



Basic Understanding of RBA Requirements (Labor)

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Sep. 2023

Overview of Responsible Business Alliance (RBA)

Overview of RBA

- ✓ Founded in 2004 (EICC)
- ✓ Non-profit coalition of the world's leading electronics companies
- ✓ Purpose
 - improve social, economic, and environmental conditions in the global electronic supply chain through use of a standardized code of conduct.
- ✓ Incorporated in 2007 as an association
 - to ensure greater awareness of the Code, and to expand its adoption across the industry
- ✓ - governed by a Board of Directors that oversees the association's operations, communications, and programs
- ✓ In October 2017, rebranded from EICC to RBA (Responsible Business Alliance)
 - to reflect the expanded influence, capabilities, focus areas and membership of this organization

RBA

Responsible Business Alliance

MEMBERS

More than 200 electronics, retail, auto and toy companies



Reference: Verite Fair Labor Training Material.

The up-to-date RBA members list can be found at <http://www.responsiblebusiness.org/about/members/>

JABIL

RBA Focus Elements/Code – V7.0

Treat Employee with dignity and Respect

1. Freely Chosen Employment (5)
2. Young Workers (4)
3. Working Hours (3)
4. Wages and Benefits (4)
5. Humane Treatment (3)
6. Non-Discrimination/non-harassment (3)
7. Freedom of Association (4)

Uphold the highest standards

1. Business Integrity (1)
2. No Improper Advantage (1)
3. Disclosure of Information (1)
4. Intellectual Property (1)
5. Fair Business, Advertising and Competition.(1)
6. Protection of Identity and non retaliation. (1)
7. Responsible Sourcing of Minerals (1)
- 8.Privacy (1)



A management systems approach drives sustainable solutions

Evaluate and control Exposure to hazards

1. Occupational Safety (4)
2. Emergency Preparedness (6)
3. Occupational Injury & Illness (3)
4. Industrial Hygiene (2)
5. Physically Demanding Work (1)
6. Machine Safeguarding (2)
7. Sanitation, Food , and Housing (3)
8. Health and Safety communication (1)

Protect the Environment

1. Environmental Permits & Reporting. (2)
2. Pollution Prevention and resource reduction. (1)
3. Hazardous Substances. (2)
4. Solid Waste (1)
5. Air Emissions (2)
6. Materials Restrictions (1)
7. Water management (1)
8. Energy Consumption and Greenhouse Gas Emissions (2)

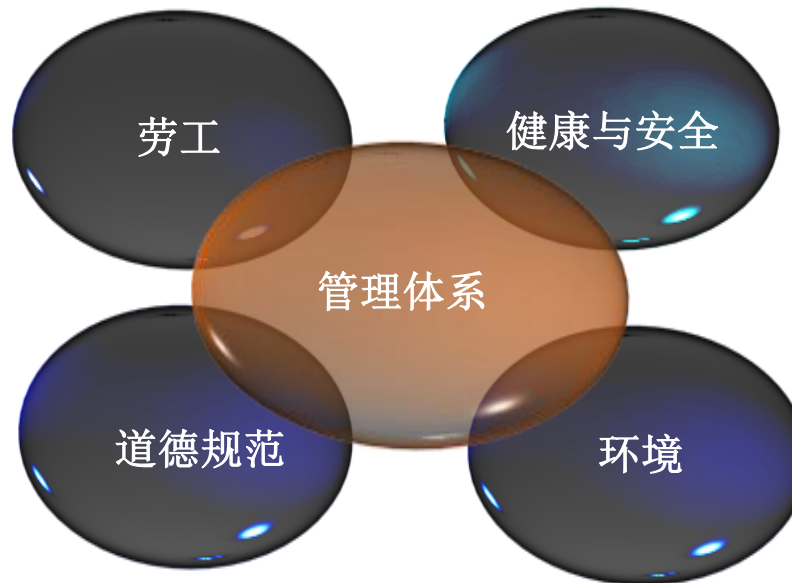
RBA重点内容/守则版本7.0

以尊严和尊重对待员工

- 1) 自由择业 (5)
- 2) 青年工人 (4)
- 3) 工作时间 (3)
- 4) 薪资福利 (4)
- 5) 人道待遇 (3)
- 6) 无歧视、反骚扰 (3)
- 7) 自由结社 (4)

坚持最高的标准,

- 1) 诚信经营 (1)
- 2) 无不正当利益 (1)
- 3) 信息披露 (1)
- 4) 知识产权 (1)
- 5) 公平交易、广告和竞争 (1)
- 6) 身份保护和无报复政策 (1)
- 7) 负责任的矿物采购 (1)
- 8) 隐私 (1)



危害暴露的评估和控制

- 1) 职业安全 (4)
- 2) 应急准备 (6)
- 3) 工伤和疾病 (3)
- 4) 工业卫生 (2)
- 5) 强体力型工作 (2)
- 6) 机器防护 (2)
- 7) 公共卫生、饮食和住宿 (3)
- 8) 健康和沟通 (1)

保护环境

- 1) 环境许可与报告 (2)
- 2) 预防污染和节约资源 (1)
- 3) 有害物质 (2)
- 4) 固体废物 (1)
- 5) 废气排放 (2)
- 6) 材料限制 (1)
- 6) 用水管理 (1)
- 7) 能源消耗和温室气体排放 (2)

管理制度方法推动可持续的解决方案

Requirement For Jabil Suppliers

- **Acknowledge and commit to make all reasonable efforts to comply with the requirement of RBA Code Of Conduct (COC).**
- **Complete RBA Self-assessment Questionnaire and share with Jabil annually.**
- **Accept on-site RBA VAP or CMA audit entrusted by Jabil.**
- **Make all reasonable efforts to remediate nonconformities identified via SAQ and on-site audit.**

ZERO Tolerance Items

Labor

- Child Labor
- Forced Labor
- Bonded Labor
- Inhumane treatment

Health & Safety

- Imminent health and safety issues as defined by VAP
- Imminent environmental risk as defined by VAP

Other

- Falsifying records
- Bribery

Please Note: All Zero Tolerance items require a closure audit (VAP or 3rd Party AMA)

BENEFIT TO FACTORIES

- √ Positive impact on brand name
- √ Easier to recruit talent workers
- √ Cost Saving (reduce hiring cost due to turn over, lawsuit etc)
- √ Improve working conditions and workers satisfaction
- √ Increase moral
- √ Decreases absenteeism
- √ Increase productivity, reduce worker turnover and lower the risk of labor disputes
- √ Better workers management communication and relationship
- √ Early alerts on potential risk and concerns or issues
- √ By leveraging on standardize tools and code of conduct from RBA, it help meet various customer requirements

Freely Chosen Employment

- All Fee or penalties are disclosed to the workers in written form, shall be capped at 60% of 1 month of the workers' gross base wages.
- Contracts with workers are free of clauses or language which entails components of could lead to forced, involuntary prison, indentured, bonded, trafficked or slave labor , must be written in the language that the workers can understand
- Workers are free to leave without any penalty.
- No original personal documents from workers are withheld or safe keep unless it is a must from local law.
- No unreasonable restrictions on the movement of workers and their access to basic liberties such as toilet pass etc

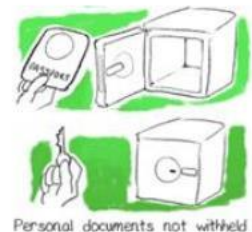
Quiz

Workers mention that the employer keep their passport for safety purpose, they can get back their passport from the employer upon request. Is this conformance with RBA requirement ?

The correct answer is B

A – Yes because it is for safety purpose.

B – No because no original personal documents should be withheld by employer or labor agents.



Young Workers

- Workers are not below the minimum age
- Policy and process to communicate prohibition of child labor, verification of reliable age documents are in place.
- Young workers policy to prevent work that jeopardize the health or safety of these young workers, including night work or overtime are in place.
- Adequate and effective Apprenticeship/Intern/Student Worker employment policies and procedures are in place.



Quiz

Any person under the age of 15 or under the age for completing compulsory education, or under the minimum age of employment in that country, whichever is greater is considered as a

A – Child labor B – Young worker

The correct answer is A

Worker over the minimum age of employment but not yet 18 is a

A – Child labor B – Young Workers

The correct answer is B

Working Hours

- Workers work hours should not exceed 60 hours or the legal limit (whichever is stricter).
- Workers should receive at least one (1) day off in every seven (7) days . Not work continually more than 6 days.
- Policy, procedures to determine, communicate, record , manage and control work hours are in place.
- Workers are allowed to have annual leave, public holidays, sick leave, maternity leave and other legally mandated breaks.

Quiz

The management state that workers work more than 60 hours per week only when customers demand increase. This is only happens once a month. Is this compliance with RBA work hours requirement.

A- Yes, because it is only once a months and only when customers demand increase.

B- No because work hours shall not exceed 60 hours per week except under emergency or unusual circumstances.

The correct answer is B

Is this work hour calendar show compliance with RBA work hours requirement of one day off in every seven days ?

A – Yes B - No

The correct answer is A

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

mean work day

Wages and Benefits

- Workers pay are equal to time work and meet legal wages for regular and overtime hours.
- Workers are pay timely and trained/communicate on wages calculations. Written statement that clearly state the payment and deductions are provided to workers.
- Social insurance scheme and other benefits as required by local law is provided to all workers
- Wages are not deducted or reduced for disciplinary reasons



Quiz

Workers are required to attend daily meeting before start working, but they are required to work extra time to compensate the lost time due to meeting. The company pay workers for the work hours but excluding the meeting time as the management mention that workers are not working during meeting time. Is this compliance with RBA wages and benefits requirements ?

A – Yes because during the meeting, workers just listen and not working

B – No because meeting should be paid at regular wage rates and work extra time should be considered overtime and pay according to overtime rate.

The correct answer is B

Humane Treatment

- The company should prohibit sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse, as well as withdrawal of basic physical comforts provided other workers
- Policies and procedures that humane and fair treatment to workers, prohibiting physical or sexual harassment and abuse in disciplinary actions, provide fair grievance/complaint mechanisms and procedures for workers are in place.
- Disciplinary actions are recorded, consistent with the procedures and reviewed by management

Quiz

Workers state that if they make a mistake, the supervisor will not allow them to take a break including drinking water or go to toilet. Is this humane treatment ?

A – Yes, because they need to be punished due to their mistake

B – No, because denied toilet break or prevent workers to take a break to drink water is a withdrawal of basic physical comforts

The correct answer is B

All workers are clear on company disciplinary process, however, there are no documented policy or procedure or disciplinary record. Is this compliance with RBA requirements ?

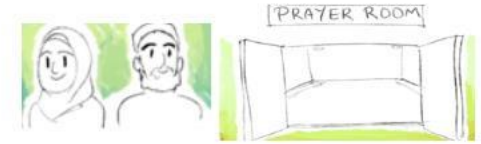
A – Yes, because all workers are clear on the process and procedure.

B – No because there is no written procedure or policy, no records on any disciplinary actions.

The correct answer is B

Non-Discrimination

- Hiring records, promotion records, pay roll, general training and disciplinary records are consistency of company policies and did not show discrimination.
- Adequate and effective policies and procedures that ban discrimination and harassment are in place.
- Reasonable accommodation for religious practices is provided



Note : Potential discrimination criteria included but limited to race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status.



Quiz

Labor agents have a non discrimination clause with the factory. They are required to attend a seminar on the forms of discrimination and how to avoid them. Is this compliant with the RBA requirements ?

A – Yes, but the factory is only responsible for communication of the RBA Standard on discrimination to its service providers.

B – Yes, The factory is required to train its labor agents on non discrimination and applicable non discrimination law.

The correct answer is B

Freedom of Association

Neutrality statement: The employer is responsible for ensuring their workers can exercise their rights to organize in a climate free of violence, pressure, fear, and threats. Employer is not required to take an active role in supporting workers' efforts to associate or organize.

- Workers can form or enroll in a trade union of their own free will
- Legal rights of all workers to peacefully assemble, bargain collectively, or refrain from doing so, are respected
- Unionized workers or worker representatives are treated equally with other workers
- Policy or documentation on not interfere with trade union in the facility are in place.

Quiz

The company's new hire orientation training materials include a statement that freedom of association is respected. No additional information is given. Is this adequate ?

A – No. Freedom of association must be comprehensively covered in orientation training .

B – Yes, Companies are required only to make sure employees know that RBA Code standard on Freedom of Association.

The correct answer is A

Jabil Requirements

- All Jabil suppliers must sign RBA acknowledgement letter
- All Jabil suppliers must response to RBA SAQ from Jabil
- Response to RBA SAQ through RBA ON or Offline Version and share with Jabil as required
- Support RBA audit as required (VAP or CMA)
- Share RBA VAP report and the corrective action with Jabil
- Work on corrective action from VAP or CMA if there is any
- Work on corrective action and provide report to Jabil if there is any allegation report on your company

Summary

From this course, you have learned:

- RBA Elements
- Zero Tolerance Items
- Benefits to Your Facilities
- Freely Chosen Employment
- Young Workers
- Working Hours
- Wages and Benefit
- Human Treatment
- Non Discrimination
- Freedom of Association

Thank You

*Looking forward to a good
business cooperation with you*