

STRT

FREQUENTLY ASKED QUESTIONS





INTRODUCTION

This document provides answers to commonly asked questions about the Slavery & Trafficking Risk Template (STRT). If you still have questions after consulting this FAQ, please [contact us](#) using the form on the Social Responsibility Alliance website.

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If you have any additional questions or comments, or need clarification on any of the FAQ answers provided in this document, please visit our website at www.sraglobal.org or contact the Social Responsibility Alliance at info@sraglobal.org

Section 1: About the Slavery & Trafficking Risk Template

1. What is the STRT?

The STRT is a free, open-source template used to support companies in their slavery and human trafficking compliance program. Its goal is to serve as the single standard survey for the collection and sharing of slavery and human trafficking and compliance-related data across supply chains.

2. Why was the STRT developed?

Companies now face increasing legal requirements and other pressures to prevent and mitigate the risk of slavery and human trafficking in their supply chain by collecting risk and compliance-related data from their suppliers.

The STRT was developed and launched in late 2016 with the goal of serving as a universally-accepted, industry-wide template for the collection and sharing of human trafficking and slavery risk and compliance-related data across supply chains. The STRT saves companies from having to design their own risk and compliance survey, and also saves suppliers from having to complete different surveys for each of their clients. In this way, the STRT improves supplier response rates by minimizing supplier burden through its ease-of-use, brevity and universality.

3. How does the STRT support my human trafficking and slavery compliance program?

The STRT helps companies conduct due diligence as part of their human trafficking and slavery compliance program. Central to due diligence are risk assessment, risk mitigation, supplier engagement and public disclosures of efforts to combat slavery and human trafficking. The STRT was developed to support companies and suppliers with all of these essential aspects of due diligence.

Risk assessment

The STRT helps companies assess risk and compliance at the level of the individual supplier. It does so by collecting data on a supplier's risk mitigation activities and risk exposure profile, enabling companies to assess the strength of a supplier's activities in relation to its risk exposure.

Risk mitigation

Data collected through the STRT gives companies actionable insights on how to help their suppliers better mitigate risk of human trafficking and slavery, and improve compliance. It also enables companies to better target their audits using a risk-based approach, and the contents of the declaration can feed into the audit itself. Moreover, it gives companies insights into how to improve their own supply chain practices, including their supplier codes of conduct, to protect workers against labour violations.

Supplier engagement

The STRT includes suppliers in the risk assessment process and, in doing so, helps companies foster constructive dialogue within their supply chain and raise supplier awareness of their commitment to tackling human trafficking and slavery risk.

Public disclosures

The STRT helps companies develop public disclosure statements that meet best practice standards for effective reporting.

UK Modern Slavery Act: Slavery and Human Trafficking Statement

Recommended Disclosure Topic Areas	How Does the STRT Help?
The organization's structure, its business and its supply chain	The STRT gives companies data on the geographical composition and complexity of their supply chain, including suppliers beyond Tier 1. This enables companies to demonstrate a strong knowledge of their own supply chain in their disclosure statement.
The organization's policies in relation to slavery and human trafficking	The STRT gives companies data that can be used to improve internal policy documents (including codes of conduct) to better protect workers in their supply chain. This enables companies to demonstrate their commitment to strong and relevant policies in their disclosure statement.
The organization's due diligence processes in relation to slavery and human trafficking in its business and supply chains	The STRT supports companies with essential aspects of slavery and human trafficking supply chain due diligence. Using the STRT to collect and share data enables companies to demonstrate the strength of their due diligence program in their disclosure statement.
The parts of the organization's business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk	<p>The STRT gives companies data on where there is risk of slavery and human trafficking taking place in their supply chain, including the factors driving their suppliers' overall risk profile. This enables companies to demonstrate nuanced and in-depth knowledge of their supply chain risk in their disclosure statement.</p> <p>Data collected through the STRT helps inform and prioritize a company's risk mitigation action. This enables companies to demonstrate a strategic and effective approach to risk mitigation in their disclosure statement.</p>
The organization's effectiveness in ensuring slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate	When used at regular intervals, the STRT gives companies data on changes to supplier risk mitigation activities over time. This enables companies to demonstrate year on year progress in their disclosure statement.
The training about slavery and human trafficking available to the organization's staff	The STRT gives companies data that can be used to inform their suppliers' training needs and - by extension - the training needs of their own staff. This enables companies to demonstrate effective and relevant staff training in their disclosure statement.

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California Transparency in Supply Chains Act: Slavery and Human Trafficking Statement	How Does the STRT Help?
<p>Verification of product supply chains to evaluate and address risks of human trafficking and slavery</p>	<p>The STRT gives companies data on where there is risk of slavery and human trafficking taking place in their supply chain, including the factors driving their suppliers' overall risk profile. This enables companies to demonstrate nuanced and in-depth knowledge of their supply chain risk in their disclosure statement.</p> <p>Data collected through the STRT helps inform and prioritize a company's risk mitigation action. This enables companies to demonstrate a strategic and effective approach to risk mitigation in their disclosure statement.</p>
<p>Audits of suppliers to evaluate supplier compliance with company standards for trafficking and slavery in supply chains</p>	<p>The STRT gives companies data that can be used to better target their supplier audits. This enables companies to demonstrate a risk-based approach to auditing in their disclosure statement.</p>
<p>Certification by direct suppliers that materials incorporated into the product comply with the laws regarding slavery and human trafficking of the country or countries in which they are doing business</p>	<p>The STRT gives companies data that can be used to improve their commercial agreements with their suppliers to better protect workers. This enables companies to demonstrate a robust certification requirement in their disclosure statement.</p>
<p>Internal accountability standards and procedures for employees or contractors failing to meet company standards regarding slavery and trafficking</p>	<p>The STRT gives companies data that can be used to improve internal policy documents (including codes of conduct) to better protect workers in their supply chain. This enables companies to demonstrate their commitment to strong and relevant policies in their disclosure statement.</p> <p>The STRT gives companies data that can be used to assess the conformance of a supplier's practices with company standards. This enables companies to demonstrate regular monitoring of supplier conformance to company standards in their disclosure statement.</p>
<p>Training on human trafficking and slavery, particularly with respect to mitigating risks within the supply chains of products, for company employees and management, who have direct responsibility for supply chain management</p>	<p>The STRT gives companies data that can be used to inform their suppliers' training needs and - by extension - the training needs of their own staff. This enables companies to demonstrate effective and relevant staff training in their disclosure statement.</p>

4. What regulations and reporting frameworks does the STRT help companies comply with?

The STRT supports companies with their compliance efforts under all major supply chain-related slavery and human trafficking legislation, such as:

- The US Federal Acquisition Regulation (FAR) final rule on Combating Trafficking in Persons (52.222-50)
- The UK Modern Slavery Act (Section 54 - Transparency in Supply Chains)
- The California Transparency in Supply Chains Act (SB 657)
- The EU Non-Financial Reporting Directive

The STRT also helps companies make disclosures regarding internationally-accepted forced labour indicators linked to sustainability reporting frameworks such as the Global Reporting Initiative (GRI).

5. Who can use the STRT?

Companies of all sizes and sectors around the world are using the STRT to collect and share slavery and human trafficking risk and compliance-related data across their supply chains. This includes companies among the 2,600 required to disclose under the California Transparency in Supply Chains Act (SB 657)¹, the 12,000 required to disclose under Section 54 of the UK Modern Slavery Act, as well as the companies awarded one or more of 3.8 million contracts issued by the US Government in 2015². More broadly, the STRT is used by companies operating in the world's largest economies, 76 percent of which have or are developing disclosure requirements for corporations on environmental, social and governance issues³.

6. Do human trafficking and slavery regulations recommend companies use this template?

None of the regulations listed under Question 4 (above) make any specific recommendations on the template companies should use as part of their com-

pliance efforts. However, all of these laws encourage, and in some cases require, companies to conduct due diligence. Central to due diligence are risk assessment, risk mitigation, supplier engagement and public disclosures. The STRT was developed to support companies and suppliers with all of these essential actions.

7. Who is maintaining the STRT?

The STRT Development Committee actively maintains and updates the STRT to ensure it reflects evolving industry needs. The Development Committee is a multi-stakeholder, consensus-based consortium of corporations, civil society, legal and audit firms, and various industry stakeholders.

The Development Committee is accepting nominations for additional members in certain stakeholder groups. If you are interested in joining the initiative, please [contact us](#) for further information.

8. Why was the STRT designed as an Excel-based survey?

The STRT was created in an Excel-based format to allow suppliers to efficiently and easily complete, share and update the template. It also allows companies to easily collate and analyze data from their suppliers given it integrates well with internal and external IT compliance systems.

9. Where can I download the STRT?

The STRT is available for download free of charge at www.sraglobal.org.

Section 2: Using the Slavery & Trafficking Risk Template to Survey My Supply Chain

10. Who in my supply chain do I need to collect STRTs from?

Who your company targets will depend on the complexity and size of its supply chain, resources, stakeholder

¹According to KnowTheChain, the California Attorney General's guidance on the California Transparency in Supply Chains Act was sent to an estimated 2,600 companies.

²According to data compiled by National Contract Management Association and Deltek, the US Government took 3,856,354 contract actions in 2015.

³According to the UN Principles for Responsible Investment, governments of 38 of the largest 50 economies in the world have, or are developing, disclosure requirements for corporations covering environmental, social and governance issues (2016).

expectations, compliance requirements, internal commitments, and current compliance and risk assessment practices. When making this assessment, companies should consider service providers that may not be included in traditional supply chain risk assessments yet can present significant risk of slavery and human trafficking (e.g. office cleaners, laborers, or cafeteria workers, for example, as well as construction and recruitment services). Companies can also screen suppliers beyond the first tier for risk by prompting their suppliers to flow down the STRT to their own suppliers.

11. How often do I need to collect STRTs from my suppliers??

Companies should collect updated STRTs from their suppliers on an annual basis to track supply chain risk over time and foster supplier engagement. The STRT Development Committee updates the template annually to reflect the latest risk data from the US Department of State's Trafficking in Persons Report. By collecting STRTs annually, companies are empowered to publish updated annual statements, conduct efficient due diligence, review and improve their compliance plans as needed and demonstrate improvement on the risks assessed by the STRT in previous years.

However, a company's internal and external commitments may shorten or lengthen the frequency with which they collect STRTs from their suppliers. Suppliers should look to their customers for guidance.

12. How do I get my suppliers to submit their STRTs and what do I do if my suppliers provide incomplete or invalid STRTs, or fail to provide an STRT at all?

Companies can use a range of strategies to achieve high STRT response rates. These include:

- Clearly defining and communicating company human trafficking and slavery standards, expecta-

tations and requirements in tandem with the STRT send-out

- Situating these standards, expectations and requirements as part of a broader human rights movement, rather than the individual actions of your own company
- Including in communications the group name that suppliers receive orders from (ex: business units, plant names) to ensure they recognize your company
- Communicating in a language the supplier understands
- Providing suppliers with access to support and resources to assist in the completion of the STRT
- Highlighting how the STRT minimizes supplier burden

If your suppliers provide incomplete or invalid STRTs, or fail to submit the STRT to you, your company can take several steps, including:

- Following-up with an email or conversation to communicate the importance of completion and address any challenges they may be facing in completing the STRT
- Providing suppliers with additional resources to support the completion of the STRT
- Providing suppliers with training on your policies and code of conduct on human trafficking in supply chains

If your supplier consistently fails to submit a complete STRT, you have the option to automatically score them as 'high risk' and take the appropriate next steps in line with your due diligence strategy.

13. How do I verify the information my suppliers provide is accurate?

By submitting the STRT, suppliers are declaring the information provided is accurate and complete to the best of their knowledge. Suppliers must provide direct links to supporting documentation for each relevant question, or if a direct link is not available,

they are requested to provide supporting documentation if, and when, required by their customer. Like all self-disclosures, the STRT is meant to both inform, and be supported by, further risk assessment efforts such as data triangulation, audit findings and a whistleblower hotline. Suppliers should be made aware they can be audited against the answers provided in their STRT disclosure.

14. Are data validation algorithms built into the STRT?

Yes. These algorithms ensure the answers submitted are appropriate and that key issues are identified. For example, invalid or incomplete questions will be highlighted in the Review tab of the STRT.

15. Are risk scoring algorithms built into the STRT?

No. Each question in the STRT provides answer options that either present potential risk or no potential risk, however it is ultimately up to you to decide on your overall risk scoring system based on the needs and priorities of your company.

If you need support or recommendations in relation to risk scoring, visit our website's resources page or [contact us](#).

16. What do I do if my supplier(s) is identified as high-risk, medium-risk, or low-risk?

Once you have used supplier responses from the STRT to identify high-risk suppliers, you need to take further action to mitigate these risks. Continuous improvement plans will ideally be developed for all suppliers, including low-risk suppliers. If this is not possible, focus should primarily be on high-risk or

consistently unresponsive suppliers. The actions taken should be determined based on company capacity, resources and relationship with suppliers, and can extend beyond direct supplier engagement to bilateral and multi-stakeholder initiatives.

Section 3: Suppliers & the STRT

17. Why am I being asked to submit an STRT?

You have been asked to complete an STRT either because your customer is in scope of one or several slavery and human trafficking regulations, and/or they are collecting data to satisfy their own internal standards and commitments. Being asked by your customer to submit an STRT does not mean that your customer suspects you are engaged in slavery and human trafficking activities. It is simply a template your customer is using as part of their wider due diligence efforts to address and mitigate risks of slavery and human trafficking in their supply chain.

18. What is valid supporting documentation?

Supporting documentation is valid when it matches the type of documentation requested (for example, a policy or code of conduct) and is official in nature.

19. How do suppliers provide supporting documentation to their customers?

You are requested within the template to either provide direct links to supporting documentation for each relevant question, or if a direct link is not available, you are required to provide supporting documentation if and when required by your customer. Most customers require their suppliers to submit any supporting documentation at the time of STRT submission.

If you have any additional questions or comments, or need clarification on any of the FAQ answers provided in this document, please visit our website at www.sraglobal.org or contact the Social Responsibility Alliance at info@sraglobal.org