

Fair Labor Association: Independent External Factory Assessment

Assessment Date :

27 Sep 2021



Factory Information

FLA Affiliates	MV Sport - The Game Inc.
Country	Bangladesh
Number of Workers	1162

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)	7
Employment Relationship (ER)	16
Freedom Of Association And Collective Bargaining (FOA)	1
Harassment Or Abuse (H/A)	1
Health, Safety And Environment (HSE)	28
Hours Of Work (HOW)	6

Assessment Information

Assessor	Insync
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Assessment Date	27 Sep 2021
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Assessment Purpose	Factory Assessment (Hybrid)
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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 factory does not have a separate procedure to report concerns specifically related to wage payments and benefits. Such concerns are included as part of the factory's overall grievance system.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	C.17
Benchmark Details	Employers shall ensure that all legally required payroll documents, journals and reports are available, complete, accurate and up-to date.
Finding Details	To deal with excess cargo, the factory engages an external contractor whose employees load and unload cargo. This contractor manually records the total number of hours that its employees work in order to bill the factory, but the contractor does not record the hours worked by each individual worker or the specific amount that s/he is paid.
Recommendation for Immediate Action	The factory should maintain time and payroll records for each individual worker engaged through the external contractor.

Compliance Classifications	Immediate Action Required
Local Law	Bangladesh EPZ Labour Act 2019 - CHAPTER V -WORKING HOURS AND LEAVE Section -49. Working hour corresponding with notice and register.No worker shall work or be required to work other than in accordance with the notice under section 48 (1) and the entries made beforehand against his name in the register maintained under section 8.
Benchmark ID	C.2
Benchmark Details	Employers shall pay workers at least the legal minimum wage or the prevailing industry wage, whichever is higher, for regular working hours (not including overtime). Workers should also be informed about the legal minimum wage.
Finding Details	The factory does not keep records of external contractors' working hours or payrolls. As a result, the assessment could not verify that external contractors' employees receive proper wages.
Recommendation for Immediate Action	Ensure that the external contractor pays its employees the appropriate wage.
Compliance Classifications	Immediate Action Required
Local Law	Bangladesh EPZ Labour Act 2019-CHAPTER VI -WAGES, PAYMENT OF WAGES, ETC- Section 55. - Responsibility for payment of wages.Each employer shall be liable to pay all wages to each worker employed by him.
Benchmark ID	C.21.1
Benchmark Details	Employers shall provide all legally mandated benefits, including holidays, leave, bonuses, severance payments and 13th month payments to all eligible workers within legally defined time periods.

Finding Details	(1) Rather than paying payouts to resigning or terminated workers within seven days of termination as required by local law, the factory makes these payments at the next normal monthly payday after termination. (2) Although workers sign a receipt to acknowledge the receipt of termination payouts, the factory does not record the date of these payouts on the payout calculation sheet or in factory payment records. Therefore, the assessment could not verify that such payouts are made in a timely manner.
Recommendation for Immediate Action	(1) Make all termination/resignation payouts within the legally defined timeline. (2) Record the date of payment when making termination/resignation payouts.
Compliance Classifications	Immediate Action Required
Local Law	Bangladesh Labor Rules 2015- Rule 112 (4): If a worker's job is scrapped/cancelled due to layoff, discharge, termination, expel, resignation by the worker or for any other reasons, the arrear wages of the worker have to be paid within 7 (seven) working days after cancellation of the job and the compensation and other dues must be paid within maximum 30 (thirty) working days after cancellation of the job.
Benchmark ID	C.15.1.4
Benchmark Details	Employers shall provide workers a pay statement each pay period and not less frequently than once a month, which shall show regular and overtime pay.
Finding Details	Worker pay slips only show up to 2 hours of overtime per day, even on days when employees work more than 2 hours of overtime. The pay slips also do not show the wages paid to workers for overtime hours beyond 2.
Recommendation for Immediate Action	Provide workers with pay slips that accurately reflect both the total number of regular hours worked, the total number of overtime hours worked, and the wages paid for all hours worked.
Compliance Classifications	Immediate Action Required

Local Law	Bangladesh Labor Rules 2015- Rule 111 (3): The Owner shall give Wage Slip to each worker at the time of paying wages as per Form-38, where payable amount of wages, overtime allowance, deduction (if any) and total payable amount of wages shall be mentioned.
Benchmark ID	C.15.1.3
Benchmark Details	Employers shall provide workers a pay statement each pay period and not less frequently than once a month, which shall show total number of hours worked.
Finding Details	Worker payslips do not show the total number of hours worked. The payslips only show up to 2 hours of overtime per day, even on days when employees work more than 2 hours of overtime.
Recommendation for Immediate Action	Provide workers with pay slips that accurately reflect the total number of hours worked (both regular and overtime hours).
Compliance Classifications	Immediate Action Required
Local Law	Bangladesh Labor Rules 2015- Rule 111 (3): The Owner shall give Wage Slip to each worker at the time of paying wages as per Form-38, where payable amount of wages, overtime allowance, deduction (if any) and total payable amount of wages shall be mentioned.
Benchmark ID	C.3.1.3
Benchmark Details	Where probationary employment is legally allowed, no workers shall work more than three months in this employment category.
Finding Details	The factory's probation period is 3 months and can be extended by an additional 3 months. Local law, however, limits the probation period to 3 months for non-clerical workers. Factory management evaluates machine operators at the end of the initial 3-month probation period. If the operators meet expectations, their employment is confirmed. Otherwise, the probation period is extended by 3 months. The factory does not conduct such evaluations for other categories of workers. Workers receive and sign a letter informing them of either confirmed employment or the extension of the probation period.

Recommendation for Immediate Action	Reduce the probation period for new workers so that it does not exceed 3 months.
Compliance Classifications	Immediate Action Required
Local Law	Bangladesh EPZ Labour Act 2019 - CHAPTER II-CONDITIONS OF EMPLOYMENT AND SERVICE - Section 5 - (7) The period of probation for a worker whose function is of clerical nature shall be 6 (six) months and for other workers such period shall be 3 (three) months.

Employment Relationship (ER)

Benchmark ID	ER.17.5
Benchmark Details	Employers shall have in place procedures to track the number, types, and timing and resolution of grievances, and to communicate the resolution of grievances to the workforce.
Finding Details	(1) The factory does not log grievances that workers raise with supervisors. (2) The factory's log of grievances reported to the Welfare Manager does not record the date that a grievance is closed. Therefore, the assessment could not verify whether grievances are addressed in a timely manner. The factory's log of grievances reported using the complaint box records a grievance as Open, Pending, or Closed, but does not include information on the action taken to address the grievance. Therefore, the assessment could not verify whether the factory took action to address grievances sustainably.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	The factory has posted some posters on COVID-19 awareness at the entrance to the factory, but not throughout the factory.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.11.2
Benchmark Details	Employers must ensure the following minimum terms and conditions are met in the employment of contract/contingent/migrant/temporary workers: Contract/contingent/migrant/temporary workers shall be provided an employment agreement in their native language setting out the employment terms and conditions. for migrant workers, a copy of their employment contract in their native language shall be provided prior to departure from their country of origin;
Finding Details	The factory provides new workers with an official notice of employment ("appointment letter") and identity card 7 days after hiring, rather than on the date of hire as is legally required.
Recommendation for Immediate Action	Appointment letter and Identity cards should be provided to new workers on day of hiring .
Compliance Classifications	Immediate Action Required
Local Law	Bangladesh EPZ Labour Act, 2019-CHAPTER II-CONDITIONS OF EMPLOYMENT AND SERVICE- Section 6. Appointment letter and identity card.- No employer shall employ any worker without giving an appointment letter and each such employed worker shall be provided with an identity card with his photograph.
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 provides training to workers on the affiliate company's code of conduct, which is aligned with the FLA Code. However, in the past 12 months, only 100 out of 1046 workers received training on workplace standards.
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	Supervisors and managers are somewhat aware of the factory's workplace disciplinary system, but not fully. In the past 12 months, only 24 out of 139 supervisors and managers received training on workplace conduct and discipline.
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	The factory does not provide specific training to supervisors on the FLA Code elements.
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	(1) The factory's written procedures for the grievance systems do not designate the parties responsible for the policy or require the responsible parties to be properly trained. They also lack a requirement that all grievances reported to supervisors be documented. (2) In the past 12 months, only 12 out of 139 supervisors/managers and 156 out of 1046 workers received training on the factory's grievance systems.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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 a written policy or written procedures addressing non-retaliation.
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) The factory lacks written procedures on non-discrimination. (2) The factory lacks a written procedure for addressing forced labor. (3) The factory's written procedures on addressing child labor do not identify the parties responsible for the procedure. They also do not include training of these responsible parties apart from the factory's routine trainings for workers, supervisors, and managers. (4) The factory does not have a written procedure for termination, and has neither a written policy nor a written procedure on retrenchment. (5) The factory does not have written a procedure for wages and benefits.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required

Local Law	
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	The factory's procedures on workplace conduct do not designate the persons responsible for the procedure or specify that they be properly trained.
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 policy or procedures on personnel development.
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 a written policy or procedures on performance evaluations. The factory does not perform any kind of performance evaluations for workers.
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	(1) The factory does not have a written policy or procedure on promotions, demotions, and job reassignments. (2) Between 2010 and 2016, the factory promoted workers and awarded raises based on verbal recommendations by supervisors and managers. Since 2016, the factory has not promoted any workers. In 2018, local government authorities required the factory to give 50% of workers a 5% increase in basic wages and the remaining 50% of workers a 10% increase in basic wages, based on performance evaluations. The factory selected which workers would receive the 5% increase and which would receive the 10% increase based on verbal recommendations from supervisors. Management did not follow any other defined procedure, nor did management maintain any documentation. Therefore, the assessment could not verify whether the procedures followed were fair and transparent. In March 2020, all workers received a 5% raise in their basic wage.

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	The factory does not provide workers with regular communication on the FLA Code elements. In the past 12 months, 500 out of 1046 workers and 30 out of 130 supervisors/managers received specific training on COVID-19.
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 factory has not made the relevant FLA affiliates' codes of conduct available to workers. (2) The factory does not document grievances reported verbally to supervisors. The factory does document grievances reported through other channels, but key information is not included, including the date and time that the grievance was filed and action taken in response to the grievance.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
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	Workers are not integrated into decision-making processes on policies and procedures.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Freedom Of Association And Collective Bargaining (FOA)	
Benchmark ID	FOA.11
Benchmark Details	Employers shall not interfere with the right of workers to: draw up their constitutions and rules; to elect their representatives; or to organize their administration and activities

Finding Details	Workers did not have the opportunity to elect their representatives on the factory's Participation Committee, which was formed in March 2020. Instead, factory supervisors and members of the previous version of the committee (the WRWC, or Workers Representative Welfare Council) nominated them.
Recommendation for Immediate Action	Workers' representatives on workplace representative structures should be elected by workers.
Compliance Classifications	Sustainable Improvement Required
Local Law	Bangladesh Labor Rules 2015- Rule 187 (1): Where there is no trade union or collective bargaining agent (CBA) in that case the organization will help in the election of worker representative of participating committee by secret ballot by informing the labor director.

Harassment Or Abuse (H/A)

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	The written procedure addressing harassment and abuse does not designate a person responsible for the procedure.
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) The factory does not have written procedures on managing environmental concerns, such as plans to reduce consumption of energy, ensure clean air discharge, reduce noise pollution, monitor water consumption, and train employees on reducing waste and recycling. (2) The factory does not have written procedures on managing wastewater, air emissions, hazardous material, or environmental emergencies.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.6.2
Benchmark Details	A sufficient number of workers shall be trained in first aid and firefighting techniques. Training shall be upon hire and with periodic refresher training.
Finding Details	The factory does not train members of the fire brigade on the use of equipment such as gas masks, fire suits, safety escape ropes, or fire axes.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

Benchmark ID	HSE.5.3
Benchmark Details	Alarm systems shall be regularly tested and evacuation drills shall be undertaken at least annually.
Finding Details	Evacuation drills for night shift workers are conducted at the beginning of shift, rather than during the shift to more accurately portray evacuation conditions.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	The aisle markings and evacuation route markings on the floors of the sewing and finishing sections are partially faded.
Recommendation for Immediate Action	Re-mark the aisles and evacuation routes in the sewing and finishing sections. Maintain all floor markings to be prominently visible at all times.
Compliance Classifications	Immediate Action Required

Local Law	Bangladesh EPZ Labour Act 2019 - CHAPTER IV -OCCUPATIONAL SAFETY AND HEALTH, CLEANLINESS, SAFE WORK, SAFETY AND WELFARE MEASURES -section 35. Health and safety related general rules.1) It is the duty and responsibility of each employer to ensure and to maintain a safe and secure healthy and congenial condition of work in his enterprise. (2) Each employer shall take the following measures in his enterprise in such manner as may be prescribed by regulations- (a) to provide and maintain the safe factory building and internal system of the building, floor, stairs and passage and machinery and plant and working system for the safety and security of lives.
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	The factory does not conduct an assessment after evacuation drills to identify how to improve the evacuation procedure.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	Five fabric storage containers located outside the factory building lack fire alarms.
Recommendation for Immediate Action	Install fire alarms in the 5 fabric storage containers.

Compliance Classifications	Immediate Action Required
Local Law	Bangladesh EPZ Labour Act 2019 - CHAPTER IV -OCCUPATIONAL SAFETY AND HEALTH, CLEANLINESS, SAFE WORK, SAFETY AND WELFARE MEASURES -section 35. Health and safety related general rules.1) It is the duty and responsibility of each employer to ensure and to maintain a safe and secure healthy and congenial condition of work in his enterprise. (2) Each employer shall take the following measures in his enterprise in such manner as may be prescribed by regulations- (a) to provide and maintain the safe factory building and internal system of the building, floor, stairs and passage and machinery and plant and working system for the safety and security of lives.
Benchmark ID	HSE.5.1.4
Benchmark Details	All applicable, legally required or recommended elements of safe evacuation shall be complied with, including all the following: ensuring aisles/exits are not blocked and that workers are not blocked within their workstations
Finding Details	The factory stores fabric bundles under staircase #1 (between the ground floor and the 1st floor) in the production building.
Recommendation for Immediate Action	Keep the area under staircases clear at all times.
Compliance Classifications	Immediate Action Required
Local Law	Bangladesh EPZ Labour Act 2019 - CHAPTER IV -OCCUPATIONAL SAFETY AND HEALTH, CLEANLINESS, SAFE WORK, SAFETY AND WELFARE MEASURES -section 35. Health and safety related general rules.1) It is the duty and responsibility of each employer to ensure and to maintain a safe and secure healthy and congenial condition of work in his enterprise. (2) Each employer shall take the following measures in his enterprise in such manner as may be prescribed by regulations- (a) to provide and maintain the safe factory building and internal system of the building, floor, stairs and passage and machinery and plant and working system for the safety and security of lives.

Benchmark ID	HSE.9.1
Benchmark Details	All chemicals and hazardous substances shall be properly labeled and stored in secure and ventilated areas and disposed of in a safe and legal manner, in accordance with applicable laws and international standards.
Finding Details	(1) The factory lacks fire alarms in the chemical storage areas. (2) The spill response kits provided in the chemical storage and usage areas only contain a sponge and spread arrestor. The kit does not include necessary PPE (eye shield, hand gloves, apron and shoes), a collection tray, a container, or a broom.
Recommendation for Immediate Action	(1) Install fire alarms in chemical storage areas. (2) Include PPE (eye shield, hand gloves, apron and shoes), a collection tray, a container, and a broom in spill response kits provided.
Compliance Classifications	Immediate Action Required
Local Law	Bangladesh EPZ Labour Act 2019 - CHAPTER IV- OCCUPATIONAL SAFETY AND HEALTH, CLEANLINESS, SAFE WORK, SAFETY AND WELFARE MEASURES - Section 35. Health and safety related general rules.(1) It is the duty and responsibility of each employer to ensure and to maintain a safe and secure healthy and congenial condition of work in his enterprise. (2) Each employer shall take the following measures in his enterprise in such manner as may be prescribed by regulations (d) to provide appropriate protective dress and personal protective equipment and safety appliances to the workers, free of cost to avoid any accident for using risky machinery, poisonous chemical or in any special cases;
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) The factory does not provide workers with materials to clean or disinfect their workspaces. (2) The factory has not increased the frequency of general cleaning.

Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	Factory management has not conducted any assessments to determine thermal comfort problem areas.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.14.1
Benchmark Details	All production machinery, equipment and tools shall be properly guarded and regularly maintained.
Finding Details	(1) The factory does not inspect vehicles used to transport workers and cargo to ensure that they can be driven safely. (2) The factory lacks markings to designate traffic lanes and walking paths. (3) 2 out of 3 ladders are missing anti-skid parts. 1 out of the 3 ladders is missing the locking arrangement. (4) The factory does not use a lockout-tagout arrangement for supplies that should be tagged out.

Recommendation for Immediate Action	(1) Inspect vehicles used to transport workers and cargo to ensure that they can be driven safely. (2) Clearly mark all traffic lanes and footpaths. (3) Repair anti-skid parts and locking arrangements on ladders or replace ladders without them. (4) Implement a lockout-tagout arrangement for electrical safety-related equipment.
Compliance Classifications	Immediate Action Required
Local Law	Bangladesh EPZ Labour Act 2019 - CHAPTER IV -OCCUPATIONAL SAFETY AND HEALTH, CLEANLINESS, SAFE WORK, SAFETY AND WELFARE MEASURES- Section 35. Health and safety related general rules - It is the duty and responsibility of each employer to ensure and to maintain a safe and secure healthy and congenial condition of work in his enterprise (2) Each employer shall take the following measures in his enterprise in such manner as may be prescribed by regulations- (a) to provide and maintain the safe factory building and internal system of the building, floor, stairs and passage and machinery and plant and working system for the safety and security of lives
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) Not all members of the fire brigade have appropriate equipment. The factory has provided 32 gas masks, 41 fire suits, 50 fire-resistant gloves, 28 pairs of safety shoes. and 32 helmets for use by 75 members of the fire brigade. (2) The factory has posted contact information for medical response only near the cargo lift, not throughout the factory.
Recommendation for Immediate Action	(1) Provide fire safety equipment to all members of the fire brigade. (2) Post the contact information for medical response throughout the factory.
Compliance Classifications	Immediate Action Required

Local Law	Bangladesh EPZ Labour Act 2019 - CHAPTER IV- OCCUPATIONAL SAFETY AND HEALTH, CLEANLINESS, SAFE WORK, SAFETY AND WELFARE MEASURES - Section 35. Health and safety related general rules.(1) It is the duty and responsibility of each employer to ensure and to maintain a safe and secure healthy and congenial condition of work in his enterprise. (2) Each employer shall take the following measures in his enterprise in such manner as may be prescribed by regulations (d) to provide appropriate protective dress and personal protective equipment and safety appliances to the workers, free of cost to avoid any accident for using risky machinery, poisonous chemical or in any special cases;
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	The factory's medical facility only operates during regular working hours. In the case of an emergency during overtime hours or night shifts, workers are sent to the 24-hour medical facility in the export processing zone where the factory is located.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.4.1
Benchmark Details	Employers shall at all times be in possession of all legally required and valid permits and certificates related to health, safety, and environmental issues, such as: Purchase and storage of chemicals; Fire safety inspections; Machinery inspections; Waste disposal; Environmental licenses/permits; Sanitation permits, including those required for canteens; and Vehicle inspection and driver permits for all employer provided transportation.

Finding Details	The factory has not conducted the legally required inspection of its lifts and boilers.
Recommendation for Immediate Action	Arrange for a competent person to conduct inspections of the lifts and boilers, as required by local law.
Compliance Classifications	Immediate Action Required
Local Law	Bangladesh Factories Rules 1979-Section 46(1): Lifting machines, chains, ropes and lifting tackles- No lifting machine and no chain, rope or lifting tackle, except a fibre rope or fibre rope sling, shall be taken in use in any factory for the first time in that factory unless it has been tested and all parts have been thoroughly examined by a competent person and a certificate of such a test and examination specifying the safe working load or loads, and signed by the person taking the test and the examination, has been obtained and is kept available for inspection. Bangladesh Boilers Act 1923- Section 6(e): Where the Government has made rules requiring that boilers shall be in charge of persons holding certificates of competency, unless the boiler is in charge of a person holding the certificate required by such rules.
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) The factory does not provide training to Health & Safety committee members. (2) The factory has not posted information on room capacity specifying at least 1 meter distance between individuals at all relevant locations. (3) The factory has not posted information on maximum occupancy at the entrance of all worker common areas to limit the number of workers inside at a given time. (4) The factory does not have procedures to quarantine employees who are back from the regions that are considered at-risk for COVID-19 exposure. (5) The factory has not taken steps to improve ventilation. (6) The factory has not reduced the number of workers in each room to minimize the risk of COVID-19 transmission. (7) The factory has not moved to ensure that workers do not share any personal items such as: cutlery, cups, straws, water bottles, or cosmetics.

Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	The factory does not provide safety instructions to contractors.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.14.3
Benchmark Details	Employers shall ensure safety instructions are either displayed or posted near all machinery or are readily accessible to the workers in language(s) spoken by workers.
Finding Details	(1) Machines with lasers do not have appropriate signs to warn workers. (2) The factory has not posted safety instructions near the carton cutting machines and the printing machines.
Recommendation for Immediate Action	(1) Post appropriate signs near machines with lasers to warn workers. (2) Post safety instructions near the carton cutting machines and printing machines.
Compliance Classifications	Immediate Action Required

Local Law	Bangladesh EPZ Labour Act 2019 - CHAPTER IV -OCCUPATIONAL SAFETY AND HEALTH, CLEANLINESS, SAFE WORK, SAFETY AND WELFARE MEASURES- Section 35. Health and safety related general rules - It is the duty and responsibility of each employer to ensure and to maintain a safe and secure healthy and congenial condition of work in his enterprise (2) Each employer shall take the following measures in his enterprise in such manner as may be prescribed by regulations (c) to aware each worker about the hazard of the work through necessary instructions and training, as the case may be, in order to ensure the protection and safety of personal health in working place.
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) The factory closes off confined spaces with metal covers that can be moved easily. The factory has posted warning signs at the entrance to such spaces. (2) Factory management explained that employees follow all safety precautions when entering confined spaces; however, the factory does not maintain documentation to verify these procedures. (3) The factory does not provide helmets for fall protection. (4) The factory provides only one set of safety gloves, one pair of safety shoes, and one safety belt for all 13 maintenance workers (6 electricians and 7 mechanics).
Recommendation for Immediate Action	(1) Fence off the entry points to confined spaces securely and post warning signs at the entrances. (2) Maintain documentation to verify that all safety procedures are followed. (3) Provide fall safety equipment, including helmets, for all maintenance workers who may work at heights. (4) Provide safety equipment such as safety gloves, safety shoes, and safety belts for all 6 electricians and 7 mechanics.
Compliance Classifications	Immediate Action Required

Local Law	gladesh EPZ Labour Act 2019 - CHAPTER IV -OCCUPATIONAL SAFETY AND HEALTH, CLEANLINESS, SAFE WORK, SAFETY AND WELFARE MEASURES- Section 35. Health and safety related general rules - It is the duty and responsibility of each employer to ensure and to maintain a safe and secure healthy and congenial condition of work in his enterprise (2) Each employer shall take the following measures in his enterprise in such manner as may be prescribed by regulations- (a) to provide and maintain the safe factory building and internal system of the building, floor, stairs and passage and machinery and plant and working system for the safety and security of lives. (d) to provide appropriate protective dress and personal protective equipment and safety appliances to the workers, free of cost to avoid any accident for using risky machinery, poisonous chemical or in any special cases(k) to take effective precautionary measures in case of bodily injury, poisoning or diseases for any person employed thereto
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, only 99 out of 1046 workers received training on ergonomics.
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	The factory does not have a system for responding to an unexpected environmental emergency such as a chemical spill or gas leak.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.30.2.5
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 for reporting death, injury, illness and other health and safety issues (for instance, near-miss accidents) and environmental emergencies
Finding Details	The factory does not have written procedures on workplace incidents that lay out steps for reporting injuries and referring injured persons to hospitals, designate responsible parties, and ensure proper training.
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	The factory does not have written procedures for workers to raise health, safety, and environmental concerns. All such concerns must be reported through the grievance reporting channels.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	(1) The factory's written procedures on health & safety do include protection for workers who raise health and safety or environmental concerns. (2) The factory has not conducted a risk assessment. The factory did conduct a safety assessment, which management referred to as a 'risk assessment.' This assessment, however, did not assess the number of persons who would be impacted in case of an accident, the likelihood of an accident, potential injuries, and the frequency and severity of possible accidents. The assessment contains no information on engineering and administrative measures that should be implemented to reduce risks
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	The factory has not provided additional COVID-19 related PPE such as face masks and gloves.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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, the factory trained 177 out of 1046 workers on PPE.
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, only 72 out of 1046 workers received training on machine safety. The factory did not offer any training on operating vehicles. (2) In the past 12 months, safety training on high risk areas was provided to 72 out of 1046 workers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	Bangladesh EPZ Labour Act 2019 - CHAPTER IV -OCCUPATIONAL SAFETY AND HEALTH, CLEANLINESS, SAFE WORK, SAFETY AND WELFARE MEASURES- Section 35. Health and safety related general rules - It is the duty and responsibility of each employer to ensure and to maintain a safe and secure healthy and congenial condition of work in his enterprise (2) Each employer shall take the following measures in his enterprise in such manner as may be prescribed by regulations (c) to aware each worker about the hazard of the work through necessary instructions and training, as the case may be, in order to ensure the protection and safety of personal health in working place.
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	(1) Housekeeping workers are not aware of how to work with chemicals safely. (2) In the past 12 months, the factory provided training on chemical handling to 187 production workers. Housekeeping workers were not included in the training.

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	(1) The factory provides employees who work in a sitting position with wooden chairs that have backrests, but these chairs do not have cushions. (2) The factory does not provide anti-fatigue mats to employees who work in a standing position in the packing section, SPD (sweat piping band) department, and embroidery section. Workers in these sections use footwear which may not have soft soles to provide cushioning .
Recommendation for Immediate Action	(1) Provide appropriate sitting arrangements to employees who work in a sitting position. (2) Provide anti-fatigue floor mats to employees who work in a standing position.
Compliance Classifications	Immediate Action Required
Local Law	Bangladesh EPZ Labour Act 2019 - CHAPTER IV -OCCUPATIONAL SAFETY AND HEALTH, CLEANLINESS, SAFE WORK, SAFETY AND WELFARE MEASURES- Section 35. Health and safety related general rules - It is the duty and responsibility of each employer to ensure and to maintain a safe and secure healthy and congenial condition of work in his enterprise (2) Each employer shall take the following measures in his enterprise in such manner as may be prescribed by regulations- (a) to provide and maintain the safe factory building and internal system of the building, floor, stairs and passage and machinery and plant and working system for the safety and security of lives.(k) to take effective precautionary measures in case of bodily injury, poisoning or diseases for any person employed thereto

Hours Of Work (HOW)

Benchmark ID	HOW.22.1
Benchmark Details	Employers shall have in place policies for managing all working hour, overtime, and leave records in normal and exceptional circumstances.
Finding Details	The factory has a policy on hours of work, but no written procedures.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HOW.20
Benchmark Details	Employers shall have in place practices that conduct regular analysis of hours of work in their workplaces and procedures that demonstrate a commitment to progressively reducing excessive hours of work.
Finding Details	The factory's production plan is based on 10 hours of work per worker per day, which assumes 2 hours of overtime work per worker per day.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HOW.22.4
Benchmark Details	Employers shall not maintain multiple time-keeping systems and/or records.

Finding Details	When employees work more than 2 overtime hours in a day, they do not record these additional hours in the electronic time recording system. Workers punch out in the electronic system after 2 hours of overtime work, then return to work. Workers record their additional hours manually and sign the records for these additional hours.
Recommendation for Immediate Action	Maintain records of all hours worked in a single time recording system.
Compliance Classifications	Immediate Action Required
Local Law	
Benchmark ID	HOW.9.2
Benchmark Details	Employers shall take reasonable steps to inform workers about the nature and expected duration of the circumstances sufficiently in advance to allow workers to make alternative plans.
Finding Details	When overtime is needed, factory management informs workers of the requirement during the lunch break of the same day.
Recommendation for Immediate Action	Inform workers of overtime prior to start of their shifts.
Compliance Classifications	Immediate Action Required
Local Law	
Benchmark ID	HOW.21
Benchmark Details	Other than in exceptional circumstances, the total weekly work hours (regular work hours plus overtime including any alternative shifts such as 4x4 or 3x3) shall not exceed 60 hours per week.
Finding Details	A review of time records from November 2020 (during the factory's peak period) revealed that workers in the embroidery, sewing, and packing departments worked between 60 and 72 hours per week during all weeks of the month.

Recommendation for Immediate Action	Control working hours to not exceed 60 hours per week.
Compliance Classifications	Immediate Action Required
Local Law	Bangladesh EPZ labour Act 2019 - CHAPTER V -WORKING HOURS AND LEAVE- Section 40. Weekly working hours.- (1) No worker shall ordinarily work or be required to work in an enterprise for more than 48 (forty eight) hours in a week. (2) Subject to the provisions of section 45, a worker may work for more than 48 (forty eight) hours in a week: Provided that the total working hours of such worker shall not exceed 60 (sixty) hours in a week and on the average 56 (fifty six) hours per week in a year.
Benchmark ID	HOW.22.3
Benchmark Details	Time worked by all workers, regardless of wage system, shall be fully documented by time cards or other mechanical or electronic recording systems.
Finding Details	The external contractor hired by the factory to load cargo records the total number of hours worked by all employees, rather than workers' individual working hours.
Recommendation for Immediate Action	Maintain time records for individual workers employed by the loading contractor.
Compliance Classifications	Immediate Action Required
Local Law	

