

Social Footprint

Product Social Identity

Rules for Certification



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1. SCOPE AND FIELD OF APPLICATION

This document contains the conditions to be met by an organisation in order to be able to apply for, obtain and maintain Social Footprint – Product Social Identity (SFP) certification. Certification allows an organisation to label its products, within the certification boundary, with a label that identifies the "social footprint" associated with a product's supply chain.

This document also describes the procedures for issuing organisations with SFP certification.

2. GENERAL

The ultimate goal of SFP certification is to enable consumers to make more socially informed choices and to support organisations in making their market communications more transparent.

To this end, an organisation that obtains certification is pledging, on the one hand, to strive to improve the social and ethical conditions at every stage in the supply chain and, on the other hand, to provide consumers with transparent information regarding the product's entire supply chain, the geographical location of suppliers and those involved in the final phase of the production process, adding all relevant information. In this way, the organisation can communicate the "social footprint" of its product to the market by including information on the label and using various media (including the organisation's own website) to provide more specific information.

The "social footprint" is measured by means of specific indicators (see Appendix 1 of this document), subject to the approval of the SFP scheme's Stakeholder Committee, made up of representatives of the parties affected by the issues at the core of this certification scheme.

There are two levels of SFP certification, corresponding to the number, type and degree of detail of the indicators used:

- Basic level, indicated by the letter 'A';
- Full level, indicated by the letters 'AAA'.

An organisation that obtains certification is responsible for the accuracy of the information provided to the market through both product labels and any additional information provided on the organisation's website. It is also responsible for any other legal obligations deriving from the product and the use made of SFP certification. It is the certifying body's task to verify that the organisation has a system in place that is able to collect, process, check and communicate data regarding the SFP-certified product, ensuring the accuracy and correctness of the data in accordance with the rules for certification.

A certified organisation is free to identify the products to be SFP labelled within the categories for which specific Depth and Extent Indicators (IPE) have been defined as part of the SFP certification scheme. These indicators are aimed at ensuring comparability between the communications of different organisations.

The certifying bodies issuing SFP certification are members, with an exclusive licence, of the Social Footprint Group. They adhere to the rules of impartiality as specified in the ISO/IEC 17065 standard.

3. TERMS AND DEFINITIONS

The definitions used are those contained in ISO 9000, ISO 19011, ISO/IEC 17065 (most recent editions).

In particular:

Audit: a systematic, independent and documented process for obtaining audit evidence, and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.

Organisation: a person or group of people that has its own functions with responsibilities, authorities and relationships. For the purposes of this document, an organisation is a subject applying for SFP certification for a product it is directly responsible for placing on the market.

Auditor: a qualified person with the competencies required to carry out audit activities as regards SFP certification.

Nonconformity: nonfulfilment or failure to meet a requirement as specified in this document. Non Conformities may have different levels. No certification shall be issued until major non-conformities have been demonstrated as having been corrected.

The following definitions also apply:

Supplier: subject that provides the organisation with goods and/or services necessary for producing the product.

Supply chain: sequence of stages and operations carried out by specific economic subjects (suppliers), involved in the production and distribution of a product, from the extraction of the raw materials to its sale to the final consumer.

Product: the good or service for which SFP certification has been requested.

- The product may be a material, part, finished product or service, for which the information required by the rules for certification has been provided.
- The product may be a single product or include several series or families of similar products if they have the same intended use and the same characteristics covered by certification; namely, if they have the same production chain, or are made up of the same parts and materials, and if these parts and materials come from the same suppliers.

Depth and Extension Indicators (IPE): indicators that define the depth and minimum extension of the supply chain considered for the purposes of SFP certification. These indicators, the purpose of which is to allow a comparison between the social footprint of similar products, are established by the Social Footprint Group and then communicated to the organisation applying for certification.

Field of application: all the categories of products for which the organisation has applied for certification according to the IPEs.

Depth: all the stages necessary to produce and bring to the market the product for which SFP certification has been applied for, according to what is specified in the IPEs.

Extension: all the parts of the product for which SFP certification has been applied for, according to what is specified in the IPEs.

Traceability: the ability to trace the history of materials, parts and products in the supply chain.

Certification Body (CB): the body, a member of the Social Footprint Group, that issues SFP certification.

4. CERTIFICATION REQUIREMENTS

4.1 SOCIAL AND LEGAL REQUIREMENTS

An organisation that wishes to obtain certification for its products in line with the SFP scheme, undertakes to comply with and make everyone in its supply chain comply with:

- the OECD Guidelines intended for Multinational companies;
- the principles enshrined in international treaties concerning human rights and workers (Universal Declaration of Human Rights, United Nations Convention on the Rights of the Child);
- the laws in the country in which the organisation operates, except where these laws fail to fully apply the ILO conventions;
- statutory and regulatory requirements concerning the products in the field of application of SFP certification.

4.2 DEFINITION AND SUPERVISION OF THE SUPPLY CHAIN

4.2.1 FIELD OF APPLICATION OF CERTIFICATION

An organisation that wishes to obtain SFP certification for one of its products must clearly identify:

- the product to be certified with the codes, names, trademarks, type of packaging etc with which it is placed on the market;
- the supply chain, with the depth and extension defined by the organisation in line with what was specified in the IPEs;
- the organisation's production sites involved and their specific contribution to the production process within the boundaries of the supply chain as it has been defined.

The decision to exclude any elements from the supply chain not present in the IPEs must be based on a risk analysis and the relevance of all the elements to be considered, meeting the minimum requirements for extension and depth as established for each category of product by the SFP scheme.

4.2.2 SUPERVISION AND MANAGEMENT OF SUPPLIERS

In accordance with the rules for certification, the organisation must:

- a) define the selection criteria for its suppliers in the light of the social and ethical requirements contained in section 4.1, which the supplier is obliged to comply with;
- b) apply these criteria for the initial assessment and subsequent re-assessments of the supplier;
- c) draw up and implement specific measures to supervise suppliers, including on-site audits, depending on the supplier's importance and the level of risk;
- d) ensure that the contract contains the necessary provisions to enable the organisation to supervise the activities of the supplier, as well as prohibiting the sub-contracting of any work to another supplier without the prior written agreement of the organisation.

The organisation applying for certification must draw up and keep up to date a list of suppliers and the materials/services they provide that are used in the production of the product. This list must contain the following information:

- name of the supplier;
- address of their registered office and factory/factories relating to the product/part/material/service provided;
- type of product/service provided;
- name and position of the person responsible for collecting and processing the information;
- any SFP certification, indicating the field of application.

4.2.3 FLOW DIAGRAM

The organisation must produce a product description for each of the products it wishes to certify according to what is specified in the IPE. This description must contain a flow diagram of the supply chain that includes every supplier of raw materials and production process. The names and geographical locations of suppliers, both direct and indirect (subcontractors), must also be provided.

4.3 ORGANISATIONAL REQUIREMENTS

4.3.1 DESIGNATED PERSON FOR CERTIFICATION

The organisation must designate a person to deal with all SFP certification requirements in relation to:

- a) the organisation itself;
- b) obligations to suppliers in the supply chain;
- c) information communicated to the general public through labels and the organisation's website;
- d) contacts with the Certification Body.

4.3.2 HUMAN RESOURCES

Any employees who for whatever reason are required to comply with the rules for certification must be competent and understand their role. To this end, the organisation must periodically review its training needs and ensure that the training provided is suitable to meet the required objectives.

4.3.3 DOCUMENTATION

4.3.3.1 DOCUMENT MANAGEMENT

The organisation must provide all the necessary instructions, operational procedures and other documentation, including electronic documents, to ensure that the certification requirements in this document are effectively implemented. The documentation must be carefully stored and periodically updated, with the documentation kept for as long as the product is still on the market and for a reasonable period afterwards, bearing in mind the useful life of the product and in any case for a minimum of five years.

4.3.3.2 LIST OF DOCUMENTS

The documentation for SFP certification must include as a minimum:

- a) an organisational chart identifying the roles and responsibilities of staff involved in the certification process, together with their job description;
- b) a procedure to assess suppliers of products regarding SFP certification;
- c) a procedure for the verification and traceability of the product's supply chain;
- d) a procedure that specifies the criteria, responsibilities and authorities for the collection, processing, checking and issuing of the data used for external communications (labelling and the organisation's website); such a procedure must clearly specify the level of certification, as indicated in section 2;
- e) a register of certified products;
- f) a product description for every product included in the certification.

4.3.3.3 REGISTER OF CERTIFIED PRODUCTS

The organisation must create a system for the registration of all certified products that enables it to keep a check on all external communications regarding the organisation and the production chain.

The register must contain the following elements:

- a) product descriptions and documents regarding the information collected by the organisation for certified products, including information on the production chain;
- b) review dates;
- c) mention of any changes made to the product or production chain;

- d) level of certification ('A' – 'AAA') and any changes regarding this level.

4.3.4 TRACEABILITY TEST

In order to ensure that the information relating to the certified product's production chain is both consistent and correct, the organisation must programme and carry out traceability tests at least once a year. The test must be based on risk analysis and the relevance of all the elements in the supply chain.

The test must take into consideration all the requirements contained in sections 4.2.2 and 4.2.3 in order to ensure a correct implementation of the rules for certification.

Should the organisation encounter problems in the planning or carrying out of the traceability test, it must review the criteria used to draw up the test and make the necessary improvements.

4.3.5 ANALYSIS OF THE INDICATORS

The organisation must monitor the Social Footprint – Product Social Identity social indicators listed in this document (see Appendix 1) for both the organisation itself and its suppliers.

The level of detail chosen by the organisation to monitor the indicators for the specific product will determine the SFP label it will be able to use: the "basic level – A" or the "full level – AAA".

4.3.6 INTERNAL AUDITS

The organisation must draw up a programme that includes internal audits at least once a year to ensure compliance with the requirements of the rules for certification.

The audit plan must consider every applicable point in the rules for certification and must include the monitoring of suppliers in the production chain of products for which certification has been requested.

The audit programme and plan must be developed taking into consideration the state and importance of the processes, as well as the results of previous audits.

The auditors chosen must be competent as regards both the products and the issues concerning SFP certification. The audits themselves must be carried out in such a way as to ensure that the audit process is both objective and impartial.

The results of the audit, including any corrective actions resulting from the audit findings, must be stored and reported to the Management, as well as being made known to the relevant departments.

4.3.7 PERIODICAL MANAGEMENT REVIEWS

The organisation must conduct a periodical review of the organisational system that ensures compliance with the rules for certification. This review must be carried out at least once a year and whenever any important changes are made to the production chain of the certified product. Following the review, any necessary corrective actions or improvements must be made.

As a minimum the review must include:

- a) changes within the organisation, in its legal obligations, the production chain or the traceability of certified products;
- b) results of traceability tests;
- c) results of internal and external audits (e.g. of the certifying body);
- d) actions following previous reviews;
- e) public information regarding the product;
- f) any information from customers, including complaints and how the complaints were handled.

5. THE CERTIFICATION PROCESS

5.1 GENERAL

SFP certification is issued by a Certification Body, a member of the Social Footprint Group, and it is with this body that the applicant must agree the contractual arrangements. The arrangements are the same for all the certifying bodies within the Social Footprint Group as regards the certification requirements and the conducting of the certification process, both of which are described in this document.

The economic arrangements and other arrangements of an organisational nature, such as the planning of the activities, must be agreed on with the Certification Body.

SFP certification remains valid for a period of three years from the date of issue of the certificate. This validity is conditional upon a satisfactory outcome of the surveillance activities conducted by the Certification Body in the form of possible market checks and a yearly audit carried out within the organisation.

Certification ensures that the system introduced by the organisation to comply with the rules for certification is able to collect, process, check and communicate to the market the data required as regards the product(s) included within the scope of certification, in accordance with the level of certification chosen and verified during the audit.

NOTE 1: An organisation cannot be certified for the same field of application by two different certification bodies.

NOTE 2: The applicant organisation agrees to immediately notify the Certification Body of any legal proceedings in which it is involved in relation to SFP certification, whatever the stage of the certification process.

5.2 INITIAL CERTIFICATION

Any organisation directly responsible for placing on the market one or more products that it wishes to label SFP may apply for SFP certification.

The activities for the issuing of certification – the same for all certification bodies – include the following stages:

- a) formalising of the contractual arrangements between the Certification Body and the applicant, drawn up on the basis of the initial information provided by the applicant, with particular regard to the categories of products falling within the field of application of certification;
- b) appointing of the audit group by the Certification Body;
- c) audit at the applicant's registered office to verify, through a review of objective evidence, conformance to the certification requirements, such as verification of the procedures, product descriptions, SFP indicators and the applicant's organisational requirements;
- d) formalising by the applicant of a plan of corrective actions to deal with any non-conformities identified by the audit group;
- e) verification by the Certification Body of a correct and efficient implementation of the corrective actions introduced by the applicant before certification is issued;
- f) decision by the Certification Body, if there is conformance to all the certification requirements, to issue certification, together with any specific instructions;
- g) issuing of the certificate and its sending to the applicant.

The issuing of the certificate allows the organisation to use the SFP label, as well as giving the organisation the right to refer to the certification in its market communications, as specified in Appendix 2 of this document.

The certificate issued to the organisation contains:

- the applicant's details;
- the field of application, including the categories of product(s);
- reference to the rules for certification;
- the name and logo of the Certification Body;
- the organisation's SFP certification code;
- the date of issue, expiry and review of the certificate.

5.3 MAINTAINING CERTIFICATION

Surveillance audits are conducted to confirm that the organisation's management system continues to comply to the requirements of the rules for certification and check the accuracy of external communications by examining a significant sample of SFP communications.

Non-conformities raised during a surveillance audit require, as during the initial certification stage, a plan of corrective actions. Serious non-conformance to certification requirements may lead to a request for the immediate suspension of certification, and the suspension of the use of the SFP label and any references to SFP certification on the organisation's website.

5.4 CHANGES TO CERTIFICATION

The Certification Body must be informed immediately of any changes affecting the organisation and/or information associated with the categories of products included in the certificate.

It is up to the Certification Body to decide on the importance of these changes and whether or not it is necessary to conduct a special audit to verify continuing compliance.

5.5 EXTENSION, REDUCTION AND RENEWAL OF CERTIFICATION

During the three-year period in which the certificate is valid the organisation may request a change in the scope of certification (extension or reduction). Any such changes must be assessed and confirmed by the Certification Body, through additional audits where necessary.

The renewal of certification always requires a successful audit, to be carried out before certification expires.

5.6 SUSPENSION AND REVOCATION OF CERTIFICATION

Certification may be suspended by the issuing Certification Body if any of the following conditions occurs:

- a) if the surveillance audit reveals non-conformities that seriously and immediately threaten the credibility of the information provided in relation to the certificate issued;
- b) if, following non-conformities identified during the surveillance audit, the organisation fails to implement the required corrective actions within the stated time limit;
- c) in the case of complaints, legal action or failure to inform the Certification Body, as required by the rules for certification, of any administrative or judicial sanctions imposed on the applicant;
- d) if the organisation fails to allow any surveillance audits or special audits requested by the Certification Body to be conducted within the specified time limit;
- e) delays of a contractual/administrative nature (such as non-payments etc);
- f) if the organisation fails to inform the Certification Body in time of any significant changes as regards the information contained in the certificate;
- g) if the organisation makes improper or misleading use of the certificate issued;
- h) if market communications from the organisation referring to SFP certification are not in compliance with the requirements of the rules for certification (see Appendix 2);
- i) if the organisation formally requests suspension of certification.

If certification is suspended, for the entire period of suspension, starting from the day on which the organisation is notified, the organisation may not make any new communications to the market concerning certification. The organisation must, therefore, suspend communications on its website and cease the placing of labelled products on the market.

Suspension can last for a maximum of 180 days.

Should the causes that resulted in suspension being imposed not be removed during this period of time, certification shall be revoked. In this case, with immediate effect from the date of notification of revocation, the license to use SFP certification and make any communications regarding SFP certification, including labelling, is also revoked. In certain cases the organisation may be asked to destroy any labels already produced and to clarify the situation with the market by specific measures.

5.7 EXTERNAL COMMUNICATIONS

External communications regarding SFP certified products are regulated by Appendix 2 of this document.

All the SFP certified products shall be labelled according to one of the two different classes, which will depend on the level chosen ('A' for the basic level and 'AAA' for the full level) as in the Annex 2 of this document. The Company shall post within its website a page dedicated to SFP certified products, containing the information specified in Appendix 2.

5.8 TRANSFER OF CERTIFICATION

The transfer of certification from one Certification Body to another, which is also part of the Social Footprint Group, is only possible where there is a valid certificate.

The organisation must provide the Certification Body with:

- a copy of the last report;
- a list of any non-conformities identified.

The non-conformities must be verified and corrected before a new certificate can be issued.

The new certificate shall have the same validity as the original certificate issued.

5.9 ADDITIONAL INDICATORS

The organisation may ask for additional indicators to be added to its Social Footprint indicators in addition to those included in Appendix 1. In this case the organisation must:

- a) submit the proposed additional indicators to the Certification Body, explaining the reasons for the addition;
- b) await the Certification Body's approval, which will also depend on the applicability of the indicators to other product sectors;
- c) provide the specific documentation that the Certification Body may request and await its decision.

The certification bodies of the Social Footprint Group must inform one another of these applications in order to be able to make any necessary changes to the existing indicators.

The additional information must also be in the required format and must be first approved by the Social Footprint Group.

APPENDIX 1: SOCIAL FOOT PRINT – PRODUCT SOCIAL IDENTITY SOCIAL INDICATORS

ORGANISATION

Indicator	Description	Documentary Evidence	Level of certification (AAA)		Basic level (A)		
			Compulsory on the WEBSITE	Compulsory on the label	Compulsory on the WEBSITE	Compulsory on the label	
1	Name of Organisation	Provide the full name and title of the organisation placing the product on the market	- Chamber of Commerce company registration details (at the Provincial Chamber of Commerce)				
2	Registered Office: Town, Province, Region, Country	Provide the geographical indications of the registered office of the organisation applying for certification	- Chamber of Commerce company registration details (at the Provincial Chamber of Commerce)				
3	ORGANISATION: GENERAL DATA	Provide the geographical indications of the factory producing the most recent significant batch of the product	- Chamber of Commerce company registration details (at the Provincial Chamber of Commerce)				
4	Secondary production sites	Company structure (e.g. number of sites, production processes, employees per location)	- Chamber of Commerce company registration details (at the Provincial Chamber of Commerce)				
5	Designated person for Social Footprint - Product Social Identity	Indicate the full name of the designated person for SFP certification, whose job it is to fill in the data collection form This designated person for SFP certification will be contacted for any requests of clarification or communications regarding the SFP certification process (on the website indicate only the person's function together with their contact e-mail address and phone number)	- Relevant document				
6	Contacts (e-mail and phone number)	Indicate the e-mail address and phone number so that the person can be contacted for further information					
7	Website	Organisation's website address					

Indicator	Description	Documentary Evidence	Level of certification (AAA)		Basic level (A)	
			Compulsory on the WEBSITE	Compulsory on the label	Compulsory on the WEBSITE	Compulsory on the label
8	Turnover	Company turnover for the last three years				
9	Size of the Organisation	Indicate the size of the organisation using the EU classification (micro, small, medium-sized, large)	EU classification based on the number of employees			
10	Commercial name of the product (if present)	Indicate the commercial name of the product as stated in catalogues or invoices	Catalogues			
11	Product identification code (if present)	Indicate the product identification code if indicated in catalogues or invoices	Internal ID			
12	Product description	Provide a brief description of the product	Commercial description			
13	% of total turnover of SFP product and % of SFP certified products out of total number of products	% of total turnover of SFP product and % of SFP certified products out of total number of products				
14	Sales and turnover	Quantity of the product sold in the previous financial year or 12 months prior to assessment and relevant turnover	Financial statement and company accounts			
15	Production process and supply process Mass flow data	Detailed description of the production process and its location, description of the raw material/parts supply process	Analysis of product composition; Detailed description of the production process with production, planning and turnover data; Supply of raw materials			
16	Number and location production cycle map	Number of suppliers and their % geographical distribution as identified by the product IPEs and per type (raw materials, production process and services)	Company statement with details of the previous year's turnover supply contract (if present) Supply orders			
17	Social certifications	Indicate any social certifications obtained by the organisation. List which ones are valid: SA 8000, OHSAS 18001, ...	Certificates issued by certification bodies and lists of corrective actions			
18	Social compliance audits	Indicate any social compliance audits conducted within the company in the last two years	Social audit reports received by the company, summary of findings and corrective actions			

Indicator	Description	Documentary Evidence	Level of certification (AAA)		Basic level (A)		
			Compulsory on the WEBSITE	Compulsory on the label	Compulsory on the WEBSITE	Compulsory on the label	
19	Employee numbers	Number of employees working for the organisation (including all the different types of employment contracts)	Payroll ledger Registers Employment contracts				
20	Employee gender	Number of male and female employees working for the organisation	Payroll ledger Employee attendance registers Employment contracts Residence permits				
21	Employee age	Indicate the number of employees in each of the following age brackets: - under 18 - 18-29 - 30-39 - 40-50 - over 50	Payroll ledger Employee attendance registers Employment contracts				
22	Employee average age	Average age of the employees	Payroll ledger Employee attendance registers Employment contracts Residence permits				
23	Employee education	Indicate the number of employees for each of the following levels of education (based on educational qualifications): - No education - Elementary or middle school diploma - High school diploma - Undergraduate or postgraduate degree	Data extrapolated by the company from CVs etc.				
24	Employee nationality	Indicate the nationality of employees as to the country of production, e.g. IT – EU – NON-EU	Payroll ledger				
25	Employee seniority distribution	Indicate the number of years employees have worked for the organisation:	Payroll ledger				

Indicator	Description	Documentary Evidence	Level of certification (AAA)		Basic level (A)	
			Compulsory on the WEBSITE	Compulsory on the label	Compulsory on the WEBSITE	Compulsory on the label
	<ul style="list-style-type: none"> - till 2 years - 3-5 years - 6-10 years - more than 11 years 					
26	Organisational changes	Changes to the organisation's title in the last three years	Chamber of Commerce company registration details			
27	Work organisation	Average hours worked per employee/year	Human Resources and Operations data			
28	Child labour	Company action throughout the entire supply chain to ensure respect of child labour laws with reference to the ILO and relevant national legislation	Payroll ledger Employment contract			
29	Employment contracts and job stability	% of employees with open-ended contracts out of the total workforce	Employment contract			
30	Working hours	Indications as to working hours. Contract type and weekly hours provided	Attendance sheets Payroll ledger			
31	Overtime	Total number of overtime hours and the number of people involved on an annual basis, % rate of overtime pay	Indicator created and constantly monitored by the organisation on the basis of attendance sheets, wage slips and payroll ledger			
32	Basic pay	Minimum wage in the company and comparison with contractual minimums	National contracts for categories of workers and/or company evidence			
33	Redundancies and restructuring	Redundancies and restructuring during the last three years	Lawsuits Payroll ledger			
34	Workplace injuries and sickness	Number of serious injuries and sickness and non-serious injuries and sickness per year	Register			
35	H&S training	Annual per capita hours of training on health and safety issues	Register and attendance certificates			
36	Conciliation	Initiatives for work-life balance and/or other	Statement			

Indicator	Description	Documentary Evidence	Level of certification (AAA)		Basic level (A)		
			Compulsory on the WEBSITE	Compulsory on the label	Compulsory on the WEBSITE	Compulsory on the label	
37		partnership initiatives in the local community	Interviews				
	Legal aspects of the product	Assessment of the company's statement as to legal aspects of the product, paying particular attention to consumer protection	Statement				
38	Complaints procedure	Description of the complaints procedure and contact details for complaints on the website (e-mail, telephone) and information on product returns and recalls	Dashboard software				
39	Work activities	Percentage division of employees per task carried out in relation to office work, manual production work or assistance in mechanical or automated processes	Employment contracts and assessment whether the use of machinery in relation to the work performed is prevalent in the production of the product				
40	Other aspects of the organisation	Empty space as regards company communications relating to general aspects (its history, local features, special skills, etc)					

SUPPLIERS

Indicator	Description	Documentary Evidence	Level of certification (AAA)		Basic level (A)	
			Compulsory on the WEBSITE	Compulsory on the label	Compulsory on the WEBSITE	Compulsory on the label
41	<p>Suppliers in the supply chain working over 50% for the company in relation to the SFP certified product</p> <p>1) number of suppliers 2) location 3) number of local employees (*) 4) gender division</p> <p>(*) Meaning the total number of employees of suppliers in the supply chain for whom the SFP product represents more than 50% of their total turnover. As a minimum requirement, consider only nearby suppliers, i.e. those within the country</p>	<p>Previous year's turnover Delivery notes Suppliers' payroll ledgers</p>				
42	<p>Suppliers of raw materials working over 50% for the company in relation to the SFP certified product</p> <p>1) number of suppliers 2) location</p>	<p>Previous year's turnover Delivery notes</p>				
43	<p>Compliance of suppliers in the product supply chain to SFP principles</p> <p>Evidence that all suppliers have signed the undertaking to comply with SFP principles (<i>indicated on the label</i>) in line with the IPE indicators</p>	<p>Evidence of supplier compliance through equivalent conditions</p>				
44	<p>Compliance of suppliers in the product supply chain to SFP principles</p> <p>Indicate the percentage of suppliers directly monitored for compliance by the organisation</p>	<p>Monitoring reports</p>				

APPENDIX 2: RULES FOR EXTERNAL COMMUNICATIONS

OWNERSHIP, NAME AND TRADEMARK

The Social Footprint Group grants the use of the “Social Footprint – Product Social Identity” trademark, its design mark and associated label, as specified in this document.

The trademark consists of an image and a verbal element as shown below in Figure 1.

Whenever the name “Social Footprint – Product Social Identity” is used, it must be accompanied by the trademark symbol “®”.

Social Footprint – Product Social Identity is a registered trademark and any organisation wishing to make use of this trademark must be in possession of a valid “Social Footprint – Product Social Identity” certificate.

Figure 1: the “Social Footprint – Product Social Identity” trademark



SOCIAL FOOTPRINT – PRODUCT SOCIAL IDENTITY LABEL

FULL LEVEL LABEL

The Social Footprint – Product Social Identity label, which must always contain the trademark, informs consumers about a product's supply chain, the geographical location of suppliers, those involved in the final stage of the production process, and social information regarding the organisations involved through the use of specific indicators (see Appendix 1 of this document). There are two different classes depending on the level chosen ('A' for the basic level and 'AAA' for the full level).

The full level shown below in **Figure 2** contains:

- Social Footprint – Product Social Identity trademark
- commercial name and ID code of the product
- name of the company
- address of the company's website
- organisation's SFP certification code
- level chosen (A – AAA)
- map with the location of the organisation and its supply chain for the product in question
- indicators relating to the organisation in accordance with the level chosen (see Appendix 1)
- indicators relating to the supply chain in accordance with the level chosen (see Appendix 1)
- other social information
- disclaimers regarding the undertakings given by the organisation and its suppliers
- guide to symbols.

Figure 2: “Social Footprint – Product Social Identity” full level label



Basic level label



Full level label

“MINI” VERSION OF THE LABEL

The Social Footprint – Product Social Identity label can be reproduced in a "mini" version of the label for products that do not have sufficient space for the full label.

The mini label may be reproduced in two formats: ‘mini basic’ format or ‘mini simplified’ format.

The ‘mini basic’ label, shown below in **Figures 3 and 4** contains:

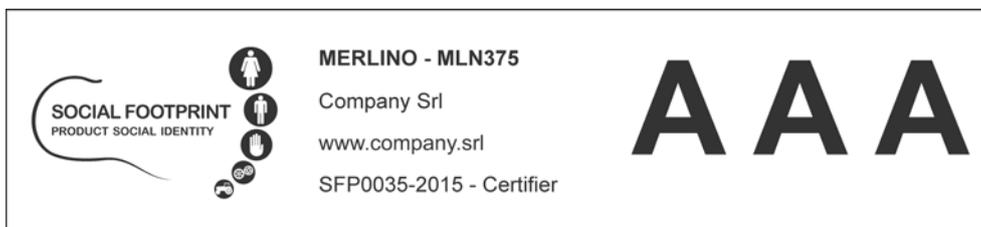
- Social Footprint – Product Social Identity trademark
- commercial name and ID code of the product

- name of the company
- address of the company's website
- organisation's SFP certification code
- level chosen (A – AAA)

Figure 3: “Social Footprint – Product Social Identity” mini basic label



Figure 4: “Social Footprint – Product Social Identity” mini basic label



The ‘mini simplified’ label, as shown below in Figures 5 and 6 contains:

- Social Footprint – Product Social Identity trademark
- Level chosen (A – AAA)

Figure 5: “Social Footprint – Product Social Identity” mini simplified label



Figure 6: “Social Footprint – Product Social Identity” mini simplified label



QR CODE

Social Footprint - Product Social Identity label on products, which have not enough space for using full label, may be reproduced with a QR CODE.

QR CODE must have a direct reference to the page of company's website dedicated exclusively to Social Footprint - Product Social Identity certification.

On the webpage there must be always the complete label (A or AAA) and all informations required by the 'Rules for Certification' document.

It is forbidden to direct QR CODE link to pages or websites which are not the company's institutional one.

Company is also required to check on a monthly basis the QR CODE link, in order to verify its functionality and the reference to internet page dedicated to Social Footprint - Product Social Identity certification.

Figure 7: Example of "Social Footprint - Product Social Identity" QR CODE



SOCIAL FOOTPRINT – PRODUCT SOCIAL IDENTITY WEBPAGE

The organisation's webpage dedicated to Social Footprint – Product Social Identity certification must always include the trademark and the link to the website www.socialfootprint.it.

The webpage informs consumers about a product's supply chain, the geographical location of suppliers, those involved in the final stage of the production process, and social information regarding the organisations involved through the use of specific indicators (see Appendix 1 of this document). There are two different classes depending on the level chosen ('A' for the basic level and 'AAA' for the full level).

The webpage shall contain:

- Social Footprint – Product Social Identity trademark
- commercial name and ID code of the product
- name of the company
- organisation's SFP certification code
- level chosen (A – AAA)
- map with the location of the organisation and its supply chain for the product in question
- indicators relating to the organisation in accordance with the level chosen (see Appendix 1)
- indicators relating to the supply chain in accordance with the level chosen (see Appendix 1)
- other social information edited by organisation (the organisation must indicate that these information are not subject of certification)
- disclaimers regarding the undertakings given by the organisation and its suppliers.



A

MERLINO - MLN275
Azienda Srl - www.aciendarsi.com
SFP0035-2015 Certificato da: Certificatore



Organizzazione: Media impresa

Sede legale:

- città	Firenze
- provincia	FI
- regione	Toscana
- paese	Italia

Contatti:

- e-mail	info@aciendarsi.com
- numero di telefono	+39 055 1234567

Numero totale di fornitori:

13



Localizzazione fornitori:

- Italia	40%
- UE	31%
- Extra UE	23%

Certificazioni sociali dell'Organizzazione:

SA 8000, OHSAS, 18001

Numero di lavoratori dell'Organizzazione:

123



Genere dei lavoratori:

- uomini	90%
- donne	10%



Età media dei lavoratori:

37 anni

Numero di lavoratori per fasce d'età:

- meno di 18 anni	-
- 18-29 anni	40
- 30-39 anni	50
- 40-50 anni	30
- più di 50 anni	3



Numero di lavoratori per fasce di istruzione:

- senza istruzione	-
- diploma di scuola elementare o media inferiore	30
- diploma di scuola media superiore	85
- laurea o master universitari	8



Cittadinanza dei lavoratori:

- Italia	90%
- UE	8%
- Extra UE	2%



Antichità di servizio dei lavoratori:

- fino a 2 anni	8
- 3-5 anni	35
- 6-10 anni	70
- più di 11 anni	10



Attività dei lavoratori:

- attività manuale di processo	17%
- attività di ausilio al processo meccanico o automatizzato	73%
- lavoro di ufficio	10%

Media ore annue per lavoratore:

1400

Lavoratori permanenti su totale lavoratori:

75%

Ore di lavoro settimanali per lavoratore:

40

✓ Impegno dell'azienda verso tutta la filiera al rispetto del lavoro infantile / minorile con rif. ILO e legislazioni nazionali di riferimento.

✓ Impegno dei fornitori della filiera di prodotto rispetto ai principi della SFP

Altre informazioni sociali a cura dell'azienda e non oggetto di certificazione: (filosofia, artigianalità, tradizione, progetti sociali, etc.)

Basic level website



Organizzazione: Media impresa

Sede legale:

- città Firenze
- provincia FI
- regione Toscana
- paese Italia

Contatti:

- e-mail info@azienda srl.com
- numero di telefono +39 055 1234567

Numero totale di fornitori:

13



Localizzazione fornitori:

- Italia 46%
- UE 31%
- Extra UE 23%

Fornitori monitorati:

100%

Certificazioni sociali dell'Organizzazione:

SA 8000, CHSAS, ISO91



Numero di lavoratori dell'Organizzazione:

123

Genere dei lavoratori:

- uomini 90%
- donne 10%



Età media dei lavoratori:

37 anni

Numero di lavoratori per fascia d'età:

- meno di 16 anni -
- 16-29 anni 40
- 30-39 anni 50
- 40-50 anni 30
- più di 50 anni 3



Numero di lavoratori per fascia di istruzione:

- senza istruzione -
- diploma di scuola elementare o media inferiore 30
- diploma di scuola media superiore 85
- laurea o master universitari 8



Cittadinanza dei lavoratori:

- Italia 90%
- UE 8%
- Extra UE 2%



Antanzità di servizio dei lavoratori:

- fino a 2 anni 8
- 3-5 anni 35
- 6-10 anni 70
- più di 11 anni 10



Attività dei lavoratori:

- attività manuale di processo 17%
- attività di ausilio al processo meccanico o automatizzato 72%
- lavoro di ufficio 10%

Media ore annue per lavoratore:

1400

Lavoratori permanenti su totale lavoratori:

75%

Ore di lavoro settimanali per lavoratore:

40

Infortuni e malattie professionali all'anno:

- gravi 3
- non gravi 15

Ore di formazione Health&Safety annue per lavoratore:

20

Numero iniziative di conciliazione vita familiare/vita lavorativa:

3

Fornitori con fatturato prevalente con l'Organizzazione (>50%)



Fornitori di processi produttivi:

- Numero 2
- Localizzazione
 - Italia 50%
 - UE 50%
 - Extra UE -



Numero di lavoratori:

80

Genere dei lavoratori:

- uomini 60%
- donne 40%



Fornitori di materie prime:

- Numero 3
- Localizzazione
 - Italia 67%
 - UE 33%
 - Extra UE -

✓ Impegno dell'azienda verso tutta la filiera al rispetto del lavoro infante / minorile con r.f. ILO e legislazioni nazionali di riferimento.

✓ Impegno dei fornitori della filiera di prodotto rispetto ai principi della BPP

Altre informazioni sociali a cura dell'azienda e non oggetto di certificazione: (Storia, artigianalità, tradizione, progetti sociali, etc.)

Full level website

GRAPHIC DESIGN RULES

COLOURS AND FONTS

The colour to be used for the Social Footprint – Product Social Identity label and logo is:

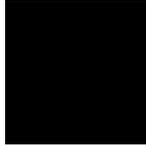
Black

C = 0%

M = 0%

Y = 0%

K = 0%



The font to be used for the Social Footprint – Product Social Identity logo is:

Arial Rounded MT Bold

The font to be used for the label is:

Arial

The font to be used for the website is:

Arial

LOGO SIZE

The SFP logo may vary in size in accordance with the needs of the company, so long as the proportion between height and width is maintained and the words “Social Footprint – Product Social Identity” are always legible.

LABEL SIZE

The size of the label may vary in accordance with the needs of the company, so long as:

- the proportion between height and width is maintained;
- the words, data and logos are legible;
- the position and proportion of the elements present (words, certification level and trademark) are not altered.

WEBPAGE SIZE

The size of the website may vary in accordance with the needs of the company, so long as:

- the proportion between height and width is maintained;
- the words, data and logos are legible;
- the position and proportion of the elements present (words, certification level and trademark) are not altered.

USE OF THE SOCIAL FOOTPRINT – PRODUCT SOCIAL IDENTITY TRADEMARK

The trademark must always be used in a clear, unequivocal way, and only for the purposes for which Social Footprint – Product Social Identity certification was issued.

The trademark must be positioned in such a way that it is clearly visible and cannot be:

- a) confused with other graphic elements, underlining, decoration or text additions that make the trademark difficult to read;

- b) positioned in a way that alters its original features or meaning, or in a way that creates confusion, an incorrect interpretation or a loss of credibility for the "Social Footprint – Product Social Identity" certification or in a way that suggests that "Social Footprint – Product Social Identity" recognises, takes part in or is responsible for the activities carried out by the organisation, beyond the scope of certification;
- c) positioned in a way that causes it to be confused or associated with the messages or names of other trademarks or logos;
- d) used in promotional initiatives engaged in by the organisation as long as it fully meets the requirements of the rules for certification, exclusively for the purposes for which it was issued;
- e) used for activities that are in contrast with the aims of Social Footprint – Product Social Identity certification or for other purposes that do not comply with the ethical, social, environmental or economic principles of Social Footprint – Product Social Identity certification;
- f) used as the commercial name of the product.

Moreover, it is forbidden to:

- g) make the trademark or label appear to be an integral part of other information, such as ethical/social or environmental statements that are not relevant to the aims of Social Footprint – Product Social Identity certification;
- h) use colours other than those specified in this document for the trademark;
- i) change the shape of its outline or background;
- j) rotate the trademark
- k) encroach upon the empty space intended for information about the organisation;
- l) combine the Social Footprint – Product Social Identity trademark with other trademarks.

The trademark must always be present on the label.

It is strictly forbidden to use the label without the trademark.

PROMOTIONAL STATEMENTS

Certified organisations that intend to advertise their status as a "Social Footprint – Product Social Identity" certified organisation, together with the products that have been certified, may also do this through additional statements, in accordance with the requirements of this document and the correct usage of the trademark.

UNAUTHORISED USE OF THE TRADEMARK

Any use of the Social Footprint – Product Social Identity trademark or label by an unauthorised party will result in legal action being taken by the Social Footprint Group in accordance with national and international law for the protection of intellectual property and trademarks.

Social Footprint – Product Social Identity is a registered trademark.

Organisations that have obtained "Social Footprint – Product Social Identity" certification must provide the Social Footprint Group with:

- the label in an electronic format;
- the website address of their Internet website page dedicated to certification.

The Social Footprint Group will carry out random checks on the accuracy and correctness of the data and information declared by the organisation.