

SAQ results

Site and company details

Site and company name	Site address	Business type	SAQ completion
PICDA ZC405934727 PICDA ZS406033959	CARRETERA CV-620 KM.17 ALFARRASÍ Spain 46893	Goods provider	100% Submitted Last updated 2024-06-11

Primary site activity	Other site activities	Management controls score
Manufacture of plastics products	Manufacture of other articles of paper and paperboard	2.5

Employees and other workers

	Men	Women	Other gender	Total
Gender	311	45	0	356

Managerial, supervisory and administrative roles

	Men	Women	Other gender	Total
Employees in management positions	4	0	0	4
Administrative staff	2	11	0	13
Supervisors or team leaders	25	3	0	28
				45

Contract types

	Men	Women	Other gender	Total
Permanent workers (employees)	279	44	0	323
Temporary or fixed-term employees	32	1	0	33
				356

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Workers used during high production periods or peak season

	Men	Women	Other gender	Total
Migrant workers	6	4	0	10
Under 15 years old	0	0	0	0
15-17 years old	0	0	0	0
18-24 years old	5	0	0	5
				15

Workers used during normal production periods or low season

	Men	Women	Other gender	Total
Gender	249	45	0	294

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Profile: Profile - Last updated 2024-06-11 03:54 pm GMT

Question	Answer	Comment
Who should be contacted if your clients have any questions about your responses to this questionnaire?	Name: RAQUEL JIMÉNEZ Job title: RESPONSABLE DE RRHH Job category: Human Resource (HR) manager	No comment given
What level of mechanisation best describes the work carried out at this site?	Fair mechanisation / manual labour	No comment given
What is your business ownership type?	Private or shareholder corporation	No comment given

Profile: Audit and certification - Last updated 2024-06-11 03:56 pm GMT

Question	Answer	Comment
When was a third-party ethical or social audit last carried out at this site?	This site has never had a social audit	No comment given
Does this site hold any third-party certifications that address labour standards, human rights, corruption or environmental impact?	Yes, other certification (provide details) Forest Stewardship Council (FSC) Provide details: PEFC	No comment given
Upload a copy or provide a link to the most recent certificate.	CERTF. PEFC ED 8.pdf CERTF. FSC ED 9.pdf	No comment given

Workplace impact: Turnover and absenteeism - Last updated 2024-06-11 03:57 pm GMT

Question	Answer	Comment
Do you record the rate of absenteeism or rate of turnover for your workforce?	Turnover rate Absenteeism rate	No comment given
Based on your most recent records, what was the rate of turnover for workers during that year?	Prefer not to disclose: Prefer not to disclose	No comment given
Based on your most recent records, what was the rate of absenteeism for workers during that year?	Prefer not to disclose: Prefer not to disclose	No comment given

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Workplace impact: Improvement initiatives - Last updated 2024-06-11 03:57 pm GMT

Question	Answer	Comment
Would you like to describe the details of any actions you have taken to improve working conditions at your workplace?	Yes (provide details) Provide details: Servicio fisioterapia gratuito para personas empleadas y convenios con entidades de salud privadas (descuentos en consulta).	No comment given

Management systems: Applicable laws - Last updated 2024-06-11 03:58 pm GMT

Question	Answer	Comment
Has the company received an official notice, fine, prosecution, or withhold release order (WRO) for any non-compliance with legislation, regulation, consent, or permits within the last three years?	No	No comment given

Management systems: Policies and procedures - Last updated 2024-06-11 04:02 pm GMT

Question	Answer	Comment
Does the company have a written commitment that demonstrates its respect for international human rights standards and fundamental rights at work?	Yes, it covers all international human rights	No comment given
Upload a copy or provide a link to the written statement	23. ETI Base code - Spanish.pdf	No comment given
Do you employ someone who is a Human Resources (HR) professional?	Yes, on-site	No comment given
Does the company have written human resources (HR) policies that are communicated to all workers?	Yes, and we review our policies regularly	No comment given
Upload a copy or provide a link to the human resource (HR) policies and/or employee handbook	03. IT RH0001_20_NORMATIVA INTERNA EMPRESA mod F.doc MANUAL DE BIENVENIDA Rev.2.docx	No comment given

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Management systems: Policies and procedures - Last updated 2024-06-11 04:02 pm GMT

Question	Answer	Comment
Is there a senior manager or business owner accountable for ensuring the standards detailed in these policies are applied?	Yes	No comment given
Is there an executive or someone at board level accountable for ensuring the standards detailed in these policies are applied?	Yes	No comment given
How do you ensure supervisors and team managers understand and apply these policies?	All new supervisors and managers receive training on our company's policy and procedures	No comment given
Are supervisors and team managers trained in how to identify, handle and report instances of worker exploitation?	Yes	No comment given

Management systems: Human rights - Last updated 2024-06-11 04:02 pm GMT

Question	Answer	Comment
Has the company committed to a human rights due diligence approach in line with the UN Guiding Principles on Business and Human Rights (UNGPs)?	Yes	No comment given
If yes, have you assessed how the company could improve its approach to human rights due diligence?	No	No comment given

Management systems: Local community - Last updated 2024-06-11 04:02 pm GMT

Question	Answer	Comment
Could anything that the company does at this site have a negative effect on the rights, lands, resources, territories, livelihoods or food security of indigenous peoples or the local community?	We have not carried out this assessment	No comment given

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Management systems: Conflict minerals - Last updated 2024-06-11 04:02 pm GMT

Question	Answer	Comment
Do you import or sell any goods to your customers (buyers) that contain tin, tantalum, tungsten, gold or mercury?	No	No comment given

Management systems: Small scale producers - Last updated 2024-06-11 04:02 pm GMT

Question	Answer	Comment
Do you have small-scale producers in your supply chain?	No	No comment given

Freely chosen employment: Policies and procedures - Last updated 2024-06-11 04:03 pm GMT

Question	Answer	Comment
Do you have a detailed policy on modern slavery, including forced labour and involuntary prison labour, that is communicated to all workers?	Yes	No comment given
Is it possible for a worker to leave your employment when their contract expires, or if they give notice within a period of time detailed in their contract?	Yes, without paying a fee	No comment given
What happens with the identity documents of workers?	Photocopies of identity documents are kept on file. Workers keep the originals in their possession	No comment given

Freely chosen employment: Modern slavery risk assessment - Last updated 2024-06-11 04:03 pm GMT

Question	Answer	Comment
Have you assessed if modern slavery is a risk within your workforce or the workforce of your suppliers, subcontractors or business partners?	We have carried out this assessment but have not identified any risks	No comment given

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Freely chosen employment: Prison labour - Last updated 2024-06-11 04:04 pm GMT

Question	Answer	Comment
Do you use any workers who are prisoners?	No	No comment given

Freely chosen employment: Recruitment and hiring - Last updated 2024-06-11 04:04 pm GMT

Question	Answer	Comment
What training is available to staff whose job it is to recruit, hire and select workers?	Company policies and procedures on recruitment, selection, and hiring	No comment given
What is the company's approach to recruiting, selecting and hiring workers?	Workers are recruited, selected and hired directly by our company	No comment given

Freely chosen employment: Labour provider management - Last updated 2024-06-11 04:05 pm GMT

Question	Answer	Comment
How many labour providers do you use?	0	No comment given

Freely chosen employment: Recruitment of migrant workers - Last updated 2024-06-11 04:04 pm GMT

Question	Answer	Comment
Do you or any labour providers recruit workers who will need to move from another country to work for you?	No	No comment given
Do you or any labour providers recruit workers who will need to migrate within your country to work for you?	No	No comment given

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Freely chosen employment: Recruitment fees and costs - Last updated 2024-06-11 04:05 pm GMT

Question	Answer	Comment
How much do you or any labour provider charge workers who start working for the company?	Workers are not required to pay fees or deposits of any kind	No comment given
What fees and expenses are migrant workers expected to pay during the recruitment and employment process?	Not applicable - We do not use any migrant workers	No comment given

Freely chosen employment: Entitlement to work - Last updated 2024-06-11 04:06 pm GMT

Question	Answer	Comment
How do you ensure that all workers have the legal right to work in your country?	Copies of documentation are reviewed by our company Our labour recruiter is responsible for obtaining and verifying the necessary documentation	No comment given

Freedom of association: Workplace dialogue - Last updated 2024-06-11 04:32 pm GMT

Question	Answer	Comment
Are all workers free to form and join a trade union of their choice?	Yes	No comment given
Do you recognise any trade unions in your workplace?	Yes, free and independent union Yes, company union	OSCAR IBORRA: CCOO Y UGT
What percentage of workers are union members?	Select an amount or select I don't know: 6	No comment given
What percentage of workers are covered by collective bargaining agreements?	I don't know	No comment given

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Freedom of association: Workplace dialogue - Last updated 2024-06-11 04:32 pm GMT

Question	Answer	Comment
How do you protect the rights of trade unions in the workplace?	<p>Union representatives have access to the workers in the workplace</p> <p>We do not try to interfere with, manipulate, or control the union</p> <p>Workers are free to meet without management present</p> <p>We do not punish, threaten, intimidate, or harass workers for joining a union or engaging in union activities</p>	No comment given

Freedom of association: Industrial action - Last updated 2024-06-11 04:41 pm GMT

Question	Answer	Comment
Has there been any industrial action, such as strikes, in the last two years?	No	No comment given

Health and safety: Health and safety management - Last updated 2024-06-11 04:10 pm GMT

Question	Answer	Comment
Do you have someone within the company who is responsible for health and safety?	Yes, qualified safety officer	No comment given
Do you have a valid, in-date ISO 45001 health and safety management system certificate?	No	No comment given
What measures do you have in place to manage health and safety risks at this site?	<p>Compliance with the requirements of local and national laws related to health and safety standards</p> <p>A written health and safety policy document that is communicated to all workers</p> <p>A health and safety management system</p> <p>Health and safety performance objectives that are measured</p>	No comment given

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Health and safety: Health and safety management - Last updated 2024-06-11 04:10 pm GMT

Question	Answer	Comment
Upload a copy or provide a link to the health and safety policy document.	14. Politica PRL firmada.pdf	No comment given
What measures do you have in place to protect the health and safety of workers at this site?	<p>A health and safety committee that includes both employee and management representatives</p> <p>Health and safety risk assessments</p> <p>Formal accident and injury investigations</p> <p>Following accidents, we put improvement plans in place to reduce the risk of them happening again</p> <p>Accessible first aid boxes in all areas of the site that are checked regularly</p> <p>A trained first aider on every shift</p> <p>Regular health and safety training for all workers</p> <p>Health and safety training for new or reassigned workers</p> <p>A surveillance process (that is compliant with local and national laws) for monitoring workers' health</p>	No comment given
Did your health and safety risk assessment identify any workplace hazards that are a high risk?	No	No comment given
What measures do you have in place to ensure workers are prepared for an emergency?	<p>A documented procedure for emergency evacuation at this site</p> <p>Evacuation maps are located throughout the site</p> <p>Regular emergency evacuation procedure drills (such as fire drills)</p> <p>Emergency alarms (such as fire) that can be heard in all internal areas of the site</p> <p>Regular testing of emergency alarms</p> <p>Properly designed, maintained, and marked emergency exits to enable a quickly and safely evacuation for all workers</p>	No comment given

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Health and safety: Health and safety management - Last updated 2024-06-11 04:10 pm GMT

Question	Answer	Comment
What fire fighting equipment do you have in place?	At least the minimum legal number of fire equipment (alarms, extinguishers, etc) on site Clear operating instructions for all fire equipment	No comment given
What measures do you have in place to ensure workers use the personal protective equipment (PPE) that they need to do their job safely?	PPE is provided for all workers PPE usage is enforced in the workplace PPE is available to workers of all sizes PPE is available free of charge or on deposit	No comment given

Health and safety: Machinery and site vehicles - Last updated 2024-06-11 04:10 pm GMT

Question	Answer	Comment
Do workers operate high risk or heavy machinery or vehicles as part of their jobs?	No	No comment given

Health and safety: Hazardous materials - Last updated 2024-06-11 04:11 pm GMT

Question	Answer	Comment
Do workers handle or have access to hazardous materials, such as chemicals, pesticides, or fertilisers?	No	No comment given

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Health and safety: Housekeeping and hygiene - Last updated 2024-06-11 04:11 pm GMT

Question	Answer	Comment
What workplace facilities do you provide and how are they maintained?	<p>Regular cleaning and tidying of the workplace to help minimise risk of accidents</p> <p>Unlimited access to clean drinking water during working hours</p> <p>Access to toilets at any time during working hours</p> <p>Adequate toilet facilities for all workers</p> <p>Separate toilets for men and women</p> <p>Adequate privacy is provided in the toilets, including floor to ceiling partitions and lockable doors</p> <p>Regular cleaning and maintenance of the toilets and surrounding area</p> <p>Adequate hand washing facilities in the toilet area (such as soap and running water)</p> <p>Clean facilities for the safe storage of food</p>	No comment given

Health and safety: Collective transport - Last updated 2024-06-11 04:11 pm GMT

Question	Answer	Comment
If applicable, what measures do you have in place to ensure transport provided to workers is safe?	Not applicable	No comment given

Living accommodation: Accommodation management and standards - Last updated 2024-06-11 04:11 pm GMT

Question	Answer	Comment
Who is responsible for organising accommodation for migrant workers?	Not applicable	No comment given

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Children and young workers: Children and young workers - Last updated 2024-06-11 04:12 pm GMT

Question	Answer	Comment
Have you ever found workers at this site that were under the minimum legal working age?	No	No comment given
What have you included in your policy on child labour and young workers?	Under 18s can only be employed under specific conditions and undertake specific types of work Under 18s are prohibited from working at night Under 18s are prohibited from working in hazardous conditions Under 18s are prohibited from working overtime or more hours than allowed by law	No comment given
What measures do you have in place to verify the age of workers prior to hiring?	Identification documents are verified prior to hiring	No comment given

Wages: Wages - Last updated 2024-06-11 04:13 pm GMT

Question	Answer	Comment
What is the basic wage you pay your workers?	Wages are defined by a legally recognised collective bargaining agreement (CBA)	No comment given
How do you explain to your workers how their total pay is calculated?	Workers are provided with detailed pay slips in a language they understand Workers are free to ask Finance or HR if they have a question	No comment given
Do you use digital payment methods (i.e. money paid directly into a bank account) to pay workers?	Yes, we use only digital payments	No comment given
What percentage of their pay does a worker receive as 'payment-in-kind' benefits?	None	No comment given

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Wages: Benefits - Last updated 2024-06-11 04:13 pm GMT

Question	Answer	Comment
What benefits and insurances do workers receive?	Work accident insurance Government-required social insurance for disability, unemployment, health care, etc. Sickness/illness leave Annual leave/vacation Maternity leave Paternity leave	No comment given

Wages: Deductions - Last updated 2024-06-11 04:13 pm GMT

Question	Answer	Comment
What deductions are made to worker's wages?	Government taxes	No comment given

Wages: Living wages - Last updated 2024-06-11 04:14 pm GMT

Question	Answer	Comment
Have you reviewed your workers total pay including benefits and compared it with a 'living wage' to calculate your 'living wage gap'?	No, we have not carried out this review	No comment given

Working hours: Working hours - Last updated 2024-06-11 04:14 pm GMT

Question	Answer	Comment
Excluding overtime, what are the regular working hours per week for workers at this site?	Fewer than 40 hours	No comment given
Including overtime, what is the average number of working hours per week for full-time workers at this site?	48 hours or fewer	No comment given

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Working hours: Working hours - Last updated 2024-06-11 04:14 pm GMT

Question	Answer	Comment
In the past year, what was the maximum number of hours worked in a single week, including overtime, for any worker at this site?	48 hours or fewer	No comment given

Working hours: Overtime - Last updated 2024-06-11 04:15 pm GMT

Question	Answer	Comment
Do all your workers have the right to refuse to work overtime?	We do not offer overtime	OSCAR IBORRA: Cambio día descanso (u horas).

Working hours: Rest - Last updated 2024-06-11 04:15 pm GMT

Question	Answer	Comment
How many rest days do you ensure your workers take?	At least one day (24 consecutive hours) off every 7 days	No comment given
Do workers take rest or meal breaks during a shift?	Workers receive legally required rest/meal breaks Workers can take informal breaks (to go to the toilet, drink water, pray etc.) Appropriate rest facilities are provided	No comment given
How many hours of continuous rest do workers take in between shifts?	More than 12 hours	No comment given

Working hours: Feedback - Last updated 2024-06-11 04:16 pm GMT

Question	Answer	Comment
Do you have any feedback on how customers can improve their purchasing practices and help you reduce overtime and/or pay a living wage?	Not applicable	No comment given

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Discrimination: Non-discrimination - Last updated 2024-06-11 04:17 pm GMT

Question	Answer	Comment
What measures have you taken to ensure the principles of non-discrimination are being adopted by your business?	Commitment from senior management to equal employment and workplace diversity Training of those involved in recruitment and selection Training of supervisors and managers to encourage action against discrimination Ongoing campaigns to combat stereotypes	No comment given
Do any workers receive less favourable treatment than others (for example, they receive lower pay) because of any particular characteristics?	No	No comment given
Do you or any labour providers organise health checks during recruitment to avoid hiring workers with certain health issues or medical conditions?	No	No comment given

Discrimination: Gender equality - Last updated 2024-06-11 04:17 pm GMT

Question	Answer	Comment
What actions are taken to ensure gender equality and women's empowerment?	A written statement is communicated to workers A committee or individual is responsible for the implementation, monitoring, and evaluation of measures that promote gender equality and women's empowerment A gender equality plan that is available to workers Collection and analysis of gender-disaggregated data about your workforce	No comment given

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Regular employment: Regular employment - Last updated 2024-06-11 04:17 pm GMT

Question	Answer	Comment
Do all workers have a written contract or other binding agreement that specifies the terms and conditions of employment, in a language the worker can understand?	Yes	No comment given

Regular employment: Subcontracting - Last updated 2024-06-11 04:17 pm GMT

Question	Answer	Comment
Do you outsource ('subcontract') any part of a customer contract to another company?	Not applicable	No comment given

Regular employment: Supply chain - Last updated 2024-06-11 04:23 pm GMT

Question	Answer	Comment
What measures do you have in place to ensure your suppliers or subcontractors meet required labour standards?	A Code of Conduct that is communicated to suppliers A Code of Conduct that is communicated to subcontractors	No comment given
Upload a copy or provide a link to your Code of Conduct.	COMUNICACION PLAN IGUALDAD EMPRESAS PROVEEDORAS.docx	No comment given

Discipline and grievance: Discipline - Last updated 2024-06-11 04:23 pm GMT

Question	Answer	Comment
Do you have a detailed disciplinary procedure and policy document that is communicated to all workers?	Yes, and we train managers on the policy and procedures	No comment given

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Discipline and grievance: Grievance - Last updated 2024-06-11 04:24 pm GMT

Question	Answer	Comment
Do you have a formal process for workers to report concerns, complaints, or problems ('grievance mechanism')?	The grievance process is available to all workers	No comment given

Discipline and grievance: Violence and harassment - Last updated 2024-06-11 04:24 pm GMT

Question	Answer	Comment
What measures are in place to prevent violence and harassment, including sexual harassment?	Workers are trained on the topic of respectful behaviour, violence, and harassment Supervisors and managers are trained on the topic of respectful behaviour, violence, and harassment	No comment given

Environment: Applicable laws - Last updated 2024-06-11 04:24 pm GMT

Question	Answer	Comment
Has the company received an official notice, fine, or prosecution for any non-compliance with environmental legislation, regulation, consent, or permits within the last three years?	No	No comment given

Environment: Environmental management system - Last updated 2024-06-11 04:25 pm GMT

Question	Answer	Comment
Do you have someone within the company who is responsible for environmental compliance and management?	Yes, other (provide details) Provide details: Consultoría de soporte al técnico de calidad	No comment given
What measures do you have in place to manage the environmental impact of your operations?	Compliance with the requirements of local, national, and international laws related to environmental standards A waste management system	No comment given

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Environment: Client requirements - Last updated 2024-06-11 04:25 pm GMT

Question	Answer	Comment
Do you know what the environmental requirements are for your end clients?	Yes, but for only our most important end clients	No comment given
What measures do you have in place to ensure you comply with your end clients' environmental requirements?	A third party reviews our performance against clients' requirements	No comment given

Environment: Climate change - Last updated 2024-06-11 04:26 pm GMT

Question	Answer	Comment
Do you engage with your clients, suppliers or other partners on climate-related issues?	Yes, with one or more of our clients	No comment given
Do you have targets to manage climate related risks and opportunities and measure your performance against targets?	No	No comment given

Business ethics: Applicable laws - Last updated 2024-06-11 04:26 pm GMT

Question	Answer	Comment
Has the company received an official notice, fine, or prosecution for any non-compliance with business ethics legislation, regulation, consent, or permits (within the last three years)?	No	No comment given

Business ethics: Policies and procedures - Last updated 2024-06-11 04:27 pm GMT

Question	Answer	Comment
Do you have someone within the company who is responsible for business ethics compliance and management?	Yes, other (provide details) Provide details: RESPONSABLE RRHH	No comment given

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Business ethics: Policies and procedures - Last updated 2024-06-11 04:27 pm GMT

Question	Answer	Comment
What measures do you have in place to manage business ethics risks within your business?	Compliance with the requirements of local, national, and international laws related to bribery, corruption, and other business ethics issues Training for employees in higher-risk positions such as management, finance, purchasing, and logistics on our business ethics policy	No comment given
