# Human Rights Due Diligence Committee

# Terms of reference

## Purpose

The purpose of the Human Rights Due Diligence Committee is to coordinate and implement the due diligence activities set out in the HRDD Policy Commitment, with management support.

The leader of the HRDD Committee is […………………………], the manager responsible for human rights due diligence.

## Membership statement

I confirm that I have been selected as a member of the Human Rights Due Diligence Committee, and that I have received the required training to perform my tasks.

I commit to respecting human rights and ensuring that women and men enjoy the same rights, responsibilities, and opportunities in our business.

Name: ………………………………… Signature: …………………………………

Name: …………………………… Signature: …………………………………

Name: ………………………………… Signature: …………………………………

Name: ………………………………… Signature: …………………………………

Name: ………………………………… Signature: …………………………………

## Committee tasks

### Membership

* All committee members receive training on human rights and HRDD tasks,
* HRDD tasks are assigned to committee members,
* Women and men share equally in responsibilities and meaningful roles on the committee (25-50% of members are women),
* Action is taken to encourage and support women to join the HRDD committee,
* The gender equality member promotes a gender sensitive approach in the committee.

### HRDD tasks

* Adopt policy on human rights and make it publicly and easily available,
* Conduct annual awareness raising with management, and staff, and all members,
* Promote a gender sensitive approach in all HRDD activities,
* Identify external stakeholders who may support HRDD activities,
* Identify persons or groups who are more vulnerable to human rights impacts,
* Implement HRDD activities in coordination with management,
* Report regularly to management on progress.

## Committee records

Use this checklist to record this information about committee members:

* HRDD tasks assigned to members,
* Number of women and men in the committee,
* Members have received training.

Agree clear responsibilities for each member, based on skills and capabilities. Members can be responsible for more than one activity or share responsibilities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee HRDD tasks** | **Name** | **Gender** | **Training received** |
| Policy |  |  |  |
| Gender equality |  |  |  |
| Training  |  |  |  |
| Awareness raising |  |  |  |
| Risk assessment  |  |  |  |
| Mitigation measures |  |  |  |
| Monitoring |  |  |  |
| Grievance mechanism  |  |  |  |
| Remediation measures |  |  |  |
| Reporting |  |  |  |
| Identifying vulnerable groups |  |  |  |
| Identifying external stakeholders |  |  |  |