



SSCI BENCHMARKING REQUIREMENTS
Version 1.0

PART IV
GLOSSARY OF TERMS

Introduction 3

General: SSCI Benchmarking Terms 4

PART II Requirements for the Management of Schemes 5

PART III AI – Social Compliance: Processing/Manufacturing and BI – Social Compliance: Primary Production Scopes 9

PART III CI – Social Compliance: At-Sea Operations Scope 18

Introduction

This document provides a list of terms and their definitions referred to in the SSCI Benchmarking Requirements. It is intended to be exclusively used in combination with Part I – SSCI Benchmarking Process, Part II – Requirements for the Management of Schemes, and Part III of:

- AI – Social Compliance: Processing / Manufacturing
- BI – Social Compliance: Primary Production (including Aquaculture)
- CI – Social Compliance: At-Sea Operations

The definitions are adapted from various international references and frameworks including the International Labour Organization (ILO), Food and Agriculture Organization of the United Nations (FAO), ISO9001:2015, 9004:2018 Quality Management, ISO26000, ISO/IEC 17021-1:2015, ISO/IEC 17065:2012, ISO/IEC 17021-1:2015, ISO 17000: 2004, ISEAL Assurance Code 1.0 and 2.0, Global Sustainable Seafood Initiative (GSSI), Global Social Compliance Programme (GSCP), and the Global Food Safety Initiative (GFSI).

Please note that the terms and definition are subject to modification and clarification based on the evolution of SSCI and the benchmarking process.

Proposed additions, corrections, or amendments can be sent for consideration by the SSCI via e-mail at ssci@theconsumergoodsforum.com

General: SSCI Benchmarking Terms

This list contains all terms relevant to the SSCI Benchmarking Process.

TERM	DEFINITION
Applicant Scheme Owner	A Scheme Owner applying to be benchmarked by SSCI in order to receive recognition.
Application	A document confirming a scheme owner's intention to seek recognition by the SSCI for a defined scope of recognition.
Benchmark process	A mechanism by which a scheme can be objectively assessed against a series of defined requirements laid down in the SSCI Benchmark Requirements, to determine if formal recognition by SSCI can be granted.
Desktop review	An assessment carried out based on the review evaluation of documents.
SSCI Independent Expert	A competently trained person, appointed by SSCI, who is assigned to perform the benchmarking process for a specific scheme application.
SSCI Office visit/audit	A visit carried out at the office or designated centre of an applicant including meeting with the applicant, understanding the process and system controls to verify the effective implementation of the policies and procedures as initially assessed during the desktop review.

PART II

Requirements for the Management of Schemes

This list contains all terms relevant to the SSCI Benchmarking Process, which can be found in Part I – SSCI Benchmarking Requirements and Part II – Requirements for the Management of Schemes for the following scopes:

- AI – Social Compliance: Processing / Manufacturing
- BI – Social Compliance: Primary Production (including Aquaculture)
- CI – Social Compliance: At-Sea Operations

TERM	DEFINITION
Accreditation	Independent third-party attestation related to a certification body conveying formal demonstration of its competence to carry out specific conformity assessment tasks.
Accreditation body	An authoritative body that performs accreditation.
Announced audit	An audit which is undertaken on a specified date(s) that is chosen in advance with the audited site. See also: Unannounced audit
Appeal	A formal request for the reconsideration of a decision.
Audit	Systematic, independent process for obtaining records, statements or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled.
Audit firm	A person and /or legal entity that performs auditing services.
Auditor calibration	The process by which different auditors and relevant personnel involved in the auditing or assessment process exchange knowledge and insights to achieve better consistency and application of the social compliance requirements.
Central function	Person, group of people or organisation who manages and is responsible for the actions of the group for the purpose of assessment and/or certification.
Certification	The issuance of a third-party statement that fulfilment of specified conformance requirements have been demonstrated.
Certification body	Third-party conformity assessment body operating certification schemes.
Competence	Ability to apply knowledge and skills to achieve intended results.
Complaint	An expression of dissatisfaction about the standard of service, actions, or lack of action.
Conflict of interest	This situation arises where objectivity and impartiality are compromised or are seen to be compromised, by potential or perceived, direct or indirect competing interest. A conflict of interest can arise in a wide range of circumstances. It may be financial or non-financial, personal or professional, commercial or not-for-profit.

Corrective action	Action to eliminate the cause(s) and root cause(s) of a detected non-conformance/ non-compliance. Note: Corrective actions are taken to prevent a recurrence of non-compliance.
Corrective action plan	A plan of action drawn up at the end of an audit that records what measures must be taken and a timeline to remedy the non-conformance or the non-compliance found during the audit.
Family farm	A holding which is managed and operated by a household and where farm labour is largely supplied by that household.
Follow-up audits	An audit to assess the effectiveness of corrective actions, undertaken to address issues from a previous audit. A follow-up audit can be either a full or a partial follow-up audit.
Grievance mechanism	The channel of communication (and associated processes) available to individuals or organisations to report concerns or complaints and address them within a formal process that offers them protection from retribution.
Group certification	Certification covering organisations including several producers or producer groups. The audit firm may use sampling of these producers in its conformity assessment work. The scope of certification covers the actual products and processes as defined in the normative documents describing the scheme in question. Every producer covered by this certification is mentioned on the main certificate documentation and every producer is entitled to get its own sub-certificate.
Internal inspection	A routine inspection performed by an internal auditor to ensure compliance with the scheme's requirements.
Internal Management System (IMS)	The documented set of procedures and processes that the central function will implement to ensure the all group members comply with the scheme's requirements.
Key Performance indicator (KPI)	A key performance indicator (KPI) is a metric or measure. KPIs are used to quantify and evaluate organisational success. They measure how much success you have had and how much progress you have made relative to the objectives you wish to achieve. KPIs are also used to set measurable objectives, evaluate progress, monitor trends, make improvements, and support decision making. KPIs should be quantifiable and appropriate and should collect information that is useful to your organisation and relevant to the needs and expectations of interested parties.
Legal entity	Any entity recognised by the law, including both juristic and natural persons.
Management review	Periodic assessment of the organisation's management system, at planned intervals, to ensure its continuing suitability, adequacy, effectiveness and alignment with the organisation's relevant policies.
Major nonconformity	Non-conformity that affects the capability of the management system to achieve the intended results.
Multi-site certification	Certification covering organisations including several sites. The audit firm may use sampling of these sites in its conformity assessment work. The scope of certification covers the actual products and processes as defined in the normative documents describing the scheme in question. Every site covered by this certification is mentioned on the main certificate documentation and every site is entitled to get its own sub-certificate.

Multi-site organisation	An enterprise with multiple production sites that are centrally managed and are assessed as one client.
Non-conformity / Non-compliance	Non-fulfilment of a requirement.
On-site/Office audit	An assessment occurring on the physical site of a client's operations.
(Pertinent) Off-site locations	Locations external to the designated work premises where activities relevant to the audit scope are fully or partially carried out under the management or control of the organisation. Pertinent off-site locations might include, for example, accommodation, storage, or utility facilities.
Producer	An organisation or individual who is legally responsible for the production of agriculture or aquaculture products for sale.
Producer group	An organised body of producers whose legal members are individual producers, producer associations or a combination of both and, for assessment purposes, are considered as a single client. The group of producers can be organized in an association or cooperative or managed by a supply chain actor (such as an exporter) or another entity.
Scheme owner	An organisation, which is responsible for the development, management and maintenance of a third-party audit or certification scheme.
Scope	Extent and boundaries of a standard or scheme as defined in their normative documents.
Semi-announced audit	An audit which is undertaken on an unspecified date, scheduled within a designated period, which is agreed to in advance with the facility/producer. The facility/producer will be informed that an audit will take place during this period but will not be informed of the exact date.
Shadow assessment/audit	An assessment in which an auditor is observed, usually by a client or lead auditor to confirm their competence by demonstrating the application of knowledge and skills to achieve the desired result.
Site	A permanent location where a facility/producer carries out work or activity.
Smallholder	Small size producer. Small size is usually defined by the schemes based on one indicator, or the combination of various indicators, such as number of workers, farm size, yearly production, livestock holdings, revenue etc.
Stakeholder	A person, group or organisation that has interest or concern (actual or perceived) in an organisation. Stakeholders can affect or be affected by the organisation's actions, objectives and policies. Some examples of key stakeholders are creditors, directors, employees, government (and its agencies), owners (shareholders), suppliers, unions, and the community from which the business draws its resources.
Surveillance audit	Audit(s) to assess continued compliance with the specific requirements of a scheme and to verify the validity of an issued certificate.
Suspension	The process by which a certification/accreditation/recognition is temporarily removed due to any actual or suspected breach of one or more of the requirements for certification/accreditation/recognition.
Technical expert	A person who provides specific knowledge or expertise to the audit team.

Unannounced audit	An audit carried out without prior notice to the audited site.
Withdrawal	The process by which a certification/accreditation/recognition is removed due to the failure of addressing the actual or suspected breaches of the requirements for certification/accreditation/recognition.
Witness assessment/audit	<p>An assessment/audit in which an auditor is observed performing a task, or series of tasks by relevant and appropriate organisations, including but not limited to accreditation agencies, NGOs and trade unions, for the explicit purposes of learning, rather than to confirm the competence of the observed auditor.</p> <p>See also: Shadow assessment / /audit</p>

PART III

AI – Social Compliance: Processing/Manufacturing and BI – Social Compliance: Primary Production Scopes

This list contains all terms relevant to the SSCI Benchmarking Process, which can be found in:

- Part III – AI – Social Compliance: Processing / Manufacturing
- Part III – BI – Social Compliance: Primary Production (including Aquaculture)
- Part III – CI – Social Compliance: At-Sea Operations

TERM	DEFINITION
Abuse	<p>Abuse is defined as mistreatment or an attempt to gain power and control the behaviour of another person. It is a misuse of power which makes the victim vulnerable.</p> <p>Different forms of abuse may include:</p> <ul style="list-style-type: none"> • Physical abuse (e.g. pushing, punching, etc.); • Sexual abuse (e.g. forced, unwanted sex); • Verbal abuse (e.g. abusive behaviour involving the use of language like name-calling); • Emotional or Psychological abuse (behaviour that may cause anxiety or depression, e.g. insulting, ridiculing beliefs, race or religion, etc.)
Accident (health & safety)	An incident which has given rise to injury, ill health or fatality..
Averaging of working hours	Averaging of working hours means workers can agree to variations in weekly hours of work, while requiring that a fixed annual total or a weekly average of working hours is reached.
Bribery	The offering, promising or giving of something in order to influence an individual of an organisation in the execution of his/her duties. Bribes can take the form of money, other pecuniary advantages, such as membership in an exclusive club or a promise of a scholarship for a child, or non-pecuniary advantages or benefits, such as favourable publicity.
Bullying	Repeated, health-harming (including physical, psychological, emotional, etc.) mistreatment of one or more persons (the targets) by one or more perpetrators. It is abusive conduct that is threatening, humiliating or intimidating. Bullying can constitute verbal abuse and/or can prevent work from getting done. The person confronted has difficulties in defending him/herself.
Child	Any person less than 15 years of age unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply. If, however, local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO Convention No. 138,

	<p>the lower will apply.</p> <p>Note: The term ‘child’ refers to any person less than 16 years of age within the ASO scope as relevant criteria are based on the minimum age for work referenced in ILO C188 Art 9.</p>
Child labour	Refers to any work by a child or young person, younger than the age of 15 or below the minimum work age required by law, if such age is above 15, which does not comply with the provisions of the relevant ILO standards, or is likely to be hazardous or to interfere with the child's or young person's education, or to be harmful to the child's or young person's health or physical, mental, spiritual, moral or social development.
Coercion	Coercion refers to the act of persuading or convincing someone to do something or to abstain from doing something using force, threats or other unethical means. Coercion deprives that person of the exercise of free will. Examples of coercion may include threatening someone harm if they do not sign a contract or compelling a worker to abstain from trade union activities.
Collective agreement	All agreements in writing regarding working conditions and terms of employment concluded between an employer, a group of employers or one or more employers' organisations, or, in the absence of such organisations, the representatives of the workers duly elected and authorised by them in accordance with national laws and regulations on the other.
Collective bargaining	All negotiations which take place between an employer, a group of employers or one or more employers' organisations, on the one hand, and one or more workers' organisations, on the other, for determining working conditions and terms of employment, regulating relations between employers and workers, and/or regulating relations between employers or their organisations and a workers' organisation or workers' organisations.
Corruption	Corruption involves behaviour on the part of individuals in the private or public sector, whether they improperly and unlawfully enrich themselves, or those close to them, by the misuse of the power entrusted to them.
Debt bondage/Bonded labour	A practice whereby a person is compelled to work as a means of repayment for a debt or any other obligation.
Disciplinary procedure	A formal process of enforcing workplace rules when they have been breached. An employer may administer fines, penalty, punishment or formal official reprimand to an employee for a breach of those workplace rules. The process can include: written warning, hearing, follow up and termination in case of an ongoing breach.
Discrimination	<p>An action or a decision that treats a person or a group negatively for reasons such as their race, age or disability. These reasons are known as grounds of discrimination. Various grounds for discrimination may include gender, age, religion, marital status, race, caste, social background, diseases, disability, pregnancy, ethnic and national origin, nationality, membership in worker organisations including unions, political affiliation, sexual orientation, or any other personal characteristics.</p> <p>This may also include any other distinction, exclusion or preference, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation.</p>

<p>Employment/recruitment agencies</p>	<p>Any natural or legal person, which provides one or more of the following labour market services:</p> <p>(a) services for matching offers of and applications for employment, without the employment agency becoming a party to the employment relationships which may arise therefrom;</p> <p>(b) services consisting of employing workers to make them available to a third party, who may be a natural or legal person which assigns their tasks and supervises the execution of these tasks;</p> <p>(c) other services relating to job seeking, such as the provision of information, that do not set out to match specific offers of and applications for employment.</p>
<p>Equal opportunities</p>	<p>Equal terms and conditions of employment and equal access for all persons to employment, recruitment, compensation, access to training, promotion, termination or retirement without distinction on the grounds of discrimination prohibited by company policy.</p>
<p>Facility</p>	<p>A factory, manufacturing plant or a production plant should be an industrial site, usually consisting of buildings and machinery, or more commonly a complex having several buildings, where workers manufacture goods or operate machines processing one product into another.</p>
<p>Family member</p>	<p>A person's parents, siblings, spouses, children, or an individual related by blood whose close association is an equivalent of a family relationship. It can contain others connected by birth, adoption, marriage, civil partnership, or cohabitation, such as grandparents, great-grandparents, grandchildren, great-grandchildren, aunts, uncles, siblings-in-law, half-siblings, cousins, adopted children and step-parents/step-children, and cohabiting partners.</p>
<p>Forced labour (also referred to as compulsory labour)</p>	<p>All work or services which is exacted from any person under the menace of any penalty and for which the said person has not offered him or herself voluntarily. It includes situations in which persons are coerced to work through the use of violence or intimidation, or by more subtle means such as accumulated debt, retention of identity papers or threats of denunciation to immigration authorities.</p>
<p>Fraud</p>	<p>A deliberate deception to secure unfair or unlawful gain, or to deprive a victim of a legal right. This may include acts of deception, bribery, forgery, extortion, theft, embezzlement, misappropriation, false representation, concealment of material facts and collusion.</p>
<p>Free, Prior and Informed Consent (FPIC)</p>	<p>A specific right that pertains to indigenous peoples and is recognised in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). It allows them to give or withhold consent to a project that may affect them or their territories. Once they have given their consent, they can withdraw it at any stage. Furthermore, FPIC enables them to negotiate the conditions under which the project will be designed, implemented, monitored and evaluated.</p>
<p>Freedom of association</p>	<p>The right of workers and employees to create and join (or to choose not to join) organisations of their choice freely and without fear of reprisal or interference. This includes the right to establish and affiliate to confederations and international organisations.</p>

Freedom of movement	The right of workers to must be able to leave their place of work at the end of a standard workday or shift, come and go freely from places of residence (i.e. dormitories) and the ability to return home where applicable (access to travel documents). This also includes that the workers have appropriate freedom to leave their workstation for specific purposes, such as a washroom break, a hydration break or to access medical attention. Freedom of movement allows a worker to leave the workplace if necessary (e.g. in case of danger or threat to their person). Examples of restriction on freedom of movement may include practices as locking the workplace door from the outside, denying washroom breaks, retention of passports or valuable possessions.
Grievance mechanism	The channel of communication (and associated processes) available to individuals or organisations to report concerns or complaints and address them within a formal process that offers them protection from retribution.
Harassment	A range of unacceptable behaviours and practices, or threats thereof, whether a single occurrence or repeated, that aim at, result in, or are likely to result in physical, psychological, sexual or economic harm, and includes gender-based violence and harassment
Hazardous work/conditions	Any labour that jeopardises the physical, mental or moral well-being of a worker, either because of its nature or because of the conditions in which it is carried out.
Hazardous substances	A substance or mixture of substances which by virtue of chemical, physical or toxicological properties, either singly or in combination, constitutes a hazard.
High Conservation Value Area (HCVAs)	Significant biological, ecological, social and cultural features of our environment, such as endangered species, river banks or archaeological sites
Human rights	Rights and freedoms to which all persons are entitled by virtue of being human beings. These include civil and political rights, such as the right to life, liberty and freedom of expression; and social, cultural and economic rights including the right to participate in culture, the right to food, and the right to work and receive an education. Human rights are protected and upheld by international and national laws and treaties.
Human rights policy	The public expression of a company's commitment to respect internationally recognised human rights standards.
Identity documents/ papers	Any document issued by appropriate authorities which may be used to prove a person's identity. When the identity document/ paper incorporates a person's photograph, it may be called photo ID. Passports are one of the most commonly used identity document/paper in the case of foreign workers.
Incident (health & safety)	A work-related event(s) in which an injury or ill health (regardless of severity) or fatality occurred, or could have occurred.
Indigenous population	Distinct groups of people who satisfy any of the more commonly accepted definitions of indigenous peoples, which consider (among other factors) whether the collective: <ul style="list-style-type: none"> • Has pursued its own concept and way of human development in a given socio-economic, political, and historical context

	<ul style="list-style-type: none"> • Has tried to maintain its distinct group identity, languages, traditional beliefs, customs, laws and institutions, worldviews, and ways of life • Has at one time exercised control and management of the lands, natural resources, and territories that it has historically used and occupied, with which it has a special connection, and upon which its physical and cultural survival typically depends <ul style="list-style-type: none"> • Self-identifies as indigenous peoples • Descends from populations whose existence pre-dates the colonization of the lands within which it was originally found or of which it was then dispossessed
Industry standards	A documented and voluntary standard, norm, or requirement established as being the minimum standard or norm for industry members - either through formal agreement or through emulation of practices established by industry leaders.
Light work	Work performed by a child or young person which is: (a) not likely to be harmful to their health or development; and (b) not such as to prejudice their attendance at school, their participation in vocational orientation or training programmes approved by the competent authority or their capacity to benefit from the instruction received.
Livelihood	The capabilities, assets - both material and social resources - and activities required for a means of living.
Management review	Periodic assessment of the organization's organisation's management system, at planned intervals, to ensure its continuing suitability, adequacy, effectiveness and alignment with the organization's organisation's relevant policies.
Material Safety Data Sheets (MSDS)	A document that contains information on the potential health and environmental effects of exposure and how to work in the safest manner with a chemical product. The MSDS contains much more information than the label and is prepared and provided by the chemical manufacturer/supplier.
Migrant worker	A person who is engaged in a remunerated activity, who has moved to a country, province or region of which he or she is not a native.
Minimum wage	The lowest rate that can be lawfully legally be paid to a worker in a particular, country, area, or industry. Minimum wages can be defined by applicable national legal requirements or by collective agreement.
Monitoring	Regular observation of the status of a system, process or activity to assess compliance with requirements.
National legal requirements	All local, state, provincial, or federal laws, rules, and regulations including laws of the seas, that are applicable to the facility/producer/vessel. It also covers all legally-required licenses, permits, authorisations and legal requirements for migrant workers as applicable to the facility/producer.
Near miss (health & safety)	A work-related event during which injury, ill health, or fatality could have occurred, but did not actually occur in which a worker might have been hurt if the circumstances had been slightly different. It can also be referred as near-hit, close call or dangerous occurrence.
Night work	According to international standards, this includes work between midnight and 5.00 am. National law or practice usually determines which hours may be considered night work.

Occupational disease (health & safety)	A disease contracted as a result of an exposure over a period of time to risk factors arising from work activity.
Occupational Health and Safety system (OSH)	A set of interrelated or interacting elements to establish OSH policy and objectives, and to achieve those objectives.
Occupational injury (health & safety)	Any personal injury, disease or death resulting from an occupational accident.
Overtime	Work performed by an employee or worker in excess of standard working/contracted hours as defined by company rules, job contract, statute, or union (collective) agreement.
Paid leave	Leave from work where a worker is entitled to pay and intended for rest and recreation. Leave may also be granted to a worker for educational purposes for a specified period, with adequate financial entitlements.
Pay rate for production/ quota/piece work	Employment where a worker is paid a fixed price (piece rate) for each unit produced, regardless of the time required.
Personal documents	A document is deemed to be a personal document if it serves the worker to prove his/her identity, allows him/her to work or is important to assure his/her freedom of movement. Some common examples of personal documents may include passports, work permits, landing papers and travel documents. Retention of personal documents may lead to cases of forced labour/ restricted freedom of movement.
Personal Protective Equipment (PPE)	Protective clothing or equipment gear related to the type of work and risks involved, provided to workers where adequate protection against the risk of accident or injury to health, including exposure to adverse conditions, cannot be ensured by other means.
Personal floatation devices (PFD)	A PFD is a piece of equipment designed to be worn on the body and assist a wearer to keep afloat in water. Also referred to as a life jacket, life preserver, life belt, life vest, buoyancy aid or flotation suit.
Personnel	Any person employed by the producer, including permanent, temporary, contracted, or agency workers as well as piece rate, salaried, hourly paid, young workers, part time workers, night workers and migrant workers.
Pesticide	Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant, and any nitrogen stabilizer.
Policy	A statement of purpose or goal which an organisation aims to achieve. This is distinct from 'strategy' which refers to actions to be undertaken to meet goals.
Prison Labour	Any work or service exacted from any person as a consequence of a conviction in a court of law, provided that the said work or service is carried out under the supervision and control of a public authority and that the said person is not hired to or placed at the disposal of private individuals, companies or associations.

Procedure	<p>A defined and repeatable way of carrying out a process or activity. A procedure may or may not be documented. Documented procedures can be very general or very detailed, or anywhere in between.</p> <p>While a general procedure could take the form of a simple flow diagram, a detailed procedure could be a one-page form, or it could be several pages of text. A detailed procedure defines and controls the work that should be done, and explains how it should be done, who should do it, and under what circumstances.</p> <p>In addition, it explains what authority and what responsibility has been allocated, which inputs should be used, and what outputs should be generated.</p>
Protected areas	<p>Clearly defined geographical space, recognised, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values. Protected areas can be public or private biological conservation areas.</p>
Publicly available	<p>Obtainable by any person, without unreasonable barriers of access.</p> <p>Note: Information that is published on an organisation’s website and can be found through a basic and quick search is considered to be publicly available. ‘Available on request’ is not the same as publicly available.</p>
Recruitment fees/ costs	<p>Any fees or costs incurred in the recruitment process in order for workers to secure employment or placement regardless of the manner, timing or location of their imposition or collection</p> <p>Recruitment fees include:</p> <ol style="list-style-type: none"> payments for recruitment services offered by labour recruiters, whether public or private, in matching offers of and applications for employment; payments made in the case of recruitment of workers with a view to employing them to perform work for a third party; payments made in the case of direct recruitment by the employer; or payments required to recover recruitment fees from workers
Remedy/ remediation	<p>The implementation of a systemic change or solution to make an immediate and on-going correction to a non-compliance.</p>
Risk assessment	<p>The process of risk identification, risk analysis, risk criteria and risk evaluation of the chance of something happening that will have an impact on objectives. It is measured in terms of a combination of the probability of an event and the severity of its consequences.</p>
Scheme/Standard	<p>A normative document and other defined normative documents, established by consensus and approved by a body that provide rules, guidelines or characteristics for products or processes or production methods, with which compliance is not necessarily legally mandatory.</p>
Secure storage	<p>A safe and secure facility provided by the employer where workers can safely store their valuables, including passports or other personal documents. Individual lockers in a secure location are provided where workers have unrestricted access to their valuables.</p>
Senior management	<p>A person or persons who have the authority and accountability to develop, implement or amend organisational policies and procedures.</p>

<p>Sexual harassment</p>	<p>Refers to a sex-based behaviour that is unwelcome and offensive to its recipient. Sexual harassment may take two forms:</p> <p>1) Quid Pro Quo, when a tangible benefit - such as a pay rise, a promotion, or even continued employment - is made conditional on the victim acceding to demands to engage in some form of sexual behaviour; or;</p> <p>2) hostile working environment in which the conduct creates conditions that are intimidating or humiliating for the victim.</p> <p>Behaviour that qualifies as sexual harassment:</p> <ul style="list-style-type: none"> - PHYSICAL: Physical violence, touching, unnecessary close proximity - VERBAL: Comments and questions about the appearance, lifestyle, sexual orientation, offensive phone calls - NON-VERBAL: Whistling, sexually-suggestive gestures, display of sexual materials
<p>Standard working hours</p>	<p>The typical value of hours actually worked per a reference period such as one week, over a long observation period of a month, quarter, season or year, which relates to the time that persons in employment spend directly on and in relation to, productive activities; downtime; and resting time during a specified time reference period.</p>
<p>Supply chain</p>	<p>The network of retailers, distributors, transporters, storage facilities, suppliers and production sites that participate in the production, delivery and sale of a particular product or goods.</p>
<p>Terms and conditions of employment</p>	<p>Elements that define the essential aspects of the contract of employment or employment relationship including hours of work, rest, and leave, amount of pay, and premium rates for overtime, housing conditions where applicable, conditions relating to non-employee workers such as temporary agency labour, measures related to health and safety, protective measures for new mothers and women who are pregnant, restrictions on work for minors and equal treatment. These can be determined by national legal requirements, by collective agreement or by individual agreement arrangement with workers.</p>
<p>Threat</p>	<p>An expression of intent to inflict harm, injury or loss to the worker. A threat is considered an act of coercion or intimidation. For example, a threat of retaliation from employer may prevent a worker from joining a trade union or participating in legitimate trade union activities.</p>
<p>Understandable manner</p>	<p>In a language and medium that workers understand and comprehend, including provisions for illiterate or disabled workers.</p>
<p>Valuables/ Valuable possessions</p>	<p>Material which is valuable to the worker either due to its monetary value or its significance to the worker. This may include money, jewellery or any important documents including worker's papers, his/her educational documents, passport etc.</p> <p>Retention of workers' valuable possessions by their employer often results in situations leading to forced labour.</p> <p>See also: personal documents.</p>
<p>Wage</p>	<p>Remuneration in cash and in-kind payments for time worked or work completed, together with remuneration compensation for holidays and other paid leave. This will include overtime payments, bonuses and allowances, but not employer contributions to social security, pension or payment of severance and termination fees.</p>

Worker	Any person who performs work, whether full/part-time, seasonal, temporary, directly for an employer, subcontracted, or as an independent contractor.
Work agreement	<p>A contract of employment, articles of agreement or other similar arrangement. A work agreement would be expected to identify the terms and conditions of work (including but not limited to work and rest periods and remuneration) in an appropriate, verifiable and easily understandable manner.</p> <p>The particulars included in work agreements shall be reflective of the size and structure of the entity and type of vessel(s), its operations and level of risk.</p>
Worker representative	A group or individual appointed to represent workers for the purpose of negotiating with management on such issues as wages, hours, health and safety and working conditions. It is most closely associated with trade unions but also includes various forms of participation by workers, including works councils, committees and individual representatives.
Workers/employee organization	Any labour union or organization of any kind, or any agency or employee representation committee or plan, in which employees participate and which exists for the purpose, in whole or in part, in dealing with employers concerning grievances, labour disputes, wages, rates of pay, hours of employment, employment relationships, or conditions of work.
Working hours	The typical number of hours actually worked per a reference period such as one week, over a long extended observation period of a month, quarter, season or year, which relates to the time that persons in employment spend directly on, and in relation to, productive activities; downtime; and resting time during a specified time reference period.
Workplace	All the places where workers need to be or to go to carry out their work, and which are under the direct or indirect control of an employer.
Work-related accidents, injuries or illnesses	Negative impacts on health arising from exposure to chemical, biological, physical, work-organizational organisational and psychosocial factors at work.
Young worker	Workers who are above the local legal minimum working age, but under the age of 18.

PART III

CI – Social Compliance: At-Sea Operations Scope

This list contains all terms exclusively to the SSCI Part III – CI – Social Compliance: At-Sea Operations Scope.

Employment	For workers in an employment relationship, the determination of the existence of such a relationship should be guided primarily by the facts relating to the performance of work and the remuneration of the worker, notwithstanding how the relationship is characterized in any contrary arrangement, contractual or otherwise, that may have been agreed between the parties.
Entity	The owner of the fishing vessel or another organisation or person, such as the manager, agent or bareboat charterer, who has assumed the responsibility for the operation of the fishing vessel from the owner and who, on assuming such responsibility, has agreed to take over the duties and responsibilities imposed on fishing vessel owners, regardless of whether any other organization or persons fulfil certain of the duties or responsibilities on behalf of the fishing vessel owner
Fishing vessel	Any ship or boat, of any nature whatsoever, irrespective of the form of ownership, used or intended to be used for the purpose of commercial fishing.
Other personnel	Observers, researchers, government employees, pilots and other authorised persons authorised by the entity to carry out work aboard a fishing vessel.
Remuneration	Wages or earnings, however designated or calculated, capable of being expressed in terms of money and fixed by mutual agreement or by national laws or regulations, which are payable in virtue of a written or unwritten contract for work done or to be done
Skipper	The worker having command of a fishing vessel.
Worker	Every person employed or engaged in any capacity or carrying out an occupation on board any fishing vessel on behalf of the entity, including (but not limited to) migratory workers, trainee/apprentices and persons working on board who are paid on the basis of a share of the catch.
Work period	<p>Any established and/or regularly recurring period of work.</p> <p>Except for limitation under applicable national legal requirements, the work period can be of any length, and it need not coincide with the duty cycle or pay period or with a particular day of the week or hour of the day.</p> <p>A fishing vessel owner may have one work period applicable to all workers, or different work periods for different workers or groups of workers.</p>