



## **ECOVADIS LABOUR & HUMAN RIGHTS COMPLIANCE TRAINING**



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

**Course Title:** EcoVadis Labour & Human Rights Compliance Training

**Course Validity:** 1 Day

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION:**

This training provides participants with essential knowledge on labour and human rights expectations under the EcoVadis sustainability rating system. It explains the assessment criteria, documentation requirements and industry best practices related to fair labour conditions, ethical recruitment and worker protection. Participants will learn how to strengthen policies, improve practices, ensure compliance with legal requirements and enhance EcoVadis performance in the Labour & Human Rights theme.

## **OBJECTIVE(S):**

- Understand EcoVadis Labour & Human Rights assessment criteria
- Learn legal and ethical standards related to labour practices
- Strengthen capability in preparing required evidence and documentation
- Improve awareness of fair recruitment, working conditions and worker protection
- Identify gaps and risks related to labour and human rights compliance
- Support organisations in aligning practices with global ESG expectations
- Enhance performance in EcoVadis Labour & Human Rights scoring
- Build readiness for customer-driven sustainability compliance

**TARGET GROUP(S):**

- HR, administration & labour relations personnel
- ESG, compliance & sustainability teams
- Procurement, supply chain & vendor management staff
- Operations, production & facility management teams
- Organisations preparing for EcoVadis assessments

**ENTRY REQUIREMENT(S):**

- Able to read, write and communicate in Malay/English

**TOPIC(S):**

1. Introduction to EcoVadis Labour & Human Rights Criteria
2. Legal & Ethical Labour Standards and Requirements
3. Policies, Procedures & Documentation for Compliance
4. Fair Recruitment, Working Conditions & Worker Welfare
5. Grievance Mechanisms, Freedom of Association & Non-Discrimination
6. Identifying Labour Risks, Nonconformities & Improvement Needs
7. Strengthening Labour & Human Rights Practices Across Operations
8. Preparing for Customer, Buyer & EcoVadis Requirements

**LIST OF REFERENCE BOOK(S):**

- EcoVadis Methodology & Labour Expectations
- International Labour Organization (ILO) Conventions
- Local Labour Law & Employment Act References
- Human Rights & Ethical Recruitment Best Practices

**LIST OF TEACHING AID(S):**

- LCD projector
- Computer
- Whiteboard with accessories

**METHODOLOGY(S):**

- Lecture
- Case studies
- Group discussions
- Documentation review exercises
- Practical compliance assessment workshops

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: EcoVadis Labour & Human Rights Criteria
9:45 am – 10:30 am	Topic 2: Legal & Ethical Labour Standards
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Policies, Procedures & Documentation
11:30 am – 12:30 pm	Topic 4: Fair Recruitment & Worker Welfare
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Grievance Mechanisms & Non-Discrimination
2:30 pm – 3:30 pm	Topic 6: Identifying Labour Risks & Nonconformities
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Group Exercise: Labour & Human Rights Compliance Plan / Final Review