

Ethicmatch's AUDIT PROCEDURE

Tools and Guidelines to Consultants

Foreword

- **Ethicmatch's Audit about SA is not a formal audit**
- It wants simply verify that enterprises and companies have the minimal conditions to enable mutual business on ethical basis

Summary table

- Ethicmatch's SA audit is placed at the level 3 of the path toward SA8000, concerning an external verification of the ethical entrepreneurial code of conduct



Stage	Rules	Application	Involved
4 Social Audit to prepare SA8000	ISO 14001, EMAS, SA8000, OHSAS 18001	Audit of conformity	<ul style="list-style-type: none"> Internal: managers and sales manager. External Certified Auditor
3 External Audit	Enterprise's code of conduct	Audit of purposes	<ul style="list-style-type: none"> Internal: managers and sales manager. External skilled consultants
2 Company	Management and Customer internal rules	Auto-diagnosis	<ul style="list-style-type: none"> Internal: managers and sales manager.
1	Current procedures internal and external	Internal decisions	<ul style="list-style-type: none"> Managers

The steps

Ethicmatch's Audit has two steps:

- 1. Desk Interview.** For each company interested in the project
- 2. On-site Visit Verification.** Second party audits for companies to be involved in the face-to-face matchmaking event

The tools

Download here the two forms to use for each SA Audit:

Audit		Submit	Document - Download
1	DESK INTERVIEW	To each company involved in the project	<u>SA_AUDIT_01_desk_interview</u>
2	ON-SITE VISIT	To companies ask to be involved in face-to-face matchmaking event	<u>SA_AUDIT_02_on-site_verification</u>