



# Ethical Trade Audit Checklist

11 Dec 2024 / Hadley Avia

**Complete**

<b>Score</b>	24 / 27 (88.89%)	<b>Flagged items</b>	3	<b>Actions</b>	3
--------------	------------------	----------------------	---	----------------	---

---

**Business Name** Many Yaks Inc.

---

**Conducted on** 11.12.2024 09:55 PST

---

**Prepared by** Hadley Avia

---

## Flagged items & Actions

3 flagged, 3 actions

### Flagged items

3 flagged, 3 actions

Ethical Trade Audit Checklist / Labor Practices

#### Are occupational health and safety standards clearly communicated?

No

New workers in the accounting department are not aware of our safety guidelines in the field and factories.

**To do** | Priority: High | Due: 12.12.2024 10:04 PST | Created by: SafetyCulture Staff

Orient accounting staff on OHS policies

Ethical Trade Audit Checklist / Labor Practices

#### Are occupational health and safety standards properly implemented?

No

While these guidelines are implemented on the production field, because not all know them, it's a problem.

**To do** | Priority: High | Due: 12.12.2024 10:04 PST | Created by: SafetyCulture Staff

Orient accounting staff on OHS policies

Ethical Trade Audit Checklist / Environmental Impact and Responsibilities

#### Are instances of noncompliance with environmental protection laws properly recorded and addressed immediately?

No

Some reports were lost in the recent flood.

**To do** | Priority: Medium | Due: 18.12.2024 10:06 PST | Created by: SafetyCulture Staff

Digitize existing records

Other actions

0 actions

## Ethical Trade Audit Checklist

3 flagged, 3 actions, 24 / 27 (88.89%)

Use the checklist below to ensure your business is involved in ethical and fair trade. For every "No," include a note to explain the situation.

### Governance and Policy

3 / 3 (100%)

**Is there a clear code of conduct established and communicated to all stakeholders and partners?**

Yes

**Is this code of conduct properly implemented within the supply chain and within the business itself?**

Yes

**Are existing practices and code of conduct compliant with legal standards set by the local government?**

Yes

### Labor Practices

2 flagged, 2 actions, 4 / 6 (66.67%)

**Are occupational health and safety standards clearly communicated?**

No

New workers in the accounting department are not aware of our safety guidelines in the field and factories.

**To do** | Priority: High | Due: 12.12.2024 10:04 PST | Created by: SafetyCulture Staff

Orient accounting staff on OHS policies

**Are occupational health and safety standards properly implemented?**

No

While these guidelines are implemented on the production field, because not all know them, it's a problem.

**To do** | Priority: High | Due: 12.12.2024 10:04 PST | Created by: SafetyCulture Staff

Orient accounting staff on OHS policies

**Do employee wages meet (or exceed) legal and industry standards?**

Yes

**Are workers' rights, including freedom of association and collective bargaining, respected by managers?**

Yes

**Are worker incidents, accidents, and injuries properly recorded and compensated for?**

Yes

**Are labor rights and duties regularly reviewed?**

Yes

### Supply Chain Proceedings and Practices

5 / 5 (100%)

**Are current and possible suppliers and customers chosen based on ethical practices?**

Yes

Does the business conduct regular ethical trade audits on their partners?	Yes
Are suppliers transparent about how their materials are sourced?	Yes
Can the suppliers' products be easily traced back to the source for easy auditing, if needed?	Yes
Are supply chain practices regularly reviewed?	Yes
Environmental Impact and Responsibilities	1 flagged, 1 action, 4 / 5 (80%)
Are existing environmental protection practices effectively communicated and implemented?	Yes
Are existing waste management practices properly implemented and known by all?	Yes
Are resources used responsibly?	Yes
Are environmental laws and regulations adhered to at all times?	Yes
Are instances of noncompliance with environmental protection laws properly recorded and addressed immediately?	No
Some reports were lost in the recent flood.	
<b>To do</b>   Priority: Medium   Due: 18.12.2024 10:06 PST   Created by: SafetyCulture Staff	
Digitize existing records	
Social Impact	3 / 3 (100%)
Are CSR initiatives properly and regularly implemented?	Yes
Does the partner business regularly engage with local communities and their environment to improve them?	Yes
Does the partner business regularly participate in charity efforts?	Yes
Reporting Practices	2 / 2 (100%)
Are there thorough and easily accessible records of audit findings, corrective actions, and communications with stakeholders?	Yes
Are past audit results and ethical trade practices public to	Yes

**internal employees and stakeholders?**

Continuous Improvement Policies and Practices

3 / 3 (100%)

**Is there a continuous improvement plan in place for different sections and employees?**

Yes

**Is there a system for receiving feedback from employees, suppliers, and stakeholders regarding ethical practices?**

Yes

**Are action plans developed based on audit findings to address any identified gaps or areas for improvement?**

Yes

**Additional comments, recommendations, suggestions**

Training needed for accounting staff ASAP. Record digitizing can be done slowly, as it is low on the priority list. However, it needs to be done before next quarter.

**Accomplished by**

*Hadley Avia*

Hadley Avia  
11.12.2024 10:09 PST