

Fair Labor Association: Independent External Factory Assessment

Assessment Date :

06 Dec 2022



Factory Information

FLA Affiliates	47 Brand, LLC
Country	United States of America
Number of Workers	

Understanding this Report

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

FLA Code Element

Number of Violations

FLA Code Element	Number of Violations
Child Labor (CL)	1
Compensation (C)	2
Employment Relationship (ER)	21
Freedom Of Association And Collective Bargaining (FOA)	1
Harassment Or Abuse (H/A)	3
Health, Safety And Environment (HSE)	26
Hours Of Work (HOW)	3

Assessment Information

Assessor	Rodriguez Compliance Group
Assessment Date	06 Dec 2022
Assessment Purpose	

ASSESSMENT RESULTS

Child Labor (CL)

Benchmark ID	CL.8.1
Benchmark Details	Employers shall collect and maintain all documentation necessary to confirm and verify date of birth of all workers, such as birth certificates.
Finding Details	A review of personnel files found that the factory is inconsistent in maintaining the necessary documents to address issues of age or employment eligibility. For example, 4 personnel files lacked copies of government-issued proof of age documents. Management has posted, in the lunch area, a "Human Rights Policy" dated June 11, 2019, which advises that the company will not engage in child labor but does not list the minimum age of hire. The statement is posted in English; however, the workforce speaks and reads either Spanish or Vietnamese. Child labor is not mentioned in the current employee handbook.
Recommendation for Immediate Action	Gather and maintain documentation to meet federal and state (California) requirements for determining work eligibility.
Compliance Classifications	Immediate Action Required
Local Law	

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 employer did not provide evidence of any workplace-level mechanism to dispute compensation, nor has management communicated any such policies to workers. The employee handbook does not mention dispute mechanisms, nor did management provide information on disputes at new hire orientation.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	C.1.1
Benchmark Details	Employers shall comply with all national laws, regulations and procedures concerning the payment of compensation to workers.
Finding Details	A review of current payroll confirmed that all workers are paid equal to or more than the current legal minimum wage (\$14.00 per hour). However: (1) The facility uses outdated displays to inform workers of compensation information. The displays reflect wage levels for calendar year 2019. This violates local law requiring up-to-date wage information posters. (2) The employer does not issue the California Wage Theft form which advises newly-hired of the wages and benefits to be paid, in violation of local law.
Recommendation for Immediate Action	(1) Display the current state minimum wage requirement and inform any applicant or new hire of the minimum wage, or entry wage if higher than minimum wage. (2) Provide a copy to new hire of the CA Wage Theft form
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 employer did not provide evidence of any mechanism to address grievances or complaints, nor evidence that management reviews worker complaints.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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	Management has not provided any ongoing training to workers on any FLA Code elements or Employment Functions, or FLA Company Code of Conduct. Management is not aware of the FLA Code.
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	Management did not provide any evidence that supervisors have been trained on implementing the discipline system.
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	Management is not aware of the FLA Code and has not provided any information on the FLA Code to supervisors and managers. Furthermore, management did not provide any evidence of conducting any trainings for supervisors on workplace standards or the factory's policies or procedures.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.17.1

Benchmark Details	Employers shall have a clear and transparent system of worker and management communication that enables workers to consult with and provide input to management. This might include suggestion boxes, worker committees, designated spaces for worker meetings, union representatives, and meetings between management and workers' representatives.
Finding Details	The employer did not provide evidence of any mechanism to address grievances or complaints. Management has not posted any such policies for workers' information. The employee handbook does not mention a grievance or complaint process, nor does management provide information on the process at new hire orientation.
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.

<p>Finding Details</p>	<p>None of the employees interviewed provided testimony indicating forced labor. However, the factory lacks formal written policies/procedures on recruitment & hiring, nondiscrimination, and forced labor. Management has posted, in the lunch area, a "Human Rights Policy" dated June 11, 2019, that briefly mentions non-discriminatory practices, child labor, and forced labor. Management did not provide any evidence of training or annual refresher trainings on these policies. The statements are posted in English; however, the workforce speaks and reads either Spanish or Vietnamese. For recruitment & hiring, the current employee handbook briefly advises that an employee can provide a verbal resignation, but management asks an employee to provide a 2 week notice, which violates the practice of at will employment. For child labor, the child labor policy does not address remediation steps. None of these policies are discussed in the employee handbook.</p>
<p>Recommendation for Immediate Action</p>	
<p>Compliance Classifications</p>	<p>Sustainable Improvement Required</p>
<p>Local Law</p>	
<p>Benchmark ID</p>	<p>ER.18.1</p>
<p>Benchmark Details</p>	<p>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).</p>

Finding Details	<p>Management has posted, in the lunch area, a document "Employee Disciplinary Form," which lists progressive steps for disciplinary actions. The form has a space to list reasons for disciplinary action and a signature line for the employee and supervisor. However, the form lacks steps for an appeal process and the right to a third-party witness. Furthermore, the form is posted in English, but the workforce speaks and reads either Spanish or Vietnamese. Discipline is not discussed in the employee handbook, nor did management provide evidence of any new hire training, or annual refresher training on this topic. Management did not provide any evidence that a progressive disciplinary process is in practice, and a review of personnel files did not identify any disciplinary actions documented.</p>
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.6.1
Benchmark Details	<p>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.</p>
Finding Details	<p>There are no 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</p>
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	Management did not provide any information on the performance review system, and the personnel files reviewed did not include any examples of performance reviews.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.8
Benchmark Details	Employers shall have written policies and procedures with regard to promotion, demotion, and job reassignment that outline the criteria, demonstrate linkages to job grading, and prohibit discrimination or use of demotion or job reassignment as a form of penalty or punishment, are provided in writing and seek feedback from employees in writing, and follow all local legal requirements.
Finding Details	The factory has no policies and procedures on promotion, demotion and job reassignment.
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	Management is not aware of the FLA Code and has not provided any information on the FLA Code to the workforce. Furthermore, management did not provide any evidence of conducting training for workers on workplace standards or the factory's policies or procedures.
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	The facility lacks the California Garment Manufacturers Certification, which is legally required for all businesses involved in the manufacturing of apparel.
Recommendation for Immediate Action	Apply for the Manufacturer Certification, obtain documented proof of certification, and post the certificate as required.
Compliance Classifications	Immediate Action Required
Local Law	
Benchmark ID	ER.3.1

Benchmark Details	Employers shall provide an orientation to new employees at the time of hiring, which includes explanations of the employers' rules, compensation package and policies for human resources, grievance systems, industrial relations, including respect of the right to freedom of association, workers' rights and responsibilities, FLA Code of Conduct, health and safety, and environmental protection.
Finding Details	Management is not aware of the FLA Code and has not provided any information on the FLA Code to the workforce. Furthermore, management did not provide any evidence of conducting new hire orientation to train workers on workplace standards or the factory's policies or procedures.
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	The factory's policies and procedures covering the FLA Code elements are largely absent, and they are not regularly reviewed. Workers are not consulted nor integrated into any workplace policy revisions or reviews.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.18.3.4

Benchmark Details	Records of disciplinary action must be maintained in the worker's personnel file.
Finding Details	Finding details included under 18.3.1
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.18.1.1
Benchmark Details	The disciplinary system shall be applied in a fair and nondiscriminatory manner and include a management review of the actions by someone senior to the manager who imposed the disciplinary action.
Finding Details	The disciplinary system lacks an appeal process, right to a third-party witness, documentation of the disciplinary process in the Employee Handbook, and worker access to information in their own languages. This poses a risk of unfair treatment during the disciplinary process. Management did not provide evidence this process is in practice, and a review of personnel files did not identify any disciplinary actions issued.
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 "Employee Disciplinary Form" does not affirm non retaliation for workers who appeal disciplinary actions against them, nor did management evidence that this guarantee is in effect.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.17.2
Benchmark Details	There shall be a mechanism that allows workers to report harassment and grievances confidentially, including any concerns or problems they may be experiencing around legally owed payments during a retrenchment process.
Finding Details	The employer did not provide evidence of any confidential channel.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.18.3.2
Benchmark Details	Workers have the right to participate and be heard in any disciplinary procedure against them.
Finding Details	The "Employee Disciplinary Form" does not discuss workers' right to participate and be heard in disciplinary procedures against them, nor did management provide any evidence that this right is in effect. The factory's personnel files reviewed did not include any records of disciplinary actions.

Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.18.3.1
Benchmark Details	Workers must be informed when a disciplinary procedure has been initiated against them.
Finding Details	Management has posted, in the lunch area, a document "Employee Disciplinary Form", which lists the progressive step of disciplinary actions. The form indicates: reasons for the warning and indicates signature block for employee and supervisor to sign. However: 1) The form does not indicate the appeal process, nor third party witness 2) The form is posted in English, but the workforce speaks and reads either Spanish or Vietnamese. 3) The topic is not discussed in the employee handbook. 4) Management did not provide evidence of new hire training, or annual refresher on this topic. Management did not provide evidence this process is in practice, and a review of personnel files did not identify any disciplinary actions issued.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.18.3.3
Benchmark Details	Workers must sign all written records of disciplinary action against them.
Finding Details	The "Employee Disciplinary Form" indicates signature block for employee and supervisor to sign, but the form is posted in English while the workforce speaks and reads either Spanish or Vietnamese.

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	The factory has no policies and procedures on freedom of association and collective bargaining.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

Harassment Or Abuse (H/A)

Benchmark ID	H/A.11
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Benchmark Details	Employers shall have a system to discipline supervisors, managers or workers who engage in any physical, sexual, psychological or verbal violence, harassment or abuse, through measures such as compulsory counseling, warnings, demotions, and terminations or a combination thereof regardless of whether such action was intended as a means to maintain labor discipline with a view to preventing the reoccurrence of violence and harassment, and facilitating their reintegration into work, where appropriate.
Finding Details	The employee handbook prohibits workplace harassment and violence. However, factory management has no system to discipline supervisors, managers, or workers who commit harassment or abuse.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	H/A.9.1.1
Benchmark Details	Employers shall refrain from any act of sexual harassment, including inappropriate remark, insult, joke, insinuation, and comment on a person's dress, physique, age, family situation, etc.
Finding Details	Management did not provide any evidence of a policy or procedure which addresses sexual harassment and the prohibition is not communicated in the employee handbook. The company does not meet the legal requirement of mandatory training of supervisors and employees on the policy and procedures related to sexual harassment.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

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	1. The employee handbook prohibits workplace harassment and violence. However, factory management has no system to discipline supervisors, managers, or workers who commit harassment or abuse, not is there any evidence that the factory trains supervisors or employees on the topic. 2. Management did not provide any evidence of a policy or procedure which addresses sexual harassment and the prohibition is not communicated in the employee handbook. The company does not meet the legal requirement of mandatory training of supervisors and employees on the policy and procedures related to sexual harassment.
Recommendation for Immediate Action	
Compliance Classifications	Immediate Action 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	Management did not provide any evidence of having trained sufficient numbers of workers on the use of fire extinguishers or the first aid kit, nor is the topic discussed in the employee handbook.

Recommendation for Immediate Action	Identity the workers to be trained on fire extinguishers and first aid and conduct training on a periodic basis, ensuring to train workers of all genders.
Compliance Classifications	Immediate Action 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	The facility did not provide evidence of having trained workers on evacuation or conducted any drills, nor does the employee handbook discuss evacuation.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.5.1.5
Benchmark Details	All applicable, legally required or recommended elements of safe evacuation shall be complied with, including all of the following elements: employee education and training
Finding Details	Management did not provide any evidence of having trained workers on fire safety.
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	1. Management did not provide any evidence of having conducted evacuation drills, identified emergency exits, or indicating exit routes with floor markings; nor did management provide any indication that emergency procedures had been communicated to workers. 2. The only exit doors in the factory are roll up doors at the front and back of the unit. The specific doors to be used in case of an emergency, such as a fire, are not identified.
Recommendation for Immediate Action	Identify doors to be used in situation of emergency such as fire, ensure doors are unlocked, and pathway to door are clear of obstruction. Communicate, both in English and Spanish, emergency egress procedures to workers. Establish periodic review of emergency lighting and or emergency equipment.
Compliance Classifications	Immediate Action Required
Local Law	
Benchmark ID	HSE.5.1.6
Benchmark Details	All applicable, legally required or recommended elements of safe evacuation shall be complied with, including all the following elements: evacuation procedures and fire drills
Finding Details	Management did not provide any evidence of conducting or communication procedures for evacuation drills, including post-drill assessments to improve the evacuation process.

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	The facility lacks an emergency alarm system.
Recommendation for Immediate Action	Install an emergency alarm system. Identify doors to be used in situation of emergency such as fire, ensure doors are unlocked, and pathway to door are clear of obstruction. Communicate, both in English and Spanish, emergency egress procedures to workers. Establish periodic review of emergency lighting and or emergency equipment.
Compliance Classifications	Immediate Action Required
Local Law	
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 assessment observed stacked boxes and other obstacles preventing a clear path to the facility exit.

Recommendation for Immediate Action	Ensure that workers have a clear, marked path to the facility exits and that this route is kept unobstructed at all times. Identify doors to be used in situation of emergency such as fire, ensure doors are unlocked, and pathway to door are clear of obstruction. Communicate, both in English and Spanish, emergency egress procedures to workers. Establish periodic review of emergency lighting and or emergency equipment.
Compliance Classifications	Immediate Action Required
Local Law	
Benchmark ID	HSE.2
Benchmark Details	All documents required to be available to workers and management by applicable laws (e.g. health and safety policies, MSDS, environmental emergency plans) shall be made available in the prescribed manner and in the local language or language spoken by the workers, if different from the local language.
Finding Details	Management did not provide the legally-required OSHA Log 300, nor was management aware of the requirement. Management did not provide any evidence of a process to record or document accidents in the workplace.
Recommendation for Immediate Action	(1) Develop policy or procedure to record and document accidents in the workplace, including by maintaining legally-required logs. (2) Ensure all documents and trainings are in the language of the workforce.
Compliance Classifications	Immediate Action Required
Local Law	
Benchmark ID	HSE.19
Benchmark Details	All facilities including workplace buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with all applicable laws, including relevant sanitation, medical, and safety and health regulations.

Finding Details	The assessment observed that the facility is cluttered with unfinished products and boxes stacked in all areas.
Recommendation for Immediate Action	Establish a housekeeping program which reduces clutter or obstruction of passageways, in work areas. Identify personnel to monitor housekeeping. Communicate plan to workers. Identify where to stage work in process.
Compliance Classifications	Immediate Action 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	(1) Management did not provide any evidence of having conducted a thermal assessment in the factory. (2) The assessment observed electrical panels in the factory obstructed by employee workstations or by production tasks.
Recommendation for Immediate Action	(1) Conduct a thermal comfort assessment (with a qualified professional) and implement the necessary corrective action based on results. (2) Ensure all electrical panels are free obstruction at all times.
Compliance Classifications	Immediate Action 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	Management did not provide any evidence of an active lock out tag out (LOTO) program, and LOTO safety is not discussed in the employee handbook. The facility is engaged in embroidery work and uses six (6) embroidery machines with 8/12/15 heads.
Recommendation for Immediate Action	(1) Identify all machinery that requires LOTO. (2) Set procedures defining who will service or repair electrical equipment and provide training. (3) Obtain and utilize LOTO equipment (box, labels, etc.).
Compliance Classifications	Immediate Action Required
Local Law	
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. The facility does not conduct monthly inspections of the fire extinguishers and first aid kits, as required by local law. 2. There is no visible or noticeable information on emergency telephone numbers located near the phone or throughout the factory.
Recommendation for Immediate Action	(1) Ensure that first aid kits and fire extinguishers are properly inspected and the inspection documented. (2) Ensure first aid kits are have the correct contents and supplies within the expiry dates. (3) Facility to post in a visible manner the emergency telephone numbers.
Compliance Classifications	Immediate Action Required
Local Law	
Benchmark ID	HSE.1
Benchmark Details	Employers shall comply with all national laws, regulations and procedures concerning health, safety, and the environment.

Finding Details	(1) Management did not provide evidence of having conducted a baseline noise survey. The facility is engaged in embroidery work, and uses six (6) embroidery machines with 8/12/15 heads. (2) Management did not provide any evidence of a plan and process to separate hazardous wastes. The employee handbook does not include sufficient information on workplace health and safety, only mentioning a smoking and drug free workplace. (3) Management did not provide any evidence of an active H&S committee. The topic is not discussed in the employee handbook.
Recommendation for Immediate Action	(1) Conduct a baseline noise survey (with a qualified professional such as a workplace audiologist) and implement the necessary corrective action based on the results. Educate workforce on the issue of noise and impact to health. (2) Revise and update employee handbook to discuss workplace health and safety concerns such as noise, ergonomics, etc (3) Establish a H&S committee with representation from workers and management. Set a time period to meet and document meetings. Communicate outcomes to the entire workforce.
Compliance Classifications	Immediate Action Required
Local Law	
Benchmark ID	HSE.3.1
Benchmark Details	Employers shall notify the relevant national and/or local authorities of all illnesses and accidents and environmental emergencies as required by applicable laws.
Finding Details	Management did not provide any evidence of a process to report workplace accidents to proper authorities.
Recommendation for Immediate Action	(1) Develop policy or procedure to record and document accidents in the workplace, including by maintaining legally-required logs. (2) Ensure all documents and trainings are in the language of the workforce.
Compliance Classifications	Immediate Action Required

Local Law	
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	The facility has not trained workers on safe lifting and other ergonomics topics.
Recommendation for Immediate Action	(1) Develop a policy or procedure which addresses ergonomics, or a program to minimize bodily strains. (2) Provide necessary equipment such as mats, or chairs. (3) Establish proper procedures to raise or lower equipment. (4) Ensure communication and /or training is provided in the languages of the workforce.
Compliance Classifications	Immediate Action Required
Local Law	
Benchmark ID	HSE.10.1
Benchmark Details	Material Safety Data Sheets (MSDS) for all chemicals and hazardous substances used in the workplace must be available at the usage and storage sites of the chemicals and hazardous substances, in the local language and the language spoken by workers, if different from the local language.
Finding Details	Management did not provide any MSDS, and the topic of hazardous chemicals is not discussed in the employee handbook. Chemical usage is limited in the factory's work area, but there is no SDS binder available in the production floor.
Recommendation for Immediate Action	(1) identify the chemicals products in use. (2) Obtain the necessary SDS documents - review requirements of labeling, handling, PPE, storage, and disposal. (3) Train employees on the proper usage of chemicals products. (4) Ensure communication and /or training is provided in the languages of the workforce.
Compliance Classifications	Immediate Action 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	Management did not provide evidence of a risk assessment having been conducted at this facility.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.30.2
Benchmark Details	The health, safety, and environmental policies shall contain the framework for a comprehensive health, safety, and environmental management system 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	Management did not provide any evidence of a process to record or document accidents in the workplace, nor to identify and address root causes of accidents.
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 assessment did not observe any type of personal protective equipment (PPE) in use. Management did not provide any evidence of a policy or procedures regarding personal protective equipment (PPE), and the topic is not discussed in the employee handbook.
Recommendation for Immediate Action	Identify work tasks which require PPE, provide necessary PPE to all workers free of charge, and provide training and instructions on PPE usage in the languages of the workforce.
Compliance Classifications	Immediate Action 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	Management did not provide any evidence of having conducted training on PPE for workers.
Recommendation for Immediate Action	Identify work tasks which require PPE, provide necessary PPE to all workers free of charge, and provide training and instructions on PPE usage in the languages of the workforce.
Compliance Classifications	Immediate Action Required
Local Law	

Benchmark ID	HSE.5.2
Benchmark Details	Workers shall be trained in evacuation procedures.
Finding Details	Management did not provide any evidence of having conducted training on workers' duties in an emergency.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.10.2
Benchmark Details	Workers shall have free access to MSDS.
Finding Details	For additional finding details, please review HSE.10.2 Management did not provide any evidence and the topic of hazardous is not discussed in the employee handbook. The chemical usage is very limited in the work area but there is no SDS binder available in the production floor.
Recommendation for Immediate Action	identify the chemicals products in use. Obtain the necessary SDS documents - review requirements of labeling, handling, PPE, storage, and disposal. Train employees on the proper usage of chemicals products. Ensure communication and /or training is provided in the languages of the workforce.
Compliance Classifications	Immediate Action Required
Local Law	
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	Management did not provide any evidence of a policy or procedure which communicates worker's right to refuse to perform work under unsafe conditions. Workers did not provide any negative testimony indicating working 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	Management did not provide any evidence of training for workers operating machinery or of training on workers with special/high-risk responsibilities.
Recommendation for Immediate Action	Ensure all workers operating machinery or performing special/high-risk responsibilities are trained on safety.
Compliance Classifications	Immediate Action Required
Local Law	
Benchmark ID	HSE.9.2
Benchmark Details	Workers shall receive training, appropriate to their job responsibilities, concerning the hazards, risks and the safe use of chemicals and other hazardous substances.
Finding Details	Management did not provide any evidence of having conducted training on chemical handling. The facility's use of chemicals is very limited, but there is no SDS binder available on the production floor to verify.

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	Management did not provide evidence of a policy/procedure addressing ergonomics or a program to minimize bodily strains. Workers do not access to ergonomic mats, or chairs. The assessor noted that the factory's embroidery machines are placed on stacked bricks for height.
Recommendation for Immediate Action	(1) Develop a policy or procedure which addresses ergonomics, or a program to minimize bodily strains. (2) Provide necessary equipment such as mats, or chairs. (3) Establish proper procedures to raise or lower equipment. (4) Ensure communication and /or training is provided in the languages of the workforce.
Compliance Classifications	Immediate Action Required
Local Law	
Hours Of Work (HOW)	
Benchmark ID	HOW.8.2
Benchmark Details	All overtime work shall be consensual, and employers shall enact a voluntary overtime system, including for overtime utilized in exceptional circumstances*.

Finding Details	Workers explained to the assessor that they are not forced to work overtime. However, management did not provide any evidence to indicate that the facility has a policy that all overtime is voluntary, and the topic is not discussed in the employee handbook.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
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 current employee handbook discusses a normal workweek (5 days of 8 hours each) and regular hours of work, but does not communicate that workers must have one day off in every seven-day period, nor does it state a maximum number of regular hours in a week. The company advises workers that overtime will be paid after an 8 hour work day, or a 40 hour work week, but does not specify that overtime will be voluntary on the part of the worker, nor does it cap the number of overtime hours in a week.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement 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	Workers explained to the assessor that they are not forced to work overtime. However, management did not provide any evidence to indicate that the facility has steps in place to handle exceptional circumstances requiring overtime, and the topic is not discussed in the employee handbook.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

