



FAIR LABOR
ASSOCIATION[®]

INDEPENDENT EXTERNAL ASSESSMENT REPORT



COMPANIES: Fast Retailing Co., Ltd.

COUNTRY: Turkey

ASSESSMENT DATE: 12/20/18

ASSESSOR: FLA EMEA

PRODUCTS: Apparel

NUMBER OF WORKERS:

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

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Health & Safety

Finding Explanation

1. The factory has not conducted an explosion prevention assessment, although there is a charging area for forklifts. [HSE.1, HSE.4]
2. The factory does not have construction permits for both buildings where the factory is located. [HSE.1, HSE.4]
3. The factory does not have the working permission document for the cutting and warehouse section. [HSE.1, HSE 4]
4. The two in-house subcontractors do not have the required working permission, fire safety report, environmental impact assessment and environmental permission documents. [HSE.1, HSE.4]

Local Law or Code Requirement

Regulation to Prevent Workers from Explosions, 30.4.2013, No: 28633, Article 10, Working Permission Regulation (2005), Article 6, Regulation on Permits and Licenses regarding Environmental Law (2009), No. 27214, Article 10, FLA Workplace Code (Health, Safety and Environment Benchmarks HSE 1 and HSE.4)

Recommendations for Immediate Action

1. Conduct an explosion prevention assessment, and ensure that the document is available on site.
2. Obtain construction permission documents for both buildings, ensure that the document is available on site.
3. Obtain working permission documents for the cutting and warehouse sections.
4. Ensure that the in-house subcontractors obtain all necessary documentation and permits.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. Photos of the documents were sent via we transfer on 19.06.2019.

2. Photos of the documents were sent via we transfer on 19.06.2019.
3. Factory gets in touch with government to fix an appointment for necessary documents.
4. Subcontractors gets in touch with government to fix an appointment for necessary documents.

FINDING NO.2

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Health & Safety

Finding Explanation

1. The evacuation plans posted on the work floors are outdated due to layout changes. This was corrected during the assessment. [HSE.5.1]
2. The emergency action team members posted on the work floors are not updated following changes in the emergency action team. [HSE.5.1]
3. There is no visual fire alarm in the ironing and packing sections. One hearing impaired worker is in that section. [HSE.5.1]
4. There are no worker swith first aid certification at the two in-house subcontractors. [HSE.18.2.1]

Local Law or Code Requirement

Regulation Regarding the Emergency Cases at Workplaces, (June 18, 2013), No: 28681, Article 10 & 15, Regulation Regarding the Prevention of Fire in the Buidings, (November 27, 2007), No: 26735, Article 81, First Aid Regulation (2002), No.24762, Art.16, FLA Workplace Code (Health, Safety and Environment Benchmark HSE 5.1, 18.2.1)

Recommendations for Immediate Action

1. Ensure that evacuation plot plans are updated and posted on the work floors
2. Ensure that updated information on the emergency action team is posted on the work floors
3. Install a visual fire alarm system in the ironing & packing section.
4. Ensure there are workers with first aid certification at the in-house subcontractors.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. Photos of the documents were sent via we transfer on 19.06.2019.
2. Photos of the documents were sent via we transfer on 19.06.2019.
3. Photos of the documents were sent via we transfer on 19.06.2019.
4. One of the subcontractors completed the certificate and second subcontractor is working on to complete soon.

FINDING NO.3

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Health & Safety

Finding Explanation

1. There is no Material Safety Data Sheet (MSDS) for the Peroksid Hydrogen at the Washing Research and Development section. This was corrected during the assessment. [HSE 10.1]
2. There is no secondary containment for the Peroksid Hydrogen at the Washing Research and Development section. This was corrected during the assessment. [HSE 9.1]

Local Law or Code Requirement

Regulation Regarding Health & Safety Precautions in Work with Chemical Substances (August 12, 2013), No. 28733, Article 6&7, FLA Workplace Code (Health, Safety and Environment Benchmark HSE 9.1 and HSE. 10.1)

Recommendations for Immediate Action

1. Ensure that the MSDS for all chemicals are provided at all chemical related sections in the factory.
2. Ensure that all the chemicals are placed in a secondary containment.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. Photos of the documents were sent via we transfer on 19.06.2019.
2. Photos of the documents were sent via we transfer on 19.06.2019.

FINDING NO.4

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Grievance System

Finding Explanation

1. The suggestion and complaint boxes at the Washing Research & Development and sewing sections are in the camera line of sight. This was corrected during the assessment. [ER.25]
2. The grievance procedures do not include any information on direct communication with supervisors. However, in practice workers can directly resolve grievances. [ER.25]

Local Law or Code Requirement

FLA Workplace Code (Employment Relationship Benchmark ER 25)

Recommendations for Immediate Action

1. Ensure that all suggestion and complaint boxes are located out of camera sights

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. Photos of the documents were sent via we transfer on 19.06.2019.
2. Photos of the documents were sent via we transfer on 19.06.2019.

FINDING NO.5

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Recruitment, Hiring & Personnel Development

Finding Explanation

1. There are 13 disabled workers in the factory. As there are currently 455 workers in the factory there should be at least 14 disabled workers (3%) according to local law. [ER.1, ER.14]
2. There is an inappropriate clause in workers' employment agreements between the factory and one of the in-house subcontractors, which allows employers to reassign workers to work in another entity of the company regardless of location [ER.1]
3. There is an inappropriate clause in workers' employment agreements with one of the in-house subcontractor. Article 12.6 states that workers must agree in advance to work on public holidays if needed. According to the law, employer may only require workers to work on public holidays with their consent. [ER.1]
4. Job application forms include marital status and military service which may lead to discrimination in the hiring process. [ER.3, ND.4]

Local Law or Code Requirement

Labor Law (2003), No: 4857, Art. 30, FLA Workplace Code (Employment Relationship Benchmarks ER.1, ER.3 and ER.14, Non-Discrimination Benchmark ND.4)

Recommendations for Immediate Action

1. Ensure that there are at least 3% disabled workers in the factory
2. Remove inappropriate clauses from employment agreements of each company.
3. Remove marital status and military service questions from job application forms.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. There are now 15 disabled workers in the factory.
2. Inappropriate clause in workers' employment agreements which allows employers to reassign workers to work in another entity of the company regardless of location has been removed.
3. Inappropriate clause in workers' employment agreements which states that workers must agree in advance to work on public holidays if needed has been removed.

4. Photos of the documents were sent via we transfer on 19.06.2019.

FINDING NO.6

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Hours of Work

Finding Explanation

1. Until November 2018, one in-house subcontractor's regular work hours were 8:30 to 19:00 Monday to Friday; 8:30 to 17:00 on Saturday with total of 1.5 hours break; 20:30 to 7:00 Monday to Friday, 20:30 to 5:00 on Saturday with 1.5 hours total break for a total of 52 hours , which exceeds the legal requirement of 45 hours per week. [HOW.1]

2. Pregnant workers work the same hours as other workers, 8:30 to 19:00 as regular workers. [HOW.4.1]

3. Out of 36 selected workers, overtime hours for 5 workers exceeded 60 hours per week [at least once, at most 3 times in February 2018 (Maximum 68 hours), for 12 workers at least once, at most 4 times in July 2018 (Maximum 78.5 hours), for 3 workers once in August 2018 (Maximum 75 hours), for 3 workers in September 2018 (Maximum 66.5 hours), for 12 workers at least once, at most 4 times in October 2018 (Maximum 75.5 hours) and 6 workers at least once, at most 3 times in November 2018 (Maximum 75.5 hours). [HOW.1.3]

4. Out of 36 selected workers, overtime exceeded 270 hours for 4 workers as they worked between 432 to 294 hours of overtime in a sampled 6 months. [HOW.1]

5. Out of 36 selected workers, working hours exceeded 11 hours per day for 11 workers at least once, at most 15 times in February 2018 (Maximum 13 hours), for 12 workers at least once, at most 20 times in July 2018 (Maximum 14 hours), for 12 workers at least once, at most 16 times in August 2018 (Maximum 14 hours), for 13 workers at least once, at most 13 times in September 2018 (Maximum 13.5 hours), for 19 workers at least twice, at most 21 times in October 2018 (Maximum 31.5 hours consecutively), for 15 workers at least twice, at most 19 times in November 2018 (Maximum 14 hours). [HOW.1]

6. Out of 36 selected workers, working at night exceeded 7.5 hours for 4 workers at least twice, at most 15 times in February 2018, for 2 workers at least 12 times, at most 13 times in July 2018, for 1 worker 5 times in September 2018, for 1 worker 9 times in October 2018, for 2 workers 12 times in November 2018. (These workers worked 20:30 to 8:30 with overtime) [HOW.1]

7. Two selected in house subcontractor workers only worked the night shift in July 2018, August 2018, September 2018 and October 2018. According to local law, shift work should rotate weekly. [HOW.1]

8. Annual leave days have not been used by 21 administration staff members, additionally 2 production works have not used 4 and 12 days of accumulated leave from previous years. [HOW.11]

9. The Factory does not have a legally required leave committee.[HOW.12.2]

Local Law or Code Requirement

Labor Law (2003), No: 4857, Art. 41, 53, 63, 69, Regulation Regarding the Pregnant or Breastfeeding Women and Breastfeeding Rooms and Child Care Centers (August 16, 2013), No: 28737, Article 9, FLA Workplace Code (Hours of Work Benchmarks HOW 1, HOW.4.1, HOW.11, HOW.12.2)

Recommendations for Immediate Action

1. Ensure that regular work hours do not exceed 45 hours per week.

2. Ensure that pregnant workers do not work more than 7.5 hours.

3. Ensure that working hours do not exceed 60 hours per week.

4. Ensure that yearly overtime do not exceed 270 hours.

5. Ensure that working hours do not exceed 11 hours per day.

6. Ensure that working at night does not exceed 7.5 hours.

7. Ensure that night shift rotates maximum once in 2 weeks.

8. Ensure that annual leave days are used on time.
9. Ensure that an annual leave committee is established in the factory.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. Since 23th July 2019 , factory's regular work hours are scheduled as 08:00 - 18:00 , with an aim to reduce the overtime in parallel. Factory focuses to control and reduces the extra hours to stay in permitted limits and to make all over payments legally , under records.
2. Photos of the documents were sent via we transfer on 19.06.2019.
3. Since 23th July 2019 , factory's regular work hours are scheduled as 08:00 - 18:00 , with an aim to reduce the overtime in parallel. Factory focuses to control and reduces the extra hours to stay in permitted limits and to make all over payments legally , under records.
4. Since 23th July 2019 , factory's regular work hours are scheduled as 08:00 - 18:00 , with an aim to reduce the overtime in parallel. We focuses to control and reduces the extra hours to stay in permitted limits and to make all over payments legally , under records.
5. Since 23th July 2019 , factory's regular work hours are scheduled as 08:00 - 18:00 , with an aim to reduce the overtime in parallel. Factory focuses to control and reduces the extra hours to stay in permitted limits and to make all over payments legally , under records.
6. Since 23th July 2019 , factory's regular work hours are scheduled as 08:00 - 18:00 , with an aim to reduce the overtime in parallel. Factory focuses to control and reduces the extra hours to stay in permitted limits and to make all over payments legally , under records.
7. Working shifts have been changed according to local law. Work shift was not rotating before for some workers. Now they are rotating work shift and okay for local law.
8. Most of administration staff members are working in company for many years , the religions holidays calculation is based on a different calendar any for many years , these religious holidays period is same as summer holidays , administration staff members doesn't prefer to have their Annual leave days as they are considering these long religious holidays (mostly 9 days) as summer holidays. But in any case , factory is going to inform employees to plan their schedule and work plan to have min 10 more days until the end of year.
9. Photos of the documents were sent via we transfer on 19.06.2019.

FINDING NO.7

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Compensation

Finding Explanation

1. Until November 2018, hours worked after 52 weekly hours were considered and paid as overtime at the in house subcontractor. The hours between 40 to 52 were not calculated and paid as overtime. [C.1, C.7.1]
2. The overtime calculation at one in house subcontractor was divided by 300 monthly hours instead of 225 monthly hours, until November 2018, and this is current practice at another in house subcontractor. [C.1, C.7.2]
3. During the termination process, annual leave payments are paid in cash based on the the net wage amounts instead of gross wage. [C.5]
4. The facotry does not include meal and transportation allowances in the severance payments. [C.5]
5. The factory conducts double book-keeping and pays part of overtime in cash, instead of paying via their bank account. The salary payment difference above minimum wage and overtime compensations are paid in cash fro the in-house subcontractors; both of the contractors also keep double books.[C.5]
6. The factory does not register workers to social security based on their actual gross monthly payments including overtime. Actual and overtime compensations are also not listed properly in social security payroll at the in-house subcontractors. [C.10.1]
7. Copy of pay slips listing actual compensation are not provided to the workers. Instead, the pay slips list official compensation. [C.8]

Local Law or Code Requirement

Labor Law (2003), No: 4857, Art. 32, 41, 63, Social Security and General Health Security Law (2006), No.5510, Art.80, Regulation Related to Payments through the Banks of the Salaries, Bonuses and all Kinds of Remunerations (2008), No.27058, Art.10, FLA Workplace Code (Compensation Benchmarks C.1, C.5, C.7.1, C.7.2 and C.8)

Recommendations for Immediate Action

1. Ensure that all hours worked after 45 weekly hours are considered and paid as overtime.
2. Ensure that hourly rate is calculated by dividing the wages to 225.
3. Ensure that annual leave rights of workers are paid from gross amount during the termination process.
4. Ensure that meal and transportation allowances are included in the severance payments.
5. Ensure that all the compensation is listed on social security payroll.
6. Ensure that all the payments are done through bank deposits.
7. Ensure that pay slips listing the accurate information is provided to the workers.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. Photos of the documents were sent via we transfer on 19.06.2019.
2. Photos of the documents were sent via we transfer on 19.06.2019.
3. Annual leave payments are going to be paid based on the gross wage from the beginning of Aug 2019.

4. Factory is going to include meal and transportation allowances in the severance payments from the beginning of September 2019.

5. Since 23th July 2019 , factory's regular work hours are scheduled as 08:00 - 18:00 , with an aim to reduce the overtime in parallel. Factory focuses to control and reduces the extra hours to stay in permitted limits and to make all over payments legally , under records.

6. Since 23th July 2019 , factory's regular work hours are scheduled as 08:00 - 18:00 , with an aim to reduce the overtime in parallel. Factory focuses to control and reduces the extra hours to stay in permitted limits and to make all over payments legally , under records.

7. Copy of pay slips listing actual compensation are going to be provided to the workers from the beginning of August 2019 payments , during the first week of September 2019.

FINDING NO.8

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Health & Safety

Finding Explanation

1. Ten of the lower pulley guards are missing on the modeling section sewing machines; two upper and three lower pulley guards are missing from the machines at the sewing section. This was corrected during the assessment. [HSE.1, HSE.14]

2. Two sewing machines are covered with cardboard to prevent fabric from getting caught during operation. The cardboard present a risk because they are too close to moving part of the machinery. This was corrected during the assessment [HSE.1, HSE.14]

3. The compressor, located at the Washing Research & Development section, is separated by a door with window. [HSE.14]

4. Two elevators were being used although there were 'out of order' signs on them. [HSE.1, HSE.14]

5. Periodic maintenance inspections are missing for three elevators in the building where cutting and warehouse are located. Moreover, the factory does not have the periodic maintenance check for one elevator in the main building. [HSE.1, HSE.14]

6. The in-house subcontractor's grounding and internal installation check, dated 5.2.2018 by Prosafety Company, indicates that the grounding and internal assessment does not meet the necessary standards. [HSE.1, HSE.13]

7. The factory does not properly implement a lockout-tagout program by locking out equipment when maintenance is performed. [HSE.1, HSE.14]

Local Law or Code Requirement

Health and Safety Law, 6331, Article 4; Regulation Regarding Health and Safety Conditions of the Work Equipments (April 25, 2013), No: 28628 – Articles 5 and 7, Appendix -1 & 3, FLA Workplace Code (Health, Safety and Environment Benchmark HSE 1, HSE.13 and HSE.14)

Recommendations for Immediate Action

1. Install pulley guards on all sewing machines.

2. Ensure that sewing machines can be used without any hazards.

3. Do not use elevators which are out of order, or remove the "OUT OF ORDER" signs if the elevators are safe to use.
4. Ensure that the compressor is located in a safe area without any windows.
5. Take required actions to bring the electricity system of the in-house subcontractor into compliance, and obtain compliant a grounding measurement.
6. Conduct periodic maintenance tests for the elevators, and keep the records on hand.
7. Implement a lockout-tagout program by locking out equipment when needed.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. Photos of the documents were sent via we transfer on 19.06.2019.
2. Photos of the documents were sent via we transfer on 19.06.2019.
3. Photos of the documents were sent via we transfer on 19.06.2019.
4. Photos of the documents were sent via we transfer on 19.06.2019.
5. Actually all active elevators Periodic maintenance inspections are complete. But the case is , since elevators are not included to the building plan , factory is unable to get the proof records from government. Factory already required government to include current elevators to the building plan , but seems it's going to take time due to procedure which should be completed.
6. The in-house subcontractor's electricity installation is under renewing construction now , grounding and internal installation check will be re-performed once factory finishes the construction, deadline is given.
7. This finding is completed for sewing unit , washing unit will have the program until the end of September 2019.

FINDING NO.9

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Health & Safety

Finding Explanation

1. One worker in the cutting section was using the cutting machine without using protective metal mesh gloves. [HSE.1, HSE.8]
2. Drinking water analysis reports posted on the work floors belong are from 2016; this was corrected during the assessment) [HSE.23]
3. The periodic health checks are missing for Seven of 20 applicable workers. [HSE.1]

Local Law or Code Requirement

Regulation Regarding Usage of Personal Protective Equipment at the work places, (July 2, 2013), No: 28695, Article 6, Regulation Regarding the Duties, Authorities, Responsibilities and Trainings of Workplace Doctor and Other Health Officers (July 20, 2013), No: 28713, Article 9, Regulation Regarding Water for Human Consumption (February 17, 2005), No: 25730, Article 18, FLA Workplace Code (Health, Safety and Environment Benchmark HSE 1, HSE.8 and HSE.23)

Recommendations for Immediate Action

1. Provide training to the workers on how to use gloves during the cutting process.
2. Post the current drinking water analysis in the work floors.
3. Ensure that periodical health checks are conducted for all workers

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. Photos of the documents were sent via we transfer on 19.06.2019.
2. Photos of the documents were sent via we transfer on 19.06.2019.
3. Photos of the documents were sent via we transfer on 19.06.2019.

FINDING NO.10

SUSTAINABLE IMPROVEMENT REQUIRED

FINDING TYPE: Policies & Procedures (Macro)

Finding Explanation

1. The factory does not have policies on Recruitment, Hiring and Personnel Development, Compensation, Termination and Retrenchment, Industrial Relations and Environmental Protection. [ER.1, ER.23, ER.25, ER.28, ER.29, ER.30, ER.31, ER.32]
2. The factory does not have procedures on Personnel Development, Compensation, Retrenchment, Industrial Relations, and Environmental Protection. [ER.1, ER.19, ER.23, ER.25, ER.28, ER.29, ER.30, ER.31, ER.32, HSE.1]

Local Law or Code Requirement

FLA Workplace Code (Employment Relationship Benchmarks ER.1, ER.19, ER.23, ER.25, ER.28, ER.29, ER.30, ER.31, ER.32; Health, Safety and Environment Benchmark HSE 1)

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. Factory already required consultant to work the policies on Recruitment, Hiring and Personnel Development, Compensation, Termination and Retrenchment, Industrial Relations and Environmental Protection. Factory is going to get feedback during a meeting planned for end of September and will start to apply from the beginning of November 2019.
2. Factory already required our consultant to work the policies on Personnel Development, Compensation, Retrenchment,

Industrial Relations, and Environmental Protection. Factory is going to get feedback during a meeting planned for end of September and will start to apply from the beginning of November 2019.

FINDING NO.11

SUSTAINABLE IMPROVEMENT REQUIRED

FINDING TYPE: Training (Macro)

Finding Explanation

1. The factory provides orientation training to the and keeps records of trainings. However, the records only include the topics of the training which are only provided verbally, and workers are not provided a copy of the training content. Additionally orientation training does not cover the Grievance System, Industrial Relations, or Environmental Protection [ER.15]
2. The legally required Health and Safety induction training was delayed for some new workers. Four out of 23 interviewed workers reported that they had not yet been provided with the Health and Safety Induction training. [HSE.1, ER.15]
3. The factory does not provide ongoing training on any of the Employment Functions, except Health and Safety. [ER.1]
4. The factory does not provide specific trainings for supervisors. [ER.17, ER.27]

Local Law or Code Requirement

FLA Workplace Code (Employment Relationship Benchmarks ER.1, ER.15, ER.17 and ER.27, Health, Safety and Environment Benchmark HSE 1)

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. Factory is going to provide a copy of the training content immediately , from the beginning of August. For the Grievance System, Industrial Relations, or Environmental Protection part , factory asked consultant to work these headlines to make necessary arrangements and corrections.
2. Photos of the documents were sent via we transfer on 19.06.2019.
3. Factory doesn't have an auditorium to schedule extra training than the compulsory ones , The idea is to add an auditorium to the building to be able to schedule much more trainees for the employees.
4. Factory doesn't have an auditorium to schedule extra training than the compulsory ones , The idea is to add an auditorium to the building to be able to schedule much more trainees for the employees.

FINDING NO.12

SUSTAINABLE IMPROVEMENT REQUIRED

FINDING TYPE: Review Process (Macro)

Finding Explanation

The factory does not have a review system for its policy and procedures. [ER.1, ER.29.1.1, ER.30.2, ER.31.2]

Local Law or Code Requirement

FLA Workplace Code (Employment Relationship Benchmarks ER.1, ER.29.1.1, ER.30.2 and ER.31.2)

COMPANY ACTION PLANS

Action Plan no 1.

Description

Factory already required consultant to work on the review system for our policy and procedures. Expecting to complete all process until the end of 2019 after getting the task and validating after corrections.

FINDING NO.13

SUSTAINABLE IMPROVEMENT REQUIRED

FINDING TYPE: Termination & Retrenchment

Finding Explanation

Termination procedures do not include methods for calculation of termination pay-outs. [ER.19]

Local Law or Code Requirement

FLA Workplace Code (Employment Relationship Benchmarks ER.19)

COMPANY ACTION PLANS

Action Plan no 1.

Description

Factory already required consultant to work on termination procedures , the methods for calculation of termination pay-outs. Expecting to complete all process until the end of 2019 after getting the task and validating after corrections.

FINDING NO.14

SUSTAINABLE IMPROVEMENT REQUIRED

FINDING TYPE: Workplace Conduct & Discipline

Finding Explanation

1. The disciplinary procedures do not include any steps for workers to appeal disciplinary actions. [ER.27.4]
2. Disciplinary actions are not witnessed by a third party during imposition. [ER.27.4]
3. A copy of workplace rules is not provided to the workers during orientation. [ER.27]

Local Law or Code Requirement

FLA Workplace Code (Employment Relationship Benchmarks ER.27)

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. Factory already required consultant to work on the disciplinary procedures to include appeal disciplinary actions. Expecting to complete all process until the end of 2019 after getting the task and validating after corrections.
2. After reviewing files , factory provide documents which clearly shows that factory takes the disciplinary actions are witnessed , but if factory is talking about a board of discipline , which is going to take the role of third party , factory will ask our consultant to work on this process to add factory policies.
3. Factory already required consultant to work on the workplace rules , once factory gets the document settled , factory will provide it the workers during orientation.

FINDING NO.15

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Industrial Relations

Finding Explanation

1. The worker representative for the cutting section was assigned by the management team instead of through an election. Moreover, the worker representative is an assistant supervisor in the cutting department. [ER.25]
2. According to worker interviews some of the workers are not aware of who are the worker representatives and what are their duties. The list of the worker representatives are not posted on the work floors. [ER.25]

Local Law or Code Requirement

FLA Workplace Code (Employment Relationship Benchmark ER.25)

FLA's Recommendations for Sustainable Improvements

1. Conduct elections for all worker representatives in the factory, including the cutting section.
2. Post worker representatives' names on the work floors and communicate with the workers about the worker representation system.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. Photos of the documents were sent via we transfer on 19.06.2019.

2. Photos of the documents were sent via we transfer on 19.06.2019.