

# Base Report

For auditors verifying  
living wage gaps

Version 3.1 –06/03/2023



**idh**  
transforming markets

Please check the box to indicate how the verification of the living wage gap took place (select the type of audit):

As part of a  full /  standalone THIRD-PARTY AUDIT <sup>1</sup>

As part of a  full /  standalone SECOND-PARTY AUDIT <sup>2</sup>

As part of a  full /  standalone FIRST-PARTY AUDIT <sup>3</sup>

***Result of the living wage gap checked by union representative/worker representative:***

Name of union representative /  
worker representative:

Signature:

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<sup>1</sup> Third-party audit: refers to an audit executed under the supervision and against the criteria set by of an independent certification or verification scheme and conducted by trained and specialized auditors.

<sup>2</sup> Second-party audit: refers to an audit executed under the supervision and against the criteria set by an individual company and conducted by contracted, external auditors.

<sup>3</sup> First-party audit: refer to an audit executed under supervision and against the criteria set by an individual company and conducted by internal auditors.

## General Information

### **SCHEME DETAILS**

*Verification took place as element of third-party audit against scheme:*

*Name of audit organization:*

*Name of auditor:*

*IDH LW training number:*

### **FACILITY DETAILS**

*Facility type:*

*Name of facility:*

*Address of facility:*

*Names and GPS locations of facilities within scope of the audit visit.  
 (Sites that have been visited only for interviews because the same central payroll system applies)*

## General Information

### **EMPLOYEE DETAILS**

<i>Permanent workers</i> <sup>4</sup> :	
<i>Directly employed temporary workers</i> <sup>5</sup> :	
<i>Piece-rate workers</i>	
<i>Temporary workers hired via an employment agency</i> <sup>6</sup> :	
<i>Total number of workers interviewed</i> <sup>7</sup> :	

<sup>4</sup> Permanent workers: permanent workers are employees with paid leave entitlements in jobs or work contracts of unlimited duration, including regular workers whose contract lasts for 12 months and over.

<sup>5</sup> Directly employed temporary workers: Employees on a fixed term contract or whose expected duration of main job is less than one year with seasonal/temporary/fixed contract work supplied as the reason<sup>4</sup> and that are directly contracted and paid by the employer.

<sup>6</sup> Temporary workers hired via an employment/hiring agency: Employees on a fixed term contract or whose expected duration of main job was less than one year with seasonal/temporary/fixed contract work supplied as the reason and that are contracted and paid by an employment agency/hiring agency.

<sup>7</sup> The total number of workers interview must include a sufficient representation of men and women (when relevant), as well as temporary and piece-rate workers.

## Verified Salary Matrix

<b>Year of completion of Salary Matrix:</b>			
<b>Year of the data in the Salary Matrix:</b>			
<b>Living Wage benchmark methodology and year</b> <i>(Ankers or name of the IDH recognized living wage benchmark methodology)</i>			

## Result Overview

<b>Average living wage gap calculated by the Salary Matrix:</b>		
<b>Biggest living wage gap based on the lowest paid job category and name this category:</b>		
<b>Result of the living wage gap verification:</b>	<input type="checkbox"/> Positive Verification <input type="checkbox"/> Negative Verification	
<b>Result of the living wage gap checked by union representative / worker representative:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Additional remarks from the auditor:</b>		

## Verification of Salary Matrix - Findings and Results

Nr	Data point to be verified	Verification guidelines for the auditors verifying the living wage gap – (see verification guidelines for details on what is expected to check.)	Verified	Data entered correctly in the SM?	Auditor's justification in case of No/Partly
<b>I.</b>	<b>General Information</b>				
1.	Calendar year of wage data	Please check if the calendar year of wage data reflects the correct year.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
2.	Currency	Checked if the local currency is correctly entered.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
3.	Area of production / production location	GPS coordinates, size of the production area (like number of hectares) was checked.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
<b>II</b>	<b>Benchmark</b>				
1.	Gross living wage benchmark value	The Gross living wage entered was checked where possible (might not be possible for purchased values).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	

II	Workforce Context				
1.	Worker organisations	Check if not by registered trade union, workers are represented by another type of workers organization (e.g. workers' council)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
2.	Paid leaves and holidays	Select one job category and crosscheck with proper evidence if the number of workers is entered correctly in the Salary Matrix.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
3.	Number of days of unpaid mandatory leave	Crosscheck at least 1 job category that number of unpaid mandatory calendar days are correctly entered in the Salary Matrix.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
4.	Indirect contracting of workers via 3rd party	Crosscheck with payroll records or other documentation to see if the number of workers is entered correctly in the Salary Matrix.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
5.	Piece-rate workers	Crosscheck with payroll records or other documentation to see if the number of workers is entered correctly in the Salary Matrix.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
III	Product information				
1.	Total annual production	Plant manager was interviewed, and administration was crosschecked.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	

2.	Area of production	Check the area of the production site (given in hectares only) by asking for evidence. Make sure that data entered in the Salary Matrix is coming from the facility registered in the Salary Matrix, and that facility only.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
<b>IV</b>	<b>Payroll</b>				
	<b>Job categories</b>				
1.	Job categories within company	Payroll system with names of the selected job categories/positions was checked.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
		Pay slips, or other form of documentation available to workers, of two workers in same job categories were checked along with the name of their job categories and if the workers were paid the same way and receive the same in-kind benefits.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
		Checked in the field how temporary workers are paid, by whom and the name of their job category. When paid by the agency, it was checked if this is entered within a separate job category.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
<b>V</b>	<b>Number of workers</b>				



1.	Number of workers per job category	One job category was selected and the payroll records on total number of workers was checked for completeness and correctness.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <i>Partly</i> <input type="checkbox"/> No <input type="checkbox"/> <i>N.A.</i>	
2.	Work type and duration (during the reference year)	<p>Select one job category and crosscheck with payroll records to see if the work type and duration is entered correctly in the Salary Matrix.</p> <p>If not, select another job category to determine whether it is a single occurrence or reflects systemic data entry errors</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <i>Partly</i> <input type="checkbox"/> No <input type="checkbox"/> <i>N.A.</i>	
3.	Gender of work force	Crosschecked with payroll records on the correct number of male and female, for the job category reviewed above in number V.1, in the Salary Matrix.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <i>Partly</i> <input type="checkbox"/> No <input type="checkbox"/> <i>N.A.</i>	
<b>VI</b>	<b><i>Wage per season</i></b>				
1.	Total hours worked during this period (for men and women separately) in the job categories	Checked that the facility tracks the actual hours worked by each employee, and confirmed in at least two interviews with full-time workers, and 2 interviews with seasonal workers that the average hours worked per job category is accurate	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <i>Partly</i> <input type="checkbox"/> No <input type="checkbox"/> <i>N.A.</i>	

2.	Total wage earned for this period (minus bonuses not included in the regular paychecks, e.g. 13th month)	Interviewed four workers, minimal one male and one female, in two job categories to check that the total gross amount paid in a season are correctly reflected in the SM (when relevant job category with piece rate).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <i>Partly</i> <input type="checkbox"/> No <input type="checkbox"/> <i>N.A.</i>	
3.	Total hours worked above 48 hours per week or the legal regular working hours (whichever is lower) during period (e.g. extra or overtime hours)	Checked that the facility tracks the actual hours worked by each employee, and confirmed in at least two interviews with full-time workers, and 2 interviews with seasonal workers that the average hours worked per job category is accurate	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <i>Partly</i> <input type="checkbox"/> No <input type="checkbox"/> <i>N.A.</i>	
4.	Total wage earned during the hours worked above 48 hours per week or the legal regular working hours (whichever is lower) during this period	Interviewed four workers, minimal one male and one female, in two job categories to check that the total gross remuneration paid in a season are correctly reflected in the SM (when relevant job category with piece rate).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <i>Partly</i> <input type="checkbox"/> No <input type="checkbox"/> <i>N.A.</i>	
<b>VII Yearly bonuses</b>					
1.	Company policy on bonuses: 13th and/or 14th month and other bonuses	Company's policies on bonuses were checked, and checked if bonuses, and the amounts of the bonuses, can be expected in advance. Two random workers (one male, one female) with bonuses were interviewed and their pay slips, or other form of documentation available to workers, checked in relation to data in the SM.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <i>Partly</i> <input type="checkbox"/> No <input type="checkbox"/> <i>N.A.</i>	

2.	Amount and number of workers that have received bonuses	One work area was checked to see if the number of workers receiving bonuses was entered correctly into the SM.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
		One job category in a work area was checked to see if the amounts of the bonuses were entered correctly in the SM.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
<b>VIII</b>	<b>Yearly bonuses</b>				
1.	Company policy on bonuses: 13th and/or 14th month, performance/ quality bonus, holiday bonuses and other bonuses	Company's policies on bonuses were checked, and checked if bonuses, and the amounts of the bonuses, can be expected in advance. Two random workers (one male, one female) with bonuses were interviewed and their pay slips, or other form of documentation available to workers, checked in relation to data in the SM.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
2.	Amount and number of workers that have received bonuses	One work area was checked to see if the number of workers receiving bonuses was entered correctly into the SM.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
		One job category in a work area was checked to see if the amounts of the bonuses were entered correctly in the SM.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	

VIII	<b><i>In-kind benefits</i></b>				
1	Company policies on in-kind benefits: food, transportation, housing, healthcare, Children's education, childcare or any other in-kind benefit	Checked company policies and methods for calculating cost of in-kind benefits.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
2.	Workers receive food as part of in-kind benefits	<p>Interviewed a <b>minimum of two workers</b> and checked that:</p> <ul style="list-style-type: none"> <li>• they accept the food provided</li> <li>• it reflects national standards</li> <li>• It represents a full meal</li> </ul> <p>Canteen/kitchen checked to confirm that the meal reflects local standards and is nutritious.</p> <p>Checked that the yearly transportation costs to the employer are entered correctly in the SM.</p> <p>Checked that the number of workers in the job category that receive food is correctly entered in the SM.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	

3.	Workers receive transportation as in-kind benefit	<p>Vehicles used for transportation were checked on safety.</p> <p>Interviewed a <b>minimum of two workers</b> to check regularity, reliability, safety and use of transportation.</p> <p>Checked that the yearly transportation costs to the employer are entered correctly in the SM.</p> <p>Checked that the number of workers in the job category that received transportation was correctly entered in the SM.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
4.	Workers receive a contribution to children's education	<p>Checked with the HR department and reviewed evidence which demonstrates how the contribution to education is made. <b>Interviewed two workers</b> to confirm.</p> <p>Checked that the contribution costs are entered correctly in the SM.</p> <p>Checked that the number of workers in the job category that receive children's education is correctly entered in the SM.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	

5.	Workers receive housing as in-kind benefit	<p>Area of the housing provided by the employer was checked according to the table on housing quality in Annex #, on:</p> <ul style="list-style-type: none"> <li>- Durable structure</li> <li>- Decent sanitation</li> <li>- Safe water</li> </ul> <p>Checked that the yearly housing cost to the employer was entered correctly in the SM.</p> <p>Checked that the number of workers in the job category that received housing was correctly entered in the SM</p> <p><b>Interviewed a minimum of two workers</b> to check that housing that is accounted for in the SM is indeed family housing and that it is secure, year-round housing for the worker and their family.</p> <p>[By "family housing" we mean that the housing can accommodate a worker's nuclear family under acceptable quality and privacy conditions if the family so chooses to accompany the worker (note that a single person without partner and/or children would be considered a family of 1). Under these considerations, housing that only accommodates a worker and requires that worker to provide housing elsewhere for her/his family would not be counted toward a living wage.]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
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6.	Workers receive childcare	<p>Pay slips, or other form of documentation available to workers, of two workers that receive childcare were checked to see how the childcare is reflected on the pay slips or other documentation.</p> <p>Checked that the childcare costs was entered correctly in the SM.</p> <p>Checked that the number of workers in the job category that receive childcare was correctly entered in the SM.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	
7.	Workers receive healthcare as in-kind benefit	<p>Checked that the healthcare provided is not solely related to work and that it is additional to any state-provided national healthcare system (for example, is not simply an amount that an employer is required to pay in taxes toward the national health care systems).</p> <p><b>Interviewed a minimum of two workers</b> to confirm that the healthcare policy and associated services are regularly available, reliable, and accessible.</p> <p>Checked that the healthcare cost, item cost and number of items are entered correctly in the SM.</p> <p>Checked that the number of workers in the job category that received healthcare is correctly entered in the SM.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/> N.A.	