

# RecyClass

## AUDIT SCHEME MODULE C: CORPORATE SOCIAL RESPONSABILITY

### RECYCLING PROCESS CERTIFICATION

#### RECYCLED PLASTICS

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## 1. INTRODUCTION

Module C describes a set of additional requirements providing a review of corporate social responsibility practices by certified *Recyclers*.

This module is mandatory for all *Recyclers* applying for a Certification for a *Recycling Process* located outside of the EU27+3. Otherwise, the compliance with Module C is optional.

## 2. MODULE C CERTIFICATION DETAILS

### SECTION C.1 DOCUMENTATION

#### C.1.1 POLICY STATEMENT

*Recycler* has a policy statement covering the Module C CSR principles for its operations. The policy describes the principles included in Annex I of this document.

The policy statement is a public document that has been made available to interested stakeholders. There is a responsible person in management within *Recycler* responsible for ensuring social compliance.

*Assessment level Category 1*

#### C.1.2 CORPORATE SOCIAL RESPONSIBILITY

*Recycler* has a valid certification focusing on Corporate Social Responsibility such as SA 8000, SEDEX or equivalent.

*Assessment level Category 1*

## 1. ANNEX I: CORPORATE SOCIAL RESPONSIBILITY PRINCIPLES

<b>C.1 Forced labour</b>	<ul style="list-style-type: none"> <li>i) Staff works on a voluntary basis;</li> <li>ii) Forced, bonded, indentured or compulsory labour in all forms, including prison labour when not in accordance with ILO Convention 29, is strictly forbidden;</li> <li>iii) Staff is not required to make any deposits or financial guarantees. Recycler does not retain any identity documents;</li> <li>iv) Recycler treats all staff with respect and dignity;</li> <li>v) Staff is allowed to leave the plant after their shift.</li> </ul>
<b>C.2 Child labour</b>	<p><i>Recycler complies with the following social requirements:</i></p> <ul style="list-style-type: none"> <li>i) <i>Recycler</i> does not employ any child labour or exploit children in any way;</li> <li>ii) Staff is at least of 15 years of age, has the national minimum age for employment and the age of completion of compulsory education;</li> <li>iii) <i>Recycler</i> does not employ staff under 18 years of age for night shifts or in any conditions which compromise their development, health and safety.</li> </ul>
<b>C.3 Freedom of association</b>	<p><i>Recycler complies with the following social requirements:</i></p> <ul style="list-style-type: none"> <li>i) Staff has the right to join or form trade unions or workers associations without the authorisation of <i>Recycler</i>. <i>Recycler</i> does not interfere or obstruct these activities in any way;</li> <li>ii) <i>Recycler</i> does not discriminate staff because of their membership or affiliation with a trade union. <i>Recycler</i> gives staff representatives access to the workplace in order to carry out their functions.</li> </ul>
<b>C.4 Equal opportunities</b>	<p><i>Recycler complies with the following social requirements:</i></p> <ul style="list-style-type: none"> <li>i) Recycler respects equal opportunities in terms of recruitment, compensation and access to training, promotion, termination and retirement.</li> <li>ii) Recycler has disciplinary procedures in place to address any harassment, bullying or abuse of any kind in the workplace.</li> </ul>

<b>C.5 Health and safety</b>	<p><i>Recycler</i> complies with the following social requirements:</p> <ul style="list-style-type: none"> <li>i) <i>Recycler</i> provides safe and clean conditions in the facilities and establishes a clear procedure and rules to regulate occupational health and safety.</li> <li>ii) <i>Recycler</i> provides regular health and safety trainings to staff depending on the level of risk.</li> <li>iii) <i>Recycler</i> assigns responsibility for health and safety to a senior management representative.</li> <li>iv) Any emergency protocols are clearly explained to the staff and any kind of hazard is clearly identified and marked.</li> </ul>
<b>C.6 Staff contracts</b>	<p><i>Recycler</i> complies with the following social requirements:</p> <ul style="list-style-type: none"> <li>i) <i>Recycler</i> has a contractual agreement with all staff established in compliance with national legislation and international labour standards.</li> <li>ii) Contractual agreements include compensation to workers providing a salary, overtime pay, benefits and paid leave which meets legal requirements, industry benchmark standards and collective agreements.</li> <li>iii) <i>Recycler</i> does not make deductions from salary as a disciplinary measure.</li> <li>iv) <i>Recycler</i> respects the right of the workers to terminate their contracts after reasonable notice.</li> </ul>
<b>C.7 Staff working hours</b>	<p><i>Recycler</i> complies with the following social requirements:</p> <ul style="list-style-type: none"> <li>i) <i>Recycler</i> sets working hours that comply with national laws and benchmark industry standards.</li> <li>ii) <i>Recycler</i> respects staff right to take breaks during their shifts.</li> </ul>

## 1. ANNEX I: TABLE OF CHANGES

Version	Date	Section	Update description
1.1	June 2023	All	Update of the non-conformities' description
1.1	June 2023	Section C.1.2	Addition of requirement C.1.2 – Reference to certification of CSR.

# RecyClass

c/o Plastic Recyclers Europe  
Avenue de Broqueville 12  
1150 Brussels – Belgium

Phone : +32 2 315 24 60  
[info@recyclclass.eu](mailto:info@recyclclass.eu)

[www.recyclclass.eu](http://www.recyclclass.eu)