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

To <<Representative of the auditee>>

<<Company name / dept. name>>

<<Name>>, Head of Audit Dept.

<<Own company name / dept. name>> seal

Human Rights Audit Improvement Instructions

As a result of a human rights audit, we have determined that the following items require improvement.

Therefore, we ask that you take measures to improve these items and submit a “Report on Human Rights Improvements.”

|  |  |  |  |
| --- | --- | --- | --- |
| Audit overview | | | |
| Audit date and time | From : to : on \_\_\_\_\_\_\_\_\_\_ (date) | | |
| Scope of audit |  | | |
| Audit category | □ New audit | □ Regular audit | □ Other (　　　　　) |
| Lead auditor | <<Affiliation>> <<Name>> | | |
| Improvement instructions (Report on Human Rights Improvements is not required for “recommended improvements”) \*Please add fields as necessary. | | | |
| NO. 1  Rank: | Item: | | |
| Overview: | | |
| NO. 2  Rank: | Item: | | |
| Overview: | | |
| NO. 3  Rank: | Item: | | |
| Overview: | | |
| Remarks | | | |
|  | | | |

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