

# RecyClass

AUDIT SCHEME  
MODULE C:  
CORPORATE SOCIAL  
RESPONSABILITY

**RECYCLING PROCESS  
CERTIFICATION**

RECYCLED PLASTICS

## CONTENT

1.	Introduction.....	3
2.	Corporate Social Responsibility Principles .....	3
3.	Module C : Certification Details .....	5
4.	Annex I: Self-Assessment template .....	6

# RecyClass

## 1. INTRODUCTION

Module C describes a set of additional requirements providing a review of corporate social responsibility practices by certified *Recyclers*.

This module is mandatory for all *Recyclers* applying for a Certification for a *Recycling Process* located outside of the EU27+3. Otherwise, the compliance with Module C is optional.

## 2. CORPORATE SOCIAL RESPONSIBILITY PRINCIPLES

CSR Principles	
<b>C.1 Forced labour</b>	<p><i>Recycler</i> complies with the following social requirements:</p> <ul style="list-style-type: none"> <li>i) Staff works on a voluntary basis;</li> <li>ii) Forced, bonded, indentured or compulsory labour in all forms, including prison labour when not in accordance with ILO Convention 29, is strictly forbidden;</li> <li>iii) Staff is not required to make any deposits or financial guarantees. <i>Recycler</i> does not retain any identity documents;</li> <li>iv) <i>Recycler</i> treats all staff with respect and dignity;</li> <li>v) Staff is allowed to leave the plant after their shift.</li> </ul>
<b>C.2 Child labour</b>	<p><i>Recycler</i> complies with the following social requirements:</p> <ul style="list-style-type: none"> <li>i) <i>Recycler</i> does not employ any child labour or exploit children in any way;</li> <li>ii) Staff is at least of 15 years of age, has the national minimum age for employment and the age of completion of compulsory education;</li> <li>iii) <i>Recycler</i> does not employ staff under 18 years of age for night shifts or in any conditions which compromise their development, health and safety.</li> </ul>
<b>C.3 Freedom of association</b>	<p><i>Recycler</i> complies with the following social requirements:</p> <ul style="list-style-type: none"> <li>i) Staff has the right to join or form trade unions or workers associations without the authorisation of <i>Recycler</i>. <i>Recycler</i> does not interfere or obstruct these activities in any way;</li> <li>ii) <i>Recycler</i> does not discriminate staff because of their membership or affiliation with a trade union. <i>Recycler</i> gives staff representatives access to the workplace in order to carry out their functions.</li> </ul>
<b>C.4 Equal opportunities</b>	<p><i>Recycler</i> complies with the following social requirements:</p> <ul style="list-style-type: none"> <li>i) <i>Recycler</i> respects equal opportunities in terms of recruitment, compensation and access to training, promotion, termination and retirement.</li> <li>ii) <i>Recycler</i> has disciplinary procedures in place to address any harassment, bullying or abuse of any kind in the workplace.</li> </ul>
<b>C.5 Health and safety</b>	<p><i>Recycler</i> complies with the following social requirements:</p> <ul style="list-style-type: none"> <li>i) <i>Recycler</i> provides safe and clean conditions in the facilities and establishes a clear procedure and rules to regulate occupational health and safety.</li> <li>ii) <i>Recycler</i> provides regular health and safety trainings to staff depending on the level of risk.</li> <li>iii) <i>Recycler</i> assigns responsibility for health and safety to a senior management representative.</li> <li>iv) Any emergency protocols are clearly explained to the staff and any kind of hazard is clearly identified and marked.</li> </ul>

<p><b>C.6 Staff contracts</b></p>	<p><i>Recycler</i> complies with the following social requirements:</p> <ul style="list-style-type: none"> <li>i) <i>Recycler</i> has a contractual agreement with all staff established in compliance with national legislation and international labour standards.</li> <li>ii) Contractual agreements include compensation to workers providing a salary, overtime pay, benefits and paid leave which meets legal requirements, industry benchmark standards and collective agreements.</li> <li>iii) <i>Recycler</i> does not make deductions from salary as a disciplinary measure.</li> <li>iv) <i>Recycler</i> respects the right of the workers to terminate their contracts after reasonable notice.</li> </ul>
<p><b>C.7 Staff working hours</b></p>	<p><i>Recycler</i> complies with the following social requirements:</p> <ul style="list-style-type: none"> <li>i) <i>Recycler</i> sets working hours that comply with national laws and benchmark industry standards.</li> <li>ii) <i>Recycler</i> respects staff right to take breaks during their shifts.</li> </ul>

## 3. MODULE C CERTIFICATION DETAILS

### SECTION C.1 DOCUMENTATION

#### C.1.1 POLICY STATEMENT

*Recycler* has a policy statement covering the Module C CSR criteria for its operations. The policy statement is a public document that has been made available to interested stakeholders. There is a responsible person in management within *Recycler* responsible for ensuring social compliance.

Assessment level	Minor non-conformity	Evidence required
1	y	y

#### C.1.2 COMPLETED SELF-ASSESSMENT

*Recycler* has filled in the self-assessment explaining how it complies with the criteria defined in Module C for the operation of Recycling Process.

Assessment level	Minor non-conformity	Evidence required
1	y	y

## 4. ANNEX I: SELF-ASSESSMENT TEMPLATE

**Attestation by Organisation:** I, **Name of the responsible Organisation representative**, hereby confirm that the following statements are true to the best of my knowledge, and I understand that a false statement could result in a non-issue of the certificate, its suspension or withdrawal.

### C.1 FORCED LABOUR

Describe your recruitment and contracting practices. Please refer to the section in the *Organisation* internal procedure referring to the points covered under C.1.

**Response:**

Do you provide loans or salary/wage advances to employees that require them to labour beyond their legal or contractual obligations?

**Response:**

If yes, could you explain how you would avoid bonded labour in such a situation?

**Response:**

How can you make sure that no employment fees are taken, or that no payments or deposits are made to begin employment?

**Response:**

How do you ensure that employees always have access to their passports and other identification documents?

**Response:**

How do you ensure that the workers' mobility is not restricted in any way?

**Response:**

### C.2 CHILD LABOUR

What is the legal, statutory, or regulatory minimum age in your country of operations?

**Response:**

What steps have you made to ensure that you don't use child labour in your operations?

**Response:**

# RecyClass

Do you keep track of your employees' ages (birthdays)? How do you ensure these are correct?

**Response:**

Do you check the identity papers of the employees? Do you take copies?

**Response:**

If you have any employees between and 18 years of age, how do you ensure that they only perform work that does not compromise their development, health and safety? How do you ensure that they do not cover night shifts?

**Response:**

Are there legal or regulatory constraints that, in your opinion, impede your capacity to meet these requirements? Explain how you mitigate these limitations, if any.

**Response:**

## C.3 FREEDOM OF ASSOCIATION

Describe your internal procedure. Please refer to the section in the *Organisation* internal procedure referring to the points covered under C.3.

**Response:**

Is there a labour union among the workers?

**Response:**

Explain why you feel workers have chosen or have not decided to be represented by a trade union, to the best of your knowledge.

**Response:**

Is a union's representation of workers autonomous and self-contained?

**Response:**

What kind of worker representation are available at the site besides unions?

**Response:**

Are there any collective bargaining agreements that cover workers in place, and if so, how do you ensure that they are followed?

**Response:**

## C.4 EQUAL OPPORTUNITIES

Do you have anti-discrimination measures in place?

**Response:**

Do you have any measures/procedures addressing harassment, bullying or abuse?

**Response:**

Do you make sure that all employees have an equal opportunity of promotion?

**Response:**

How can you ensure that all applicants have an equal opportunity of employment?

**Response:**

## C.5 HEALTH AND SAFETY

Describe the internal procedures and measures related to health and safety. Refer to the section in the internal procedure referring to C.5.

**Response:**

Is there a responsible senior management representative for health and safety?

**Response:**

Are there emergency protocols in case of health or safety hazards?

**Response:**

Do you offer trainings to staff regarding health and safety (depending on their exposure to risk)?

**Response:**



## C.6 STAFF WORKING HOURS

Describe how your staff contracts follow national legislation and international labour standards.

**Response:**

How is compensation being structured? Include salary, benefits, overtime pay, etc.

**Response:**

How do you ensure that no deductions of salary take place as disciplinary measure?

**Response:**

Are workers free to terminate their contracts?

**Response:**

## C.7 STAFF CONTRACTS

How are working hours set for the workers? Are those compliant with national legislation and benchmark industry standards?

**Response:**

Are workers allowed to take breaks during their shifts? Is this defined in a procedure?

**Response:**

# RecyClass

c/o Plastic Recyclers Europe  
Avenue de Broqueville 12  
1150 Brussels – Belgium

Phone : +32 2 315 24 60  
info@recyclclass.eu

[www.recyclclass.eu](http://www.recyclclass.eu)