**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 |