

Fair Labor Association: Independent External Factory Assessment

Assessment Date :

15 Jul 2021



Factory Information

FLA Affiliates	Lululemon Athletica Inc.
Country	Indonesia
Number of Workers	

Understanding this Report

Companies that join the FLA agree to uphold the FLA Workplace Code of Conduct throughout their entire supply chain. The Code of Conduct is based on International Labour Organization (ILO) standards, and defines labor standards that aim to achieve decent and humane working conditions.

FLA Code Element

Number of Violations

Compensation (C)	2
Employment Relationship (ER)	13
Freedom of Association & Collective Bargaining	1
Freedom Of Association And Collective Bargaining (FOA)	1
Harassment Or Abuse (H/A)	1
Health, Safety And Environment (HSE)	15
Hours Of Work (HOW)	4
Nondiscrimination (ND)	2

Assessment Information

Assessor	Donny Triwandhani
Assessment Date	15 Jul 2021
Assessment Purpose	Factory Assessment (In-Person)

ASSESSMENT RESULTS

Compensation (C)

Benchmark ID	C.5
Benchmark Details	Contract/contingent/migrant/temporary workers shall: Receive at least the minimum wage for regular workers or the prevailing industry wage for regular workers, whichever is higher; Receive all legally mandated benefits; and Receive at least the same compensation as regular workers performing the same job functions or tasks with similar levels of experience or seniority.
Finding Details	No compensation money or severance pay is provided for 282 workers under a fixed-term contract (PKWT) when their contract ends, which is in violation of the new Government Regulation that became effective on February 21, 2021.
Recommendation for Immediate Action	Provides compensation money to the fixed-term contract (PKWT) workers when their contract ends.
Compliance Classifications	Immediate Action Required
Local Law	Government Regulation No.35 year 2021 Article 15 & 16
Benchmark ID	C.19.1
Benchmark Details	Employers shall make every reasonable effort to ensure workers understand their compensation, including: the calculation of wages, incentives systems, benefits, and bonuses they are entitled to at the workplace and under applicable laws.
Finding Details	The new workers hired after August 11, 2020 are not provided with orientation training. The last orientation training did not include the explanations of wage and benefit calculation. As a result, most workers do not understand wage calculation and benefits.

Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A

Employment Relationship (ER)

Benchmark ID	ER.1.2
Benchmark Details	Employers shall assign responsibility for the administration of human resources to a clearly defined and adequately qualified staff member or staff members and ensure workers at all levels receive communication and training about existing policies and procedures or any revisions.
Finding Details	The factory does not provide ongoing training to workers on any FLA code element or employment functions. The only training provided are fire and evacuation drills.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	ER.2
Benchmark Details	Employers shall ensure that all legally mandated requirements for the protection or management of special categories of workers, including migrant, juvenile, contract/contingent/temporary, probationary workers, home workers, and pregnant or disabled workers, are implemented. Where local laws and FLA standards differ, the employer is expected to follow the highest applicable standard.

Finding Details	According to management, there are only 16 disabled workers hired. This does not comply with the local law which requires the factory to hire one person with disabilities per 100 workers. Thus, for a factory of 6883 total employees including office staff, the factory must employ at least 69 workers with disabilities.
Recommendation for Immediate Action	Establish a program to provide training and employ more workers with disabilities.
Compliance Classifications	Immediate Action Required
Local Law	Law No. 4 of 1997 concerning persons with disabilities. Article 14
Benchmark ID	ER.5.1
Benchmark Details	Employers shall ensure that all supervisors are trained in national laws, workplace regulations, and the FLA Code, workplace grievance systems, and the appropriate practices to ensure compliance.
Finding Details	There is no specific training to relevant supervisors that include all FLA Code elements and employment functions.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	ER.17.6
Benchmark Details	Employers shall have a system in place to prevent retaliation against or discrimination towards workers who are filing grievances, including grievances regarding harassment, abuse, violations of factory procedures, compensation, or unsafe working conditions

Finding Details	The factory does not have policies and procedures on anti-retaliation. As a result, the factory does not have a system in place to prevent retaliation against or discrimination towards workers who are filing grievances, including grievances regarding harassment, abuse, violations of factory procedures, compensation, or unsafe working conditions.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	ER.1.1
Benchmark Details	Employers shall have in place written policies and practices and maintain proper and accurate records governing all aspects of employment from recruitment, hiring and probation, including written terms and conditions of employment, job descriptions, administration of compensation, and working hours for all positions, through to retrenchment and termination processes.
Finding Details	There are no retrenchment policies and procedures.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	ER.18.1
Benchmark Details	Employers shall have written disciplinary rules, procedures and practices that embody a system of progressive discipline (e.g. a system of maintaining discipline through the application of escalating disciplinary action moving from verbal warnings to written warnings to suspension and finally to termination).

Finding Details	1. The factory has disciplinary policies but there are no disciplinary procedures that include the right for workers to appeal or the right for the presence of a third-party witness during the imposition of disciplinary actions.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	ER.7.1
Benchmark Details	Employers shall have written policies and procedures with regard to performance reviews that outline the review steps and process, demonstrate linkages to job grading, prohibit discrimination, are provided in writing and seek feedback and agreement/disagreement from employees in writing, and that follow all local legal requirements.
Finding Details	1. The factory does not have policies and procedures on performance reviews. 2. No performance review has been conducted in the past 2 years. The last performance review was conducted in April 2019.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	ER.4

Benchmark Details	Employers shall inform workers about workplace rules, environmental protection systems, health and safety information, and laws regarding workers' rights with respect to freedom of association, compensation, working hours, and any other legally required information, and the FLA Code through appropriate means, including posted in local language(s) throughout the workplace's common areas.
Finding Details	The factory does not provide regular communication to workers on all FLA code elements and most employment functions, except for workplace rules, health and safety information, minimum wage information, and working hours.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	ER.19.1
Benchmark Details	Employers shall maintain on file all documentation needed to demonstrate compliance with the FLA Workplace Code and required laws.
Finding Details	Job applicants are required to submit a COVID-19 swab antigen test with a negative result paid by workers from January 2021 to April 21, 2021. There is no reimbursement for the cost of testing.
Recommendation for Immediate Action	Ensure all the costs for the recruitment process including a COVID-19 swab antigen test is paid for by the factory.
Compliance Classifications	Immediate Action Required
Local Law	N/A
Benchmark ID	ER.3.1

Benchmark Details	Employers shall provide an orientation to new employees at the time of hiring, which includes explanations of the employers' rules, compensation package and policies for human resources, grievance systems, industrial relations, including respect of the right to freedom of association, workers' rights and responsibilities, FLA Code of Conduct, health and safety, and environmental protection.
Finding Details	1. The new workers hired after August 11, 2020, are not provided with orientation training. The last orientation training did not include explanations of the employer's rules, compensation package, and policies for human resources, grievance systems, industrial relations, including the right to freedom of association, workers' rights and responsibilities, FLA Code of Conduct, and environmental protection. Moreover, there is no record as evidence that new workers are provided with an orientation that covers extraordinary or temporary Health and Safety precautions in the factory.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	ER.1.3
Benchmark Details	Employers should implement an annual, review process with input from workers of all policies, procedures and their implementation to ensure they meet legal requirements and the FLA Workplace Code.
Finding Details	1. Factory has not developed policies and procedures on the review process to ensure updates are made according to the local law and FLA Workplace Code requirements. 2. The worker involvement component is missing across all Employment Functions. This indicates that the factory has not established procedures to request and/or receive workers' input/feedback regarding the creation, implementation, and updating of its policies and procedures. Workers are neither systematically integrated nor consulted in decision-making processes.

Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	ER.18.6
Benchmark Details	The workplace shall commit to non-retaliation for all steps of the disciplinary process, including for a worker requesting a witness and filing an appeal of disciplinary action.
Finding Details	There is no anti-retaliation policy. There is no commitment from management to non-retaliation against workers who requests a witness or files an appeal against the disciplinary action.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	ER.3.3
Benchmark Details	Workers should be provided with written documentation that substantiates all the issues covered in orientation briefings.
Finding Details	Based on management and worker interviews, no written documentation that substantiates all the issues covered in orientation is provided to workers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required

Local Law	N/A
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Freedom of Association & Collective Bargaining

Benchmark ID	FOA.19.3
Benchmark Details	Where a union exists in the workplace, employers shall make available a copy of the collective bargaining agreement to all workers and other interested parties.
Finding Details	The factory does not provide a copy of the collective bargaining agreement (CBA) to each worker. Based on the records, the last distribution was of the old CBA in 2018.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	Law No. 13 on Manpower (2003), Art. 126 (3)

Freedom Of Association And Collective Bargaining (FOA)

Benchmark ID	FOA.1.1
Benchmark Details	Employers shall comply with all national laws, regulations and procedures concerning freedom of association and collective bargaining. national laws, rules, and procedures protecting the rights of workers to organize and bargain collectively. Where local laws and FLA standards differ, the employer is expected to follow the highest applicable standard.
Finding Details	There are no Industrial Relation policies and procedures.
Recommendation for Immediate Action	

Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Harassment Or Abuse (H/A)	
Benchmark ID	H/A.10.1.3
Benchmark Details	Body searches shall not be undertaken in public and the person who undertakes the search shall be of the same sex as the person who is being searched.
Finding Details	Body searches are conducted by same-gender security guards at the exit door of the building when workers enter and leave the production building.
Recommendation for Immediate Action	Ensure physical pat-downs are not used as a general practice and only conducted when needed. As per FLA requirements, body searches shall not be undertaken in public.
Compliance Classifications	Immediate Action Required
Local Law	N/A
Health, Safety And Environment (HSE)	
Benchmark ID	HSE.5.3
Benchmark Details	Alarm systems shall be regularly tested and evacuation drills shall be undertaken at least annually.

Finding Details	Due to the pandemic situation, the evacuation drill in the factory can not be conducted for all workers. In the year 2020, there was no evacuation drill conducted by the factory. The factory only distributed the evacuation drill handbook to the workers without conducting the real evacuation drill. In the year 2021, only 592 workers out of the total of 6883 workers conducted the evacuation drill.
Recommendation for Immediate Action	Ensure that all workers are included in the evacuation drill.
Compliance Classifications	Immediate Action Required
Local Law	Regulation of the Minister of Public Work No. 26 on Technical Requirements of Fire Protection System on Building Constructions and Surroundings (2008), Art. 8.6.2
Benchmark ID	HSE.5.1
Benchmark Details	All applicable, legally required or recommended elements of safe evacuation shall be complied with, including all of the following elements: posting evacuation plans; the installation and maintenance of fire alarms; the installation and maintenance of emergency lighting; ensuring aisles/exits are not blocked and that workers are not blocked within their workstations; employee education and training; and evacuation procedures and fire drills.
Finding Details	1. The factory only posts nonsmoking signs on notice boards in several locations such as near the new training center building and production buildings. Not all closed areas are posted with nonsmoking signs. 2. There is no dedicated walking path provided (painted and clearly marked) around the building 6 and 7. 3. There is no written procedure to prohibit smoking within 15 meters of all closed areas.
Recommendation for Immediate Action	1. Post signs prohibiting smoking within 15 meters (~50 ft.) of all closed areas. 2. Mark walking path from main factory gate to the entrance of each building.
Compliance Classifications	Immediate Action Required

Local Law	N/A
Benchmark ID	HSE.5.1.2
Benchmark Details	All applicable, legally required or recommended elements of safe evacuation shall be complied with, including all the following elements: installation and maintenance of fire alarms;
Finding Details	1. The factory has 8 buildings but installed fire alarms are only centralized per building instead of the whole factory's premises. Hence, there is no fire alarm control panel installed on one location for the whole factory's premises (all buildings). 2. The fire alarm button in solid waste storage needs to be manually pushed and hold for the fire alarm to work properly. When the button is not held manually, the alarm's ringing stops immediately.
Recommendation for Immediate Action	1. Install centralized fire alarms for the whole factory's premises including a fire alarm control panel installed on one location for the whole factory's premises (all buildings). 2. Ensure that all the fire alarm buttons work properly. When the button is not held manually, the alarm should still ring until the fire alarm is restarted.
Compliance Classifications	Immediate Action Required
Local Law	Regulation of the Minister of Manpower No. PER-02/MEN on Automatic Fire Alarm Installations (1983), Art. 45(3)
Benchmark ID	HSE.13
Benchmark Details	All necessary ventilation, plumbing, electrical, noise and lighting services shall be installed and maintained to conform to applicable laws and to prevent or minimize hazardous conditions to workers in the facility.
Finding Details	At least 10 cables in building 6 and 7 are noticed to be repaired or connected with electrical tapes as a permanent fix instead of a temporary fix.
Recommendation for Immediate Action	Ensure not to use electrical tapes for permanent fixes for cable splices or connection.

Compliance Classifications	Immediate Action Required
Local Law	Labor Minister Decree No. KEP-75/MEN (2002), Art. 2; Government Regulation No. 36 on Building (2005), Art. 36
Benchmark ID	HSE.14.1
Benchmark Details	All production machinery, equipment and tools shall be properly guarded and regularly maintained.
Finding Details	1. There is no dedicated walking path provided (painted and clearly marked) around the building 6 and 7. 2. There is no eye guard for at least one high speed sewing machine in the sewing section of Building 2 and one stitching machine in the sewing section of Building 3. 3. The factory does not provide lockout-tagout maintenance safety system training for the maintenance team.
Recommendation for Immediate Action	1. Paint and clearly mark the dedicated walking path around the building 6 and 7. 2. Ensure plastic eye guard is available on all high speed sewing machines and stitching machines.
Compliance Classifications	Immediate Action Required
Local Law	Government Regulation No. 36 on Building (2005), Art. 59; Regulation No. PER-08/MEN/VII on Personal Protective Equipment (2010), Art. 3
Benchmark ID	HSE.6.1
Benchmark Details	All safety and medical equipment (e.g. fire fighting equipment, first aid kits) shall be available in sufficient numbers throughout the workplace, maintained and stocked as prescribed, and easily accessible to workers.

Finding Details	1. There is no PPE provided for firefighters in the factory including breathing apparatus. 2. There is no sprinkler system or replacement such as thematic installed at the factory for important areas such as LPG storage near the canteen. 3. The provided sampled first aid kits in the finished goods warehouse of Building 6 and material warehouse of Building 3 are missing supplies (such as small bandages, band-aid, scissors, and pin).
Recommendation for Immediate Action	1. Provides necessary equipment and PPE's for the fire brigade. 2. Install sprinkler or thematic as sprinkler replacement the areas as per risk identified on Fire Risk Assessment. 3. Ensure that all first aid kits are sufficiently supplied.
Compliance Classifications	Immediate Action Required
Local Law	Attachment of permen PU NO 26 Year 2008 Chapter II Article 2.3.; Health Minister Regulation No 48 Year 2016 Article 14; Manpower Minister's Regulation No. PER- 15 /MEN/VIII/ on first aid in workplace (2008), Annex II
Benchmark ID	HSE.18.2.1
Benchmark Details	An appropriate number of medical staff shall be on duty during all working hours, including any type of overtime, as required under national law.
Finding Details	Due to the pandemic, there is no medical staff on standby at the medical facility in the factory from 5:00 pm to 8:00 pm (from Monday to Friday); even though, currently, there are workers who work from 2:30 pm to 10:00 pm (from Monday to Friday).
Recommendation for Immediate Action	Ensure that the medical facility operational hours are following the working hours of the workers.
Compliance Classifications	Immediate Action Required
Local Law	N/A
Benchmark ID	HSE.1

Benchmark Details	Employers shall comply with all national laws, regulations and procedures concerning health, safety, and the environment.
Finding Details	1. There is no fire risk assessment commissioned to a third-party expert for the factory. The factory has a fire safety recommendation from the Fire Fighter Officer, a factory staff, but the report is not as comprehensive as a third-party expert. 2. Due to there is no asbestos assessment conducted in the factory, there is no label used for any material in the factory containing asbestos. 3. The factory has not posted information on room capacities to allow for at least a 1-meter distance between individuals, at all relevant locations for COVID-19 prevention. 4. The information of maximum occupancy is not posted at the entrance of all worker common areas such as canteen and training room to limit the number of workers inside at a given time.
Recommendation for Immediate Action	1. Ensure to conduct a fire risk assessment by a third-party expert. 2. Ensure to conduct an asbestos assessment to all buildings to ensure that workers are not exposed to asbestos and to label any material in the factory containing asbestos. 3. Post information on room capacities to allow for at least a 1-meter distance between individuals, at all relevant locations. 4. Post information of maximum occupancy at the entrance of all worker common areas to limit the number of workers inside at a given time.
Compliance Classifications	Immediate Action Required
Local Law	Attachment of PERMEN PU No. 20 Year 2009 Article 4. 3.
Benchmark ID	HSE.12
Benchmark Details	Employers shall ensure that women are not engaged in work that constitutes a substantial risk to their reproductive health.
Finding Details	The factory has procedures to protect pregnant workers; however, they do not have the procedures to protect the reproductive health of workers through minimizing their exposure to workplace hazards.
Recommendation for Immediate Action	

Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	HSE.23.1
Benchmark Details	Safe and clean drinking water shall be freely available at all times, within reasonable distance of the workplace. Drinking water shall be of a reasonable temperature. The means to drink water (e.g. cups) must be safe and sanitary and available in an appropriate number.
Finding Details	Around 40% of the workers are using disposable plastic bottles (used mineral bottles) to refill potable water provided by the factory. While the plastic material of this bottle is PET 1 (one-time usage - disposable) instead of PET 5 (refill).
Recommendation for Immediate Action	Post warning signs to forbid using mineral water bottles as refill bottles and conduct PET awareness for workers.
Compliance Classifications	Immediate Action Required
Local Law	Kepmenperind No 705 Year 2003 Article 9
Benchmark ID	HSE.5.4
Benchmark Details	The emergency evacuation plan (EEP) includes procedures for notifying local community authorities in case of accidental discharge or release of chemical/waste products or any other environmental emergency.
Finding Details	There is no procedure to respond to potential gas leaks.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A

Benchmark ID	HSE.30.2.6
Benchmark Details	The health, safety, and environmental policies shall contain the framework for a comprehensive health, safety, and environmental management system including a HS&E risk assessment within which the following are clear and regularly tested and reviewed:protections to workers who allege health, safety, and environmental violations;
Finding Details	The factory does not have policies and procedures on anti-retaliation that includes protection against retaliation for workers who raise health, safety, and environmental concerns.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	HSE.7
Benchmark Details	Workers shall be provided at no cost with all the appropriate and necessary personal protective equipment (e.g. gloves, eye protection, hearing protection, respiratory protection) to effectively prevent unsafe exposure (e.g. inhalation or contact with solvent vapors, noise, dust) to health and safety hazards, including medical waste.
Finding Details	The factory does not provide additional COVID-19 related PPE, such as face masks and gloves to workers. Workers bring or buy their own face masks.
Recommendation for Immediate Action	Provides additional COVID-19 related PPE, such as face masks and gloves (if needed) to workers.
Compliance Classifications	Immediate Action Required
Local Law	N/A

Benchmark ID	HSE.8
Benchmark Details	Workers shall be provided with training on the use and maintenance of personal protective equipment. Training shall be upon hire with periodic refresher training offered to all workers. Management will ensure use of PPE as necessary.
Finding Details	1. The chemical mask provided at the chemical storage is not stored in sealed containers to prevent filter deterioration. 2. The total PPE training conducted in the first half of 2021 was only conducted for 178 workers instead of all workers in the factory.
Recommendation for Immediate Action	1. Store chemical masks in sealed containers. 2. Ensure to provide all workers with PPE training.
Compliance Classifications	Immediate Action Required
Local Law	Manpower Minister Instruction INS. 11/M/BW/1997, point I.3.; Regulation No. PER-08/MEN/VII on Personal Protective Equipment (2010), Art. 7
Benchmark ID	HSE.14.2
Benchmark Details	Workers shall receive training in the proper use and safe operation of machinery, equipment and tools they use.
Finding Details	There is no training conducted for the maintenance team (4 workers) in regards to confined space.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A

Hours Of Work (HOW)

Benchmark ID	HOW.18
Benchmark Details	Absences from work for reasons beyond the control of workers, such as sick leave or periods during which workplace operations are suspended, shall not be counted as annual leave nor shall they be deducted from calculations concerning length of service, unless specified differently under national laws, regulations and procedures.
Finding Details	The workers who are required off work during the low production season are paid only 33% of the basic wage. This wage calculation was already happening from May 2020 until the assessment date. The most affected workers were in the 1st week of June 2010 when 71.4% of total workers were impacted. Based on the latest available record for periods of May 17 -20, 2021, around 461 workers, or 6.84 % of total workers were still off work. Moreover, 27 canteen outsourced workers only receive 25% of the basic wage during off work. The factory management has an agreement with the SPN union regarding this wage calculation.
Recommendation for Immediate Action	Avoid salary or pay deductions from the workers when the factory requests off work.
Compliance Classifications	Immediate Action Required
Local Law	Government Regulation (PP) the Republic of Indonesia Number 78 Year 2015 Article 25
Benchmark ID	HOW.1.1
Benchmark Details	Employers shall comply with all national laws, regulations and procedures concerning hours of work, public holidays and leave.

Finding Details	<p>The COVID-19 pandemic caused the factory to not receive enough orders from buyers and workers were required to take time off work. The workers who were required to take off work during the low production season were paid only 33% of the basic wage. This wage calculation started in May 2020 and is still implemented. The highest affected workers were from the 1st week of June 2020 when 71.4% of total workers were impacted. Based on the latest available record for periods of May 17 -20, 2021, around 461 workers, or 6.84 % of total workers were still off work. Additionally, 27 outsourced canteen workers only received 25% of the basic wage during off work. The factory management has an agreement with the SPN union regarding this wage calculation. However, the agreement does not have an expiration date when wage adjustment will end. According to the Regulation of Minister of Manpower No.2 the Year 2021 on the implementation of wages on certain labor-intensive industries in the time of the COVID-19 pandemic on Article 7 (2 c) states the longest period of validity of the agreement is until December 31, 2021.</p>
Recommendation for Immediate Action	<p>Limit periods of wage adjustment for as short periods as possible, and avoid salary or pay deductions from the workers when the factory is requesting off work.</p>
Compliance Classifications	<p>Immediate Action Required</p>
Local Law	<p>Regulation of Minister of Manpower No.2 Year 2021 about implementation of wages on certain labor intensive industry in the time of the Corona virus 19 disease pandemic on Article 7 (2 c)</p>
Benchmark ID	<p>HOW.5</p>
Benchmark Details	<p>Employers shall maintain necessary records identifying all women workers and all workers under the age of 18 entitled to legal protection concerning work hours.</p>
Finding Details	<p>The working hour records do not identify pregnant or lactating workers to help ensure they receive their entitled legal protections concerning working hours.</p>
Recommendation for Immediate Action	<p>Establish a system to identify pregnant and lactating workers to ensure they receive their entitled legal protections concerning working hours.</p>

Compliance Classifications	Immediate Action Required
Local Law	N/A
Benchmark ID	HOW.22.4
Benchmark Details	Employers shall not maintain multiple time-keeping systems and/or records.
Finding Details	Not all new workers are provided with a factory ID card, which are also used as the time card, when they are hired. Delays in providing time cards also happen to workers who lose their cards. At least 5 new workers do not have time cards although they have been working at the factory for 1 to 3 weeks. A logbook is used to manually record attendance for workers without ID cards, all the time entries are the same with time in and time out listed as 7:00 to 14:30. In addition, these workers are also required to fill out a form as permitted to enter /exit the factory.
Recommendation for Immediate Action	Ensure time worked by all workers, regardless of workers' status or wage system, is fully documented by timecards or other mechanical or electronic recording systems to ensure accuracy.
Compliance Classifications	Immediate Action Required
Local Law	N/A

Nondiscrimination (ND)

Benchmark ID	ND.12
Benchmark Details	Employers shall take measures to reasonably accommodate workers with (chronic) illnesses, including HIV/AIDS-related illnesses, which could include rearrangement of working time, the provision of special equipment, opportunities for rest breaks, time-off for medical appointments, flexible sick leave, part-time work and return-to-work arrangements.

Finding Details	There is no procedure to accommodate workers with chronic illnesses.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	N/A
Benchmark ID	ND.3
Benchmark Details	Recruitment and employment policies and practices, including job advertisements, job descriptions, application and interview questions and job performance/evaluation policies and practices shall be free from any type of discriminatory bias.
Finding Details	Based on job vacancies in form of distributed leaflets, the factory looks for production workers for cutting, sewing, and finishing sections with an age limit of 30 years old.
Recommendation for Immediate Action	Ensure employment decisions are not made on the basis of age, gender, sexual orientation, political opinion, social group, ethnic origin, marital status, or union affiliation or sympathy.
Compliance Classifications	Immediate Action Required
Local Law	Law No. 13 on Manpower (2003), Art. 5

