**BEC Due Diligence Checklist for New Members**

*This checklist is to be completed by member of staff while visiting the company. At the end of its completion the staff member is encouraged to make an overall assessment of the company’s suitability for membership.*

**General Information**

1. What is the company’s registered name?

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1. Where is its Registered Office located?

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1. Where is the Head Office located (country)?

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1. What are the names and nationalities of the owner(s)?

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1. What is the name of the person in charge of the Barbados operations?

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1. Who are the persons on the Board of Directors?

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1. If other than Barbadian, please identify the nationalities of the Board of Directors.

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1. What is the organization’s principal business?

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1. Does the company have clearance certificates for:-

NIS [ ]  Inland Revenue[ ]  VAT [ ]

**Demographics**

1. How many employees does the company have?

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1. Are all employees Barbadian?

Yes [ ]  No[ ]

1. If no, are there any employees are currently employed under work permit?

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1. How many managers does the company employ?

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**Human Resources**

1. Does the company have a Human Resource Department?

Yes [ ]  No [ ]

If yes, how many persons are employed in that department?

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If no, how is the company’s Human Resource Management carried out?

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1. Does the Human Resources Department take direction from a Head Office outside Barbados?

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1. How is Human Resource policy determined?

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1. Does the company have a Handbook including company rules and disciplinary procedures?

Yes [ ]  No[ ]

1. Is there a recognized Trade Union at the company?

Yes [ ]  No[ ]

1. What is the company’s policy on unionization?

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1. Has the company ever faced industrial action?

Yes [ ]  No[ ]

If so, when and why...........................................................................................................

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**Health and Safety**

1. Does the company have a functioning Health and Safety Committee?

Yes [ ]  No[ ]

1. Does the company employ a full time Health and Safety Officer?

Yes [ ]  No[ ]

1. Does the company have a written Health and Safety Policy?

Yes [ ]  No[ ]

1. If yes, does it cover the following issues:

Persons with Disabilities [ ]  HIV/AIDS[ ]  Life Threatening Illnesses[ ]

**Employee Contracts and Compensation**

1. Are the employees on full time contracts?

Yes [ ]  No[ ]

If no, what types of contracts exist..................................................................................

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1. Are employees paid monthly [ ]  weekly[ ]  or hourly[ ] ?
2. Does the company have a system of Performance Based Scheme in place?

Yes [ ]  No[ ]

If no, how is increased compensation determined?

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1. Does the company have a policy on employee development?

Yes [ ]  No[ ]

If so, what is it?

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1. Does the company employ someone to deal exclusively with training?

Yes [ ]  No[ ]

1. Comments

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Labour Management Advisor / Member Relations Coordinator