

# ALPHA TEST: THE HUMAN RIGHTS MATRIX

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### BUSINESS AREAS AND SUB-AREAS

This document provides descriptions of, what in the Matrix are called, Business Areas. These are areas that relate closely to business functions and that BLIHR companies believe are applicable and clear to most (multi-national and major) corporations in the world. Within each Business Area, there are 'Sub-Areas' that serve to make the use of the Matrix easier and the results more meaningful. These are also provided in this document. Although the language is intended to be self-explanatory, this note aims to clarify and avoid any confusion as you use the tool.

AREA	DESCRIPTION
<b>1. Employment</b>	<p>Policies, practices and initiatives related to <b>terms of employment</b>. This covers the relationship and expectation between you and your employees. It also covers workers who may be on your facilities/assets, though not directly employed by you.</p> <p><b>Sub-Areas:</b> Hiring and Dismissal; Remuneration and Benefits; Working Hours/Holidays; Discipline; Grievance; Strikes, Trade Unions and Collective Bargaining</p>
<b>2. Workplace</b>	<p>Policies, practices and initiatives related to <b>workplace conditions</b>. This covers the physical, social and cultural dynamics of your workplace (offices, factories and facilities). It also pertains to workers who may be on your property, though not directly employed by you.</p> <p><b>Sub-Areas:</b> Non-Discrimination and Diversity; Harassment; Privacy and Surveillance; Health and Safety; Employee Learning and Development; Employee Expression/Information</p>
<b>3. Products and Services</b>	<p>Policies, practices and initiatives related to the <b>stewardship of products and services</b>. This covers the full life cycle of products and/or services your company develops, produces, markets and sells. In particular it relates to impact on your customers.</p> <p><b>Sub-Areas:</b> Sales and Marketing (including access); Stewardship; Customer Privacy</p>
<b>4. Supply Chain</b>	<p>Policies, practices and initiatives related to <b>supply chain management</b>. The focus of this area is the behavior of your company as a buyer or procurer. This area is not intended for you to input your supplier's behavior with regards human rights. To do this, we encourage you to work with your supplier to complete a full matrix.</p>

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Sub-Areas (work in progress): Procurement policy, Code of conduct, Supplier diversity, Oversight (certification, monitoring and auditing). Incentives, Supplier capacity building, Enforcement/penalties, sector or commodity initiatives

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## 5. Security

Policies, practices and initiatives relating to all aspects of **security**. This includes security arrangements to protect and secure company employees, assets and facilities.

**Sub-Areas:** Surveillance; Use of Security Forces; Restraint and Detention

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## 6. Community

Policies, practices and initiatives related to **community impact and development**.

**Sub-Areas:** Community Relations/Engagement; Impacts, Health & Safety; Acquisition and RNR; Grievance

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## 7. Business Conduct

Policies, practices and initiatives that relate to the over-arching conduct your business. This includes the internal procedures and controls to ensure that all company employees and officers must observe high ethical standards and must comply with the law and the rules of the company. It also includes how your business engages with external entities, in particular governments.

Sub-Areas (work in progress): Bribery, fraud and corruption, government relations, and assurance mechanisms.

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### **NOTE ON SUPPLY CHAIN AND BUSIENSS CONDUCT AREAS**

These two areas in the matrix do not have 'Essential Steps' associated with them beyond the general steps around 'non-discrimination' and 'non-complicity'. These are clearly crucial but are not specific like other Essential Steps. This is not surprising given these two areas are 'process orientated' as far as the user's company is concerned. This decision made by

BLIHR companies is to retain these areas but not to 'retrofit' Essential Steps into the tool. However, we do provide guidance of 3-5 essential process points that represent good practice in this area. This is work in progress and so does not appear in the Alpha test version