|  |  |
| --- | --- |
| Management no. |  |

To <<Name>>, Head of Audit Dept.

<<Own company name / dept. name >>

<<Name>> <<Affiliation>>

<<Auditee organization/dept. name>> seal

Human Rights Audit Improvement Report

We hereby report on improvement measures taken in response to the improvement instructions, and the results of those measures, as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| Audit overview | | | |
| Audit date and time | | From : to : on \_\_\_\_\_\_\_\_\_\_ (date) | |
| Scope of audit | |  | |
| Improvement instructions (Report on Human Rights Improvements is not required for “recommended improvements”) \*Please add fields as necessary. | | | |
| Instruction no. | Improvement instructions | | Result of improvement measures or improvement plan |
| NO. 1  Rank: |  | |  |
| NO. 2  Rank: |  | |  |
| Remarks | | | |
|  | | | |

Audit Dept. confirmation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reception date | ( ) YY ( ) MM ( ) DD | | | |
| Confirmation result | □ Approved | □ Not approved | □ Other (　　　　　) | |
| Comment: | | | |
| Confirmation date | ( ) YY ( ) MM ( ) DD | | | |
| Head of Audit Dept. |  | | | seal |

Rank: Not conformed (severe): Items that require immediate improvement

Not conformed (minor): Items that should be improved, but do not require immediate improvement

Recommendation for improvement: Items that may develop into directions for improvement if left unaddressed