

ACCOUNTING & BOOK KEEPING

Ethical Audits

Document Checklist for Accounting & Book Keeping

Professional assistance for Ethical Audits, covering eligibility review, document checklist, application preparation, filing coordination and follow-up support.

Documents Required

- Business registration/incorporation proof
- Code of Conduct/Ethics policy of the organisation
- Details of labour practices (wages, working hours, contracts) with supporting records
- Health and safety records of the workplace
- Employee grievance/whistleblower mechanism documentation
- Details of workforce, including contract/temporary workers
- Applicable licences and statutory compliance records (PF, ESI, minimum wages, etc.)
- Previous ethical audit/social compliance reports, if any

Note: The above list indicates commonly required documents. Additional documents may be requested depending on the specific scope of engagement. Expert Registration confirms the exact requirement after a brief consultation.