

**PART III**

**Certificate of Excellence in Social Dialogue for Industrial Reconciliation - 2026**

Serial No

**Evaluation Form**

(For office use only)

Sector	Scale		
	Small Scale	Medium Scale	Large Scale
Plantation Sector	Number of employees 0 - 250	Number of employees 251 – 500	Number of employees more than 500
Manufacturing Sector	Number of employees 0 - 250	Number of employees 251 – 500	Number of employees more than 500
Service Sector	Number of employees 0 - 50	Number of employees 51 – 250	Number of employees more than 250
Garment Sector	Number of employees 0 - 250	Number of employees 251 – 500	Number of employees more than 500

(Please put mark “√” in the relevant cage.)

**Details on Applicants**

- 01. Name of the institution :**
- 02. Address of the institution :**
- 03. Number of employees :**
- 04. E.P.F. Number :**

**For office use**

**Name of Examiner:**

**Signature:**

**Date:**

<b>Question No</b>	<b>Maximum marks</b>	<b>Marks secured</b>
<b>01.</b>	<b>60</b>	
<b>02.</b>	<b>05</b>	
<b>03.</b>	<b>03</b>	
<b>04.</b>	<b>05</b>	
<b>05.</b>	<b>10</b>	
<b>06.</b>	<b>05</b>	
<b>07.</b>	<b>08</b>	
<b>08.</b>	<b>04</b>	
<b>Total Part "A"</b>	<b>100</b>	

<b>Question No</b>	<b>Total deducted marks</b>
<b>Part "B"</b>	

<b>Total marks secured (Part "A" - Part "B")</b>	
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**Part "A"**

No	Criterion	Your marks	Maximum marks (100)	
<b>1</b>	<b>Social dialogue and workplace cooperation methods.</b>			<b>60</b>
	1.1 Conducting social dialogue and workplace cooperation programmes.			<b>6</b>
	1.1.1 Institutional level social dialogue programmes for industrial reconciliation or human resource development conducted by the Department of Labour or other formal means. (should have conducted within last 02 years)		2	
	1.1.2 Number of employees covered by those programmes. (More than 75% - 04 marks, 50% - 75% - 03 marks, 50% - 25% - 02 marks, Less than 25% - 01 marks) (All permanent, temporary, casual, contract employees)		4	
	1.2 Details on agreements.			<b>14</b>
	1.2.1 A valid collective agreement/ agreements gazetted by the Department of Labour under the Industrial Disputes Act.		3	
	1.2.2 Number of employees covered by the collective agreement or agreements. (More than 75% - 04 marks, 50% - 75% - 03 marks, 50% - 25% - 02 marks, Less than 25% - 01 marks) (All permanent, temporary, casual, contract employees)		4	
	1.2.3 Negotiating a new collective agreement due to the expiry of an existing agreement/ agreements.		1	
	1.2.4 Existence of a Memorandum of understanding/ Memoranda of understanding.		2	
	1.2.5 Number of employees covered by collective agreements of Memorandum of understandings or agreements. (More than 75% - 04 marks, 50% - 75% - 03 marks, 50% - 25% - 02 marks, Less than 25% - 01 marks)		4	
	1.3 Trade unions/ Employees' Councils/ Social Dialogue Circles or other structures.			<b>13</b>
	1.3.1 Existence of registered Trade Unions or Employees' Councils or other acceptable employees' problem solving employee structures.		4	
	1.3.2 Number of employees covered. (More than 75% - 04 marks, 50% - 75% - 03 marks, 50% - 25% - 02 marks, Less than 25% - 01 marks)		4	

<p>1.3.3 Holding discussions with Trade Unions or Employees' Councils or other structures by employer, as and when necessary.</p> <p>(Must be confirmed by documents)</p>		2		
<p>1.3.4 Active societies or committees in the institution. (Employee Safety Committees and Covid Committees are not applicable)</p> <p>i</p> <p>ii</p> <p>iii</p> <p>iv</p> <p>(If active and satisfactory - 01 mark, if not - 0.5 mark)</p>		3		
<p>1.4 Obtaining employee suggestions and views. (Not grievance procedures)</p>			<b>5</b>	
<p>1.4.1 Existence of formal procedures to obtain suggestions. (Mention procedure of procedure) (Maximum of 02 marks, at mark per procedure)</p> <p>i</p> <p>ii</p>		2		
<p>1.4.2 Existence of a system referring suggestions to Top Management. (If "Yes" - 01 mark, If "No" - 0 mark)</p>		1		
<p>1.4.3 Evaluation of suggestions. (If "Yes" - 01 mark, if "No" - 0 mark)</p>		1		
<p>1.4.4 Implementation of suggestions.</p>		1		
<p>1.5 Communication methods.</p>			<b>9</b>	
<p>1.5.1 Maintaining and updating notice boards. (Maintaining notice boards - 0.5 mark, updating notice boards - 0.5 mark. Maintained but not updated - 0.5 mark only. Not maintained - 0 mark)</p>		1		

<p>1.5.2 Implementation of language policy throughout the institution.</p> <ul style="list-style-type: none"> <li>• The Appointment letter must be issued in the relevant language to the officer or a translation must be provided in relevant language.</li> <li>• The salary slip must be issued in the relevant language to the officer or a translation must be provided in relevant language.</li> <li>• Labour laws and safety methods must be posted on the notice boards in the language relevant to the officer.</li> <li>• Notices must be issued and meetings be conducted in the language relevant to the officer.</li> </ul> <p>(Maximum of 02 marks, at 0.5 mark for each)</p>	2			
<p>1.5.3 Opportunities for employees to connect with top management. (Describe)</p>	2			
<p>1.5.4 Use of modern communication methods at institutional level. (Please mention) (Maximum 01 mark, at 0.5 each)</p>	1			
<p>1.5.5 Use of these communication methods to improve the concept of social dialogue and enhance workplace cooperation.</p>	2			
<p>1.6 Job security.</p>			<b>7</b>	
<p>1.6.1 Appointment letters have been given to all employees (If "Yes" - 02 ,arks, if "No" - 0 mark)</p>	2			
<p>1.6.2 Salary particulars have been given to all employees. (If "Yes" - 01 mark, if "No" - 0 mark)</p>	1			
<p>1.6.3 Implementation of Attendance registers Finger print machines or other acceptable technologies for all employees. (If "Yes" - 01 mark, if "No" - 0 mark)</p>	1			
<p>1.6.4 Maintenance of personal files for all employees. (If "Yes" - 01 ,ark, if "No" - 0 mark)</p>	1			
<p>1.6.5 ප්‍රධාන නිෂ්පාදන ක්‍රියාවලිය තුළ ඇති කාර්යයන් සඳහා මිනිස් බල සැපයුම් (Man Power Service) සහ ස්ථිර කාලීන ගිවිසුම් පදනමින් සේවකයින් සේවයෙහි නියුක්ත කර ගෙන තිබීම. (එක් අයෙකුටත් නැතිනම් පමණක් ලකුණු 02ක් හිමි වේ. එක් අයෙකු හෝ සිටී නම් ලකුණු 0ක් හිමි වේ.)</p>	2			
<p>1.7 Are there methods to manage employee personal problems?</p>			<b>6</b>	
<p>1.7.1 Existence of methods for reporting such problems. (If "Yes" - 01 mark, If "No" - 0 mark)</p>	1			
<p>1.7.2 Employees being aware of it. (If "Yes" - 01 mark, If "No" - 0 mark)</p>	1			

	1.7.3 Existence of formal method or methods to solve relevant problems. (If "Yes" - 01 mark, If "No" - 0 mark)		1		
	1.7.4 Existence of a follow-up mechanism to check whether the relevant problem have been solved. (If "Yes" 01 mark, If "No" - 0 mark)		1		
	1.7.5 Existence of a method to identify counselling needs and referring for it' (If "Yes" - 02 marks, if "No" - 0 marks)		2		
<b>2</b>	<b>Evaluation methods of employees of the institution.</b>				<b>5</b>
	2.1 Selection of the best team/ employee (male)/ employee (female).			<b>4</b>	
	2.1.1 Existence of a method to evaluate the best team/ employee (male)/ employee (female). (If "Yes" - 01 mark, If "No" - 0 mark)		1		
	2.1.2 All relevant employees have opportunity to participate. (If "Yes" - 01 mark, If "No" - 0 mark)		1		
	2.1.3 All relevant employees being aware od criteria. (If "Yes" - 01 mark, If "No" - 0 mark)		1		
	2.1.4 How often? (Once a month - 01 mark, Once in 03 months - 0.75 mark, Once in 06 months - 0.5 mark, Annually - 0.25 mark)		1		
	2.2 Holding employee awards/ evaluation ceremonies. (If "Yes" - 01 mark, If "No" - 0 mark)			<b>1</b>	
<b>3</b>	<b>Employee health and safety, and security within the premises.</b>				<b>3</b>
	3.1 Existence of active safety committees. (If "Yes" - 0.5 mark, If "No" - 0 mark)			<b>1</b>	
	3.2 Have there been any accidents during last 05 years? (If "Yes" - 0 mark, If "No" - 0.5 mark)			<b>0.5</b>	
	3.3 Are toilets clean? Are they sufficient? Are there toilets for the males and females separately? (If "Yes" - 0.5 mark, If "No" - 0 mark)			<b>0.5</b>	
	3.4 Availability of rest room. (If "Yes" - 0.5 mark, If "No" - 0 mark)			<b>0.5</b>	
	3.5 Has the General register been properly maintained? (If" Yes" - 0.5 mark, If "No " - 0 mark)			<b>0.5</b>	

<b>4</b>	<b>Employing women and persons with special needs.</b>				<b>5</b>
	4.1 Availability of a special method to identify pregnant mothers. (If "Yes" - 01 mark, If "No" - 0 mark)			<b>1</b>	
	4.2 Availability of special facilities for pregnant and nursing mothers. (Not statutory) i ii (Please mention. 01 mark for each)			<b>2</b>	
	4.3 Employing persons with special needs. (If "Yes" - 01 mark, If "No" - 0 mark)			<b>1</b>	
	4.4 Providing them with the necessary facilities needed for work (If "Yes" - 01 mark, If "No" - 0 mark)			<b>1</b>	
<b>5</b>	<b>Welfare activities.</b>				<b>10</b>
	5.1 Employee welfare.			<b>6</b>	
	5.1.1 Accommodation facilities. (Provision of accommodation facilities with a charge to employees - 0.5 mark, provision of transport facilities without a charge to employees - 01 mark)		1		
	5.1.2 Transport facilities. (Provision of transport facilities with a charge to employees - 0.5 mark, provision of transport facilities without a charge to employees - 01 mark)		1		
	5.1.3 Insurance of employees by the institution. (Medical insurance and life insurance) (Insurance schemes for payments made under the compensation ordinance are not applicable) (If "Yes" - 01 mark, If "No" - 0 mark)		1		
	5.1.4 Provision of food and beverages to employees. (If free of charge - 01 mark, If charge - 0.5 mark)		1		
	5.1.5 Existence of concessionary loan schemes. (If "Yes" - 01 mark, If "No" - 0 mark) (The loan should be provided by the employer himself)		1		

	5.1.6 Other welfare facilities provided by the employer himself. (Not the facilities provided by the welfare)		1		
	i				
	ii				
	(Please mention. 0.5 mark for each)				
	5.2 Implementation of welfare programmes for employee families.			<b>4</b>	
	5.2.1 Provision of school supplies to children. (If provide to all school-going children annually - 01 mark, if provide to selected children annually - 0.5 mark)		1		
	5.2.2 Provision of housing and sanitation facilities. (If provide - 0.5 mark, If not provide - 0 mark)		0.5		
	5.2.3 Conducting medical clinics. (If conduct - 0.5 mark, If not - 0 mark)		0.5		
	5.2.4 Conducting skills and personality development training courses for members of employee families. (If conduct - 0.5 mark, If not - 0 mark)		0.5		
	5.2.5 Holding get-together among member families. (If hold - 0.5 mark, If not - 0 mark)		0.5		
	5.2.6 Other welfare programmes implemented by the employer himself for employee families.		1		
	i				
	ii				
	(Please mention. 0.5 mark for each)				
<b>6</b>	<b>Social hospitality services.</b>				<b>5</b>
	6.1 Holding medical clinics. (If "Yes" - 01 mark, If "No" - 0 mark)			<b>1</b>	
	6.2 Holding religious hospitality services. (If "Yes" - 01 mark, If "No" - 0 mark)			<b>1</b>	
	6.3 Helping destitute families. (If "Yes" - 01 mark, If "No" - 0 mark)			<b>1</b>	
	6.5 Other social hospitality services carried out by the employer himself.			<b>2</b>	
	i				
	ii				

	<p>iii</p> <p>iv</p> <p>(Please mention. 0.5 mark for each, up to a maximum of 04 social hospitality services.)</p>				
<b>7</b>	<b>Social dialogue and other national level awards received by the institution/ employees in the last 03 years.</b>				<b>8</b>
	<p>7.1 Social dialogue and workplace cooperation awards received by the institution.</p> <p>i</p> <p>ii</p> <p>(Please mention. For a Gold award - 02 marks, Silver award - 01 mark, with a maximum of 02 marks. For a bronze award - 0.5 mark, with a maximum of 01 mark. For a Merit award - 0.25, with a maximum of 0.5 mark)</p>			<b>2</b>	
	<p>7.2 Awards received by employees in the Social Dialogue and Workplace Cooperation creation competition.</p> <p>i</p> <p>ii</p> <p>iii</p> <p>iv</p> <p>v</p> <p>vi</p> <p>(Please mention. 0.5 mark for each award)</p>			<b>3</b>	
	<p>7.3 Productivity awards or entrepreneurship awards received by the institution. (For 02 or more National level awards - 02 marks, For 01 award - 01 mark)</p> <p>i</p> <p>ii</p>			<b>2</b>	
	<p>7.4 Quality Certificates/ awards received by the institution.</p> <p>i</p> <p>ii</p> <p>(0.5 mark for each quality certificate)</p>			<b>1</b>	

<b>8</b>	<b>The progress of the institution in the last 03 years. (2023, 2024, 2025 years)</b>				<b>4</b>
	8.1 New job generation within the last 05 years. (Only if more than 5% - 02 marks)			<b>2</b>	
	8.2 Leaving the service within the last 05 years (in proportion to number of employees)			<b>2</b>	
	00% - 05% - 02 marks				
	05% - 10% - 1.5 marks				
	10% - 15% - 01 mark				
	("Within last 05 years" means "within the preceding 05 years form the date of submission of the application form")				

**Part "B"**

No	Checking compliance with statutory payments. (The marks indicated in each column for each point will be deducted if there is non-compliance. No marks are given for compliance.)	Your marks	Maximum marks to be deducted (-100)													
<b>1</b>	<b>Payment of wages.</b>					<b>-4</b>										
	1.1 Wages have been paid on due date. Yes/ No			<b>-1</b>												
	1.2 Wages have also been paid, with in due time, to the employees who left service. Yes/ No			<b>-1</b>												
	1.3 Legality of deductions from salary. Legal/ illegal			<b>-1</b>												
	1.4 Proper payment of overtime. Yes/ No			<b>-1</b>												
<b>2</b>	<b>Granting leave.</b>					<b>-7</b>										
	2.1 Annual leave entitled to employees have been granted, properly. Yes/ No			<b>-1</b>												
	2.2 Casual leave entitled to employees have been granted, properly. Yes/ No (For employees covered by the Shop and Office Act)			<b>-1</b>												
	2.3 Weekly holiday earned by employees has been granted. Yes/ No			<b>-1</b>												
	2.4 Poya holiday has been granted. Yes/ No			<b>-1</b>												
	2.5 Granting of public holidays.			<b>-2</b>												
	2.5.1 Have public holidays been granted? Yes/ No		-1													
	2.5.2 If "No", have payments been made for them? Yes/ No		-1													
	2.6 Holiday pay has been paid. Yes/ No			<b>-1</b>												
<b>3</b>	<b>Details on Employees' provident Fund payments.</b>					<b>-78</b>										
	3.1 E.P.F. payments have been made to the Central Bank of Sri Lanka, monthly. Yes/ No (See CR report) (If "Yes" put the mark "✓" and if "No" put the mark "X" in the relevant cage.)			<b>-54</b>												
	2020 -	1	2	3	4	5	6	7	8	9	10	11	12		-12	



	5.2.4	Internal lighting, sound and ventilation are at optimal levels. Yes/ No		-0.5		
	5.2.5	Toilet facilities are sufficient. Yes/ No		-0.5		
	5.2.6	Drinking water is sufficient. Yes/ No		-0.5		
	5.2.7	Dining rooms are sufficient and neat. Yeas/ No		-0.5		
	5.3	Safety and health protection within the premises.			<b>-2.5</b>	
	5.3.1	There are proper procedures for the safe and orderly storage of chemicals, raw materials and finished items. Yes/ No		-0.5		
	5.3.2	Personal protective equipment is used properly. Yes/ No		-0.5		
	5.3.3	Safety procedures have been properly followed for hazardous machinery. Yes/ No		-0.5		
	5.3.4	Electrical circuits have been properly prepared. Yes/ No		-0.5		
	5.3.5	There are proper waste disposal methods. Yes/ No		-0.5		
<b>6</b>		Other.				<b>-2</b>
	6.1	Have the occurrences of suppression of the establishment of trade unions/ employee councils been reported? Yes/ No (If "yes" give negative (minis) marks)			<b>-0.5</b>	
	6.2	Has the updated Environmental Protection License been obtained? Yes/ No			<b>-0.5</b>	
	6.3	Has the business been registered? Yes/ No			<b>-1</b>	

**PART "C"**

<b>1</b>	<b>At least 03 employees, or in the case of presence of a trade union, at least 01 trade union member should be present at the time of obtaining statements.</b>								
		Name	Service No	E.P.F. No					Signature
	i								
	ii								
iii									