**ICANN Human Rights Impact Assessment**

**Informational Request to ICANN Management**

Draft of 8 February 2016

By Institute for Human Rights and Business

|  |  |  |
| --- | --- | --- |
| **Item****#** | **Types of Documents / Information Requested** | **Details of Information Requested** |
| 1 | Overview of and Description of Enterprise Operations | * Overview of key operations
* Overview of key functions
 |
| 2 | Organograms / Organizational Charts | * Organizational charts broken down by location and functions
 |
| 3 | Owned or Leased Physical Assets | * Locations and descriptions of all physical operations
* Physical assets owned or leased, including land and buildings
* Impacts on nearby communities from operations
 |
| 4 | Non-physical Assets | * Description of key non-physical assets
 |
| 5 | Key Regulatory Measures | * Description of the industry sector laws and regulations that govern the key functions of the Enterprise
	+ Specific laws that govern labor and human rights aspects of the Enterprise operations
	+ Descriptions of past compliance issues
* Locations and descriptions of main regulatory agencies
 |
| 6 | Policies, Procedures, Guidance | * External or internal policies, processes and procedures or any guidance materials
* Codes of Conduct
* Voluntary adherence to external standards (if so describe each)
* System of internal controls / functional responsibilities for the above
* Compliance data or reports
 |
| 7 | Description of the Human Resources / Work Force, Labor Relations, Workplace Disputes | * Human Resources Policy
* Number of employees and contractors in different locations broken down
* Employment contracts (types, number)
* Existence of unions and collective bargaining agreements
* Internal grievance mechanisms or workplace dispute resolution mechanisms
* Aggregated information on resolutions of grievances and complaints
 |
| 8 | Workplace Health and Safety | * Assessment reports
* Management plans
 |
| 9 | Overview and Description of Business Relationships | * Breakdown of typical business relationships
* List of top ten most important business relationships
* Instances of specific engagement between the Enterprise and the business relationship on human rights considerations
* Existence of leverage or influence
 |
| 10 | Contracts | * Descriptions of documents evidencing key business relationships (e.g., contracts, MOUs, invoices, others), including arrangements with governments, suppliers, workers, etc.
* Description of financing arrangements and financial institutions involved
 |
| 11 | Internal Reports | * Reports from local operations to headquarters on issues around human rights and labor rights
 |
| 12 | Voluntary Reports | * All voluntary reporting and filings made publicly
 |
| 13 | Regulatory Filings | * All reports, filings, and disclosures required by law or by law enforcement agencies, whether public or not
* Revenue and tax arrangements, including payments made to national or local authorities
 |
| 14 | Interactions with Governments | * Information about the Enterprise’s structured or ad hoc engagement with national or local governments
 |
| 15 | Interactions with Law Enforcement | * Procedure for responding to requests for information
* Record of past request and responses provided
 |
| 16 | Approach to Stakeholder Engagement | * Stakeholder group analysis
* Stakeholder engagement plans
* External grievance mechanisms or disputes resolution mechanisms
* Aggregated information on resolution of grievances and complaints
* Description of how stakeholder views are reflected in enterprise decision making and operations
 |
| 17 | NGO /CSO Reports | * Communications or reports on the Enterprise itself or specific aspects of the Enterprise operation or local operations or locations
 |
| 18 | Approach to Distribution of Benefits | * Description and amounts of benefits provided to stakeholders and communities
* Description of charitable donations made
 |
| 19 | Arrangements with Peer Organizations | * Participation in industry initiatives, associations, networks, or events
* Collaboration efforts with businesses in the same region (if so details on collaboration topics)
 |
| 20 | Media Reports | * Key media reports on the Enterprise, or its local operations, particularly those focused on the Enterprise’s performance on human rights
 |
| 21 | Lawsuits | * Summary information on past and pending legal cases
 |
| 22 | Human Rights Dilemmas | * Description of internally identified human rights challenges and dilemmas
 |