

LEAF

Luxury Ethical and Fair Foundation

LEAF COMPANY CERTIFICATION – GENERAL REQUIREMENTS

v.1.2 - 15/03/2024

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1. GENERAL INFORMATION

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LEAF - Luxury Ethical and Fair Foundation (or 'The Foundation') is a non-profit organisation established in 2022 with the mission to pursue civic, solidarity and socially useful purposes and, in particular:

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1) Sustainable development in terms of:

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- promotion of a culture that encourages ethical conduct with regard to the management of environmental aspects and compliance with social rules;

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- improving the well-being of civil society through the innovative use of new technologies and the promotion of new development models;

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2) the education of the community through the dissemination and knowledge of new ways to contribute to their training, education and culture;

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3) the improvement of management tools useful for manufacturing companies, primarily in the fashion sector.

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This document provides information to organisations interested in obtaining company certification according to the requirements set by the LEAF Foundation.

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No warranty or representation is made as to the accuracy or completeness of these requirements or other documents or sources of information referenced herein. Compliance with the requirements described herein is not intended to supersede, contravene, or alter in any way the requirements of any applicable international, national, regional, or local statute, law, regulation, ordinance, or other regulation relating to the matters included herein.

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LEAF FOUNDATION is happy to receive feedback and suggestions regarding this document at the e-mail address info@leaffoundation.org.

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The procedures in this document (referred to as 'these procedures') were developed based on the *ISEAL Code of Good Practice: Assuring Compliance and Social Environmental Standards*, Vers. 2.0, January 2018.

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The reference documents are indispensable for the application of this document and shall be used together as binding requirements where applicable.

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NOTE: UNI CEI EN ISO/IEC and UNI EN ISO standards are, from here on, indicated with ISO followed by the number (e.g. ISO 17065) throughout the document.

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72 **2 STANDARDS AND REFERENCED DOCUMENTS**

73 The indications in this document refer at specific points, by means of appropriate references, to provisions
74 contained in other documents, standards, acts or norms.

75 These references are listed below and, where appropriate, are reproduced within the text.

76 Subject to compliance with the relevant laws, in the event of an overlap between the requirements of the
77 LEAF Hardware standard and those in other documents or provisions, the more restrictive requirement
78 applies.

79 The organisation shall also comply with the principles of the following international instruments:

80 *International Labour Organization (ILO) Convention 1 (Working Time - Industry) and Recommendation 116*
81 *(Working Time Reduction);*

82 *ILO Convention 29 (Forced labour) and 105 (Abolition of forced labour);*

83 *ILO Convention 87 (Freedom of Association and Protection of the Right to Organise);*

84 *ILO Convention 98 (Right to Organise and Collective Bargaining);*

85 *ILO Conventions 100 (Equal Remuneration) and 111 (Discrimination - Employment and Occupation);*

86 *ILO Convention 102 (Social Security - Minimum Standards);*

87 *ILO Convention 131 (Definition of Minimum Wage);*

88 *ILO Convention 135 (Workers' Representatives);*

89 *ILO Convention 138 and Recommendation 146 (Minimum Age);*

90 *ILO Convention 155 and Recommendation 164 (Safety and Health at Work);*

91 *ILO Convention 159 (Vocational Rehabilitation and Employment - Disabled Persons);*

92 *ILO Convention 169 (Indigenous and Tribal Peoples);*

93 *ILO Convention 177 (Homework);*

94 *ILO Convention 181 (Private Employment Agencies);*

95 *ILO Convention 182 (Worst Forms of Child Labour);*

96 *ILO Convention 183 (Protection of Maternity).*

97 *ILO Code of Conduct on HIV/AIDS and the World of Work;*

- 98 *Universal Declaration of Human Rights;*
- 99 *International Covenant on Economic, Social and Cultural Rights;*
- 100 *International Covenant on Civil and Political Rights;*
- 101 *United Nations Convention on the Rights of the Child;*
- 102 *United Nations Convention on the Elimination of All Forms of Discrimination against Women;*
- 103 *United Nations Convention on the Elimination of All Forms of Racial Discrimination;*
- 104 *United Nations Guiding Principles on Business and Human Rights.*
- 105 *Legislative Decree No. 198 of 11 April 2006, Code of equal opportunities between men and women, pursuant*
106 *to Article 6 of Law No. 246 of 28 November 2005 (Official Gazette No. 125 of 31-5-2006 - Ordinary Supplement*
107 *No. 133) and any other related provision, as well as any subsequent provision replacing or supplementing the*
108 *aforementioned decree;*
- 109 *Law 162/2021, Amendments to the code referred to in Legislative Decree No. 198 of 11 April 2006 and other*
110 *provisions on equality between men and women in the workplace (Official Gazette No. 275 of 18-11-2021) and*
111 *any other related provisions, as well as any subsequent provisions replacing or supplementing the*
112 *aforementioned law.*
- 113 *LEAF Foundation - Requirements for Certification Bodies;*
- 114 *LEAF Certifications - Costs and Fees;*
- 115 *LEAF Certification Mark - Regulations of Use;*
- 116 *ISO/IEC 17011: Conformity assessment - Requirements for accreditation bodies accrediting conformity*
117 *assessment bodies;*
- 118 *ISO/IEC 17065: Conformity assessment - Requirements for bodies certifying products, processes and*
119 *services;*
- 120 *ISO/IEC 17021-1: Conformity assessment - Requirements for bodies providing audit and certification of*
121 *management systems - Part 1: Requirements;*
- 122 *ISO 9001: Quality management systems - Requirements;*
- 123 *ISO 19011: Guidelines for management system audits;*
- 124 *ISO/IEC 17000: Conformity assessment: vocabulary and general principles*
- 125 *ISO 14001: Environmental management systems: requirements and guidance for use*
- 126 *ISO 14040: Environmental management - Life cycle assessment - Principles and framework*

- 127 *ISO 14044*: Environmental management – Life cycle assessment – Requirements and guidelines
- 128 *ISO 26000*: Guide to Social Responsibility
- 129 *SA8000*: Corporate Social Responsibility
- 130 *ISO 30415*: Human resources management – Diversity and inclusion;
- 131 *ISO 10001*: Quality management – Customer satisfaction – Guidelines for codes of conduct for organisations;
- 132 *ISO 10002*: Quality management – Customer satisfaction – Guidelines for complaints handling organisations;
- 133 *ISO 10003*: Quality management – Customer satisfaction – Guidelines for dispute resolution external to
134 organisations.
- 135 *ISO 45001*: Management systems for occupational health and safety – Requirements and guidance for use
- 136 *SRG 88088*: Ethical and Social Principles
- 137 *Global compact (GC)*:
- 138 *Human Rights*:
- 139 *Principle 1*: Businesses shall support and respect the protection of internationally recognised human rights;
- 140 *Principle 2*: Companies shall ensure that they are not complicit in human rights abuses.
- 141 *Work*:
- 142 *Principle 3*: Businesses should uphold the freedom of association and the effective recognition of the right to
143 collective bargaining;
- 144 *Principle 4*: Businesses shall support the elimination of all forms of forced and compulsory labour;
- 145 *Principle 5*: Businesses shall support the effective abolition of child labour;
- 146 *Principle 6*: Businesses should support the elimination of discrimination in employment and occupation.
- 147 *Environment*:
- 148 *Principle 7*: Businesses should support the application of the precautionary principle to environmental
149 challenges;
- 150 *Principle 8*: Companies should pursue initiatives to promote greater environmental responsibility;
- 151 *Principle 9*: Businesses should encourage the development and dissemination of clean technologies
152 encourage the development and dissemination of environmentally friendly technologies.
- 153 *Anti-corruption*:

154 *Principle 10:* Businesses shall work against corruption in all its forms, including extortion and bribery.

155 *UN Agenda 2030* - Sustainable Development Goals (SDGs)

156 *Global Reporting Initiative (GRI) standards*

157 For dated references, subsequent amendments or revisions made to such publications apply only if they are
158 introduced in this document as an update or revision.

159 For undated references, the latest edition of the publication to which reference is made applies.

160 **3. INTRODUCTION**

161 The requirements for obtaining LEAF certification represent a set of indications and requirements whose
162 compliance shall be ensured by each applicant organisation in order to continue the process of obtaining
163 authorisation to use the various product marks.

164 This set of indications and requirements is defined for B2B organisations active in the processing,
165 manufacturing, labeling and trading of fashion products.

166 In order to obtain LEAF certification, the organisation is required to undergo audits conducted by
167 independent Third Party Certification Bodies (CBs) approved by the LEAF Foundation as described in the
168 document "LEAF Foundation - Requirements for Certification Bodies", to verify that the management
169 systems and performance of the organisation requesting certification comply with the requirements of this
170 document. The organisation's possible possession of environmental and social responsibility certifications
171 according to the standards and schemes mentioned in Section 2. "Standards and Reference Documents", will
172 be considered by the CBSs as precise evidence of the relevant LEAF company certification requirements. The
173 certification process also foresees that the organisation applying for certification implements, if necessary,
174 the appropriate corrective actions to achieve compliance with the LEAF requirements.

175 The purpose of this document is to provide the tools and information necessary for organisations to prepare
176 for their initial certification and for the maintenance of that certification.

177 Any reference to regulations, standards, rules and legislation is an integral part of this document. This
178 document has to be considered a standard, i.e. a tool for achieving LEAF's objectives in terms of
179 environmental sustainability, social responsibility and product safety.

180 The LEAF certification process leads to obtaining company certification in compliance with the requirements
181 of this document regarding environmental management and social responsibility. The verification of
182 compliance is entrusted to the aforementioned CBs, which will submit the audit report to the LEAF Technical
183 Committee (TC) signed for acceptance by the company and containing the overall assessment of the
184 evaluated organisation. The TC is appointed by the Foundation according to criteria of competence and
185 transparency.

186 Any assessment report with at least one finding of non-conformity cannot be submitted to the TC. The CBs
187 shall submit the audit report to the TC only once the findings evidenced during the evaluation phase have
188 been resolved by the company.

189 The certification requests and the assessment reports are evaluated by the TC. In the case of a positive
190 evaluation, the TC will:

- 191 1. notify the obtaining of certification;
- 192 2. express a positive evaluation on the release of the LEAF mark by the Foundation, in accordance
193 with the present document (see Section 9 "Use of the LEAF mark for Company Certification" and
194 "LEAF Certification Mark – Regulations of Use" available at www.leaffoundation.org/documenti;
- 195 3. registration of the organisation in the Register of Certified LEAF Organisations on the
196 Foundation's website www.leaffoundation.org.

197 Maintenance of certification for organisations is conditional on passing the annual verification audits by the
198 CBs, as well as payment of the fees as reported in the "LEAF Certifications – Costs and Fees" document
199 available at www.leaffoundation.org/documenti.

200 3.1. VALIDITY OF LEAF COMPANY CERTIFICATION

201 The authorisation to affix the LEAF mark is valid for **three years** from the date of issue, unless there are
202 substantial changes in the production process of which the company is obliged to notify the Foundation in
203 good time, which will activate the suspension of the authorisation until the new audit report is examined by
204 the CBs.

205 4. TERMS AND DEFINITIONS

206 For the purposes of this text, the terms and definitions in the reference documents previously cited apply.
207 Below are other terms used in the text:

208 **Shall:** In this standard the term "shall" indicates a requirement.

209 **Should:** In this standard, the term "should" indicates a recommendation.

210 **May:** In this standard the term "may" indicates a permission.

211 **Can:** In this standard the term "may" indicates a possibility or capability

212 **Child:** Any person under 15 years of age, except where local minimum age laws set a higher minimum age for
213 access to employment or compulsory schooling, in which case the higher age applies.

214 **Child labour:** Any work performed by a child younger than the age(s) specified in the above definition of child,
215 except as provided for in ILO Recommendation 146.

216 **Youth work:** Any work carried out by a worker who is over the age of a child, as defined above, and who has
217 not attained the age of 18 years, or such other age of majority as may be required by the applicable legislation
218 in the country in which the organisation being assessed and/or the entities in its supply chain operate.

219 **Gender equality:** equal treatment for women and men. (NOTE: this includes both equal treatment and, in some
220 cases, different but considered equivalent treatment in terms of rights, benefits, obligations and
221 opportunities).

222 **Gender equality:** equality between women and men with respect to their rights, treatment, responsibilities,
223 opportunities and economic and social performance.

224 **Waste Classification Code:** an identification code assigned to a type of waste according to its composition and
225 process of origin.

226 For other definitions of interest, please refer to the reference documents mentioned in section 2 of this
227 document and to the ISO and IEC databases, which can be found at the following addresses:

228 <https://www.iso.org/obp/ui>

229 <https://www.electropedia.org/>

230 **5. GENERAL REQUIREMENTS FOR COMPANY CERTIFICATION**

231 **5.1. CONTEXT OF THE ORGANISATION**

232 The organisation shall provide evidence of a general (i.e. high-level, not detailed) understanding of the
233 factors that may influence, positively or negatively, the management of its environmental and social
234 aspects.

235 These factors are (i) issues of non-negligible importance to the organisation and (ii) changing issues and/or
236 circumstances that influence the organisation's ability to appropriately manage its environmental and
237 social aspects. The organisation determines which factors need to be addressed and managed, in relation to
238 the risks and opportunities they entail.

239 Examples of internal and external factors that may be relevant to the organisation's context include:

- 240 • environmental conditions related to climate, air quality, water quality, land use, existing
241 contamination, availability of natural resources and biodiversity that may influence the
242 organisation's aims or be affected by its environmental aspects;
- 243 • external cultural, social, political, legal, regulatory, financial, technological, economic, natural and
244 competitive, international, national, regional or local circumstances;
- 245 • internal characteristics or conditions of the organisation, such as its activities, products and
246 services, strategic orientation, culture and capabilities (e.g. knowledge, processes, systems).

247 ***Relations with Interested Parties***

248 The organisation should acquire a general understanding of the needs and expectations expressed by
249 those internal and external interested parties (or *stakeholders*) that have been determined by the
250 organisation as relevant.

251 The organisation considers the knowledge gained in order to determine which of these requirements and
252 expectations are mandatory or not mandatory but it chooses to fulfil (e.g. some stakeholder requirements
253 may reflect needs and expectations that are mandatory as they are incorporated into laws, regulations,
254 permits and licences through governmental or judicial decisions, or the organisation may decide to
255 voluntarily accept or adopt other stakeholder requirements by signing a voluntary initiative).

256 Once determined, these needs and expectations become requirements of the organisation (i.e. compliance
257 obligations) and shall be taken into account when planning one's management system.

258 *Note: In the case of an interested party who perceives itself as affected by the organisation's decisions or activities related to*
259 *environmental performance, the organisation should take into consideration the relevant needs and expectations that are*
260 *made known or disclosed by the interested party to the organisation.*

261 ***Documented Information***

262 The organisation should create and maintain documented information in a manner sufficient to ensure
263 appropriate, adequate and effective management of environmental and social aspects.

264 The main focus should be on the implementation of effective management and environmental performance,
265 not on a complex system of control of documented information.

266 In addition to the documented information required in the specific points of this document, an organisation
267 can choose to generate additional documented information for purposes of transparency, accountability,
268 continuity and consistency.

269 Documented information originally generated for purposes other than the management of environmental
270 and social aspects may be used. Furthermore, the documented information required by this document may
271 be integrated with other information management systems implemented by the organisation. The
272 development of a manual is not mandatory.

273 **5.2 PURPOSE, SCOPE AND BOUNDARIES**

274 The purpose and scope of the management of environmental and social aspects are intended to define the
275 physical and organisational boundaries of the organisation, especially if it is part of a larger whole.

276 The organisation has the freedom and flexibility to define its own boundaries and scope, consistent with
277 meeting the requirements of the present document.

278 The purpose and scope shall consist of an effective and representative definition of the organisation's
279 operations within the definition of its boundaries and should not be misleading to interested parties. Upon

280 request, the organisation shall make available to interested parties the statement of its purpose, scope and
281 boundaries of its management of environmental and social aspects.

282 In defining the purpose and scope, the credibility of the environmental management system depends on the
283 choice of the organization's boundaries. The organisation should consider the amount of control or influence
284 it can exercise over activities, products and services from a life cycle perspective.

285 Consistent with the definition of its purpose, scope and boundaries, the organisation:

286 a) plans, monitors and integrates its management of environmental and social aspects into the various
287 business processes;

288 b) incorporates factors associated with the organisation's context and stakeholder requirements into
289 its management of environmental and social aspects.

290 **5.3. PLANNING**

291 The organisation plans, at a high level, the actions to be taken in the context of environmental and social
292 aspects management to address its most significant aspects, its compliance obligations and the identified
293 risks and opportunities.

294 Planned actions can include, for example, setting environmental objectives and generating/amending
295 procedures to control significant parameters for the management of environmental aspects. Some actions
296 may be addressed through other management systems, such as those related to occupational health and
297 safety or business continuity, or through other business processes related to risk, human resources or
298 financial management.

299 When making technology choices, an organisation should consider the use of the best available techniques,
300 taking into account for economical sustainability and where judged appropriate.

301 *Actions to Address Risks and Opportunities*

302 The overall intent of the organisation is the ability of avoiding or reducing undesirable effects in order to
303 achieve continuous improvement. The organisation can ensure this by determining risks and opportunities
304 that need to be addressed and planning action to deal with them. These risks and opportunities may be
305 related to environmental and social aspects, compliance obligations or other factors or stakeholder needs
306 and expectations.

307 Compliance obligations can create risks as well as opportunities, such as non-compliance (which may
308 damage the organisation's reputation or result in legal action) or over-compliance (which may enhance the
309 organisation's reputation).

310 Although risks and opportunities need to be determined and addressed, there are no formal risk
311 management requirements or a documented risk management process. It is up to the organisation to select
312 the method used in order to determine its risks and opportunities. The method can involve a simple

313 qualitative process or a comprehensive quantitative assessment depending on the context in which the
314 organisation operates.

315 **5.4. OPERATIONS**

316 The type and degree of implementation of operational controls depends on the nature of business activities,
317 risks and opportunities, significant environmental and social aspects, and compliance obligations.

318 The organisation may select the type of operational control methods, individually or in combination, that are
319 required to ensure that processes are effective in achieving the desired degree of management. Such
320 methods can include:

- 321 i. the design of one or more processes in such a way as to avoid errors and ensure consistent results;
- 322 ii. the use of technology to control processes and avoid negative results (e.g. instrumental controls);
- 323 iii. the use of competent personnel to ensure the desired results;
- 324 iv. the execution in a specific way of one or more processes;
- 325 v. monitoring or measuring processes to control results;
- 326 vi. determining the use and quantity of documented information required.

327 The organisation determines the extent of control **required** within its business processes (e.g. the
328 responsible sourcing process) to control or influence one or more outsourced processes or one or more
329 suppliers of products and services. This decision should be based on factors such as:

- 330 1. knowledge, expertise and resources, including:
 - 331 a. the competence of the external supplier to meet the requirements of the organisation's
 - 332 environmental management system;
 - 333 b. the organisation's technical competence in defining appropriate controls or assessing the
 - 334 adequacy of controls;
- 335 2. the importance and potential effect that the product and services have on the organisation's ability
- 336 to achieve and guarantee the expected degree of management of environmental aspects;
- 337 3. the extent to which control of the process is shared;
- 338 4. the ability to achieve the necessary control through the application of its general procurement
- 339 process;
- 340 5. the available opportunities for improvement.

341 When a process is outsourced, or when products and services are provided by one or more external
342 suppliers, the organisation's ability to exert control or influence can vary from "direct control", to "limited
343 to", up to "no influence". In some cases, an externally outsourced process performed on-site can be under an
344 organisation's direct control; in other cases, an organisation's ability to influence an externally outsourced
345 process or external supplier can be limited.

346 In determining the extent and type of operational controls relating to external suppliers, including
347 contractors, the organisation can consider one or more factors including:

- 348 – environmental and social aspects and their associated environmental impacts;
- 349 – risks and opportunities associated with the manufacture of its products or the provision of its
350 services;
- 351 – compliance obligations of the organisation.

352 An outsourced process is one that satisfies the following criteria:

- 353 • falls within the purpose, scope and boundaries of the management of environmental aspects;
- 354 • is integrated into the functioning of the organisation;
- 355 • the responsibility to comply with the requirements is prerogative of the organisation;
- 356 • the organisation and the external supplier have a relationship in which the process is perceived by
357 stakeholders as being carried out by the organisation.

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6. REQUIREMENTS FOR THE MANAGEMENT OF THE ORGANISATIONS **ENVIRONMENTAL RESPONSIBILITY**

6.1. ENVIRONMENTAL POLICY

The environmental policy represents a set of principles defined as *commitments* in which the organisation's top management emphasises the organisation's intentions to support and improve its environmental performance.

This document specifies three basic commitments for environmental policy:

- a) protection of the environment;
- b) fulfilment of the organisation's compliance obligations;
- c) continuous improvement of its management of environmental aspects.

These commitments are reflected in the processes an organisation establishes to ensure solid, credible and reliable management of environmental aspects.

The commitment to protect the environment aims not only to prevent negative environmental impacts through pollution prevention, but also to protect the natural environment from damage and degradation resulting from the organisation's activities, products and services.

The specific commitments pursued by the organisation should be relevant to the organisation's context, including local or regional environmental conditions. These commitments can address, for example, water or air quality and can also include commitments related to climate change mitigation and adaptation, biodiversity and ecosystem protection, and restoration.

Compliance obligations include legal requirements that an organisation shall fulfil and other requirements that the organisation chooses to fulfil. In particular, with regard to the applicable legal requirements, it is necessary to:

1. determine compliance to requirements;
2. ensure that operations are carried out in accordance with these compliance obligations;
3. assess the fulfilment of compliance obligations;
4. correct non-conformities.

Mandatory legal requirements relating to an organisation's environmental aspects can include, if applicable:

- a) requirements from government bodies or other relevant authorities;

- 388 b) national and local laws and regulations;
- 389 c) requirements specified in permits, licences or other forms of authorisation;
- 390 d) orders, rules or guidelines from supervisory and administrative bodies;
- 391 e) judgments, e.g. of administrative courts or tribunals.

392 Non-legal compliance requirements include obligations towards interested parties, related to their
393 environmental management system, that the organisation shall adopt or chooses to adopt. They may
394 include, if applicable:

- 395 i. agreements with representative community groups or non-governmental organisations;
- 396 ii. agreements with public authorities or customers; requirements of the organisation;
- 397 iii. voluntary principles or codes of good practice; voluntary labelling or environmental
398 commitments;
- 399 iv. obligations arising from contractual agreements with the organisation; relevant industry or
400 organisational regulations.

401 The organisation shall demonstrate compliance with applicable legal requirements in the area of
402 environmental responsibility, consistent with its purpose, scope and within the certification boundary, with
403 respect to the following activities:

- 404
- 405 • use of energy;
 - 406 • use of water;
 - 407 • greenhouse gas (GHG) emissions to air, including direct emissions and emissions from means of
408 transport used within the certification scope;
 - 409 • waste water discharges, discharges to soil and emissions to air;
 - 410 • waste management;

411 Compliance shall be demonstrated through, for example, the possession of permits, authorisations or any
412 other relevant and valid documents.

413 **6.2 MEASUREMENT AND MONITORING REQUIREMENTS**

414 The organisation shall determine the environmental aspects and associated environmental impacts over
415 which it has “direct control” and determine those that are significant and therefore need to be addressed in
416 the management and measurement of environmental impacts.

417 When determining environmental aspects, the organisation shall take a life-cycle perspective, considering
418 the phases that can be controlled or influenced by the organisation.

419 The organisation shall determine the environmental aspects that fall within the purpose, scope and
420 boundaries of its management of environmental aspects, taking into account the input and output streams
421 (intentional and unintentional) associated with its activities, products and services, both current and past (if
422 relevant) as well as new or planned developments or new or changed activities, products and services.

423 The organisation should not consider each product, component or raw material individually to determine
424 and evaluate their environmental aspects; it may group or categorise activities, products and services when
425 they have common characteristics.

426 Non-exhaustive examples of environmental aspects can include:

- 427 a. emissions into the atmosphere;
- 428 b. discharges into the water;
- 429 c. releases into the soil;
- 430 d. use of raw materials and natural resources;
- 431 e. energy use;
- 432 f. emitted energy (e.g. heat, radiation, vibration (noise), luce);
- 433 g. generation of waste and/or by-products.

434 Changes to the environment, negative or positive, total or partial, resulting from environmental aspects are
435 referred to as environmental impacts. Environmental impacts can occur on a local, regional and global scale
436 and can be direct, indirect or cumulative in nature. The relationship between environmental aspects and
437 impacts is one of cause and effect.

438 In addition to the "direct-control" environmental aspects, an organisation determines whether there are
439 environmental aspects over which it can exert influence. These can be related to products and services used
440 by the organisation that are supplied by others, as well as products and services that it supplies to others,
441 including those associated with outsourced processes (sub-supply and sub-contracting).

442 **6.21. USE OF ENERGY, TRANSPORT, GREENHOUSE GAS EMISSIONS (GHG)**

443 The organisation shall define appropriate measures, document monitoring measures, and maintain records
444 of efficient energy use, transport, and greenhouse gas (GHG) emissions.

445 **6.22. USE OF WATER**

446 The organisation shall demonstrate that it has and maintains monitoring and metering procedures for
447 efficient use of water resources, avoiding waste and reducing water consumption.

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6.23. WASTEWATER DISCHARGES

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The organisation shall carry out regular analytical monitoring of its waste water discharges.

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The organisation shall also be in possess of an inventory specifying the types of wastewater discharged, the permits held and in force, the flow of these discharges (delivery or sewerage), the type, quantity and potential impacts of the pollutants discharged, and the wastewater treatment methods (if any). The inventory shall be properly maintained and updated.

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If an in-situ wastewater treatment plant is present, the organisation shall demonstrate that it carries out regular checks, including analytical checks, on the efficiency of the plant, its maintenance and the quality of the water output.

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6.24. AIR EMISSIONS

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The organisation shall carry out regular analytical monitoring of its air emissions, in particular of substances with ozone depletion potential (Ozone Depletion Substances, ODS).

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The organisation shall also maintain an inventory specifying the number and location of air emission sources, permits held and in force, the type, quantity and potential impacts of pollutants emitted (including ODS emissions and potential gas leaks), and treatment methods (if any). The inventory shall be properly maintained and updated.

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If the organisation uses ODS, it shall demonstrate that it regularly maintains the equipment that uses these substances or is intended for their storage.

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If an air emission treatment plant is present, the organisation shall demonstrate that it regularly checks the efficiency of the plant, its maintenance and the quality of emissions.

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6.25. WASTE MANAGEMENT

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The organisation shall prove that it delivers its waste, scrap, by-products to authorised external operators according to the local regulations in force and shall have and keep up-to-date records specifying the number of transfers and the quantity of material delivered.

The organisation shall properly separate hazardous waste from non-hazardous waste.

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Furthermore, workers shall be adequately trained and instructed in the correct handling and sorting of waste.

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Hazardous chemicals shall be included in one or more inventories and stored in secure areas with controlled access and appropriate emergency prevention measures (such as secondary containers, emergency equipment, available safety data sheets, etc.). The inventory(s) shall be kept up-to-date.

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The company shall have an inventory containing the type, waste classification code, sources and quantities of each hazardous waste produced. This inventory shall be properly maintained and updated.

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6.3. EMERGENCY MANAGEMENT

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Emergency situations are unplanned or unexpected events that require the urgent application of specific skills, resources or processes to avoid or mitigate their actual or potential consequences. Emergency situations can result in negative environmental impacts or other effects on the organisation.

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It is the responsibility of every organisation to be prepared to respond to emergency situations in a manner appropriate to its specific needs.

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488

When planning one or more emergency preparedness and response processes, the organisation should consider:

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a) the most appropriate method(s) of response to an emergency situation;

490

b) processes for internal and external communication;

491

c) the action(s) required to prevent or mitigate environmental impacts;

492

d) the mitigation and response action(s) to be undertaken for different types of emergency situations;

493

e) the need for a post-emergency assessment to establish and implement corrective actions;

494

f) periodic testing of the planned emergency response procedure(s);

495

g) training of personnel for emergency response;

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497

h) a list of key persons and relief agencies, including detailed references (e.g. fire brigade, specialised intervention services);

498

i) evacuation routes and collection points;

499

j) the possibility of mutual assistance with neighbouring organisations.

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7. REQUIREMENTS FOR THE MANAGEMENT OF THE ORGANISATION'S SOCIAL

501

RESPONSIBILITY

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The organisation shall manage its activities by considering social responsibility an integral part of its culture and organisation strategies and operations.

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To this end, the organisation shall adopt written codes of conduct or ethics that specify the commitment of the organisation and its subcontractors and subsuppliers, if any, to social responsibility, translating principles and values into statements on appropriate behaviour. Such codes shall be based on the principles of social responsibility set out in the following sections of this document and other applicable local mandatory requirements.

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7.1. HUMAN RIGHTS

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Human rights are basic rights granted to all human beings. In this document, “human rights” refers to the totality of civil and political rights (such as the right to life and liberty, equality before the law and freedom of expression), economic, social and cultural rights (such as the right to work, food, the highest possible standard of health, education and social security).

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Organisations have a responsibility to respect all human rights, regardless of whether the state to which the organisation belongs is unable or unwilling to fulfil its duty to protect. This responsibility entails taking measures to ensure that organisations avoid passive acceptance or active participation in the violation of rights.

518

519

Organisations should consider fostering human rights education to promote awareness of human rights among rights holders and those who can impact on them.

520

7.2. LABOUR RELATIONS AND CONDITIONS

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The labour relations and conditions of an organisation include all policies and practices relating to work performed within, by or on behalf of the organisation, including subcontracted work.

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7.2.1. YOUTH WORK

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The organisation shall not resort to the use of child labour, nor outsource activities and work to other organisations that make use of it.

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The organisation shall demonstrate an understanding and knowledge of the legal requirements concerning youth work and have a written policy on this issue.

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The organisation shall also demonstrate compliance with the previous requirement, e.g. by retaining copies of workers' identity documents on the date of employment.

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The organisation and its subcontractors and/or subsuppliers may employ young workers. In such case, young workers shall work outside education hours only. Under no circumstances shall the total time spent between education, work and travel exceed 10 hours per day, and under no circumstances shall young workers work for more than 8 hours per day.

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In the case of young workers, the company shall exempt them from working in contact with hazardous substances, from potentially physically and mentally hazardous work, from night shifts and from overtime work.

537

538

The organisation shall also contribute to the development of young workers' skills, including technical and professional skills, necessary for decent work.

539

7.2.2. FORCED OR COMPULSORY LABOUR

540 The organisation shall not resort to or support the use of forced or compulsory labour, including prison
541 labour, as defined in ILO Convention 29, withhold original identity documents and shall not require staff to
542 pay "deposits" at the commencement of employment nor withhold any part of staff wages, compensation,
543 property or documents, nor use any other means of coercion to compel them to continue working for the
544 organisation.

545 The organisation shall ensure that there are no fees or costs related to the employment of workers.

546 Workers shall be able to leave the buildings and move during their shift (e.g. for hygienic reasons) within the
547 sites and establishments where they work.

548 Staff shall have the right to leave the workplace at the end of the standard working day, and shall be free to
549 terminate employment by giving reasonable notice to the employer.

550 **7.23. HEALTH AND SAFETY**

551 The organisation shall provide a safe and healthy working environment that is tidy and spacious enough to
552 guarantee a decent working condition for every worker.

553 Equal conditions of access to work shall be ensured without any discrimination or hindrance or barriers, in
554 particular for all those with difficulties in their autonomy.

555 Where required by the relevant legislation, managers shall be appointed to protect the safety of workers.

556 The organisation shall take effective measures to prevent potential accidents, injuries or illnesses that can
557 occur as a result of, in connection with, or during the performance of work.

558 Where the organisation is unable to or totally eliminate exposure to any risk, it shall provide personnel with
559 appropriate personal protective equipment (PPE), at its own expense.

560 The organisation shall conduct periodic reviews of its health and safety assessments and update the action
561 plan for managing these risks accordingly.

562 The organisation shall also adequately consider and manage the specific ways in which health and safety
563 risks affect workers in special circumstances, such as persons with disabilities, and workers who have
564 recently given birth, are pregnant or are breastfeeding, in order to ensure that all reasonable measures are
565 taken to eliminate or reduce any risk to their health and safety. Pregnant or breastfeeding workers whose
566 work is exposed to risks that are unacceptable to their condition shall be employed in other work for the
567 necessary period.

568 The organisation shall carry out an analysis of psychosocial hazards in the workplace, which cause or may
569 cause stress and illness, and prepare possible actions to eliminate these hazards.

570 In the event of an accident at work, the organisation shall provide first aid and assist the worker to receive
571 subsequent medical treatment.

572 The organisation shall keep documented information of all incidents occurring in the workplace and in all
573 accommodation and demonstrate that it has implemented corrective measures to prevent the recurrence
574 of such incidents.

575 The organisation shall ensure that all personnel receive regular and effective health and safety training,
576 including on-the-job instructions, and shall maintain documented information as evidence of such training.

577 The organisation shall ensure that all personnel have free access to clean, adequate in number and gender-
578 specific toilets, drinking water, suitable places for eating meals, and, where applicable, hygienically suitable
579 premises for food storage.

580 Without prejudice to the provisions relating to compulsory work, the organisation shall ensure that any
581 dormitories made available to staff are clean, safe and adequate for basic needs. The condition of the
582 working environment shall be monitored with appropriate frequency and documented information shall be
583 maintained.

584 All staff shall have the right to leave work in the event of imminent and serious danger, without seeking
585 permission from the organisation, and work may only be resumed after the necessary safety conditions have
586 been restored.

587 **7.24. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING RIGHT**

588 All personnel shall have the right to form and organise trade unions, to participate in trade union activities
589 and to bargain collectively with the organisation, without any negative consequences, interference or
590 retaliation by the organisation, even in the presence of local laws restricting these rights.

591 **7.25. DISCRIMINATION**

592 The organisation shall not engage in or support any form of discrimination in hiring, remuneration, access to
593 training, promotion, termination or retirement, on the basis of race, national, territorial or social origin,
594 caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union
595 membership, political opinion, age, or any other condition that could give rise to discrimination.

596 The organisation shall have a documented policy on non-discrimination.

597 The organisation shall not interfere with the exercise of the rights of personnel to follow principles or
598 practices, or to meet needs, related to race, national or social origin, religion, disability, gender, sexual
599 orientation, family responsibilities, trade union membership, political opinion or any other condition that
600 could give rise to discrimination.

601 The organisation shall not permit any behaviour that is threatening, abusive, exploitative or sexually
602 coercive, including gestures, language and physical contact, in the workplace and in all accommodation and
603 other facilities provided by the organisation.

604 The organisation shall not, under any circumstances, force its staff to pregnancy or virginity tests.

605 **7.26. GENDER EQUALITY**

606 The organisation shall have a gender equality policy, defined by management, communicated and
607 disseminated within the organisation and to its stakeholders, reviewed or confirmed periodically under
608 review on the basis of events, changes and the results of monitoring and audits.

609 The policy shall contain guiding principles and guidelines that define the organisation's commitment to
610 issues of gender equality, valuing diversity and women's empowerment.

611 *Selection and Recruitment*

612 In relation to its policies and resources, the organisation shall:

- 613 a. set up selection and recruitment procedures that define rules to prevent gender inequality and that
614 the recruitment process is non-discriminatory on the basis of gender;
- 615 b. not allow, during the interviews, questions relating to the topics of marriage, pregnancy or caring
616 responsibilities towards others.
617

618 *Career Management*

619 In relation to its policies and resources, the organisation shall:

- 620 a. establish processes aimed at excluding all forms of gender-based discrimination and ensuring
621 equal opportunities in professional development and promotions, based solely on professional skills
622 and levels;
- 623 b. strive for gender balance in corporate leadership positions, in correlation with the specific sector
624 and specific tasks;
- 625 c. address career opportunities and training programmes for professional development, including
626 leadership courses, to all staff, regardless of gender;
- 627 d. define appropriate gender equality indicators and carry out regular reviews;
- 628 e. create a working environment that fosters diversity and protects the mental and physical well-being
629 of all workers;
- 630 f. provide for job protection mechanisms and guarantee of the same salary level in the post-maternity
631 period;
- 632 g. define contact persons and company practices to protect the working environment, with particular
633 reference to incidents of harassment or mobbing.
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640 *Salary Equity*

641 In relation to its policies and resources, the organisation shall:

- 642 a. provide equal remuneration for workers with equal professional experience in performing tasks of
643 the same level, regardless of gender;
- 644
- 645 b. set up a control mechanism to avoid practices that do not correspond to stated non-discriminatory
646 policies, including salaries, benefits, bonuses, welfare programmes;
- 647
- 648 c. periodically informing employees of the remuneration policies adopted in the company, also with
649 reference to benefits, bonuses, welfare programmes; where existing, the welfare programme shall
650 consider the needs of people of all genders and ages.

651 **7.27. DISCIPLINARY PRACTICES**

652 The organisation shall not initiate action or take disciplinary measures against workers, except in cases of
653 violation of rules and contractual clauses by the latter and in any case in compliance with the applicable
654 rules.

655 The organisation shall treat all personnel with dignity and respect. It shall not use corporal punishment,
656 physical or mental coercion, verbal abuse against staff.

657 The organisation shall prohibit, through a documented policy communicated to any interested party, mental,
658 physical and/or sexual coercion.

659 The organisation shall have a record of sanctions and/or disciplinary actions taken against its workers. The
660 organisation shall have clear, efficient and available complain and disciplinary actions procedures for its
661 workers.

662 **7.28. WORKING HOURS**

663 The organisation shall comply with applicable laws, collective bargaining (where applicable) and industry
664 standards on working time, rest and public holidays.

665 The organisation shall record the working hours of individual workers in a reliable manner. The normal
666 working week, excluding overtime, shall be as stipulated by law, but shall not exceed 48 hours.

667 Staff shall receive at least one full day off after six consecutive days of work. Exceptions to this rule only
668 apply if both of the following conditions are met:

- 669 a. national law allows working hours that exceed this limit;
- 670
- 671 b. there is a freely negotiated collective agreement in force that permits this.

672 However, overtime work shall not exceed 12 hours per week, nor shall it be requested regularly and shall be
673 voluntary, except in the cases described below.

674 In cases where overtime is necessary to meet short-term market demand and the organisation is party to a
675 collective agreement, freely negotiated by the representation of a significant part of its workforce, it can
676 require overtime work in accordance with that agreement.

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7.29. RETRIBUTION

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The organisation shall respect the staff's right to a decent wage and ensure that the remuneration paid for a normal working week, excluding overtime, always corresponds at least to legal or minimum industry standards, or collective agreements (where applicable).

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Salaries shall be sufficient to meet the basic needs of the staff, in addition to providing some discretionary income.

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The organisation shall not apply salary deductions for disciplinary reasons. Exceptions to this rule only apply if both of the following conditions are met:

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- a. national law allows salary deductions for disciplinary reasons;
- b. there is a freely negotiated collective agreement in force that permits this.

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The organisation shall ensure that the composition of workers' wages and benefits are clearly and regularly detailed in writing for each pay period, providing clear evidence of wages, deductions and bonuses/welfare. The organisation shall also ensure that wages and benefits are paid in accordance with the law and in a manner convenient to workers, but under no circumstances delayed or restricted.

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All overtime work shall be paid at a premium rate, as defined by national law or collective bargaining. In countries where overtime premium pay is not regulated by law or by collective bargaining, the organisation shall compensate workers by applying the highest premium between that defined by the organisation and that set by prevailing industry standards.

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The organisation shall not use 'labour-only' contractual arrangements, short-term consecutive contracts and/or false apprenticeship schemes or other schemes, aimed at avoiding the fulfilment of obligations to personnel under applicable labour and social security legislation and regulations.

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7.210. HUMAN RESOURCES DEVELOPMENT AND ON-THE-JOB TRAINING

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The organisation shall:

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- a. provide all workers, at all stages of their work experience, with access to skills development, training and apprenticeship, and opportunities for career advancement, on a fair and non-discriminatory basis;
- b. ensure that, when necessary, redundant workers are helped to access assistance for new employment, training and personal counselling.

707

Documented information shall be kept as evidence of the training provided.

708

7.3. WORK-LIFE BALANCE

709

In relation to its activities, context and resources, the organisation shall:

- a. adopt work-life balance measures for all employees;
- b. establish/promote specific agreements to allow part-time work for those who request it;
- c. offer flexibility in schedules, establishing and communicating simple and accessible rules and procedures for using them;
- d. conduct a periodic review of the flexibility needs of employees;
- e. where possible, offer the possibility of smart working/teleworking or other forms of flexible working, and flexible hours;
- f. ensure that business meetings are held at times compatible with the reconciliation of family and personal life times;
- g. ensure that part-time workers and workers with flexible or discontinuous work contracts, etc. can also participate in work meetings.

7.4 PARENTING AND CARE

In relation to its activities, context and resources, the organisation shall:

- a. set up specific programmes for maternity or paternity leave (e.g. training programmes for reintegration) and a way of informing about any major changes in the workplace during the leave;
- b. prepare a plan for managing the different phases of motherhood or fatherhood (before, during and after);
- c. implement information mechanisms to encourage the request for paternity leave;
- d. plan specific initiatives to support workers when they return from parental leave (training, support), including possible 'engagement' plans to be offered on a voluntary basis to workers on maternity/paternity leave;
- e. include within the corporate welfare programme, where it exists, specific initiatives to support employees in their parental and *caregiver* activities;
- f. undertake to offer specific services such as, for example, company kindergardens, after-school care for children or during school holidays, vouchers for children's sports activities.

8. PROCEDURE FOR LEAF COMPANY CERTIFICATION

The process for LEAF business certification involves sending the application for certification to CBs approved by the Foundation and shall include:

- 750 a) the company's complete anagraphic details;
751
752 b) the indication of all production sites involved in the scope of certification (boundaries);
753
754 c) the name of the person appointed within the organisation as responsible for compliance with the
755 LEAF requirements;
756
757 d) valid Chamber of Commerce certificate;
758
759 e) detailed description of the production processes carried out by the organisation with an indication
760 of all activities subcontracted to third parties;
761
762 f) convention and confidentiality agreement with LEAF foundation authorising the collection of data
763 on production processes necessary for measuring the environmental impact of the products to be
764 certified;
765
766 g) self-certification by the organisation of the existence or non-existence of civil and criminal
767 proceedings relating to the environment or proceedings against persons who hold management
768 positions in the company, are appointed as proxies;
769
770 h) self-certification by the organisation of the existence or non-existence of civil and criminal
771 proceedings relating to social responsibility or proceedings against persons who hold
772 management positions in the company, are appointed as proxies;
773
774 i) proof of payment of the LEAF Luxury Ethical and Fair Foundation membership fee (see "LEAF
775 Certifications – Costs and Fees").

776 Following the submission of such an application, the CBs carries out a review of the certification
777 application and sends the outcome of the review to the applicant organisation with any requests for
778 additions and/or actions.

779 Following the positive outcome of the document review, the CBs plans the assessment activity at the
780 organisation's designated sites as defined in this document.

781 The evaluation activity shall be conducted within a maximum of six months from the communication of
782 the outcome of the review of the application for certification.

783 The on-site assessment activity (CBs audit) will consist of a document analysis and verification of
784 information related to the processes declared by the organisation in the application for certification.

785 At the end of the audit, the CBs issues an assessment report with any comments, observations, non-
786 conformities detected and an opinion on the organisation's certifiability, which shall be approved by the
787 organisation and forwarded to the LEAF Luxury Ethical and Fair Foundation technical committee.

788 The LEAF TC carries out a review by the 20th day of the month following receipt of the evaluation report by
789 the CBs.

790 In the event of confirmation of certification by the TC, the LEAF Foundation authorises the organisation to use
791 the LEAF logo in accordance with the provisions of the Annex "Rules for the use of the LEAF brand and logo"
792 and at the same time enters the organisation in the Register of Certified Organisations, which can be
793 consulted at <http://www.leafoundation.org>.

794 **9. USE OF THE LEAF FOUNDATION TRADEMARK FOR COMPANY CERTIFICATION**

795 The use of the LEAF mark shall comply with the requirements and provisions set out in the "LEAF Certification
796 Mark – Regulations of Use" document, available at <http://www.leafoundation.org/documenti>. The CBs also
797 verify compliance with the requirements for use of the mark during surveillance audits.

798 The certified organisation shall keep one or more registers indicating the documents in which the LEAF mark
799 is affixed and make these registers available for inspection by the CBs during audits.