

Fair Labor Association: Independent External Factory Assessment

Assessment Date :

05 Oct 2022



Factory Information

FLA Affiliates	Nike, Inc
Country	Indonesia
Number of Workers	677

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)	1
Employment Relationship (ER)	12
Freedom Of Association And Collective Bargaining (FOA)	1
Health, Safety And Environment (HSE)	20
Hours Of Work (HOW)	1

Assessment Information

Assessor	Donny Triwandhani
Assessment Date	05 Oct 2022

Assessment Purpose	Factory Assessment (In-Person)
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ASSESSMENT RESULTS

Compensation (C)

Benchmark ID	C.25.1
Benchmark Details	Wage advances shall not exceed three months pay or legal limits, whichever is less.
Finding Details	<p>The factory provides loans to workers. The loan program is not in line with the FLA Code Benchmarks (1) Workers receive cash loan from 2 sources: directly from the family of the factory owner and from the factory's internal cooperative body. Workers can borrow an amount greater than three months of their basic wage. For example, a worker with a basic wage of IDR 2,910,030 /month received a cash loan in total IDR 15,000,000 from both sources, which is over 3 months of their basic wage. (2) There is no instalment plan to pay back loans from the factory owner's family. Instead, the factory deducts only the monthly interest (0.5% of the loan) from the workers' wages. According to the factory's HRD Manager, the workers can pay back the loan once they are able to do so. Otherwise, the balance will be deducted from the severance payment when the worker leaves the factory. This practice risks workers maintaining large balances over long period, potentially bonding workers to employment until they retire. At the time of the assessment, 236 workers had received loans from the owner's family and 372 workers from the internal cooperative body.</p>
Recommendation for Immediate Action	(1) Ensure wage advances, including cash loans, do not exceed three months' pay. (2) Establish installment plans for workers to pay back the loan.
Compliance Classifications	Immediate Action Required
Local Law	

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	The factory's grievance procedures and implementation are not adequate: (1) The grievance mechanism and procedure are not posted next to the suggestion boxes. (2) According to factory management, the suggestion box is opened once a month; however, the grievance procedures state that the box is checked once a week. There are no records kept of when the box is checked. Opening the grievance box only once a month poses a risk of waiting too late to respond to sensitive issues. (3) There were no grievances obtained in the past 2 years, but the assessor observed 1 note in the suggestion box when it was opened during the assessment. (4) Management explained that a security guard is assigned to open the suggestion box. The procedures, however, do not state who is responsible for opening the suggestion box, maintaining the records, and following up on grievances. (5) There is no ongoing training on grievances.
Recommendation for Immediate Action	(1) Post grievance mechanism and procedure next to suggestion boxes. (2) Check and open the grievance boxes at least on weekly basis, and maintain the records of opening the box. (3) Appoint responsible persons to open the suggestion box with a witness from union or worker representative, maintain the records, follow up the grievances, and communicate the resolution of grievances to workers.
Compliance Classifications	Immediate Action Required
Local Law	N/A
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's ongoing training for workers does not include content on Personnel Development, Termination & Retrenchment, Grievance, and Workplace Conduct & Discipline system.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	There are only 3 workers with disabilities out of a total 625 employees at the factory, which is not in full compliance with local law that requires the factory to hire one person with disabilities per 100 employees. Thus, for a factory with 625 employees in total, the factory should employ at least 6 workers with disabilities, as per legal requirements.
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	The factory does not provide specific training for supervisors that includes all FLA's Code elements and Employment Functions.
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	There is no system in place to prevent retaliation or discrimination against workers who are filing grievances, including grievances regarding harassment, abuse, violations of factory procedures, compensation, or unsafe working conditions, since the factory does not have policy and procedures on 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) There are no child labor remediation procedures in case where child labor is found. (2) There are no policies and procedures on retrenchment.
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	There are no written policies and procedures on personnel development that encourage ongoing training with the goal of raising or broadening workers' skills so they can advance in their careers.
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	(1) There are no policies and procedures on performance reviews that include steps and processes, linkages to job grading, nondiscrimination, written feedback, and compliance with legal requirement. (2) There have been no performance reviews conducted in the past 5 years.
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	FLA Code is posted at notice board in canteen however, there is no regular communication to workers on the FLA's Code elements and Employment Functions.
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	(1) The factory does not have a process for reviewing its policies and procedures. As result, the factory does not conduct regular reviews to make sure that all policies and procedures are updated according to changes in local law, other regulations, the FLA Code, or internal/external audit results. (2) 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	
Benchmark ID	ER.18.4
Benchmark Details	The disciplinary system shall include a third party witness during imposition, and an appeal process.
Finding Details	The disciplinary procedures do not include workers' right to appeal the disciplinary action or workers' ability to have a third party witness during the imposition of disciplinary actions.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	The factory does not have policies and procedures for non-retaliation. The factory has not established a written factory commitment to non-retaliation for the disciplinary process, including non-retaliation when a worker requests a witness or appeals disciplinary action.
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	There is a policy on freedom of association and collective bargaining, however there are no procedures explaining the details of the factory practices.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

Health, Safety And Environment (HSE)

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	There has been no training on how to use fire extinguishers in 2022. The last trainings were on September 8, 2021 (only 10 selected workers joined) and on December 11, 2019 (20 workers joined).
Recommendation for Immediate Action	Ensure that all workers participate in trainings on how to use fire extinguishers annually.
Compliance Classifications	Immediate Action Required
Local Law	Decision of Minister of Manpower No. KEP-186/MEN/1999 on Fire Prevention Units at Workplaces (1999), Article 2
Benchmark ID	HSE.5.3
Benchmark Details	Alarm systems shall be regularly tested and evacuation drills shall be undertaken at least annually.
Finding Details	The factory's evacuation drills are inadequate: (1) The drill does not include counting the number of workers at the assembly point; checking special categories of workers such as pregnant and disabled workers at the assembly point; or ensuring that visitors, suppliers, and truck drivers who happen to be at factory also participate in the drill. (2) The evacuation drill for workers in the production building is not conducted at same time and day as the drill for management and staff in the office building. (3) There is no defined target time for the evacuation process.
Recommendation for Immediate Action	(1) Ensure that all persons in all buildings (production and office), including visitors, suppliers, truck drivers, and other external persons who happen to be at factory, participate in the evacuation drill at same time. (2) Set a target time for the evacuation process during the drill.
Compliance Classifications	Immediate Action Required

Local Law	Act No. 1 on Safety (1970), Article 9(3)
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 does not have procedures prohibiting smoking within 15 meters (~50 ft.) of all closed areas and does not post "no smoking" signs in those areas. (2) The arrow sign for the evacuation route near the hanger warehouse is misleading. The sign points to the warehouse which is dead-end, instead of towards the staircase to the ground floor.
Recommendation for Immediate Action	(1) Establish procedures and post signs prohibiting smoking within 15 meters (~50 ft.) of all closed areas. (2) Ensure all emergency evacuation route signs correctly and clearly point to the nearest exit.
Compliance Classifications	Immediate Action Required
Local Law	Government Regulation No. 36 on Building (2005), Article 59
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	There is no assessment after evacuation drills to learn how to improve the evacuation process.
Recommendation for Immediate Action	Conduct assessment after the drill to learn how to improve the evacuation process.

Compliance Classifications	Immediate Action Required
Local Law	
Benchmark ID	HSE.5.1.3
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 emergency lighting
Finding Details	(1) The exit sign above the door on the 2nd floor of the hanger warehouse is not lighted. (2) The emergency light on the staircase to the QC final inspection area did not properly function during the assessment's test. (3) There is no lighting intensity test conducted on the emergency lights.
Recommendation for Immediate Action	(1) Ensure all exit signs are lighted at all times, including when the power goes out. (2) Ensure all emergency lights are functioning. (3) Conduct regular lighting intensity tests on all emergency lights.
Compliance Classifications	Immediate Action Required
Local Law	Regulation of the Minister of Labour No. 7 (1964), Article 13(1-2) - (4) and Article 14(2) - (3) - (4) - (5)
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	The factory has 3 buildings occupying approx. 20,000 square meters of land. Two buildings, Building A and Building B, are dedicated for production while the third building is for offices. The production buildings are equipped with a centralized fire alarm. However, the building for the offices (which has 3 floors, occupied by around 50 managers and staff) is not equipped with any fire alarm system. The fire alarm in the production building was tested during the assessment; and the alarm could barely be heard in the office building.

Recommendation for Immediate Action	1)Ensure all buildings are equipped with a centralised and battery powered fire alarm. 2)Ensure that fire alarms are clearly heard from each are in the factory.
Compliance Classifications	Immediate Action Required
Local Law	Regulation of the Minister of Manpower No. PER-02/MEN on Automatic Fire Alarm Installations (1983), Article 44(1)
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	There is no manual fire alarm trigger in section B3 (hazardous & toxic materials) of the material warehouse, the chemical warehouse, and maintenance area.
Recommendation for Immediate Action	Install fire alarm in areas of B3 (hazardous & toxic) material warehouse, chemical warehouse and maintenance.
Compliance Classifications	Immediate Action Required
Local Law	Regulation of the Minister of Manpower No. PER-02/MEN on Automatic Fire Alarm Installations (1983), Article 44(1)
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	The factory's lactation room access is within the clinic room, which exposes those using the lactation room to cross-contamination from airborne diseases.

Recommendation for Immediate Action	Ensure that the lactation room is not within the clinic room, and at a minimum includes: (a) availability of specific rooms with a minimum size of 3x4 m2 and / or adjusted by the number of women who are breastfeeding; (b) there is a door that can be locked, which is easily opened / closed; (c) floor tile / cement / carpet; (d) ventilation and sufficient air circulation; (e) free of potential hazards in the workplace including pollution-free; (f) fairly quiet environment away from the noise; (g) indoor lighting and not dazzling enough; (h) humidity ranged between 30-50%, maximum 60%, and (i) available sink with running water for hand washing and washing equipment.
Compliance Classifications	Immediate Action Required
Local Law	Regulation of Ministry of Health No. 15 on Specific Procedures for Providing Nursing and/or Milking Facilities (2013), Article 10
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	The assessment observed at least 3 cables (near the exit door in the sewing area, above one of QC tables, and inside the control panel in the sewing section) in need of repair or connected with electrical tape as a permanent measure.
Recommendation for Immediate Action	Use proper splices or connections to connect wires on a permanent basis.
Compliance Classifications	Immediate Action Required
Local Law	Labor Minister Decree No. KEP-75/MEN (2002), Article 2
Benchmark ID	HSE.14.1
Benchmark Details	All production machinery, equipment and tools shall be properly guarded and regularly maintained.

Finding Details	(1) Traffic lanes and walk paths are not clearly marked. (2) One moving ladder, used to reach high shelves in the accessories warehouse, is missing wheels. (3) The cargo lifts do not have a siren installed to alert workers that a lift is moving from the 1st floor to ground floor.
Recommendation for Immediate Action	(1) Mark /paint walking paths and traffic lines from the main gate on the ground. (2) Ensure that the moving ladders are equipped with adequate wheels. (3) Install a siren on the cargo lifts for alerting nearby workers that there is a lift moving.
Compliance Classifications	Immediate Action Required
Local Law	Regulation No. PER-01/MEN on Safety and Health in The Building Construction (1980), Article 25
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 some equipment for fire brigade to fight fires, but there is no breathing apparatus provided. (2) There is no adequate sprinkler system or an alternative system such as a thermatic fire extinguisher installed at important areas such as the material & finished goods warehouse, chemical warehouse, and temporary hazardous waste storage. In addition, the only thermatic fire extinguisher available in the building, located in the fabric warehouse, is installed too low to the ground. (3) One fire extinguisher located in finishing section was overdue for service on August 27, 2022. (4) Eyewash stations in the mechanic room and maintenance area are not properly functioning. Water pressure is too strong, risking injuring the eyes.
Recommendation for Immediate Action	(1) Provide complete equipment for fire brigade to fight fires include breathing apparatus. (2) Install sprinkler system or adequate thermatic fire extinguishers in the buildings. (3) Ensure all fire extinguishers are checked and serviced regularly. (4) Ensure all eyewash stations are properly function and safe to be used.

Compliance Classifications	Immediate Action Required
Local Law	Regulation No. PER-08/MEN/VII on Personal Protective Equipment (2010), Article 3; Ministerial Decree of Public Works No. 10/KPTS on Technical Security Provisions of Fire Hazard in Buildings and Environment (2000), Annex Chapter V, Article 4 (1); Regulation of the Minister of Manpower and Transmigration No. PER-04/MEN (1980), Article 11; Manpower Minister's Regulation No. PER- 15 /MEN/VIII/on first aid in workplace (2008), Article (8)
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 has not been an asbestos assessment conducted in the factory. The roof for the motorcycle parking area is made from materials containing asbestos. (2) The materials containing asbestos in the motorcycle parking area are not labeled.
Recommendation for Immediate Action	(1) Conduct asbestos assessment on the buildings. (2) Ensure that workers are not exposed to asbestos by labeling all materials made from asbestos with warning signs, and then replace asbestos materials on the roof with other nonhazardous materials.
Compliance Classifications	Immediate Action Required
Local Law	Manpower Minister Regulation No 3 Year 1985 Article 5
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 does not have procedures or measures 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	
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) Not all confined spaces are marked with a sign reading "do not enter without authorization." Only one water tank is marked with such a sign while other water tanks and the manhole water sewer do not have signs. (2) There are no procedures established for entering confined spaces safely followed (safe atmosphere, rescue equipment ready to use, trained observer present). (3) Elevated work areas such as water tanks are not properly marked with safety precautions such as fall hazard signs and signs requiring Personal Protective equipment (PPE). (4) There is no safety rod provided on electrical panels as rescue equipment to push and or pull electrocuted person.
Recommendation for Immediate Action	(1) Create a list of confined spaces and mark all confined spaces with a sign "do not enter without authorization." (2) Establish and implement procedures for entering confined spaces safely (safe atmosphere, rescue equipment ready to use, trained observer present). (3) Mark all elevated work areas such as water tanks with safety precaution such as fall hazard sign and usage of PPE sign. (4) Provide safety rods at every electrical panel as rescue equipment to push and or pull electrocuted person.
Compliance Classifications	Immediate Action Required
Local Law	OHS Guidance for confined spaces by Directorate of OHS Norm Supervisory, September 2006 Article 2.1.2; PUIL 2000 Article 9.9.1.1
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 procedures for workers to raise health, safety and environment concerns.
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	Mechanics in the factory are not provided with safety shoes.
Recommendation for Immediate Action	Provide safety shoes to all mechanics.
Compliance Classifications	Immediate Action Required
Local Law	Regulation No. PER-08/MEN/VII on Personal Protective Equipment (2010), Article 2
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	The last training on Personal Protective Equipment (PPE) usage and maintenance was conducted on December 30, 2021 for only 23 workers. There is no ongoing training on PPE.
Recommendation for Immediate Action	Conduct ongoing PPE training so that all workers receive training.
Compliance Classifications	Immediate Action Required
Local Law	Regulation No. PER-08/MEN/VII on Personal Protective Equipment (2010), Article 7
Benchmark ID	HSE.16
Benchmark Details	Workers shall not suffer any negative consequences for refusing to work with machinery, equipment or tools that are not properly guarded or reasonably considered unsafe.
Finding Details	(1) The factory has not communicated to workers their right to refuse to perform work under unsafe conditions. (2) There are no procedures implementing workers' right to refuse to work under unsafe conditions.
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	There is not adequate safety training for workers with special/high-risk responsibilities since the trainings are not including work in confined space. The trainings conducted were only for work at height, lockout/tagout, and electrical safety.
Recommendation for Immediate Action	Conduct adequate safety trainings for workers with special/high-risk responsibilities such as in confined space.
Compliance Classifications	Immediate Action Required
Local Law	Act No. 1 on Safety (1970), Article 9(1) - (2)
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	There are no policies and procedures for taking proactive steps to reduce repetitive-motion stress or injuries (breaks, adjustable workstations). In addition, workers who work standing up in the finishing/packing section are not provided with anti-fatigue mats.
Recommendation for Immediate Action	Provide anti-fatigue mats to all standing workers.
Compliance Classifications	Immediate Action Required
Local Law	
Hours Of Work (HOW)	
Benchmark ID	HOW.16
Benchmark Details	Employers shall provide workers with sick leave as required under national laws, regulations and procedures.

Finding Details	Workers who leave work early due to illness are not paid for a full day unless the worker submits a doctor's note the next day. Otherwise, the factory only pays for the hours worked. For example, a worker received the written approval, signed by the supervisor, to leave at 3:00 PM on August 3rd 2022 due to illness. However, this worker only received the wage for the seven hours worked that day (7:00AM to 3:00 PM). Local law mandates that workers be paid a full eight hours' wage in these circumstances. Despite this, the factory has not established adequate sick leave procedures to ensure that leave is paid correctly. Note: This practice was identified in a past SCI assessment (2015) as well.
Recommendation for Immediate Action	(1) Establish sick leave procedures to ensure the leave is paid correctly and in line with local law. (2) Retroactively pay sick leave that has not been fully paid in the past year, and going forward ensure sick leave is paid correctly.
Compliance Classifications	Immediate Action Required
Local Law	Law No. 13 on Manpower (2003), Article 93(2) - (3)

