

Fair Labor Association: Independent External Factory Assessment

Assessment Date :

11 Jun 2024



Factory Information

FLA Affiliates	Amer Sports
Country	India
Number of Workers	3120

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)	2
Employment Relationship (ER)	9
Freedom Of Association And Collective Bargaining (FOA)	1
Harassment Or Abuse (H/A)	1
Health, Safety And Environment (HSE)	19
Hours Of Work (HOW)	2

Assessment Information

Assessor	InSync Global
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Assessment Date	11 Jun 2024
Assessment Purpose	Factory Assessment (In-Person)

ASSESSMENT RESULTS

Compensation (C)

Benchmark ID	C.9.3
Benchmark Details	Employees shall be compensated for overtime hours at such premium rate as is legally required in the producing country
Finding Details	Canteen workers are provided compensatory rest day as these workers complete work on the designated rest day (Sunday) to cater security guards meals and first shift workers' breakfast for Mondays. The hours worked on rest days are not compensated at overtime premiums though legally required.
Recommendation for Immediate Action	Ensure work done on rest days is compensated at overtime premiums apart from providing compensatory rest day.
Compliance Classifications	Immediate Action Required
Local Law	Minimum wages Central Rules 1950- Rule 23(4): An employee shall be granted for rest day wages calculated at the rate applicable to the next preceding day and in case he works on the rest day and has been given a substituted rest day, he shall be paid wages for the rest day on which he worked, at the overtime rate and wages for the substituted rest day at the rate applicable to the next preceding day.
Benchmark ID	C.1.1
Benchmark Details	Employers shall comply with all national laws, regulations and procedures concerning the payment of compensation to workers.

<p>Finding Details</p>	<p>1. Though not a legal requirement, per factory policy, transport allowance is paid additionally to workers and is a component of wage structure. A. For workers using factory provided transport for a minimum of 11 days (inclusive of paid leaves within the 11-day period) in a pay period, 100% of transport allowance is deducted from wages. E.g – A worker physically works for 2 days in the factory and uses paid leave beyond 9 days (totaling to 11 days in this case), 100% of transport allowance is deducted though worker used the transport facility for only 2 days. For workers using transport for less than 11 days, deduction is calculated on pro-rata basis based on number of days worked. B. For workers using own transport, transport allowance is calculated on actual days at work including paid leaves. Here the condition of 11 days is not applied. The above practice does not appear to be reasonable when compared between how it is applied to the the two categories A and B. Going by the policy regarding the deduction of transport allowance for category A workers, complete allowance could be considered for category B workers who are at work beyond 11 days (inclusive of paid leaves) against paying only for days that they are at work (inclusive of paid leaves). Alternatively, transport allowance should be considered for category A workers on pro-rata basis calculated on days worked (inclusive of paid leaves). 2. Due to less production, factory was closed on all Saturdays in the months from February 2024 to May 2024. Based on the discussion and agreement with the union and notification to the labor department, all workers were paid 50% of wages excluding allowances and bonuses for the Saturdays. While security guards worked on all Saturdays, based on requirements, at least one of the vehicle drivers worked on 13 out 17 Saturdays. Security guards and the driver were paid applicable day's wage with no additional pay (as these days were declared "no workdays"). While most workers stayed at home and earned half-day wages, the security guards and driver worked regular hours and earned a day's wage. "No work" day is be considered as a rest day and work done on such days should be required to be compensated at overtime premium. 3. Employee State Insurance Scheme identity cards are not provided to outsourced canteen workers by the service provider. Due to this, workers find it challenging to access the facilities easily when required. They need to carry their pay slips which reflect the number, which is then verified online before providing access to facilities.</p>
<p>Recommendation for Immediate Action</p>	

Compliance Classifications	Sustainable Improvement 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	1. Factory maintains logs of written grievances reported through the General Manager's box and grievances reported verbally to Employee Relations officers. Logs are not maintained for grievances reported verbally to supervisors. Management shared that other channels for communication are not used and hence logs are not maintained. 2. Grievances reported to the Employee Relations Executives are recorded in the "ER daily observation report". This report states the status (closed/open) but does not provide information on action taken to address grievances reported. Hence it cannot be verified if grievances were addressed in a sustainable manner.
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	In the past 12 months, training was provided to 520 out of 930 managers and supervisors on workplace discipline. The factory plans to conduct training the rest of the 410 managers and supervisors, but no date or time for completion has been defined.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	ER.17.1
Benchmark Details	Employers shall have a clear and transparent system of worker and management communication that enables workers to consult with and provide input to management. This might include suggestion boxes, worker committees, designated spaces for worker meetings, union representatives, and meetings between management and workers' representatives.
Finding Details	1. The factory does not have written procedures on grievance systems. 2. The chairman of the grievance committee is not designated and rotated every alternate year from employer and workman. This is a legal requirement. 3. In the Grievance Redressal committee, apart from 2 management representatives, there are only 2 female workers from the general shift representing 2,503 workers which appears to be an inadequate representation of all workers from all production processes.
Recommendation for Immediate Action	1. Ensure chairman of grievance committee is designated and rotated every alternate year. 2. Ensure adequate representation of workers is maintained in grievance committee.
Compliance Classifications	Immediate Action Required

Local Law	1. Industrial Disputes Act 1947- Section 9C (3) : Setting up of Grievance Redressal Machinery- The chairperson of the Grievance Redressal Committee shall be selected from the employer and from among the workmen alternatively on rotation basis every year. 2. Industrial Disputes Act 1947- Section 9C (2) : Setting up of Grievance Redressal Machinery- The Grievance Redressal Committee shall consist of equal number of members from the employer and the workmen.
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. Policy on recruitment requires that for female workers (Staff/ Housekeeping), no education eligibility is required, while for male workers the education eligibility required is ITI (Industrial Training Institute), a diploma or a graduate. This could be a risk for discrimination and also a risk of non-employment of female workers for semi-skilled and skilled jobs. In practice, women are currently employed in unskilled, semi-skilled and skilled jobs based on their qualifications. 2. Factory does not have written procedures on the following: recruitment and hiring, non-discrimination, forced labor, termination and retrenchment, compensation. 5. Written procedures on child labor and remediation does not include the need for training of responsible persons, creating awareness amongst employees and monitoring procedures.
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 personnel development to enhance skills.
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 procedures for promotions, demotions, and job reassignments.
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	<p>1. Factory 1 (Plot 3 D) and Factory 2 (Plot 3 E) are registered in one business license. These are 2 separate factories with independent management. If for any reason the license is revoked even for one of the two factories, it would impact both factories. 2. Factory does not monitor or engage in recruitment, hiring, personal development, wage calculations, and payment procedures for 58 workers employed through an external Canteen service provider. 3. Due to a drop in business resulting from the pull-out of business by a brand, during the assessment period, 896 workers from one production line in the factory (approx. 25 % of total workers) were transferred to 3 sister factories located within the same SEZ location. Factory did not obtain written consent from transferred workers to ensure the relocation was voluntary. 4. The orientation program for 58 outsourced canteen workers is for a half-day duration while for workers on factory payrolls, it extends to 2 days. A review of the agenda and duration of orientation training for outsourced canteen workers reveals that adequate time (as compared with that for workers on factory payrolls) is not provided to communicate complete information on workplace standards. 4. Job descriptions for all categories (workers, supervisors, managers, and senior management) of employees are signed by employees and maintained separately and are not filed in individual files of workers. Hence job descriptions cannot be easily verified with the job designation/department assigned and recorded on the appointment letter (employment contract) as was noted during the review of employment documentation.</p>
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 worker's union is consulted regarding changes in the production schedules, holidays, and additional benefits beyond legal requirements. They are not consulted when creating and reviewing policies and procedures, such as defining working hours and breaks, unless under extraordinary business circumstances.
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	While workers on factory payrolls receive an employee handbook at the end of orientation which substantiates topics covered in orientation, 58 outsourced canteen workers (2.3% of total workers) did not receive a document that substantiates topics covered in orientation.
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	Factory does not have written 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.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	Penal consequences for sexual harassment in the workplace are not posted in the facility.
Recommendation for Immediate Action	Ensure penal consequences of sexual harassment in the workplace are not posted in the facility.
Compliance Classifications	Immediate Action Required
Local Law	Sexual harassment of women (prevention, prohibition & redressal) at workplace act 2013- section 19(b): Every employer shall display at any conspicuous place, the penal consequences of sexual harassment.

Health, Safety And Environment (HSE)

Benchmark ID	HSE.30.1
Benchmark Details	Employers shall develop, maintain, and regularly review health, safety, and environmental policies to ensure that they comply with all national laws, regulations and the FLA Workplace Code concerning health, safety, and environmental standards, regulations and procedures.
Finding Details	1. The factory does not have written procedures on environmental protection. 2. Written procedures on evacuation do not define steps to be followed to evacuate children and special categories of workers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.6.2
Benchmark Details	A sufficient number of workers shall be trained in first aid and firefighting techniques. Training shall be upon hire and with periodic refresher training.
Finding Details	The factory has not defined specific procedures and assigned responsibilities to the trained firefighting team for evacuation of children from the childcare room, or for pregnant and disabled workers.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

Benchmark ID	HSE.5.3
Benchmark Details	Alarm systems shall be regularly tested and evacuation drills shall be undertaken at least annually.
Finding Details	Review of log of evacuation drills conducted between January 2024 and May 2024, revealed that drills to evacuate children from the childcare room were conducted during feeding breaks when mothers were visiting the childcare room. On average, apart from mothers present, 12 persons (10 attendants, a doctor, and a security guard) are assigned to evacuate 40 to 60 children, which could result in delayed evacuation and be a risk. Factory has not designated a separate fire safety trained team to evacuate children.
Recommendation for Immediate Action	Ensure adequately trained team is designated to evacuate children from the childcare room. Drills should be conducted during work hours and avoid being conducted during breaks.
Compliance Classifications	Immediate Action Required
Local Law	Factories Act, 1948- Section 38 (1) (a): In every factory, all practicable measures shall be taken to prevent outbreak of fire and its spread, both internally and externally, and to provide and maintain safe means of escape for all persons in the event of a fire.
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	Post evacuation drills, the factory identifies gaps and records areas for improvement - however the factory does not identify the root cause of gaps to address them in a sustainable manner and 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	In SOTAP sections, multiple instances were noted where workers with sitting jobs were sitting close to each other at right angles, restricting quick and easy access. In some workstations, bins were placed on either (both) sides of chairs used by workers restricting quick and easy movement of chairs to allow workers to move out. Such arrangements could be a risk for injury during an evacuation process.
Recommendation for Immediate Action	Ensure access to passages from all workstations is maintained clear at all times.
Compliance Classifications	Immediate Action Required
Local Law	Factories Act, 1948- Section 38 (1) (a): In every factory, all practicable measures shall be taken to prevent outbreak of fire and its spread, both internally and externally, and to provide and maintain safe means of escape for all persons in the event of a 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	At the warehouse, all chemicals are stored in a designated area, however, hazardous and non-hazardous chemicals are not stored away from each other with clear signage and demarcation of storage area. Hazard labels are not posted at or near chemicals stored in the warehouse.

Recommendation for Immediate Action	Ensure hazardous materials are stored separately and labeled with clear signage.
Compliance Classifications	Immediate Action Required
Local Law	Factories Act, 1948-Section 7A (2b): Every occupier should have arrangement in the factory for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
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. Lint buildup was seen on electric cables and electric cable trays in SOTAP departments. 2. Most light switches in SOTAP sections had taped cords. Dust had accumulated on some of the tapes.
Recommendation for Immediate Action	1. Ensure electric cables and electric cable trays in SOTAP departments are maintained clean and avoid buildup of lint. 2. Ensure light switches in SOTAP sections do not have taped cords.
Compliance Classifications	Immediate Action Required
Local Law	Factories Act, 1948-Section 7A (2b): Every occupier should have arrangement in the factory for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
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 firefighting team is not provided with PPEs like gas masks, fire-resistant gloves, shoes and suits, and breathing apparatus. The factory team is assigned to contain small fires and for instances of major fires, the factory reaches out to the local government fire department.
Recommendation for Immediate Action	Ensure the firefighting team is provided with appropriate and adequate PPEs.
Compliance Classifications	Immediate Action Required
Local Law	Factories Act, 1948-Section 7A (2b): Every occupier should have arrangement in the factory for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
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. Except for an apron, clean clothes are not provided to childcare workers which could be a risk for infection to small children. 2. Canteen cooks use cloth aprons which may not be effective in preventing burn injuries from accidental spills of hot oil or water while cooking.
Recommendation for Immediate Action	1. Ensure clean clothes are provided for child workers to be used when handling children. 2. Ensure canteen cooks are provided with appropriate aprons to prevent burn injuries while cooking.
Compliance Classifications	Immediate Action Required
Local Law	1. The Tamil Nadu Factories Rules 1950- CHAPTER V - Rule 76 (2) The crèche staff shall be provided with suitable clean clothes by the occupier for use while on duty in the crèche. 2. Factories Act, 1948-Section 7A (2b): Every occupier should have arrangement in the factory for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.

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 posted near machinery except on cutting machines.
Recommendation for Immediate Action	Ensure safety instructions are posted near all machinery in use.
Compliance Classifications	Immediate Action Required
Local Law	Factories Act, 1948-Section 7A (2b): Every occupier should have arrangement in the factory for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
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	Per logs maintained, fall protection equipment is inspected daily and boxes are ticked against a checklist. Defects if any, are identified and addressed however the defects are not logged and root causes are not identified. This could be a risk for improper rectification or implementation of temporary solutions.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement 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	Training on ergonomics is not provided to production and non-production workers. Training on lifting techniques was provided to 129 out of 135 loaders and unloaders. The factory has plans to provide training to all workers by December 2024.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.18.2
Benchmark Details	Medical staff shall be fully licensed and recognized under applicable national rules and regulations.
Finding Details	During assessment days, the factory had only one female doctor. Management shared that the 2nd doctor was on leave. In the absence of the available doctor on any day(s), doctors from neighboring factories are assigned responsibility for this factory which could be a risk for the parent factory due to the arrangement.
Recommendation for Immediate Action	Ensure a doctor is available during all working hours.
Compliance Classifications	Immediate Action Required

Local Law	Factories Act 1948- Section 45 (4): In every factory wherein more than five hundred workers are ordinarily employed, there shall be provided and maintained an ambulance room of the prescribed size, containing the prescribed equipment and in the charge of such medical and nursing staff as may be prescribed and those facilities shall always be made readily available during the working hours of the factory. The Tamil Nadu Factories Rules 1950 CHAPTER V- Rule -64. Ambulance room --(3) The ambulance room shall be in-charge of a qualified medical practitioner assisted by at least one qualified nurse and such staff as the Chief Inspector may deem necessary and direct in writing from time to time
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 does not maintain neutralizer chemicals to reduce the risk of chemical spills.
Recommendation for Immediate Action	Ensure neutralizers are maintained on-site to reduce risk from chemical spills.
Compliance Classifications	Immediate Action Required
Local Law	Factories Act, 1948-Section 7A (2b): Every occupier should have arrangement in the factory for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
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	The risk assessment conducted does not include the probability of risk, hence risk assessment is incomplete. Further information on administrative and engineering controls to reduce risks is not defined to provide clarity on action to be taken to reduce risks.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.8
Benchmark Details	Workers shall be provided with training on the use and maintenance of personal protective equipment. Training shall be upon hire with periodic refresher training offered to all workers. Management will ensure use of PPE as necessary.
Finding Details	In the past 12 months, training on PPE was provided to 420 out of 1,240 workers. The factory plans to train the remaining workers by December 2024.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.14.2
Benchmark Details	Workers shall receive training in the proper use and safe operation of machinery, equipment and tools they use.

Finding Details	1. In the past 12 months, training on machine safety was provided to 806 out of 869 machine operators. Factory plans to train the remaining workers by December 2024. 2. Training was provided for 110 out of 117 designated workers with high-risk responsibilities. Factory plans to provide training to the rest of the employees within the next month.
Recommendation for Immediate Action	1. Ensure all workers working on machines are provided training periodically. 2. Ensure all designated workers with high-risk responsibilities are provided training periodically.
Compliance Classifications	Immediate Action Required
Local Law	Factories Act, 1948-Section 7A (2b): Every occupier should have arrangement in the factory for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
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	In the past 12 months, training on chemical safety was provided to 1,009 out of 1,139 workers who handle chemicals. Factory plans to train the remaining workers by December 2024.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	
Benchmark ID	HSE.17.1
Benchmark Details	Workstations, including seating and standing arrangements and reach required to obtain tools, shall be designed and set-up in such a manner as to minimize bodily strains.

Finding Details	1. Anti-fatigue mats are not provided to workers with standing jobs in checking and packing areas. 2. Wooden chairs with hard seats are provided to workers with sitting jobs which could cause bodily injury. 3. Workstations are not adjustable in height.
Recommendation for Immediate Action	1. Ensure anti-fatigue mats are provided to workers with standing jobs in checking and packing areas. 2. Ensure appropriate seating arrangements are provided for workers with sitting jobs to reduce bodily injury. 3. Ensure workstations are adjustable in height.
Compliance Classifications	Immediate Action Required
Local Law	Factories Act, 1948-Section 7A (2b): Every occupier should have arrangement in the factory for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.

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	1. The legally approved notice of working hours for all shifts and number of workers for each shift, which is (Form 11) effective from April 2024, does not include work timings of canteen workers at all. 2. As the 2 factories (EW 1 and EW 2), are registered under a single license, legally approved notice of periods of work (Form 11) effective from April 2024, reflects the total combined worker strength from EW 1 and EW 2 factories working in multiple shifts. Hence, assessors could not verify the number of workers actually working in multiple shifts in EW 2 (assessed facility) against the approved strength.
Recommendation for Immediate Action	Ensure notice of period of work applicable to the factory is available.
Compliance Classifications	Immediate Action Required

Local Law	Factories Act 1948- Section 61 (1): Notice of periods of work for adults: There shall be displayed and correctly maintained in every factory in accordance with the provisions of sub-section (2) of section 108, a notice of periods of work for adults, showing clearly for every day the periods during which adult workers may be required to work.
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	Factory does not have written procedures on hours of work.
Recommendation for Immediate Action	
Compliance Classifications	Sustainable Improvement Required
Local Law	

