

# Certificate of Excellence for Industrial Conciliation

## Assessment Form

### Part "A"

Serial No		Your Score	Maximum Score (100)	
<b>1</b>	<b>Social Dialogue and Workplace Cooperation Mechanisms</b>			<b>60</b>
	1.1 Conduct social dialogue and workplace cooperation programs		<b>4</b>	
	1.1.1 Organizational level social dialogue and workplace cooperation programs conducted by the Labor Department. (02 marks will be awarded for each program conducted in 2021, 2020, 2019.)	4		
	1.2 Details of agreements/ MOU' S		<b>15</b>	
	1.2.1 Existence of a valid collective agreement or agreements gazetted by the Labor Department under the Industrial Disputes Act. (If "Yes" 10 marks, If "No" 0 marks.)	10		
	1.2.2 Number of employees covered by the collective agreement or agreements (If more than 75%, 05 marks, if between 50% - 75%, 04 marks, if between 50% - 25%, 03 marks, if less than 25%, 02 marks each.)	5		
	1.2.3 Negotiating a new collective agreement due to the expiry of an existing collective agreement or agreements. (If there are ongoing negotiations, 05 marks will be awarded, if not conducted, 0 marks will be awarded.)	5		
	1.2.4 Existence of Memorandum of Understanding or Agreements. ("Yes" gets 05 marks, "No" gets 0 marks.)	5		
	1.2.5 Number of employees covered by MoU or agreements (If more than 75%, 05 marks, if between 50% - 75%, 04 marks, if between 50% - 25%, 03 marks, if less than 25%, 02 marks each.) (* If there are employees covered by both a collective agreement and a memorandum of understanding in an organization, in such a case, the 10 points given for the collective agreement will be awarded and the percentage of employees covered will also be awarded. If in any case the maximum points are not earned, in such a case the points will be awarded according to the percentage of employees covered by the MoU up to a maximum of 5.)	5		
	1.3 Trade Unions/Workers Councils or other structures		<b>10</b>	

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	1.3.1 Existence of registered trade unions or workers councils or other acceptable worker problem solving structures. ("Yes" gets 04 marks, "No" gets 0 marks.)		4	
	1.3.2 No of employees covered (If more than 75%, 04 marks, if between 50% - 75%, 03 marks, if between 50% - 25%, 02 marks, if less than 25%, 01 mark each.)		4	
	1.3.3 The number of times trade unions or workers' councils or other bodies hold discussions (02 points if monthly, 1.5 points if between 1 - 3 months, 01 points if between 3 - 6 months, 0.5 points if between 6 - 12 months.) (Must be confirmed by documents.)		2	
	1.4 Active societies and committees in the organization (employee safety and covid committees are not relevant) (If an Estate Action Committee has been established for the estate sector, 01 points will be awarded for it.)  i  ii  iii  iv  (01 point for one society, 0.5 point for a committee each for a maximum of 04 committees or societies.)			<b>4</b>
	1.5 Obtaining employee suggestions and comments (not grievance procedures)			<b>6</b>
	1.5.1 Existence of formal procedures for receiving proposals. (If "Yes" each method will get 01 mark for a maximum of 3 methods. If "No" will get 0 marks.) (Note the methods.)  i  ii  iii		3	
	1.5.2 Maintain a system of directing suggestions to upper management. ("Yes" gets 02 marks, "No" gets 0 marks.)		1	
	1.5.3 Evaluated suggestions. ("Yes" gets 01 marks, "No" gets 0 marks.)		1	

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1.5.4	Implementation of suggestions.		1		
1.6	Methods of communication			7	
1.6.1	Operation and updating of notice boards. (Operation will carry 0.5 marks and update will carry 0.5 marks. If operating but not updated, only 0.5 marks will be carried. If not carried out, 0 marks will be carried.)		1		
1.6.2	<p>Implementation of language policy throughout the institution.</p> <ul style="list-style-type: none"> <li>• The appointment letter has been issued to the officer in the relevant language or a translation has been provided in the relevant language.</li> <li>• The pay slip has been issued to the officer in the relevant language or a translation has been provided in the relevant language.</li> <li>• Labor laws and safety procedures issued on notice boards in the language relevant to the officer.</li> <li>• Notices and meetings to be made in the language relevant to the officer.</li> </ul> <p>(Maximum 0.5 marks each will carry 02 marks.)</p>		2		
1.6.3	Availability of opportunities for employees to interact with top management. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		
1.6.4	Use of modern communication methods at organization level. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		
1.6.5	Social Dialogue Concept/Having used these communication methods to enhance workplace cooperation. ("Yes" gets 02 marks, "No" gets 0 marks.)		2		
1.7	Job security			7	
1.7.1	Appointment letters have been given to all employees. ("Yes" gets 02 marks, "No" gets 0 marks.)		2		
1.7.2	Provide salary details for all employees. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		
1.7.3	Implement employee attendance documents or fingerprinting or other acceptable technology for all employees. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		

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	1.7.4	Implementation of employee personal files for all employees. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		
	1.7.5	Employing employees on the basis of Man Power Service and fixed term contracts for tasks in the main production process  (If there is not one person, only 02 marks will be awarded. If there is even one person, then 0 marks will be awarded.)		2		
	1.8	Are there systems in place to manage employee personal issues that affect the working process?			7	
	1.8.1	When there are methods of obtaining those problems. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		
	1.8.2	Employees are aware of it. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		
	1.8.3	Existence of a method to investigate and identify relevant problems in the organization. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		
	1.8.4	When there is a formal method or methods of solving the relevant problems. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		
	1.8.5	The existence of a follow-up system to find out whether the relevant issues have been resolved. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		
	1.8.6	Existence of a counseling system. ("Yes" gets 02 marks, "No" gets 0 marks.)		2		
<b>2</b>	<b>Methods of evaluating employees of the organization</b>					<b>6</b>
	2.1	Choosing the best team/ Male employee/Female employee			4	
	2.1.1	Existence of best team/Male employee/Female employee evaluating system. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		
	2.1.2	When all relevant employees have the opportunity to participate. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		
	2.1.3	All concerned employees are aware of the criteria. ("Yes" gets 01 marks, "No" gets 0 marks.)		1		
	2.1.4	How often?  (Once in a month 01 points, once in 03 months 0.75 points, once in 06 months 0.5 points, annually 0.25 points each.)		1		
	2.2	Conducting employee award appreciation ceremonies. ("Yes" gets 02 marks, "No" gets 0 marks.)			2	

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<b>3</b>	<b>Employee health and safety in the premises</b>				<b>3</b>
	3.1 Existance of active Safety Committees. (0.5 marks for "Yes" and 0 marks for "No")			<b>0.5</b>	
	3.2 Existance of active Covid Committees. (0.5 points for "Yes" and 0 points for "No")			<b>0.5</b>	
	3.3 Have there been any accidents in the last 5 years? ("Yes" gets 0 marks, "No" gets 0.5 marks.)			<b>0.5</b>	
	3.4 Are the toilet bowls clean? Is there enough? Are there separate sections for men and women? ("Yes" will carry 0.5 marks, "No" will carry 0 marks.)			<b>0.5</b>	
	3.5 Existance of rest rooms. (0.5 marks for "Yes" and 0 marks for "No")			<b>0.5</b>	
	3.6 Is the general register properly maintained? (0.5 marks for "Yes" and 0 marks for "No")			<b>0.5</b>	
<b>4</b>	<b>Employment of women and persons with differently able.</b>				<b>5</b>
	4.1 A special method has been developed to identify pregnant mothers. ("Yes" gets 01 marks, "No" gets 0 marks.)			<b>1</b>	
	4.2 Providing special facilities for pregnant and lactating mothers. (non-statutory) i ii (Note that 01 mark will be awarded for each point.)			<b>2</b>	
	4.3 Employing people with differently able. ("Yes" gets 01 marks, "No" gets 0 marks.)			<b>1</b>	
	4.4 Providing the necessary facilities for them to serve. ("Yes" gets 01 marks, "No" gets 0 marks.)			<b>1</b>	
<b>5</b>	<b>Welfare affairs</b>				<b>10</b>
	5.1 Employee welfare			<b>6</b>	
	5.1.1 Boarding facilities  (If a charge is made from the employees while boarding facilities are provided, 0.5 marks will be awarded, if no charge is made, 01 marks will be awarded.)		1		

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	<p>5.1.2 Transport Facilities</p> <p>(If transport facilities are provided and a charge is made from the employees, 0.5 marks will be awarded, if no charge is made, 01 marks will be awarded.)</p>		1		
	<p>5.1.3 Insurance of employees by the company. (Medical Insurance and Life Insurance) (Methods of insurance for payments made under the Compensation Ordinance are not applicable.) ("Yes" gets 01 marks, "No" gets 0 marks.)</p>		1		
	<p>5.1.4 Providing food to employees. (01 points If free, 0.5 points if charged, 0 points if not.)</p>		1		
	<p>5.1.5 Existence of concessional credit schemes. (If "yes" will get 01 marks, if "no" will get 0 marks.) (The loan should be provided by the employer himself)</p>		1		
	<p>5.1.6 Other welfare facilities provided by the employer itself (not provided by the welfare provider)</p> <p style="margin-left: 20px;">i</p> <p style="margin-left: 20px;">ii</p> <p>(Notes will carry 0.5 marks each.)</p>		1		
	<p>5.2 Welfare programs for employees' families</p>			<b>4</b>	
	<p>5.2.1 Providing school supplies for children. (01 marks if given, 0 marks if not given.)</p>		1		
	<p>5.2.2 Providing housing and sanitation facilities. (0.5 marks if given, 0 marks if not given.)</p>		0.5		
	<p>5.2.3 Conducting medical clinics. (0.5 marks if done, 0 marks if not done.)</p>		0.5		
	<p>5.2.4 Conducting skill and personality development training courses for members of employees' families. (0.5 marks if done, 0 marks if not done.)</p>		0.5		
	<p>5.2.5 Conducting friendly get-togethers between members' families. (0.5 marks if done, 0 marks if not done.)</p>		0.5		

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	5.2.6 Other welfare programs run by the employer itself for the families of employees  i ii  (Note that each section carries 0.5 marks.)		1		
<b>6</b>	<b>Social care services</b>				<b>5</b>
	6.1 Conducting medical clinics. ("Yes" gets 01 marks, "No" gets 0 marks.)			<b>1</b>	
	6.2 Conducting religious services. ("Yes" gets 01 marks, "No" gets 0 marks.)			<b>1</b>	
	6.3 Helping needy families. (If you do, you get 01 points, if you don't do it, you get 0 points.)			<b>1</b>	
	6.5 Other social care services provided by the employer  i ii iii iv  (Note that 0.5 marks per point will be awarded for a maximum of 4 cases.)			<b>2</b>	
<b>7</b>	<b>Social dialogue and other national level awards received by the organization/employees (within the last 05 years)</b>				<b>8</b>
	7.1 Social Dialogue and Workplace Cooperation Awards received by the Institute  i ii  (Note that a gold award will carry 02 points, a silver award will carry 01 point to a maximum of 02 points, a bronze award will carry a maximum of 0.5 points to a maximum 01 point and a merit award will carry 0.25 points to a maximum of 0.5 points.)			<b>2</b>	
	7.2 Awards received by employees in the Social dialogue and Workplace Cooperation Art Competition  i			<b>3</b>	

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	ii iii iv v vi (Note 0.5 marks per award)				
	7.3 Productivity awards or entrepreneurship awards received by the institution (02 points if national level 02 awards or more, 01 points if 01 awards.) i ii			<b>2</b>	
	7.4 Quality Certificates/Awards received by the Institute i ii (Each quality certificate is worth 0.5 points.)			<b>1</b>	
<b>8</b>	<b>Development of the Institute in last 05 years (2020, 2021, 2022, excluding years)</b>				<b>3</b>
	8.1 New job creation in last 05 years. (If more, only 01 marks will be awarded.)			<b>1</b>	
	8.2 Termination of service in the last 5 years - (proportionate to the number of employees)			<b>2</b>	
	00% - 05% - Marks 02				
	05% - 10% - Marks 1.5				
	10% - 15% - Marks 01 each				
	(Here “within the last 05 years” means “within the preceding 05 years from the date of reference of the application”.)				



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## Part "B"

Serial No	Checking that statutory rights have been dealt with. (If these statutory claims have not been dealt with, the amount of marks indicated in the column for each point will be deducted. No marks will be awarded for having been dealt with.)	Your Score	Decreasing maximum marks (-100)													
<b>1</b>	<b>Payment of wages</b>				-4											
	1.1 Wages paid on due date/not			-1												
	1.2 Resigned employees were/are not paid within the regular time frame.			-1												
	1.3 Legality of deductions from wages. Is/is not legal			-1												
	1.4 Overtime payment duly made/ not			-1												
<b>2</b>	<b>Grant of leave.</b>				-7											
	2.1 Annual leave entitled to the employee is duly granted/not			-1												
	2.2 Casual leave granted to employee/not (for employees to whom the Shops and Offices Act applies)			-1												
	2.3 Employees are given weeks of earned leave/ not			-1												
	2.4 Poya holidays granted/not granted			-1												
	2.5 Public Holiday Granted/No			-1												
	2.5.1 If "No" has it been paid for? Yes/ No		-1													
	2.6 Holiday wages paid/not paid			-1												
<b>3</b>	<b>Employees' Provident Fund Payment Details</b>				-78											
	3.1 Monthly to the Central Bank of Sri Lanka. Payments made/not (Refer to CR report.) (In case of "Yes" put a "√" mark in the relevant box and "No" of "X" mark.)			-54												
	2018 -	1	2	3	4	5	6	7	8	9	10	11	12		-12	
	2019 -	1	2	3	4	5	6	7	8	9	10	11	12		-12	

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	2020 -	1	2	3	4	5	6	7	8	9	10	11	12			-6		
	2021 -	1	2	3	4	5	6	7	8	9	10	11	12			-6		
	2022 -	1	2	3	4	5	6	7	8	9	10	11	12			-6		
	2023 -	1	2	3	4	5	6	7	8	9	10	11	12			-12		
	3.2 As per 3.1 above, If E.P.F. not paid, calculate the arrears and proceed to pay/ No (if yes, put a “√” mark in the relevant box and if “no”, put an “X” mark.)														-24			
	2018 -	1	2	3	4	5	6	7	8	9	10	11	12			-6		
	2019 -	1	2	3	4	5	6	7	8	9	10	11	12			-6		
	2020 -	1	2	3	4	5	6	7	8	9	10	11	12			-3		
	2021 -	1	2	3	4	5	6	7	8	9	10	11	12			-3		
	2022 -	1	2	3	4	5	6	7	8	9	10	11	12			-6		
<b>4</b>	<b>Employment of women, children and people with differently able.</b>														<b>-1.5</b>			
	4.1 Have the approvals been properly obtained regarding the employment of women in night work? Yes/ No														<b>-0.5</b>			
	4.2 Are workers under 18 employed in hazardous occupations? Yes/ No														<b>-0.5</b>			
	4.3 Have anyone under 16 years of age been employed in any occupations? Yes/ No														<b>-0.5</b>			
<b>5</b>	<b>Employee health and safety in the premises</b>														<b>-7.5</b>			
	5.1 If an establishment covered by the Factories Act, is the general register properly maintained?														<b>-1.5</b>			
	5.1.1 Is the factory registered under the Factories Ordinance? Yes/ No														-0.5			
	5.1.2 Has the design of the factory building been approved? Yes/ No														-0.5			
	5.1.3 Is the boiler registered? Yes/ No														-0.5			
	5.2 Measures taken for safety procedures in case of emergency														<b>-3.5</b>			
	5.2.1 Emergency exit doors and exit plan with/without														-0.5			
	5.2.2 Fire extinguishers are properly installed and maintenance procedures are in place with / without														-0.5			

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	5.2.3 Labor Department was informed about accidents/ not		-0.5		
	5.2.4 Internal lighting, sound condition, ventilation at optimum level is/is not		-0.5		
	5.2.5 Adequate Toilets / toilet facilities available /not available		-0.5		
	5.2.6 Enough drinking water available / not available		-0.5		
	5.2.7 Adequate and proper eating places are/are not available		-0.5		
	5.3 Safety and hygiene in the premises			<b>-2.5</b>	
	5.3.1 Are there proper procedures for storing chemicals, raw materials and finished products in a safe and orderly manner? Yes/ No		-0.5		
	5.3.2 Is personal protective equipment used properly? Yes/ No		-0.5		
	5.3.3 Are proper safety procedures followed for dangerous machinery? Yes/ No		-0.5		
	5.3.4 Are the electrical circuits properly arranged? Yes/ No		-0.5		
	5.3.5 Are there methods of systematic waste disposal? Yes/ No		-0.5		
<b>6</b>	Others				<b>-2</b>
	6.1 Are there cases of suppressing the establishment of trade unions/workers councils? Yes/No (If “Yes” here, give negative marks)			<b>-0.5</b>	
	6.2 Has the updated Environmental Protection Permit been obtained? Yes/ No			<b>-0.5</b>	
	6.3 Is the business registered? Yes/ No			<b>-1</b>	

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## Part "C"

<b>1</b>	<b>At least three employees or, in case of trade unions, one union official should be present at the time of taking the statements.</b>				
	Name	Employer's No	Employee No	Signature	
i					
ii					
iii					