

Fair Labor Association: Independent External Factory Assessment

Assessment Date :

09 Aug 2021



Factory Information

FLA Affiliates	Fast Retailing Co., Ltd.
Country	India
Number of Workers	875

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)	4
Employment Relationship (ER)	16
Freedom of Association & Collective Bargaining	1
Freedom Of Association And Collective Bargaining (FOA)	2
Harassment Or Abuse (H/A)	2
Health, Safety And Environment (HSE)	15
Hours Of Work (HOW)	1
Nondiscrimination (ND)	1

Assessment Information

Assessor	Insync
Assessment Date	09 Aug 2021
Assessment Purpose	Factory Assessment (In-Person)

ASSESSMENT RESULTS

Compensation (C)

Benchmark ID	C.22
Benchmark Details	Employers must establish a system through which workers can dispute compensation and receive clarifications in this respect in a timely manner.
Finding Details	The specific procedure for workers to submit grievances or questions about wage payments and benefits is not defined. Workers can approach the payroll manager directly.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	C.1.1
Benchmark Details	Employers shall comply with all national laws, regulations and procedures concerning the payment of compensation to workers.

Finding Details	<p>1. As a practice, outsourced workers are terminated by the factory when 15 days of unauthorised absence from work occurs. Resignation letters for outsourced workers or letters to communicate termination of employment of such workers by the factory is not maintained. In absence of documentation with a date of leaving employment recorded, accuracy of calculation and payment of terminal dues cannot be verified. 2. Some benefits provided to workers on factory payrolls are not provided to outsourced workers. For example, conveyance allowance and uniforms are not provided to outsourced workers and these are provided to workers on factory pay rolls. 3. Wage slip is provided to outsourced workers post-payment of wages and it is provided prior to payment of wages to workers on factory pay rolls. Outsourced workers are not provided the annual bonus. 4. Apart from periodic wage revisions notified by local government authorities, annual increments by 8 % to 10 % of wages is provided to workers on factory payrolls, but not to outsourced workers employed through contractors.</p>
Recommendation for Immediate Action	<p>1. Workers should be intimated in writing prior to terminating employment. Complete documentation pertaining resignation from employment should be maintained. 2. Benefits should be provided to all workers equally irrespective if they are hired on factory pay rolls or are outsourced. 3. Wage slips should be provided prior to payment of wages as legally required.</p>
Compliance Classifications	Immediate Action Required
Local Law	<p>1. Item 13(1) of Schedule 1 appended to Industrial Employment (Standing Orders) Rules 1946: For terminating employment of a permanent workmen, notice in writing shall be given either by the employer or the workmen - one month's notice in the case of monthly-rated workmen and two weeks' notice in the case of other workmen: one month's or two week's pay, as the case may be, may be paid in lieu of notice. 2. Minimum Wages Central Rules 1950- Rule 26 (2): A wage slip in Form XI shall be issued by every employer to every person employed by him at least a day prior to the disbursement of wages.</p>
Benchmark ID	C.15.1.5

Benchmark Details	Employers shall provide workers a pay statement each pay period and not less frequently than once a month, which shall show bonuses.
Finding Details	Information on the bonus for workers on factory pay rolls (33 % of total workers) is included in the pay slip of the month when the bonus is paid, which occurs once a year, and is not included in the payslip for outsourced workers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	C.10
Benchmark Details	Workers shall be informed, orally and in writing, in language(s) spoken by workers about overtime wage rates prior to undertaking overtime.
Finding Details	The calculation for overtime wages is communicated verbally and not in writing.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Employment Relationship (ER)	
Benchmark ID	ER.19.2
Benchmark Details	All notices that are legally required to be posted in the workplace work areas shall be posted by employers.

Finding Details	Certified standing orders (Legally certified manual on employer and employee workplace relations) are not displayed.
Recommendation for Immediate Action	Certified Standing orders should be displayed in the factory.
Compliance Classifications	Immediate Action Required
Local Law	Industrial Employment (Standing Orders) Act, 1946-. Section 9- Posting of standing orders.--The text of the standing orders as finally certified under this Act shall be prominently posted by the employer in English and in the language understood by the majority of his workmen on special boards to be maintained for the purpose at or near the entrance through which the majority of the workmen enter the industrial establishment and in all departments thereof where the workmen are employed.
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	1. Factory does not provide any ongoing training to workers on all FLA's Code elements and Employment Functions 2. Training on health and hygiene was conducted for 7 out of 16 canteen workers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.18.2

Benchmark Details	Employers shall ensure managers and supervisors are fully familiar with the workplace disciplinary system and in applying appropriate disciplinary practices.
Finding Details	There is some awareness from managers and supervisors on the disciplinary system, though not all are aware of the procedures to be followed.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	In the past 12 months, training on FLA's Code elements and Employment Functions was conducted for 40 out of 139 supervisors and managers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.17.1
Benchmark Details	Employers shall have a clear and transparent system of worker and management communication that enables workers to consult with and provide input to management. This might include suggestion boxes, worker committees, designated spaces for worker meetings, union representatives, and meetings between management and workers' representatives.

Finding Details	The chairperson of the grievance committee is not rotated between management and workers as legally required.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	Industrial Disputes Act 1947- Section 9C (3) : Setting up of Grievance Redressal Machinery- The chairperson of the Grievance Redressal Committee shall be selected from the employer and from among the workmen alternatively on rotation basis every year.
Benchmark ID	ER.15.1
Benchmark Details	Employers shall have in place a procedure for determining termination payouts, including methods for correct assessment of payouts for all modes of termination/retrenchment, taking into account national legal requirements.
Finding Details	In past 12 months, Covid-19 specific training was provided for 120 out of 139 supervisors and managers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	1. Written procedures do not provide information on steps to be followed to ensure non-discrimination in employment practices, as factory employs workers through contractors and on factory payrolls. 2. Written procedures do not have information on calculations of terminal dues when resignation, retirement, or dismissal occur. 3. Timelines for the payment of terminal dues is not defined. 3. Written policies and procedures do not provide information on compensation and benefits for (a) outsourced workers (b) union members on factory payrolls and (c) non union members on factory payrolls.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.6.1
Benchmark Details	Employers shall have written policies and procedures and implement practices that encourage ongoing training of all categories of workers with the goal of raising or broadening skills in order to advance in their careers within the factory or beyond.
Finding Details	The Factory does not have written policies and procedures on personnel development that encourages ongoing training with the goal of raising or broadening workers' skills.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	The factory does not have written policies and procedures on performance reviews at all. Performance evaluations were not conducted in the past 12 months. As a practice, performance is evaluated when there are vacancies in production processes. Vacancies are communicated to Supervisors and heads of departments. Based on verbal feedback of performance, a list of workers is recommended to the Plant head and HR Team for final evaluation, which is done verbally. The final list of selected workers is communicated via email to HR for incorporating salary increments.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.8
Benchmark Details	Employers shall have written policies and procedures with regard to promotion, demotion, and job reassignment that outline the criteria, demonstrate linkages to job grading, and prohibit discrimination or use of demotion or job reassignment as a form of penalty or punishment, are provided in writing and seek feedback from employees in writing, and follow all local legal requirements.
Finding Details	The factory does not have written policies and procedures on promotion, demotion, and job reassignments.
Recommendation for Immediate Action	

Compliance Classifications	Sustainable Improvement Required
Local Law	
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	1. FLA Code elements are not available, however, the Code of Conduct for customers is posted in English on an A4 size paper and was not prominently visible. 2. In the past 12 months, Covid -19 specific training was provided for 100 out of 894 workers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	1. The competency certificate of the external engineer who inspected and issued the building stability certificate is not maintained on site. Hence authenticity of the certificate cannot be verified.
Recommendation for Immediate Action	1. Competency certificate of external engineer who inspected and issued building stability certificate should be maintained on site.

Compliance Classifications	Immediate Action Required
Local Law	Maharashtra Factories Rules, 1963 -3-A. Certificate of Stability:—(I) No manufacturing process shall be carried out in any premises of a factory constructed, reconstructed or extended or in any premises which has been taken into use as a factory or part of a factory until a certificate of stability issued by a competent person in respect of every work of engineering construction in the Form 1-A has been sent by the Occupier of the factory to the Chief Inspector of Factories, and approved by him
Benchmark ID	ER.10.2
Benchmark Details	Employers shall not renew contracts for multiple successive short-terms in lieu of providing regular employment.
Finding Details	Employment is continuous and not for fixed terms.
Recommendation for Immediate Action	
Compliance Classifications	
Local Law	
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	Employment procedures are legally defined, however, workers are not consulted in the revision of policies.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required

Local Law	
Benchmark ID	ER.17.2
Benchmark Details	There shall be a mechanism that allows workers to report harassment and grievances confidentially, including any concerns or problems they may be experiencing around legally owed payments during a retrenchment process.
Finding Details	Grievance and suggestion boxes are installed in work areas and canteen. This does not allow for confidential reporting of grievances.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	Workers do not receive written documentation that substantiates all the issues covered in orientation. A document containing the topics is signed by workers and filed in individual file of workers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	CBA is in English and not in local language (Marathi).
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

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	Written procedures on Freedom of Association and Collective Bargaining do not provide information on the formation of works committee.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	FOA.15

Benchmark Details	Worker representatives shall have the facilities necessary for the proper exercise of their functions, including access to workplaces and office space where required by law.
Finding Details	Factory does not provide office space for unions or other worker representative structures. Workers meet in the training room.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

Harassment Or Abuse (H/A)

Benchmark ID	H/A.1.1
Benchmark Details	Employers shall comply with all national laws, regulations and procedures concerning discipline, violence, harassment and abuse, including that which is gender-based
Finding Details	Penal consequences of Harassment of women at workplace is not posted in the factory.
Recommendation for Immediate Action	Penal consequences of Harassment of women at workplace should be posted in the factory.
Compliance Classifications	Immediate Action Required
Local Law	Sexual harassment of women (prevention, prohibition & redressal) at workplace act 2013- section 19(b): Every employer shall display at any conspicuous place, the penal consequences of sexual harassment.
Benchmark ID	H/A.8.3

Benchmark Details	Employers, shall develop, implement and monitor policy and procedures for eliminating the risk of violence, harassment, and abuse in the workplace. Policies and procedures shall include a clear statement that violence, harassment, and abuse will not be tolerated, procedures for the investigation of allegations, and measures to protect any complainants, victims, and witnesses.
Finding Details	Factory does not have written policy and procedures on Abuse, but factory has procedures for disciplining workers, supervisors, and managers who engage in any form of harassment or abuse.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

Health, Safety And Environment (HSE)

Benchmark ID	HSE.30.1
Benchmark Details	Employers shall develop, maintain, and regularly review health, safety, and environmental policies to ensure that they comply with all national laws, regulations and the FLA Workplace Code concerning health, safety, and environmental standards, regulations and procedures.
Finding Details	1. Written procedure does not identify types of waste generated by the factory and procedures to manage each type of waste generated. 2. Written procedure does not provided information on steps that will be followed to ensure safety in work areas in all aspects like machine safety, fire safety, chemical safety etc.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required

Local Law	
Benchmark ID	HSE.5.1.6
Benchmark Details	All applicable, legally required or recommended elements of safe evacuation shall be complied with, including all the following elements: evacuation procedures and fire drills
Finding Details	Factory does not conduct an assessment after evacuation drills to improve evacuation process.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.19
Benchmark Details	All facilities including workplace buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with all applicable laws, including relevant sanitation, medical, and safety and health regulations.
Finding Details	1. Hand drying facility is provided in the male toilet, however, this was not functional when tested. 2. Kitchen walls and ceiling are stained with smoke and are not clean. Also, the lighting is poor.
Recommendation for Immediate Action	1. Hand drying facility should be maintained functional at all times. 2. Kitchen should be maintained clean at all times.
Compliance Classifications	Immediate Action Required
Local Law	Factories Act, 1948- Section 46(1): The state government may make rules requiring that in any specified factory wherein more than two hundred and fifty workers are ordinarily employed, a canteen or canteens shall be provided and maintained by the occupier for the use of the workers.

Benchmark ID	HSE.14.1
Benchmark Details	All production machinery, equipment and tools shall be properly guarded and regularly maintained.
Finding Details	Traffic lanes and walk paths are not marked inside the factory.
Recommendation for Immediate Action	Traffic lanes and walk paths should be marked inside the factory.
Compliance Classifications	Immediate Action Required
Local Law	
Benchmark ID	HSE.1
Benchmark Details	Employers shall comply with all national laws, regulations and procedures concerning health, safety, and the environment.
Finding Details	<p>1. Factory does not provide training to all health and safety committee members 2. Sanitary pads are not provided to female workers, which is a legal requirement. 3. Social distancing is not maintained during training programs. 4. Information on maximum occupancy is not posted at the entrance of all worker common areas to limit the number of workers inside at a given time 5. Factory does not have procedures to quarantine employees who are back from the regions that are considered at-risk for COVID-19 exposure 6. Factory has not taken steps to improve ventilation 7. Factory has not made any arrangements for in & out times and break times to prevent delays and queues at the entrances and exits. 8. Factory has not reduced the number of workers in each room, to minimize the risk of COVID-19 transmission. 9. Factory has not installed impermeable barriers to prevent transmission between canteen servers and workers 10. Partitions are installed on dining tables to enclose eating areas on the table and minimize contact between workers. However, social distancing is not maintained when workers move in and out of canteen. 11. Factory does not ensure that workers do not share any personal items such as: cutlery, cups, straws, water bottles, or cosmetics</p>

Recommendation for Immediate Action	1. Health and Safety training is not provided to Health & Safety committee members. 2. Sanitary pads should be provided to female workers. 3. All Covid-19 protocols including social distancing should be followed in the factory.
Compliance Classifications	Immediate Action Required
Local Law	1. Model Factories Rules, section 19 (3) and section 112 of Factories Act 1948 – Rule 44c- Sanitary napkins of adequate quantity conforming to Indian standards shall be provided and maintained in women’s toilet for their use and the same replenished on daily basis. (d) – Disposable bins with lids shall be provided within the women’s toilets for collection of used napkins. Used napkins shall be disposed off as per procedure approved by inspector.
Benchmark ID	HSE.28
Benchmark Details	Employers shall create a system to ensure that all necessary Health and Safety protections are provided for external contractors; including protection when working within , confined spaces, maintenance issues, and general Health and Safety Issues.
Finding Details	Factory does not provide safety information to contractors, including information on protection when working within confined spaces, maintenance issues, and general Health and Safety Issues
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.29
Benchmark Details	Employers shall provide all necessary protection for workers when working at heights, confined spaces, and other high-risk areas.

Finding Details	1. Confined spaces are covered to ensure that there is no unauthorized entry, however, there are no signs to warn workers. 2. Factory does not maintain documentation and pictures when persons enter confined space for cleaning. Therefore, it cannot be verified if safety measures are taken while entering confined spaces.
Recommendation for Immediate Action	1. Install signs on confined spaces to warn workers. 2. Maintain logs with pictures when workers enter confined spaces with information on procedures followed including use of safety equipment.
Compliance Classifications	Immediate Action Required
Local Law	Factories Act, 1948- Section 36 (2) (a): No person shall be required or allowed to enter any confined space as is referred to in sub-section (1), until all practicable measures have been taken to remove any gas, fume, vapour or dust, which may be present so as to bring its level within the permissible limits and to prevent any ingress of such gas, fume, vapour or dust and unless a certificate in writing has been given by a competent person, based on a test carried out by himself that the space is reasonably free from dangerous gas, fume, vapour or dust.
Benchmark ID	HSE.17.2
Benchmark Details	Employers shall train workers in proper lifting techniques, and items such as lifting belts shall be provided.
Finding Details	In the past 12 months, training on ergonomics was conducted for 62 out of 894 workers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	Factory has written procedures for chemical emergencies, however, the factory does not have written procedures for gas emergencies.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.30.2.4
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: procedures that enable workers to raise health, safety, and environmental concerns.
Finding Details	There are no separate written procedures for workers to report safety or environmental concerns. If any concerns are reported, they have been directed to the Union or factory management directly.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	Hand gloves are not provided to workers in boarding section who fit socks on hot aluminium templates.
Recommendation for Immediate Action	Provide Hand gloves to workers in boarding section who fit socks on hot aluminium templates.
Compliance Classifications	Immediate Action Required
Local Law	Factories Act, 1948-Section 7A (2b): Every occupier should have arrangement in the factory for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
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	In the past 12 months, training on PPE was conducted for 8 out of 894 workers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	1. In the past 12 months, training on Lock out - tag out arrangement and safety measures for working at heights was not conducted. 2. Factory does not provide training on machine and vehicle operations.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.9.2
Benchmark Details	Workers shall receive training, appropriate to their job responsibilities, concerning the hazards, risks and the safe use of chemicals and other hazardous substances.
Finding Details	In the past 12 months, training on chemical safety was conducted for 5 out of 14 workers who handle chemicals.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.17.1
Benchmark Details	Workstations, including seating and standing arrangements and reach required to obtain tools, shall be designed and set-up in such a manner as to minimize bodily strains.

Finding Details	Sitting areas are not provided to workers with standing jobs in knitting, washing, boarding, and in the first inspection sections. The factory doctor shared that usual complaints from workers were pain on the lower backs, knees, shoulders, and back of the neck.
Recommendation for Immediate Action	Sitting ares should be provided to workers with standing jobs in knitting, Washing, boarding and in first inspection sections.
Compliance Classifications	Immediate Action Required
Local Law	1.Factories Act 1948- Section 44 (1): In every factory suitable arrangements for sitting shall be provided and maintained for all workers obliged to work in a standing position, in order that they may take advantage of any opportunities for rest which may occur in the course of their work.

Hours Of Work (HOW)

Benchmark ID	HOW.11.1
Benchmark Details	Employers shall provide workers with paid annual leave as required under national laws, regulations and procedures.
Finding Details	Workers on factory payroll are allowed to accumulate earned leaves up to 58 days and outsourced workers are allowed to accumulate up to 30 days. Unused leave beyond 58 days in the case of workers on factory pay rolls and 30 days in case of outsourced workers is paid. Legally, earned leave cannot be accumulated beyond 30 days.
Recommendation for Immediate Action	Unused leave should be allowed to accumulate up to 30 days.
Compliance Classifications	Sustainable Improvement Required

Local Law	Factories Act 1948, Chapter VIII- Annual Leave with wages- Section 79 (5) - If a worker does not in any one calendar year take the whole of the leave allowed to him under sub-section (1) or sub-section (2), as the case may be, any leave not taken by him shall be added to the leave to be allowed to him in the succeeding calendar year: Provided that the total number of days of leave that may be carried forward to a succeeding year shall not exceed thirty in the case of an adult or forty in the case of a child.
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Nondiscrimination (ND)

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	Factory celebrates the birthdays of all workers on factory payrolls and does not include outsourced workers on contractor payrolls.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

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