

Fair Labor Association: Independent External Factory Assessment

Assessment Date :

23 Aug 2023



Factory Information

FLA Affiliates	Hugo Boss AG
Country	Sri Lanka
Number of Workers	1746

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)	10
Harassment Or Abuse (H/A)	2
Health, Safety And Environment (HSE)	18
Hours Of Work (HOW)	5

Assessment Information

Assessor	Insync
Assessment Date	23 Aug 2023

Assessment Purpose	Factory Assessment (In-Person)
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ASSESSMENT RESULTS

Compensation (C)

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	Irrespective of the date of termination of employment, terminal dues are paid in the pay cycle following the month of termination of employment instead of paying within 2 working days from termination of employment.
Recommendation for Immediate Action	Ensure terminal dues are paid within 2 working days of termination of employment.
Compliance Classifications	Immediate Action Required
Local Law	Wages board ordinance No 27 of 1941- Section 2 c: If on any date he terminates the employment of a worker or any worker lawfully terminates employment under him, he shall, before the expiry of the second working day after that date, pay the wages due to that worker.

Employment Relationship (ER)

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. Written procedures on grievance systems do not include information on timelines for addressing grievances reported using available channels, timelines for addressing grievances that are escalated and documentation that is required to be maintained. 2. Grievances written on small pieces of paper collected from suggestion / complaint boxes are filed by Employee Relation team with comments on action to be taken. Information on (a) Action taken.(b) Name of ER team person who filed the grievances (c) Date when grievance was reported and (d) Status of action (closed / open / in - process) is missing. 3. Awareness of the confidential grievance channel is low among new workers.
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	Factory does not have written policy and procedures to prevent retaliation against workers who report grievances, harassment and abuse, violations and unsafe factory conditions.
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	<p>1. Written procedures on hiring does not include information on need to conduct orientation program, employment documentation that will be maintained and need for periodic training of employees.</p> <p>2. Written procedures on non-discrimination does not include the need for periodic training of employees.</p> <p>3. Written procedures on forced labour does not include the need for periodic training of employees.</p> <p>4. Written policy on child labor states workers below 18 years will not be hired and policy on recruitment states workers above 17 years will be hired. Written procedures do not include information on documentation that will be maintained, requirement of training for persons responsible for recruitment and steps to be followed when employing outsourced workers.</p> <p>5. Written policy on termination states that the procedure has been formulated to formalize the steps to be followed when exiting from the Company when employment is terminated. The policy does not include the factory's objective when employment of workers is terminated. There is no information on calculation of terminal dues, timelines and modes of payment related to types of termination of employment. There is no information on requirement to maintain related documentation and for training of responsible persons and employees.</p> <p>6. Written procedures on wage & benefits do not include the need for periodic training of employees.</p> <p>7. Written job descriptions are prepared for hiring executives (management) but not workers and supervisors.</p>
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	Verbal warnings are not documented.
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	Factory does not have written procedures on promotions.
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	Factory does not have written procedures for performance review however has a system in place for 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	Factory does not have written policy on demotions and job reassignment. There are no written procedures on promotion.
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. New workers were not well aware of the performance review procedures. Workers shared that they were informed during orientation however do not remember the procedures. They did not receive any document for referencing post the orientation program. 2. Factory does not obtain a written consent from workers who wish to discontinue training to take up additional responsibilities.
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.Factory policies are not reviewed periodically. They are reviewed and revised when changes are required to be made. Policies are dated January and June 2017, August 2019, March and October 2020. Written policy on environment from October 2022 is not signed by management. 2. Workers are not consulted or integrated in the decision-making process of aspects concerning workplace and working conditions (e.g., creation or revision of policies and procedures, changes on production processes, hours of work, etc.).
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.3.3
Benchmark Details	Workers should be provided with written documentation that substantiates all the issues covered in orientation briefings.

Finding Details	Workers are not provided any document that substantiates topics covered in the orientation program.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

Harassment Or Abuse (H/A)

Benchmark ID	H/A.1.1
Benchmark Details	Employers shall comply with all national laws, regulations and procedures concerning discipline, violence, harassment and abuse, including that which is gender-based
Finding Details	Multiple instances noted in production areas where male and female workers were standing back to back or close to each other and in some cases almost touching each other. This could be a risk for physical harassment.
Recommendation for Immediate Action	Ensure adequate space is provided and maintained between male and female workers in workstations.
Compliance Classifications	Immediate Action Required
Local Law	No Direct legal reference.
Benchmark ID	H/A.8.3
Benchmark Details	Employers, shall develop, implement and monitor policy and procedures for eliminating the risk of violence, harassment, and abuse in the workplace. Policies and procedures shall include a clear statement that violence, harassment, and abuse will not be tolerated, procedures for the investigation of allegations, and measures to protect any complainants, victims, and witnesses.

Finding Details	Factory's written policy and procedures on harassment refers to sexual harassment only. There is no information on other forms of harassment (physical, mental) and on abuse.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

Health, Safety And Environment (HSE)

Benchmark ID	HSE.30.1
Benchmark Details	Employers shall develop, maintain, and regularly review health, safety, and environmental policies to ensure that they comply with all national laws, regulations and the FLA Workplace Code concerning health, safety, and environmental standards, regulations and procedures.
Finding Details	1. Factory does not have written procedures on environment however there are systems to manage environment. 2. Factory does not have written procedures on health and safety though there are systems to manage health and safety.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.5.1.6
Benchmark Details	All applicable, legally required or recommended elements of safe evacuation shall be complied with, including all the following elements: evacuation procedures and fire drills

Finding Details	Factory does not conduct an assessment after the drill to learn how to improve the evacuation process.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement 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	1. Workstations in sewing floor are congested with restricted access to evacuation passages. 2. Auto guided vehicle used for transporting packed cartons to warehouse moves at the center of the evacuation passages. This may be a risk in case of emergency evacuation.
Recommendation for Immediate Action	1. Ensure workstations in sewing floor are decongested and unrestricted access to evacuation passages is maintained at all times. 2.Ensure auto guided vehicle used for transporting packed cartons to warehouse moves at designated paths away from evacuation routes.
Compliance Classifications	Immediate Action Required
Local Law	Factory ordinance No. 42 of 1942 Section 41(8) - The contents of any room in which persons are employed, shall be so arranged or disposed that there is free passage – way for all persons employed in the room to a means of escape in case of fire.
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	Collection bucket and spread arrestors are not provided with spill response kits. Pieces of fabric is kept to soak spills which may not be effective.
Recommendation for Immediate Action	Ensure collection bucket and effective spread arrestors are provided with spill response kits.
Compliance Classifications	Immediate Action Required
Local Law	Factories Ordinance 1942 (Amended in 2002) –Section 45 - No machinery of any type or description which Regulation of is not expressly referred to in this Part shall (b) be operated except in such manner and with such safeguards and precautionary measures as may be prescribed by regulation for the better protection of persons or property from injury or damage likely to be caused by such machinery.
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	Hand dryers are not provided in toilets.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.22.1

Benchmark Details	All food made available to workers shall be prepared, stored, and served in a safe and sanitary manner in accordance with all applicable laws and international standards.
Finding Details	Cooks and food handlers were not using nose covers and 5 out of 8 food handlers were not using hand gloves when handling food.
Recommendation for Immediate Action	Ensure cooks and food handlers use nose covers and hand gloves when handling food.
Compliance Classifications	Immediate Action Required
Local Law	Factories Ordinance 1942 (Amended in 2002) –Section 45 - No machinery of any type or description which Regulation of is not expressly referred to in this Part shall (b) be operated except in such manner and with such safeguards and precautionary measures as may be prescribed by regulation for the better protection of persons or property from injury or damage likely to be caused by such machinery.
Benchmark ID	HSE.14.1
Benchmark Details	All production machinery, equipment and tools shall be properly guarded and regularly maintained.

Finding Details	<p>1. Doors and locking devices of factory owned vehicles and outsourced buses are not inspected during periodic inspection of vehicles. Inspection reports reviewed did not have pictures of non-conformities identified for better understanding and monitoring by service provider. 2. Traffic lanes and walk paths are not marked inside the factory. 3. Two out of six ladders did not have anti-skid stoppers. Locking arm of the same 2 ladders was loosely fixed with a bolt. Insecure locking arrangement may be a risk for fall injury when ladder is in use. 4. Locking devices on wheels of 2 out of 2 platform ladders used in Raw material and Fabric storage area were not functional and ladders could be moved with locked wheels. 5. Needle guards of sewing machines are pushed upwards rendering them ineffective in preventing injury to fingers of workers and eye shields on overlock machines were pushed aside on approx. 50% of machines exposing eye to dust particles when machines are in operation. 6. Auto stop sensor on one side of 1 out of 2 auto layering machines was not functional when tested. 7. Auto stop sensor of auto guided vehicle moving on evacuation routes in the sewing areas, was not functional when tested. This vehicle moves on the evacuation paths and could be risk for injury to workers who move around on the floor and cross pathways.</p>
Recommendation for Immediate Action	<p>1. Ensure doors and locking devices of factory owned vehicles and outsourced buses are inspected during periodic inspection of vehicles. Ensure pictures of non-conformities identified are filed for better understanding, implementation of corrective action and monitoring by service provider. 2. Ensure traffic lanes and walk paths are marked inside the factory. 3. Ensure anti-skid stoppers are provided in all ladders and locking arrangement of arms are effective to lock arms. 4. Ensure locking devices on wheels of all platform ladders used in Raw material and Fabric storage area are functional. 5. Ensure needle guards of sewing machines and eye shields on overlock machines are maintained in place to prevent injury to workers when operating these machines. 6. Ensure auto stop sensor on auto layering machines are functional at all times. 7. Ensure auto stop sensor of auto guided vehicle moving on evacuation routes in the sewing areas, is functional at all times.</p>
Compliance Classifications	Immediate Action Required

Local Law	Factories Ordinance 1942 (Amended in 2002) –Section 45 - No machinery of any type or description which Regulation of is not expressly referred to in this Part shall (b) be operated except in such manner and with such safeguards and precautionary measures as may be prescribed by regulation for the better protection of persons or property from injury or damage likely to be caused by such machinery.
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	PPE like breathing apparatus, fire resistant hand gloves, shoes and helmets are not provided to firefighting team.
Recommendation for Immediate Action	Ensure PPE such as breathing apparatus, fire resistant hand gloves, shoes and helmets are provided to firefighting team.
Compliance Classifications	Immediate Action Required
Local Law	Factories Ordinance 1942 (Amended in 2002) –Section 45 - No machinery of any type or description which Regulation of is not expressly referred to in this Part shall (b) be operated except in such manner and with such safeguards and precautionary measures as may be prescribed by regulation for the better protection of persons or property from injury or damage likely to be caused by such machinery.
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. Cooks were using fabric aprons and the edges were close to the fire flame on stoves which could be a risk for burn injury from fire. Cloth aprons and slippers / open shoes used by cooks may not prevent burn injuries to skin from accidental spill of hot oil and water while cooking. Washerman was not using hand gloves, shoes and water resistant apron when washing utensils. 2. Load capacity is not marked on material storage racks in raw material storage room. 3. Untrained workers are allowed to access the first aid kits though factory has trained first aid providers. During factory tour , a worker was seen taking antiseptic lotion on a cotton swab and some plaster for use. The swab was held with bare hands and may have got contaminated with exposure to dust in air from the production room.
Recommendation for Immediate Action	1. Ensure cooks use fire and water-resistant aprons and closed shoes when cooking. Ensure washerman uses hand gloves, shoes and water-resistant apron when washing utensils. 2. Ensure load capacity is marked on material storage racks in raw material storage room. 3. Ensure workers trained in first aid procedures access the first aid kits and all workers do not access medicines.
Compliance Classifications	Immediate Action Required
Local Law	Factories Ordinance 1942 (Amended in 2002) –Section 45 - No machinery of any type or description which Regulation of is not expressly referred to in this Part shall (b) be operated except in such manner and with such safeguards and precautionary measures as may be prescribed by regulation for the better protection of persons or property from injury or damage likely to be caused by such machinery.
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	Safety instructions are not displayed near production machinery, auto guided vehicle, boilers, compressors and maintenance machinery.

Recommendation for Immediate Action	Ensure safety instructions are displayed near production machinery, auto guided vehicle, boilers, compressors and maintenance machinery.
Compliance Classifications	Immediate Action Required
Local Law	Factories Ordinance 1942 (Amended in 2002) –Section 45 - No machinery of any type or description which Regulation of is not expressly referred to in this Part shall (b) be operated except in such manner and with such safeguards and precautionary measures as may be prescribed by regulation for the better protection of persons or property from injury or damage likely to be caused by such machinery.
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. Two out of three confined spaces do not have signage. Openings to these are covered but are not fenced. 2. Factory does not maintain a log when persons enter confined spaces for cleaning. 3. Maintenance equipment like handheld power testers, tools used for electric maintenance work, portable and fixed grinders, drill machines, auto grinding machines are not inspected periodically to ensure safe usage.
Recommendation for Immediate Action	1. Ensure all confined spaces have signage and are fenced. 2. Ensure a log is maintained when persons enter confined spaces for cleaning. 3. Ensure maintenance equipment like handheld power testers, tools used for electric maintenance work, portable and fixed grinders, drill machines, auto grinding machines are inspected periodically to ensure safe usage.
Compliance Classifications	Immediate Action Required

Local Law	Factories Ordinance 1942 (Amended in 2002) –Section 45 - No machinery of any type or description which Regulation of is not expressly referred to in this Part shall (b) be operated except in such manner and with such safeguards and precautionary measures as may be prescribed by regulation for the better protection of persons or property from injury or damage likely to be caused by such machinery.
Benchmark ID	HSE.5.4
Benchmark Details	The emergency evacuation plan (EEP) includes procedures for notifying local community authorities in case of accidental discharge or release of chemical/waste products or any other environmental emergency.
Finding Details	Factory emergency response plan does not include gas emergencies.
Recommendation for Immediate Action	Ensure factory's emergency response plan includes gas emergencies.
Compliance Classifications	Immediate Action Required
Local Law	Factories Ordinance 1942 (Amended in 2002) –Section 45 - No machinery of any type or description which Regulation of is not expressly referred to in this Part shall (b) be operated except in such manner and with such safeguards and precautionary measures as may be prescribed by regulation for the better protection of persons or property from injury or damage likely to be caused by such machinery.
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	Factory does not have written procedures for workers to raise health, safety and environmental concerns. Workers are free to raise concerns with their supervisors and managers.
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. Factory does not have written procedures to prevent retaliation against workers who raise health & safety and environmental concerns. 2. Risk assessment was conducted on July 2023 by an external service provider. 'Frequency' of possible accidents and injuries is not included and considered when calculating risk. Hence the risk analysis is incomplete, and data is inaccurate. The assessment does not cover all aspects for risk. E.g - Information on chemical storage is provided and there is no information on risks of usage of chemicals. There is no information on administrative and engineering controls for all risks identified.
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	1. Safety helmets kept in maintenance room and used by maintenance team was seen damaged and has not been replaced. Welding glasses, safety shoes, hand gloves, aprons and rubber gloves used by electricians are not inspected periodically to ensure they are effective in protecting injuries to workers. 2. Factory does not inspect fall protection equipment like helmets and safety harness at all.
Recommendation for Immediate Action	1. Ensure safety helmets used by maintenance team, welding glasses, safety shoes, hand gloves, aprons and rubber gloves used by electricians are inspected periodically to ensure they are effective in protecting injuries to workers. 2. Ensure fall protection equipment like helmets and safety harness are inspected periodically.
Compliance Classifications	Immediate Action Required
Local Law	Factories Ordinance 1942 (Amended in 2002) –Section 45 - No machinery of any type or description which Regulation of is not expressly referred to in this Part shall (b) be operated except in such manner and with such safeguards and precautionary measures as may be prescribed by regulation for the better protection of persons or property from injury or damage likely to be caused by such machinery.
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 past 12 months, training on PPE was provided to 1622 out of 1746 workers. Factory has plans to train the rest of workers.

Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.14.2
Benchmark Details	Workers shall receive training in the proper use and safe operation of machinery, equipment and tools they use.
Finding Details	In the past 12 months, training on operating machines and vehicles was provided to 1622 out of 1746 workers. Factory has plans to train the rest of workers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.17.1
Benchmark Details	Workstations, including seating and standing arrangements and reach required to obtain tools, shall be designed and set-up in such a manner as to minimize bodily strains.
Finding Details	Sitting areas are not provided to workers with standing jobs. Anti-fatigue mats were missing for a few workers. At least 4 pregnant women were seen standing barefoot on hard floor in the checking section.
Recommendation for Immediate Action	Ensure sitting areas and anti-fatigue mats are provided to workers with standing jobs.
Compliance Classifications	Immediate Action Required

Local Law	Factories Ordinance No 45 of 1942-Section 49-There shall be provided and maintained; for the use of all female workers whose work is done standing, suitable facilities for resting sufficient to enable them to take advantage of any opportunities for resting which may occur in the course of their employment. Factories Ordinance 1942 (Amended in 2002) –Section 45 - No machinery of any type or description which Regulation of is not expressly referred to in this Part shall (b) be operated except in such manner and with such safeguards and precautionary measures as may be prescribed by regulation for the better protection of persons or property from injury or damage likely to be caused by such machinery.
Hours Of Work (HOW)	
Benchmark ID	HOW.1.1
Benchmark Details	Employers shall comply with all national laws, regulations and procedures concerning hours of work, public holidays and leave.
Finding Details	In May 2023, 3 out 6 sampled outsourced security guards worked for 16 hours a day on 17 days in the month. In June 2023, 3 out 6 sampled outsourced security guards worked for 16 hours a day on 21 days in the month. In July 2023, 5 out 6 sampled outsourced security guards worked for 16 hours a day on 24 days in the month.
Recommendation for Immediate Action	Ensure outsourced security guards do not work beyond legally permitted hours.
Compliance Classifications	Immediate Action Required
Local Law	Board of Investment Labor Standards and Relations, 2.1 - 2.1.2 Two or Three-shift Operation -Monday to Friday: 8 hours per day inclusive of an interval of ½ an hour for a meal or rest. Saturday: A short working day of 5 ½ hours inclusive of an interval of ½ an hour for a meal or rest.
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	Written procedures on hours of work do not include the need for periodic training of employees.
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	As a systematic practice , all workers work over time for 2.5 hours on all Saturdays post completion of half day (5.5 hours) of regular hours. Hence production on Saturdays is planned for 8 hours of work which includes 2.5 hours of overtime work .
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement 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	1. As a systematic practice, outsourced security guards work on 12 hourly shifts resulting in 72 hours a week. Review of timecards from July 2023, revealed that 6 of 6 sampled guards worked 112 hours a week during 2 weeks in the month. In May 2023, 5 out 6 sampled guards worked 88 hours a week. In June 2023, 5 out 6 sampled guards worked 104 hours a week. 2. In June 2023, 2 out 2 female security guards worked up to 80 hours of overtime in the month.
Recommendation for Immediate Action	1. Ensure outsourced security guards do not work in excess of 60 hours a week. 2. Ensure female security guards do not work beyond 60 hours of overtime in a month.
Compliance Classifications	Immediate Action Required
Local Law	1. No legal reference for male workers on weekly working hours. Factories Ordinance No 45 of 1942- Section 68 (2) a: The total number of hours worked, including overtime, by a woman or young person, exclusive of intervals allowed for meals and rest, shall not exceed sixty hours in any week. 2. Factories Ordinance No 45 of 1942. Section 68 - Overtime employment of women and young persons over sixteen - Section 68 (1). Provided that the overtime worked by a woman shall not exceed in the aggregate sixty hours in any calendar month.
Benchmark ID	HOW.2
Benchmark Details	Workers shall be entitled to at least 24 consecutive hours of rest in every seven- day period. If workers must work on a rest day, an alternative consecutive 24 hours must be provided within that same seven-day period or immediately following.
Finding Details	1. In July 2023, 5 out 6 sampled outsourced guards worked 13 days continuously with no rest day and 1 out the 6 sampled outsourced guards worked continuously for 26 days with no day for rest. In June 2023, 1 out the 6 sampled outsourced guards worked continuously for 11 days with no day for rest. 2. In July 2023, 3 out 6 sampled housekeeping workers worked 8 to 11 days continuously.
Recommendation for Immediate Action	Ensure outsourced security guards and housekeeping workers are provided a day off in every seven day period.

Compliance Classifications	Immediate Action Required
Local Law	Board of Investment, Labour Standards and Relations, 4.1.1 - Sunday shall be the weekly holiday for factory worker. It is an unpaid holiday.

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