**BEC Due Diligence Checklist for New Members**

**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[ ]

**For Internal Use Only:**

1. Comments

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Employment Relations Advisor / Member Relations Coordinator