

Fair Labor Association: Independent External Factory Assessment

Assessment Date :

11 Aug 2022



Factory Information

FLA Affiliates	Puma SE
Country	Turkey
Number of Workers	197

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

Employment Relationship (ER)	2
Health, Safety And Environment (HSE)	7
Hours Of Work (HOW)	1
Nondiscrimination (ND)	1

Assessment Information

Assessor	Sinan Doven
Assessment Date	11 Aug 2022
Assessment Purpose	Factory Assessment (In-Person)

ASSESSMENT RESULTS

Employment Relationship (ER)

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 assessment found that workers do not appear to be aware of the FLA Code. The FLA Code is not posted on the shop floors.
Recommendation for Immediate Action	Post the FLA Code prominently on the shop floors in languages understood by the workers. Train workers for their awareness of the Code.
Compliance Classifications	Immediate Action 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	<p>1. Clause 6 of the supplier's contract with workers states that workers can be reassigned to a new workplace permanently or temporarily without their input. Clause 12.6 states that workers will take on overtime when the employer requests. During the course of the audit, the supplier company issued new contracts to the workers without these problematic clauses. 2. The contract of the catering company that services the factory includes clauses that violate local law and the FLA Code. Clause 2 states that workers will agree to work at any location designated by the employer on the Europe side of Istanbul. Clause 15.c states that the worker agrees in advance to work on national and general holidays. Clause 15.d states that the worker agrees in advance to take on overtime work. During the course of the audit, the catering company issued new contracts to the workers without these problematic clauses. 3. The assessment reviewed contracts for employees of the factory's outsourced security company and found that they were not filled out properly. Furthermore, they contain clauses violating local law and the FLA Code. Clause 8 states that the worker cannot work at a similar job after leaving the company within 2 years unless the employer agrees. Clause 6.i states that two days' pay is deducted for each day that a worker is absent. Clause 6.k states that a worker can be reassigned to a new workplace without their input. Clause 9.c states that the training provided by the company would be charged back to the worker during termination. During the course of the audit, the security company issued new contracts to the workers without these problematic clauses.</p>
Recommendation for Immediate Action	Ensure that all stipulations of worker contracts for both direct and outsourced employees align with local law and relevant Codes of Conduct. Ensure that all contracts are completely filled and properly signed.
Compliance Classifications	Immediate Action Required
Local Law	Labor Law (2003), No. 4857, Art.9 and FLA Code ER.10.1
Health, Safety And Environment (HSE)	
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	One of the emergency exit doors at the packing section was missing an emergency exit sign during the assessment. The factory installed a sign during the course of the assessment.
Recommendation for Immediate Action	Provide a prominent emergency exit sign at all emergency exit doors.
Compliance Classifications	Immediate Action Required
Local Law	Regulation Regarding the Prevention of Fire in the Buildings, (November 27, 2007), No: 26735, Article 33: (6) and FLA Code HSE.5
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 factory lacked rubber mats below two electrical control panels in the warehouse and in the male changing room. The factory replaced these mats during the course of the assessment.
Recommendation for Immediate Action	Place rubber mats in good condition under all electrical control panels.
Compliance Classifications	Immediate Action Required
Local Law	Regulation on the Health and Safety Measures Taken for the Buildings and Their Additions (17.07.2013) / 28710, Appendix 1- 4 and FLA Code HSE.13

Benchmark ID	HSE.14.1
Benchmark Details	All production machinery, equipment and tools shall be properly guarded and regularly maintained.
Finding Details	The assessment found four sewing machines missing lower pulley guards, two grinding machines missing protective guards, and bobbins without protective guards. The factory replaced these protective guards during the course of the assessment.
Recommendation for Immediate Action	Provide protective guards for all machinery, communicate their importance to workers, and supervise their use.
Compliance Classifications	Immediate Action Required
Local Law	Regulation regarding health and safety conditions of the work equipment (April 25, 2013), No: 28628 - Appendix -1 Minimum Requirements at Work Equipments: 2.8 and FLA Code HSE.14
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	The MSDS for oils used in the factory's knitting section indicates that the oils should be washed out of eyes with running water. The knitting section, however, contained only a store of eyewash solution rather than a full station with running water.
Recommendation for Immediate Action	Provide an eyewash station with running water in all relevant work sections.
Compliance Classifications	Immediate Action Required
Local Law	Regulation Regarding Health & Safety Precautions in Work with Chemical Substances (August 12, 2013), No. 28733, Article 7: f) and FLA Code HSE.7

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. Although the risk assessment records on file (number 27 and 28, dated 2.1.2019) indicate that storage should not exceed 3 meters in height, the assessment found storage exceeding 3 meters in height at two locations. The factory rearranged storage to comply with this provision during the course of the assessment. 2. Although the factory has procedures on Flammable and Explosive Safety Procedure (dated 18.9.2015) and Battery Safety Instructions (dated 17.5.2021) indicating that the battery charging areas should be well-ventilated, isolated, and free of any flammable and explosive materials, the assessment found three battery charging locations which were not adequate, particularly due to their location in the Warehouse. During the course of the assessment, the factory prepared an open-air location for battery charging, installed a metal roof over it, and moved battery charging operations to this area.
Recommendation for Immediate Action	1. Ensure that storage areas do not exceed 3 meters in height. 2. Conduct all battery charging in well-ventilated, isolated areas free of fire and explosion risks.
Compliance Classifications	Immediate Action Required
Local Law	Risk assessment regulation, 29.12.2012, No: 28512, Art 5 and FLA Code HSE.1 Explosion Prevention Document Regulation, 30.4.2013, 28633, Art 5 and FLA Code HSE.14.1
Benchmark ID	HSE.11
Benchmark Details	To prevent unsafe exposure to hazardous chemicals and hazardous substances, appropriate accommodations shall be made for pregnant women and workers under the age of 18, as required by applicable laws or the provisions of the FLA Workplace Code, in a manner that does not unreasonably disadvantage workers.

Finding Details	In accordance with local law, the factory implements a buddy system for workers in special categories, such as pregnant or disabled workers, to assist them during evacuations. At the time of the assessment, three out of the 13 workers who fall into these categories had been assigned buddies. During the course of the audit, the factory corrected this issue by assigning buddies to the remaining 10 workers and training the buddies and the workers on their roles in emergencies.
Recommendation for Immediate Action	Promptly implement the factory's procedures for ensuring that workers in special categories are protected.
Compliance Classifications	Immediate Action Required
Local Law	Regulation Regarding the Emergency Cases at Workplaces (June 18, 2013), No: 28681, Art. 10 and FLA Code HSE.12.2
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	Although the usage instructions for the pallet jack (trans pallet) indicate that steel-toed shoes should be worn, workers were observed using the jack without these shoes.
Recommendation for Immediate Action	Provide PPE (steel-toed shoes) for workers using the pallet jack, communicate its importance to workers, and supervise its use.
Compliance Classifications	Immediate Action Required
Local Law	Regulation regarding usage of Personal Protective Equipment at the work places, (July 2, 2013), No: 28695, Article 6: (1) and FLA Code HSE.8

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	The assessment found that employees have not used all their annual leave days in previous years. One supervisory/management employee had not used 7 days of leave; 15 production workers had not used anywhere from 1 to 11 days. The assessment also found that workers are not taking at least one annual leave period of at least 10 uninterrupted days, as required by local law.
Recommendation for Immediate Action	Ensure that employees utilize all available annual leave during each year of employment. Ensure that employees' usage of annual leave includes maximum 3 periods of leave, one of which is 10 uninterrupted days, as required by local law.
Compliance Classifications	Immediate Action Required
Local Law	Annual leave regulation, 03.03.2004, No: 25391 (Revision: 3.3.2022), Art 5 & 6 and FLA Code ER.22.1

Nondiscrimination (ND)

Benchmark ID	ND.4
Benchmark Details	Employers may not request the disclosure of any personal, non-job related information during the application, recruitment, or hiring process, including but not limited to gender, race, religion, disability, sexual orientation, nationality, political opinion, social group, ethnic origin, or marital status.
Finding Details	Application forms for jobs at the factory include questions on the applicant's medical conditions.
Recommendation for Immediate Action	Remove all questions not related to the position in question, including those about medical conditions, from the application forms.

Compliance Classifications	Immediate Action Required
Local Law	FLA Code benchmark ND.9

x