Workforce Due Diligence Package

Empowering companies to strengthen human rights due diligence (HRDD) and workforce management

Thomson Reuters Foundation

What it is

The Workforce Due Diligence Package (WDDP) is a lightweight, practical and **free** package for companies in Thailand and Malaysia to improve workforce management and human-rights due diligence (HRDD), allowing them to attract more customers and to better understand and interpret their own workforce data and prioritise interventions in the face of any gap in compliance with the overall goal to futureproof their operations.

It helps companies assess their current policies, processes, and performance for workforce management and HRDD, prioritise improvements, and demonstrate progress in a way that builds trust with buyers, investors, and regulators. The package combines in-person and online training to build understanding and capacity, as well as an HRDD survey with detailed and practical guidance, feedback on your current processes and unique, detailed and insightful legal research not available elsewhere, all to support continuous improvement.

Who is it for

The package is designed to help companies, especially in Thailand and Malaysia*. It is particularly focused on those with limited capacity to streamline social reporting or limited experience with HRDD, who want a practical, step-by-step way to assess workforce practices, identify compliance risks, understand disclosure requirements, and prioritise improvements aligned with local and international Business & Human Rights expectations.

What it contains

The cornerstone of the package is in-person training around HRDD, followed by continued online lessons to cement knowledge. Then the Workforce Due Diligence Toolkit (WDDT) acts as a framework with straightforward questions and detailed guidance on each question, explaining how to calculate basic workforce metrics, and linking results to clear HRDD steps so companies can quickly spot gaps, act on risks, and demonstrate more resilient workforce practices to buyers, investors, and regulators. The final step of the package provides the organisation with an overview of the existing HRDD laws and regulations in the region so that your team is fully informed and confident with the parameters they have to work within.

*This resource follows the European Union's official definition of small and medium-sized enterprises (SMEs), which includes enterprises with fewer than 250 employees and an annual turnover not exceeding €50 million, or an annual balance sheet total not exceeding €43 million.

Breakdown of offering:

- **HRDD Training –** A one-day workshop, followed by short self-learning exercises over 2–3 months to help SMEs disclose and interpret workforce data, build confidence in reporting, and strengthen accountability against HRDD frameworks.

- **Workforce Due Diligence Toolkit (WDDT) as an assessment framework –** An 18-question survey covering key HRDD areas such as workforce composition, health and safety, grievance and remedy, worker representation, and risk monitoring. This survey not only can be used to assess your HRDD practices but also acts as the first step of HRDD to identify risks.

- **Question-Level Guidance –** Plain-language notes on what each question means, where to find information, and how to calculate key metrics. Good practice examples are also provided to guide you to build your own HRDD process.

- **HRDD Guidance –** Step-by-step explanations of due diligence processes and tips for interpreting workforce data using our toolkit to identify the blind spots in workforce management and improve your competitiveness

- **Feedback on your processes –** Receive detailed benchmarking and feedback on your current HRDD policies and practices.

- **Legal Guidance –** A comprehensive overview of the region's existing legal and regulatory landscape as it relates to HRDD. This detailed legal research identifies the national and international legal frameworks related to ESG an HRDD and offers them as a support to assess companies' risk, from operational, to legal or reputational.

Stronger HRDD and workforce practices are proven to enhance both resilience and financial performance. Evidence from research involving over 400 investors and 180k company data points shows that businesses improving labour standards, health and safety, and worker engagement record around **6% higher revenue growth and 6–7% higher valuation multiples**. Companies with highly satisfied employees achieve **65–70% higher EBITDA margins**, while robust safety systems reduce downtime and operational costs.

Why join

- **Win and retain buyers:** Show European and other international customers that you meet – and exceed - growing expectations on human-rights due diligence, basic workforce assessments, and clear grievance and remedy channels for workers.

- **Improve access to capital:** Earn trust from investors and lenders seeking responsible business practices and unlock new funding opportunities.

- **Operational benefits:** Use this toolkit to deliver safer practices, more reliable staffing, clearer working-hours controls, and early issue resolution through effective grievance channels. This supports more stable operations, less time spent firefighting, and stronger readiness for customer requirements.

- **Stay ahead of regulation:** Use a self-assessment framework aligned with the EU's Voluntary Sustainability Reporting Standard for non-listed SMEs (VSME), which is likely to become a baseline for workforce HRDD disclosure under the Corporate Sustainability Reporting Directive (CSRD). By aligning now with CSRD expectations, alongside key local requirements such as Malaysia's National Action Plan on Forced Labour and Thailand's Labour Protection Act, you'll be better prepared for future information requests from buyers and regulators across markets.

- **Maintain competitiveness:** See how your practices compare with peers through indicative benchmarking; get targeted recommendations to close gaps fast.

The upcoming EU-Thailand Free Trade Agreement (FTA) presents a significant opportunity for Thai businesses

Thomson Reuters is pleased to offer a complimentary suite of resources designed to support Thai organisations in strengthening their human rights due diligence (HRDD) practices in anticipation of the upcoming EU-Thailand Free Trade Agreement (FTA). As the agreement moves toward provisional application, Thai companies—particularly those supplying into EU markets—will be expected to align with the EU's growing regulatory expectations on corporate sustainability and human rights. Article 24.5 of the EU-Thailand FTA explicitly commits both parties to promoting responsible business conduct, including adherence to the UN Guiding Principles on Business and Human Rights (UNGPs) and the OECD Guidelines for Multinational Enterprises. Our package directly supports compliance with these obligations by equipping companies with foundational HRDD knowledge through targeted in-person training sessions, delivered in local context and language.

The training component introduces key HRDD concepts such as identifying actual and potential human rights risks, stakeholder engagement, impact mitigation, and remediation processes. Complementing this, our benchmarking survey enables companies to self-assess their current practices against international standards, with tailored feedback highlighting strengths and improvement areas. This structured self-evaluation supports early identification of gaps, helping companies build defensible, process-based HRDD systems—a core expectation under the EU's evolving corporate sustainability framework, including the forthcoming Corporate Sustainability Due Diligence Directive (CS3D), which will indirectly affect non-EU suppliers in the value chain. By adopting these tools, Thai SMEs can proactively strengthen their compliance posture, maintain market access, and demonstrate due regard for human rights in line with the spirit and requirements of the EU-Thailand FTA.

What you get

The value extends beyond the toolkit. After completing the survey, participating companies will receive:

- **A Feedback Package (delivered within one month of submission) including:**
  - A concise gap analysis identifying priority areas for improvement.
  - Suggested actions and a practical roadmap for next steps.
  - An optional one-page performance summary to share with buyers or investors.

- **A Benchmark Card** provided annually after each disclosure cycle, showing how your company's workforce practices compare with peers and how performance has evolved over time.

- An **Exclusive, Complimentary HRDD Training** to strengthen your capacity to understand key risks, expectations, and regulatory trends, and build the skills to improve your workforce management and reporting, including an implementation roadmap and personal action plan.*

- **A Recognition Badge** acknowledging your company's commitment to responsible workforce management and HRDD, which can be used to build trustful external communications.

- **Opportunities to engage** with investor and buyer networks that are actively exploring responsible-business partnerships across the region.

*Seats are limited and not guaranteed; early sign-up is required to secure a place.

How to partake

1. Register your interest → Email **rbtrf@thomsonreuters.com** to express your interests and we will get in touch with you to share secure survey link and guidance materials.

2. Complete the survey → Fill out the survey in approximately 30 mins with input from HR, ESG, or operations colleagues.*

3. Submit and review → Receive your personalised feedback package within one month and, if desired, schedule a short discussion on next steps.

4. Stay engaged → Access your annual benchmarking update and continue strengthening your workforce practices over time, particularly by partaking in the "S" in ESG training offering.

Thomson Reuters Foundation's Responsible Business team leverage networks and data intelligence to encourage responsible business practices that support more equitable economies. We work with businesses, investors, lawyers, civil society organisations and journalists to build understanding of how business decisions affect lives and livelihoods.

More information about Thomson Reuters Foundation's work on Responsible Business can be found at **www.trust.org/our-work/responsible-business/**

Disclaimer on data confidentiality:
Your data will never be shared with any external stakeholder without your explicit consent. Responses are used only to generate your company's gap analysis and tailored recommendations. For benchmarking purposes, all information is analysed in aggregated and anonymised form, ensuring that no individual company data is disclosed.

* Actual completion time may range from 20 to 60 minutes, or even longer, depending on your company's data readiness and available records.