

## Inditex

Please, for your reference I am listed the documents that the auditor will review during the audit day:

- Permits, operating licenses.
- Tax ID certificate.
- Contracts of employment. \*Internal and \*External workers.
- Time records evidence. Internal and \*External workers.
- Payroll evidence records. Internal and \*External workers.
- Pay slips evidence. Internal and \*External workers.
- Employer's Social Security payments evidence. Internal and \*External workers.
- Collective Bargaining Agreements (if any)
- Production records.
- Company policies on:
  5. Freedom of Association and Collective Bargaining.
  6. Child Labour.
  7. Wages and Hours of Work.
  8. Discipline and Disciplinary action taken.
  9. Benefits and allowances.
  10. Health & Safety Issues.
  11. Environment.
  12. Disciplinary Records.
  13. Any other policy.
- Inspection Reports regarding health & safety issues, sanitary issues and others matters.
- Machinery inspection/service records.
- Accident and injury records evidence.
- Factory evacuation plan.
- Details of Workers Representation
- Minutes of meetings between management and the Trade Union/workforce representatives.
- Reports of any valid certification processes where applicable (SA8000, ISO9001, ISO14001...).