4a	We have an up-to-date map of our labour supply chain, identifying all businesses and individuals involved at all stages of recruitment and the relationships between them, including any providing indirect services such as insurance or travel arrangements.	RRT Step C.4	
4b	We interview workers to identify the ways that jobseekers find out about jobs and whether there is any evidence of hidden or unauthorised individuals/businesses involved in the recruitment process.	RRT Step C.4	
5a	Before authorising services from any labour recruiters/providers/intermediaries, we verify that they operate: <ul style="list-style-type: none"> As a legitimate business entity including that: <ul style="list-style-type: none"> + They are appropriately registered and licensed with state authorities + They have the necessary insurance in place + They are not being liquidated/declared bankrupt Their directors are fit and proper i.e. they have no legal proceedings related to labour/human rights abuses against them, the business or any associated businesses, they have not been disqualified from business ownership and they are not connected to a pattern of insolvent/liquidated businesses. In accordance with legal requirements and our responsible recruitment policy through audits and/or self-assessments as part of the tender process. 	RRT Step C.5	
5b	Authorised labour recruiters/providers/intermediaries are added to a regularly updated 'Authorised Partners Register', which lists the verified businesses that relevant staff can use to recruit and/or supply workers or provide any other related services.	RRT Step C.5	
6	Before authorising services from any labour recruiters/providers/intermediaries, we negotiate and sign a written legal contract and operational service level agreement.	RRT Step C.6	
7	Before authorising services from any labour recruiters/providers/intermediaries we confirm written authorisation from the relevant client to use them.	RRT Step C.7	
8	We carry out appropriate ongoing due diligence with all labour recruiters/providers/intermediaries and take proactive steps to address issues where they are identified. Due diligence may include: <ul style="list-style-type: none"> Regularly communicating our responsible recruitment expectations and requirements Regularly repeating the pre-appointment checks (see 5a) Requiring that they complete a self-assessment to demonstrate responsible recruitment practices and continuous improvement Independent audits of their responsible recruitment practices Overseeing the recruitment of workers undertaken by labour recruiters/providers/intermediaries Ensuring that workers can easily report confidentially any complaints or concerns related to our business Regularly interviewing a sample of workers to understand whether they have any complaints or concerns with the labour recruiter/provider/intermediary. 	RRT Step C.8	



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9-10	<p>We take proactive steps to build strategic supply chain partnerships with businesses up and down the labour supply chain, including:</p> <ul style="list-style-type: none"> Regular progress review meetings where responsible recruitment is a fixed item on the agenda Open, transparent costing Effective joint labour planning to avoid last minute changes in worker requirements Sharing results of respective efforts to survey workers' experiences to make improvements to their experience at relevant points in their recruitment and employment. 	RRT Steps C.9 and C.10 and RRT Pillars A and D	

Tools and resources to support you

A range of tools and templates are available to [RRT Subscribers](#) on the RRT online tool. Any business can sign up for an Entry level account for free. Full-level accounts are available free to beneficiaries of our Sponsorship and Grant-funded programmes. Visit the [website](#) for further details.

Tools relevant to Labour Supply Chain Due Diligence	Languages	RRT Subscription level
Template Responsible Recruitment Policy	UK English US English Spanish	Entry
Template Authorised Partners Register	UK English	Full
Template Service Level Agreement between Client and Labour Recruiter	UK English	Full
Template Service Level Agreement between Client and Labour Provider	UK English	Full
Template Service Level Agreement between Labour Recruiter/Provider and Recruitment Business Partners	UK English	Full
Template Agreement Between Labour Recruiter and Worker	UK English	Full
Template Contract of Employment	UK English	Full
RRT Online Tool self-assessment	UK English US English Spanish	Full
RRT Training on Labour Supply Chain Due Diligence and Partnerships	UK English	N/A

