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## INDEPENDENT EXTERNAL ASSESSMENT REPORT



COMPANIES: Commemorative Brands Inc.

COUNTRY: United States

ASSESSMENT DATE: 10/13/16

ASSESSOR: Miriam Rodriguez

PRODUCTS: Apparel

NUMBER OF WORKERS: 168

## Summary of Code Violations

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.

While it is important to note when violations of the FLA Workplace Code of Conduct occur, the purpose of these assessments is not simply to test compliance against a particular benchmark, but rather to develop an understanding of where and how improvements can be made to achieve sustainable compliance. Code of Conduct violations can be found throughout the course of an assessment of the employment and management functions, and are addressed in companies' action plans.

## Findings and Action Plans

### FINDING NO.1

#### NOTABLE FEATURE

**FINDING TYPE:** Recruitment, Hiring & Personnel Development

##### Finding Explanation

The company has set up computer kiosks in the break room for the usage of all employees, especially production workers to access CBI's HR website. Through this venue, any individual worker can access current company policies (which are available in both English and Spanish) as well as their individual employee records and request a copy of payroll check, review or request vacation days, or send an inquiry to HR. The website is also accessible from home which allows an employee access at any time.

### FINDING NO.2

#### NOTABLE FEATURE

**FINDING TYPE:** Grievance System

##### Finding Explanation

Even though CBI has an active union and on-site HR department to handle grievances, the Company also utilizes Lighthouse Confidential Hotline as another tool for any CBI employee to raise a grievance or concern.