The purpose of this Assessment is to identify the potential human rights-related risk as the result of MDC activities. The Assessment questions will require you to identify:

- Low risk activities
- High risk activities

A low risk identification means that there is a low human rights-related risk with respect to that activity and further action may not be necessary or that a limited and manageable response action may mitigate or eliminate the risk.

A high risk, on the other hand, suggests that further inquiry or action may be needed in order to mitigate potential human rights-related risk. In the case of an identified risk, one or more of the following actions could be taken:

- Perform the action suggested in the assessment question.
- Obtain further information about the subject matter before determining next steps.
- Contact internal subject matter experts (SME) (e.g., Global Workplace Rights, Legal, Environmental, etc.) for further guidance on addressing the situation.
- Engage MDC in activity

More information is available at:

This human rights self-assessment tool focuses on the principal indicators of potential human rights impact. The questions are not exhaustive and local conditions may require examination and remediation of additional factors.
The Micro Distribution Center (MDC) model helps service small-scale retail outlets located in dense urban areas where truck delivery is not efficient and where smaller, more frequent deliveries are required. MDCs have created jobs, promoted entrepreneurship and strengthened local economies. By 2011, more than 2,800 small distribution businesses had been formed, creating direct employment for more than 13,000 people in East Africa.

This model has provided an opportunity for many entrepreneurs to become business owners and to, in turn, hire other workers. Despite the small scale of many of these workplaces it is important to uphold the values of The Coca-Cola Company and to respect human and workplace rights. This checklist is intended to help MDC operators support positive work environments and mitigate risks associated with the safety and wellbeing of their workforce. For example, respecting work hour restrictions helps ensure the workforce can remain satisfied and productive; maintaining a clean workplace helps protect workers and the product.

For greater detail on the implementation of Supplier Guiding Principles, please visit: http://www.coca-colacompany.com/our-company/supplier-guiding-principles

### The Human Rights Due Diligence Assessment

**Business and Employee Records**

1. Are records kept for permanent and commissioned workers (payroll, timescards, age documentation, training records)?
   - YES ☑
   - NO ☑
   - ☐
   - ☑ Non-compliant

2. Does MDC managers verify the age of workers and communicate age restrictions for assistants?
   - YES ☑
   - NO ☑
   - ☐
   - ☑ Non-compliant

**Wages and Hours of Work**

3. Are minimum wage laws respected with respect to all workers? Are permanent and commissioned workers paid the same for regular and overtime work?
   - YES ☑
   - NO ☑
   - ☐
   - ☑ Non-compliant

4. Do workers get paid for all time worked (offloading, reconciling sales, etc.)? Are mandated social benefits provided (social security, workers’ compensation)?
   - YES ☑
   - NO ☑
   - ☐
   - ☑ Non-compliant

5. Does MDC refrain from deducting worker wages for lost product (accidents/breakages) or otherwise causing workers to be indebted?
   - YES ☑
   - NO ☑
   - ☐
   - ☑ Non-compliant

6. Do workers receive pay slips clearly stating hours worked and wages earned?
   - YES ☑
   - NO ☑
   - ☐
   - ☑ Non-compliant

7. Are statutory hours of work, overtime and rest day requirements complied with?
   - YES ☑
   - NO ☑
   - ☐
   - ☑ Non-compliant

**Health and Safety:**

8. Do workers receive health and safety training and functional personal protective equipment (reflective vests, safety shoes, gloves for sorting, etc.)?
   - YES ☑
   - NO ☑
   - ☐
   - ☑ Non-compliant

9. Is safety equipment functional and safe (brakes, handles, reflectors, etc.)?
   - YES ☑
   - NO ☑
   - ☐
   - ☑ Non-compliant

10. Are workers’ loads within weight limits?
    - YES ☑
    - NO ☑
    - ☐
    - ☑ Non-compliant

11. Are first aid kits available and stocked?
    - YES ☑
    - NO ☑
    - ☐
    - ☑ Non-compliant

12. Is the MDC prepared for a fire or other emergency?
    - YES ☑
    - NO ☑
    - ☐
    - ☑ Non-compliant

13. Are cases stacked to acceptable height to avoid falling? Are aisles clear?
    - YES ☑
    - NO ☑
    - ☐
    - ☑ Non-compliant

14. Are containers properly ventilated?
    - YES ☑
    - NO ☑
    - ☐
    - ☑ Non-compliant

**Other Potential Issues**

15. Does the MDC prohibit verbal or physical abuse and harassment?
    - YES ☑
    - NO ☑
    - ☐
    - ☑ Non-compliant

16. Do workers have a mechanism to express grievances?
    - YES ☑
    - NO ☑
    - ☐
    - ☑ Non-compliant