

<b>COMPANY LOGO</b>	MANAGEMENT MANUAL FOR THE SOCIAL RESPONSIBILITY	REV. 1
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**Manual of  
Responsibility Management  
Social**

**According to the Standard  
SA8000:2014**

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### Attachments:

Social Responsibility Policy

Appendix to the Social Responsibility Management Manual

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# 1      **Purpose and Scope**

The purpose of this Manual is to describe the Social Responsibility Management System of [Company Name], implemented in accordance with SA8000:2014 and taking into account the documents "GUIDANCE DOCUMENT FOR SOCIAL ACCOUNTABILITY 8000 (SA8000®:2014)" and "SA8000 Performance Indicators Annex".

The contents of this Manual apply to the entire work structure of [Company Name].

## **1.1      The Company**

Company description and activity carried out.

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## 2 **Regulatory references**

The Social Responsibility Management System is set up in compliance, in addition to the SA8000 standard and the ILO regulations listed below, with the laws and regulations binding for the management and conduct of the activities of [Company Name].

### **References:**

- ILO Convention 1 (Duration of Work - Industry) and Recommendation 116 (Reduction of Working Hours)
- ILO Conventions 29 (Forced Labour) and 105 (Abolition of Forced Labour) ILO Convention 87 (Freedom of Association and Protection of the Right to Organise) ILO Convention 98 (Right to Organise and Collective Bargaining)
- ILO Conventions 100 (Equal pay) and 111 (Discrimination - employment and occupation)
- ILO Convention 102 (Social Security - minimum standards)
- ILO Convention 131 (Definition of minimum wage)
- ILO Convention 135 (Workers' representatives)
- ILO Convention 138 and Recommendation 146 (Minimum Age)
- ILO Convention 155 and Recommendation 164 (Safety and Health at Work)
- ILO Convention 159 (Reintegration into employment and occupation - persons with disabilities) ILO Convention 169 (Indigenous and tribal peoples)
- ILO Convention 177 (Homework)
- ILO Convention 181 (Private employment agencies)
- ILO Convention 182 (Worst forms of child labour) ILO Convention 183 (Protection of Motherhood)
- ILO Code of Conduct on HIV/AIDS and the World of Work
- Universal Declaration of Human Rights
- International Covenant on Economic, Social and Cultural Rights
- International Covenant on Civil and Political Rights
- United Nations Convention on the Rights of the Child
- United Nations Convention on the Elimination of All Forms of Discrimination against Women
- United Nations Convention on the Elimination of All Forms of Racial Discrimination
- United Nations Guiding Principles on Business and Human Rights
- National Collective Bargaining Agreement for the Mechanical Engineering and Plant Installation Industry (CCNL)
- Legislative Decree 81/08 Implementation of article 1 of Law no. 123 of 3 August 2007, on the protection of health and safety in the workplace