

**IMPORTANT NOTE:** The cab SHALL maintain a list of interviewees. Interviewees SHALL be asked for authorization to be part of the record, according to local privacy regulations. This list SHALL NOT be shared with the client organisation/management. This list SHALL be used to ensure that different individuals are interviewed during subsequent audits or to do follow-up interviews at future audits, and the list of those interviewed SHALL be provided to the auditor prior to each audit. This data shall be shared with ASC/ASI upon request of ASC/ASI. Please keep this information available for at least 3 years.

[illegible]

## Stakeholder engagement

ASC takes data protection very seriously. ASC will only use any personal information you give us in connection with the audit report.

For more information please read our privacy policy, which can be found here:

[ASC Privacy policy](#)

Provide stakeholder comments including CAB response, please use the confidential Annex-2 in case of any confidential data not to be published.

This table collects all the information relevant to stakeholders consulted during the audit process. Each stakeholder should be entered into a separate row, even where from the same company/organization

[illegible]

**IMPORTANT NOTE** This sheet of the social data will **NOT be made publicly available**. Some parts of the social requirements are included in the audit report, and will be made publicly available. **Please complete both sheets**. This information is ideally prepared for desk review, prior to the audit. If this is not the case, the sheets are required to be filled out in the draft- and final audit report.

Date of review

## 2 Workers demographics

2.1 Number of workers employed under the scope of UoC	In total	High months	Low months
Number			
Months			

  

2.2 Workers break-down	Full-time	Temporary/ seasonal	International migrants
Male			
Female			
Pay periods			
Youngest worker age <b>male</b>			
Youngest worker age <b>female</b>			
Lowest paid wages <b>male</b>			
Lowest paid wages <b>female</b>			
Meals included in salary			
Value per meal			

  

2.3 Nationalities	Nationality	No. of female workers per nationality	No. of male workers per nationality

  

2.4 Languages spoken within UoC	Working language	Spoken by managers/staff	Spoken by female workers	Spoken by male workers

  

2.5 Shift work	Number of shifts	No. of working hours/shift for female workers	No. of working hours/shift for male workers	No. of total workers/shift

  

2.6 Workers' overtime	Longest overtime	Shortest overtime	Average overtime
Month(s)			
Overtime hours			

  

2.6.1 Is there a time recording system, showing daily working times, breaks and overtime hours?	
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2.7 Wages	Minimum wages in country/region/ sector	Average of (actually paid) current wage (prevailing wage)	The lowest wage of current wage (prevailing wage)	Basic need wage calculated by UoC	% of workers paid minimum wages	% of workers paid basic need wages	Currency type
Local currency <b>male</b>							
Converted to € <b>male</b>							EURO
Local currency <b>female</b>							
Converted to € <b>female</b>							EURO

  

2.8 Is there a compensation for overtime work?					
2.9 Use of labour contractor(s)					
2.9.1 Is/are the labour contractor(s) a legal entity?					
2.10.1 Description of workers representative/union/ committees.					
2.10.2 Description of workers representative/union/ committees.					
2.10.3 Description of workers representative/union/ committees.	<table border="1"> <tr> <td>No. of female representatives</td> <td>No. of male representatives</td> </tr> <tr> <td></td> <td></td> </tr> </table>	No. of female representatives	No. of male representatives		
No. of female representatives	No. of male representatives				

## 3 Workers Accommodation

3.1 Total number of workers housed in accommodation provided by UoC	
3.2 Number of <b>male workers</b> housed in accommodation provided by UoC	
3.3 Number of <b>female workers</b> housed in accommodation provided by UoC	
3.4 Number of <b>migrant workers</b> housed in accommodation provided by UoC	
3.5 Total number of accommodations provided to workers	
3.6 Location of workers accommodation(s) (GPS)	
3.7 Distance between accommodation location to workplace (km)	
3.8 Means to travel between accommodation location and workplace	
3.9 Number of workers per room	

Annex-4 provides the opportunity to report volume data, on site- and UoC level, confidential. This information will not be published. Please be aware that the same field are also present in the audit report template itself, all data entered there will be made publicly available.

### 3. Site information - volume data

[illegible]

## 8. UoC volumes

Volume reporting for complete UoC				
Quarter of the year:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
8.1	The volumes indicated in this table apply to the following year:			
8.1.1	Type of volumes indicated in 8.2 - 8.5			
8.2	ASC-certified production volume (in Kg)			
8.3	<b>Non</b> ASC-certified production volume (in Kg)			
8.4	Dispatched or sold as ASC-certified Volume (in Kg)			
8.5	Dispatched or sold as <b>non</b> ASC-certified Volume (in Kg)			