



FAIR LABOR
ASSOCIATION®

INDEPENDENT EXTERNAL ASSESSMENT REPORT



COMPANIES: Columbia Sportswear Company

COUNTRY: India

ASSESSMENT DATE: 09/25/19

ASSESSOR: Insync Global

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.

FLA Code Element	Number of Violations
Compensation	4
Hours of Work	6
Employment Relationship	35
Health, Safety, and Environment	34
Nondiscrimination	1
Freedom of Association	4

Findings and Action Plans

FINDING NO.1

SUSTAINABLE IMPROVEMENT REQUIRED

FINDING TYPE: Policies & Procedures (Macro)

Finding Explanation

1. The factory has a policy on hiring but not for recruitment. Procedures are defined for recruitment and hiring but it does not provide information on type of recruitment of various categories of workers, such as migrant workers, direct workers (on factory payroll), or indirect workers (for support services like security and catering services). They also do not provide information on the steps to be followed for hiring these workers. There is no information on conducting orientation or training programs. [ER.1, ER.28, ER.29]

2. The factory does not have a written policy or procedures on personal development. Performance evaluations are conducted by the industrial engineering department for operators when there is a vacancy. The evaluation is based on the skills required for a particular operation. They take place when workers request a promotion and on recommendation from supervisors who are required to develop multi-skilled operators. The results are not documented. The industrial engineering staff provides a skill matrix to HR staff. However, the results of the evaluation and documentation in the skill matrix are not shared with workers. Based on recommendations from industrial engineering staff, workers are promoted by HR. For non-operators, promotions are based on verbal recommendations from the production head based on their experience with the worker. Up until June 2019, letters to communicate change of designation and increase in wage were not provided to workers. [ER.28, ER.29]

3. The factory does not have written procedures on non-discrimination. [ER.29, ER.30]

4. The written policy on Freedom of Association does not include procedures on the formation of a work committee. [ER.25, FOA.1]

5. The facility does not post the penal consequences not posted. The nature and seriousness of disciplinary actions for harassment is not defined. [ER.16, ER.27]

6. The written procedure on hours of work is not updated to reflect the current shift times. The factory has approval to work in 8 shifts (as applicable for other factories within the group). However, the procedures define 9 shifts but this factory currently only works two shifts. Additionally, the procedure for recording working hours is not defined, either by manual or electronic by use of swipe card or finger scan. The factory uses an electronic timekeeping system. [ER.1]

7. Written procedures on Retrenchment do not provide information on conditions for retrenchment and procedures for shortlisting workers to be retrenched. [ER.32]

8. The factory does not have a written policy on termination. The written procedure does not include information on elements (like wages, bonus, gratuity) which would be included as part of terminal dues that workers are entitled to for the decision to terminate employment like resignation, dismissal, death and retirement. Further information on methods of calculation, mode and payment of terminal dues is not provided. [ER.32]

9. The written policy on compensation does not include information on advances e.g amount allowed as advance and recovery. Further procedures for applying and obtaining earned leave are not defined. [ER.16, ER.20]

10. The factory does not have a written policy on workplace conduct and discipline. Written procedures define the type of action that will be taken for minor and serious misconducts however misconducts are not categorized as "minor" or "serious" and listed. Requirement to document verbal warnings is not defined and such warnings, which are forms of disciplinary actions, are not documented. [ER.27]

11. Written procedures on Grievance systems do not include information on the formation and responsibilities of grievance committee or on how workers can use the grievance boxes, such as where boxes are installed, availability of paper and pens to record grievances, timelines and steps for opening boxes, reviewing and documenting grievances reported. The grievance box is opened once every month. This timeline may discourage use of this communication channel. Worker representatives are not present when box is opened by staff from head office and factory HR staff, which is a risk of sensitive grievances not being reported or documented. Procedures for escalating grievances, timelines for addressing grievances and providing feedback to workers on action taken are not documented in the written procedures. [ER.25]

Local Law or Code Requirement

FLA Workplace Code (Employment Relationship Benchmarks ER.1, ER.16, ER.20, ER.25, ER.27, ER.28, ER.29, ER.30, ER.31, ER.32; Health, Safety and Environment Benchmark HSE.1; Freedom of Association Benchmark FOA.1)

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. CA: In the Certified Standing Orders from page 3 onwards the classification of workmen has been furnished. Among others permanent, probationer, temporary, casual, badali, trainee, apprentice, part-time worker and contract employee have been furnished. Since other than outsourced service of Security, all are been taken on the payroll of the Company and undergo the induction process and periodical trainings, they are adequately given requisite inputs.

SA: Ensure to give appropriate awareness among all HR staff on related policies and procedures.

2. CA: We have a policy on Performance Management. However, some of the procedures were missed out in the documented policy and now same has been amended in the policy and procedures as per requirement. Results of the evaluation and documentation in the skill matrix are now shared with workers and documented. Now we have communicated the change of designation and increase in wages to workers by way of issuing the revised grade and wage letters.

SA: Industrial Engineer and HR Manager are responsible to adhere to follow the Policy and Procedures.

3. CA: Factory has Anti Discrimination Policy and Procedures in place dated 01-04 -2017. It has been reviewed from time to time and last review was done on 1st Feb 2020. Copy of the policy is attached.

SA: We have already taken out the printout of all the policies and maintained in a separate file for review and awareness of the same is created among the HR staff. The awareness shall be given periodically.

4. CA: The written policy on Freedom of Association does not include procedures on the formation of a work committee. But we have mentioned about Works Committee and its structure in the policy. However, we have a separate policy and procedures on the formation of Works Committee. Copy of Policy on Freedom of Association and Works Committee is attached.

SA: We have given training and awareness on policies and procedure among HR staff, Will ensure to conduct training and awareness and documentation among HR Staff periodically

5. CA: Under the Industrial Employment (Standing Orders) Act, 1946, the Unit has a Certified Standing Order duly certified by the Competent Authority. From page 16 clause 19 onwards specific acts of misconducts are cited i.e. under 19(1) up to 19(99). Under clause 20 of the said document the penalty for misconduct has been specified under 20(a) up to 20(f) at page 23 of the Certified Standing Orders in all the entire process of disciplinary proceedings mentioned from page 15 to page 25/26 of such Standing Orders. This document has been created after the workmen's representatives also have appeared for the a personal hearing before the Deputy Labour Commissioner and Certifying Authority. All service conditions are governed under this document for workmen. A copy of such Standing Orders is displayed of the notice board of the Unit apart from other prominent places. The relevant pages of the document is attached. At the stage of induction itself the workmen are made aware of the provisions contained in the Standing Orders and the document itself. This is followed by regular programs involving workers service conditions which are reiterated. There fore the requirements of ER 16 and ER 27 are met.

6. CA: 1) We have Policy on Shifts which is applicable to all the factories of Shahi Exports Pvt Ltd., Each factory shall follow the written policy and adopt the shift as per the business requirements of the concerned factory. Since the factory has taken the approval from Department of Factories, Boilers, Industrial Safety and Health vide Form no. 10 we are ensuring that we will not work other than the shift timings mentioned in the approval.2) Capturing the time records system is mentioned in the Recruitment and selection policy Annexure 1

SA: Will ensure to take the prior approval from the Department of Factories, Boiler, Industrial Safety and Health in case of any additional shift other than what is approved by the said Department.

7.CA: These provisions are contained in the section 2 (oo) of The Industrial Disputes Act, 1947. There is a reference in the Retrenchment Policy to this Act and it mentioned in the policy in the effect that we shall comply the said legislation.

SA: We shall adhere to the said Policy and Procedures along with the provisions of the Industrial Disputes Act, 1947 in this regard.

8. CA: All the terminal benefits have been clearly given in the Compensation Management Policy dt: 01/04/2017

.SA: Required training and awareness has been given to HR staff on Policy on Termination of Employment Procedures. Further will ensure giving refreshment training and awareness on this policy periodically.

9. CA: Detailed procedures on Advance and Recovery have been put in place in the Policy on Compensation Management. (Page 71, Loans and Advances) Further procedures gives the directions to apply advance, eligibility, recovery, advance amount, duration etc., Further in the "Policy Prohibition of Bonded and Forced Labour" at Page 22, there is a specific provision on " Procedure for Loans and Advances". Also procedures for applying and obtaining earned leave are defined under Policy on Shifts (01-04-2017 Page 83).Policy on Compensation Management and Policy on Shifts is attached.

SA: Proper awareness on all the policy and procedures shall be given to all HR Staff.

10. CA: We have a policy on "Disciplinary procedure" on workplace conduct and discipline. Also we have Certified Standing Orders where all the misconducts and actions for the same has been defined. In specific, from page 16 onwards under clause 19, 99 detailed acts of misconduct have been clearly enumerated. It may be noted that this document is prominently displayed at the notice board of the Canteen. However, now, floor wise apart from the help desk of every HR prominently displayed in each floor in bilingual. It my be noted that in the year 2018-19 three charge sheets have been issued to workmen dt: 18/10/2018 of which two cases have been closed on 19/10/2019 after conduct of a domestic enquiry and affording all opportunities as per the standing orders and law. These are centralized processes handled at Head Office. One case is pending for closure and opportunity has been given to the charge sheeted employee for representing on proposed punishment. All these records contained in three files are available for perusal.

SA: Awareness has been created by display of Standing Orders and focused ground discussions there on with the HR team.

11. CA: We have since defined a detailed "SOP for Suggestion / Complaints Box" dt 1st Feb 2020 to use the grievance boxes by the workers. The SOP includes the information on record of grievances, timelines, steps for opening boxes, reviewing and documenting grievance reported etc. Also we have a Procedures on Grievance committee on which describe about formation and responsibilities

of grievance committee. Required amount of Pen, Paper and Glue is placed in each grievance box for easy handling.

SA: We shall adhere to the said procedures and ensure to resolve the workers issues / grievances as soon as possible. We are migrating to workers voice tool by name "Inache" shortly.

Company Action Plan Update

1. Standing Order-Classification of Employment and Training and Awareness on Polices and Procedure to HR Staff (Completed by 9/25/2019)
2. Policy on Performance Management; Skill Matrix and .Wage and Grade change letter (Completed by 2/1/2020)
3. Anti-Discrimination Policy established (Completed by 9/25/2019)
4. Works Committee AND Training and Awareness on Polices and Procedure to HR Staff (Completed by 9/25/2019)
5. Certified Standing Orders_Disicplinary Proceedings (Completed by 9/25/2019)
6. Policy on Shift; Shift approval Form 10_Department of Factories, Boilers, Industrial Safety & Health AND Recruitment and Selection Policy_Annexure I(Completed by 9/25/2019)
7. Policy on Retrenchment and Payment of Retrenchment Compensation to Workmen (Completed by 9/25/2019)
8. Compensation Management Policy AND Training and Awareness on Polices and Procedure to HR Staff(Completed by 9/25/2019)
9. Compensation Management Policy; Prohibition of Bonded and Foced Labour; Policy on Shift; Training and Awareness on Polices and Procedure to HR Staff - Copy(Completed by 9/25/2019)
10. Disciplinary Procedure; Certified Standing Orders in Multi languages kept at HR Help Desk; Certified Standing Orders in Multi Languages displayed in each floor(Completed by 9/25/2019)
11. SOP for Suggestion, Compliant Box; NACHE Worker voice PPT (Completed by 2/1/2020)

FINDING NO.2

SUSTAINABLE IMPROVEMENT REQUIRED

FINDING TYPE: Recruitment, Hiring & Personnel Development

Finding Explanation

1. Legally required postings, the factory code of conduct, and the FLA affiliate code of conduct posted in the dining areas are in English and the local language but not in a language understood by migrant workers, who constitute approximately 12% of the workforce. Additionally, these are bunched together and not displayed separately for easy reading. [ER.2, ER.16]
2. The probation period for all workers is six months. [C.3]
3. The confirmation letter provided to workers is in Kannada (local language) and not in the language spoken and understood by migrant workers. [ER.16]
4. Job descriptions are prepared for all positions but are not assigned to specific HR staff and hence cannot confirm if responsibilities are

understood and accepted by each of the HR staff. [ER.1, ER.30]

5. Assessors noted discrepancies in the number of absent days until a worker is terminated in different appointment letters. The Kannada version states seven days while the Telugu, English, and Hindi versions state eight days. [ER.16, ER.32]

6. The factory maintains electronic copies of all employment documents. A hard copy of appointment letter with information on terms of employment is in a language understood and signed by local and migrant workers. Workers' signature are scanned and attached to electronic copies of employment related documents, which are in Kannada (local language) which is not read, spoken or understood by migrant workers. Examples were seen on documents pertaining to terms of employment recorded in Kannada (local language not read, spoken, or understood by migrant workers) with signature of migrant worker in Hindi that was digitally attached to the document to acknowledge acceptance of terms of employment. This practice could be a risk of improper information being filed for migrant workers and could impact receipt of benefits post termination of employment. [ER.2]

7. Based on information gathered from migrant workers, none were aware of all terms of employment prior to coming to the factory except for information on wages paid and on lodging. They were not aware of the type of accommodation they would be provided and terms of using the accommodations and conditions for them to return home if they did not wish to work in the factory. Management shared a document signed by workers which reflected information on wages and deductions that are legally mandated, amount of deduction for hostel accommodation and cost of transport and stated that workers had signed the document prior to traveling to the factory location. [ER.5, ER.16]

Local Law or Code Requirement

The Industrial Employment (Standing Orders) Central Rules, 1946-Section 3(c); FLA Workplace Code (Employment Relationship Benchmarks ER.1, ER.2, ER.5, ER.16, ER.30, ER.32 and Compensation Benchmark C.3)

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. CA: Legally required postings, the factory code of conduct, and the FLA affiliate Code of Conduct are now posted in languages (English, Kannada, Odiya) understood by all workers and displayed separately for easy reading.

SA: The Unit HR Head has been assigned the responsibility to ensure all the legally required documents are posted in the languages understood by the workers. This is included in his Job Description and duly acknowledged by taking his signature and the same is visible to all members of the HR team.

2. CA: In the Certified Standing Orders which has been issued under the Industrial Employment (standing Orders) Act, 1946 and duly certified by the Labour Department of Govt of Karnataka it is prescribed in page #3 under clause #3 i.e. Classification of Workers - Probationer and it is mentioned that "the period of probation shall ordinarily be six months"Copy of Certified Standing Orders page#3 is enclosed.

SA: Will ensure adhere to the certified standing order.

3. CA: We are implementing a specific provision in the letters of appointment to the effect that "in the event of non extension of probationary period for whatsoever reason, your services shall be deemed to be confirmed after completion probationary period as mentioned in the appointment letter. Hence not required to provide any additional confirmation letter with this effect.

We will ensure providing the revised appointment letter for the people who have not received the confirmation letter in the language understood by them.

SA: HR Manager shall ensure that all the workmen are received the letters in timely manner.

4. CA: Job descriptions are prepared for all positions and assigned to specific HR staff and their signatures obtained. Job description document is attached.

SA: Unit Head HR shall ensure that Job descriptions are updated from time to time and assigned to specific HR Staff.

5. CA: This has been rectified and uniform Letters of Appointment mentioning eight days in all the languages is being issued. This is as per Certified Standing Orders. We have also re-issued the appointment letters to workers where it was mentioned seven days.

SA: Awareness has been given to the HR team to ensure that this consistently adhered to.

6. CA: Now we are ensuring to take the signature to the appointment letter from the employees in the language understood by them i.e Kannada / Hindi / Odia language etc., Copy of the appointment letter in Odia / Hindi is attached to this CAP for review and advise.

SA: HR Manager shall ensure to provide the necessary appointment letter for migrant workers in the language understood by them.

7. CA: Necessary induction and training has been given to migrant workers on all aspects including deduction, copy of the acknowledgement has been retained and documented in training center, Janodaya and Factory HR.

SA: We have instructed Janodaya and Factory HR to increase more awareness among the migrant workers on these issues and reiterate the same..

Company Action Plan Update

1. Display of FLA COC, Legally required postings; Job Description for Sr. Manager HR (Completed by 10/10/2019)
2. Standnig Order-Classification of Employment_Probationary period
- 3.
4. Job Descriptions-HR Team and Job Description-Sr. Manager HR in local language (Completed by 10/10/2019)
5. Appointment Letters in Multiple Languages established. (Completed by 2/28/2020)
6. Appointment letters in multiple languages-Kannada,Hindi&Odiya
- 7, Migrant Worker Induction Program and Janodaya Induction Program provided (Completed by 10/15/2019)

FINDING NO.3

SUSTAINABLE IMPROVEMENT REQUIRED

FINDING TYPE: Review Process (Macro)

Finding Explanation

The factory has not defined a review period for all policies and procedures. The date on all available policies and procedures is August 2019. [ER.1, ER.30, ER.31]

Local Law or Code Requirement

FLA Workplace Code (Employment Relationship Benchmarks ER.1, ER.30, and ER.31)

COMPANY ACTION PLANS

Action Plan no 1.

Description

CA: We have reviewed and amended our policies 1st Feb 2020 and we have policies amendment procedures are put in place and the date of reviews are mentioned in the HRMS document.

SA: Central Compliance team is put in place and have assigned the responsibility to review the policies on as and when required and/or at least once in a year.

Company Action Plan Update

Policies Amendment Procedures established. (Completed by 02/01/2020)

FINDING NO.4

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Workplace Conduct & Discipline

Finding Explanation

The Presiding officer is not designated in the Internal Complaints Committee and Penal consequences of harassment of women at workplace are not posted. These are legal requirements. [H/A.1]

Local Law or Code Requirement

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013- Section 4 (2)(a) Section 19 (b); FLA Workplace Code (Harassment and Abuse Benchmark H/A.1).

Recommendations for Immediate Action

Designate a Presiding officer in Internal Complaints Committee who shall be a female from senior management. Post the penal consequences of harassment at a conspicuous place inside the factory.

COMPANY ACTION PLANS

Action Plan no 1.

Description

CA: We have nominated a Presiding Officer Ms. Mahima S A - Deputy Manager HR (Currently who is a highest designated female employee in the factory as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013) Internal Complaints Committee with effect from 1st Oct 2020. Copy of signed nomination letter is enclosed.

SA: Unit Head HR is responsible to ensure that IC Committee is running as per the provisions given under the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.

Company Action Plan Update

Presiding Officer for Prevention of Sexual Harassment is assigned. (Completed by 9/25/2019)

FINDING NO.5

SUSTAINABLE IMPROVEMENT REQUIRED

FINDING TYPE: Grievance System

Finding Explanation

1. Grievances reported to supervisors and HR staff on a daily basis are not recorded. However, grievances reported at the help desk located in the dining area and available during lunch break are recorded and discussed during the meeting of the grievance committee members. [ER.25]
2. On April 23, 2019 an incident was reported by a female worker against a security guard for shouting at her. The HR team documented the incident on April 25, 2019 and an inquiry was conducted on August 16, 2019 (80 days later). Management stated that the delay was due to concerned staff from head office were not available to conduct the inquiry. This type of delay in addressing grievances is a risk in employer-employee relations and also could also impact the effectiveness of action taken. [ER.25]
3. As a policy, staff from the head office visit the factory once every month and open all grievance boxes and take away the slips on which grievances are reported. Management stated that the head office communicates grievances reported to the factory after reviewing all grievances. A record of such grievances is maintained and discussed in committee meetings. The timeline for opening grievance boxes may discourage use of grievance box by workers because the channel could be used for communicating a pressing concern like harassment or abuse and a delay in addressing such concerns could be a risk and discourage workers to use the system. [ER.25]

Local Law or Code Requirement

Industrial Disputes Act 1947- Section 9C; FLA Workplace Code (Employment Relationship Benchmark ER.25)

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. CA: We have kept a "Daily Grievance Register" in each section to record the daily grievances reported to supervisors and HR staff by the workers. Copy of the register is attached.

SA: We shall provide awareness to supervisors and welfare officers to maintain the Grievance records.

2. CA: The Company has written policy and procedures on Grievance Redressal dt 01/04/2017 and reviewed from time to time and last amended on 01/02/2020. The same is attached. The Company has got a dedicated Organisational Development Team to handle workers issues and grievances. There are also 12 Suggestion / Complaints (Grievances) Boxes. In this specific case the complaint was lodged on 23rd Apr 2019. However, on a conversation and assessment of the complaint by HR (orally), there was no prima facie case of any misconduct. However, the complaint was pursued and formally closed on 16th Aug 2019, concluding to close. Copy of closure report 16th Aug 2019 is attached. It has however been advised to adhere to the process and conclude any complaint without any element of delay in the process.

SA: We have given instructions to HR department to ensure to record all the issues / grievances irrespective of seriousness.

3. CA: A policy in the name of "SOP for Suggestion / Complaints Box" was in place since 01-04-2017. This was reviewed and the revised policy is put in place effective 01-02-2020, after the SCI. As per the procedures once in 15 days, the Suggestion / Complaints Box is opened by the Organisational Development team member accompanied by a factory HR (Welfare Officer) and Works Committee member. Suggestion / Complaints Boxes door made by glass and visible if any letters of grievance reported, have been implemented as advised in the SCI. SOP for Suggestion / Complaints Box is attached to understand detailed process.

SA: A workers voice tool by name "Inache" will be introduced shortly, which will depend entirely on technology and will be fool proof. The pilot has been already introduced effective ---

Company Action Plan Update

1. .Daily Grievance Register Established. (Completed by 10/8/2019)

2. Grievance Redressal Procedure Established; SOP for Suggestion, Compliant Box available; Suggestion and Complaints Box available; Grievance Closure Letter Dt.16-08-2019 (Completed by 10/4/2019)

3. SOP for Suggestion, Compliant Box available; Suggestion and Complaints Box available and INACHE Worker voice PPT created and trained. (Completed by 10/15/2019)

FINDING NO.6

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Termination & Retrenchment

Finding Explanation

1. Irrespective of date of resignation, wages for days worked prior to termination of employment is paid in the pay cycle of the month following the month of termination of employment and wages for unused leave was paid 12 to 32 days following termination of employment. Legally, these payments are to be made within 48 hours from termination of employment. [ER.19, ER.32]

2. A worker's last date of employment is considered on the date when the worker last reports for work and not the date when a worker formally resigns or is terminated for unauthorized absenteeism. E.g - A worker stopped reporting for work from March 10, 2018 and resigned on Aug 17, 2019. The last date of employment would be considered March 10, 2018. This practice does not comply with legal requirements as employment cannot be terminated unless the worker is informed in writing. Further, such practice could impact entitlement of worker for gratuity or amount of payment for gratuity. [ER.32]

3. Time and leave records are not maintained with pay records for terminal dues. [ER.32]

4. Date of payment is not recorded on pay records of terminal dues. [ER.32]

Local Law or Code Requirement

Industrial Employment (Standing Orders) Rules 1946- Rule 13(3) read with Factories Act 1948- Section 79 (3), Payment of Gratuity Act 1972- Section 2A (Defining continuous service); FLA Workplace Code (Employment Relationship Benchmarks ER.19 and ER.32)

Recommendations for Immediate Action

1. Pay all terminal dues within 48 hours of resignation/termination of employment.

2. Consider date of termination of employment of worker as date of leaving employment.

3. Maintain time and leave records with pay records for terminal dues.

4. Record date of payment on pay records for terminal dues.

COMPANY ACTION PLANS

Action Plan no 1.

Description

- 1.
- 2.
3. CA: The records are available and are maintained as under: 1. Full and Final Settlement Calculation Sheet 2. Copy of Leave Register 3. Copy of Time records (In and Out timings) 4. Resignation Letter 5. Bank details of the workmen It is already being maintained
- SA: Payroll Executive is responsible to ensure all this documents are available for all the terminal dues and HR Manager shall monitor the same.
4. CA: Now we are recording the date of payment on pay records for terminal dues, in specific in the Full and Final Settlement sheet.
- SA: Payroll Executive is responsible to ensure the same and HR Manager shall monitor the same.

Company Action Plan Update

- 1.
- 2.
3. Full and Final Settlement Document (Completed by 10/23/2019)
- 4.

FINDING NO.7

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Compensation

Finding Explanation

1. The factory does not have a system to ensure that migrant workers have the option to use or not using factory recommended hostels and transport. Workers are aware of the deductions for these two items. [C.11, C.13]
2. Migrant workers pay INR 600 (USD 8.82) for hostel/dorm maintenance every month. The factory provides the workers' bank account numbers to the NGO managing the hostels so that this amount is automatically deposited every month. Separate written consent is not obtained from workers to provide their bank account information. Written consent is obtained for the deduction. [C.5]
3. The bonus due for the financial year when an employee terminates employment is paid the year following the year of termination of employment. This practice may be a risk for non-payment of bonus as workers may have migrated and may not be reachable. [ER.19]
4. The wage slip provided to workers does not include overtime hours and compensation paid. A separate slip is provided reflecting overtime hours worked and compensation paid post deduction of contribution towards legally mandated benefit of Employee State Insurance Scheme. [C.1, C.5]
5. The 80 trainee workers hired in March and April 2019 were promoted to tailors in June 2019 instead of being promoted at the end of the 21 day training period from date of hiring, as outlined in the factory policy. Following the 21 day training period in March and April 2019, these trainees were employed as helpers in production processes until end of May 2019. The helper wage is the same as the trainee wage. Effective June 2019, their designation and wages were revised. [C.1]
6. The revised wages for trainees who are promoted to tailors is implemented during the pay period of the month following the month

when they were promoted regardless of when they are promoted. For example, a trainee hired on June 1, 2019, completed the training period on June 21, 2019 and was promoted on June 22, 2019. The revised wages are paid effective July 2019 instead of June 22, 2019. Management stated that the payroll software does not allow input for two separate wage figures for the same worker. [C.5]

7. Boiler operators work beyond regular hours are not compensated for overtime worked. Working hours are adjusted mutually between the two operators if either one reports late for work resulting in one of the two working beyond regular hours. [C.5, C.7]

Local Law or Code Requirement

Industrial Employment (Standing Orders) Rules 1946- Rule 13(3), Minimum Wages Central Rules 1946- Rule 26(2) Form XI, Terms and conditions of employment contracts issued to trainee workers, Factories Act 1948- Section 59;FLA Workplace Code (Employment Relationship Benchmark ER.19; Compensation Benchmarks C.1, C.5, C.7, C.11, C.13)

Recommendations for Immediate Action

1. Provide migrant workers with an option to use or not to use factory provided hostel facilities and transportation.

2. Obtain written consent from migrant workers before providing bank account information to a third party.

3. Promptly pay bonus with terminal dues to worker whose employment is terminated. Law requires the bonus to be paid to workers within eight months from the close of accounting year. There is no specific timeline defined for this payment to workers who leave employment. A minimum of 8.33% of total earnings is required to be paid as bonus irrespective of profits or loss by the company. When workers leave employment, it can be challenging to locate them after eight months so there is a risk that the bonus cannot be paid out.

4. Include information on overtime hours worked and compensation along with wages paid for regular working hours in wage slip provided to workers.

5. Promote trainees on successful completion of training period of 21 days.

6. Revise and pay revised wages to trainees from the date they are promoted. Review all pay records of all employees who were previously paid incorrectly and develop a plan to backpay these workers.

7. Pay overtime compensation to boiler operators. Review previous overtime records for the boiler operators and provide them with back pay for the appropriate overtime rate.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1.CA: We are providing migrant workers with an option to use or not to use Janodaya provided Residential Facility and factory provided transportation facility and also we are obtaining the consent from the employees before availing the said facilities.

SA: HR Executive shall ensure to take the written consent in this regard from migrant workers at the time of joining itself.

2. CA: A specific clause is inserted in the Consent Form expressing their willingness to share or decline sharing bank account details to M/s Janodaya Trust.

SA: HR Executive is responsible to ensure to obtain the consent before giving it to third party and the same will be monitored by the HR Manager.

3. CA: In terms of the provisions of the Payment of Bonus Act, 1965, Bonus is declared 8 months after closure of financial year and accordingly the same is paid to all employees by November. For left employees, there is a process being followed involving sending of SMS followed by a registered post acknowledgement due letter to collect the bonus. Accordingly this robust procedure is being followed.

SA: We shall pay the Bonus according to provisions of the payment of bonus act, 1965 and maintain the records.

4. CA: It is submitted that the current process, which transparently details out the earnings and deductions stand well accepted by all. It is a technicality that two slips are issued together simultaneously in view of the IT configuration.

SA: a) We will ensure to continue creating awareness on the technical issue and in case of any clarification they could approach HR.

5. CA: The 80 trainee workers are, as per the notification issued by the Govt of Karnataka on minimum wages paid Basic and VDA of Rs. 7897.20 (Gross Wages). This was the wage rate in the month of Mar 2019. Post revision effective Apr 1st 2019, they were eligible for Basic and VDA of Rs. 8091.60. However, for the month of Mar 2019 the Unit was paying Rs. 7897.20 and for Apr 2019 Rs. 8352.00.

There is a specific date of effecting promotion which is mentioned in the letter of promotion and from such specific date higher wages than the prescribed minimum wages rates are paid out.

SA: We shall ensure to pay the wages as per the requirement.

6. CA: It may be noted that additional amount over and above the minimum wages were paid on a uniform basis which did not have any link to "promotion" or "upgradation".

SA: We shall however review the entire process of documentation on this count.

7. CA: On a perusal of the time and overtime records, there are two Boiler Operators at the Unit and it found that overtime wages have been paid for the beyond work done by them. It also been clarified with concerned Boiler Operator and got confirmation that he has paid as per his actual working hours.

SA: We ensure to pay overtime as per the time and attendance records based on the Biometric.

Company Action Plan Update

1. Migrant Worker consent on Bank account and deduction (Completed by 10/23/2019)

2.

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Hours of Work

Finding Explanation

1. Sampled workers from the packing department worked up to 84 hours during 3rd week of January 2019. [HOW.1.3, HOW.8.3]
2. The facility does not provide workers with a monetary compensation (in addition to compensatory rest day) when they work on rest days. Providing a monetary compensation in addition to compensatory rest day when work is done on a rest day is a legal requirement. All sampled workers worked on at least one rest day during October 2018 and January 2019. [HOW.2]

Local Law or Code Requirement

Factories Act 1948- Sections 52 and 64. The Minimum Wages (Central) Rules 1950 rule 23 (4); FLA Workplace Code (Hours of Work Benchmark HOW.1.3, HOW.2, HOW.8.3)

Recommendations for Immediate Action

1. Monitor and ensure workers do not work beyond 60 hours a week
2. Provide monetary compensation in addition to providing compensatory day off for workers who work on the weekly rest day.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. CA: The excess overtime was resorted to in order to meet operational exigencies attributed to lack of manpower. However, such overtime was voluntarily performed, paid at the premium rates and ESIC remitted.

SA: We are closely monitoring overtime hours and working on reducing dependency on overtime gradually.

2. CA: In compliance with Rule 24 (4) of the Karnataka Minimum Wages, 1958 & and Rule 23 (4) the Minimum Wages (central) Rules, 1950, we are paying compensation at the average rate of daily wages to the workmen including for the rest day. Further on the date the subsequent rest day is given no deduction is made and is paid for in full. We are calculating wages on 30 day basis and not on 26 day basis. The relevant provisions of the Rules are attached.

SA: We have ensure to pay the wages as per the legal requirement.

FINDING NO.9

SUSTAINABLE IMPROVEMENT REQUIRED

FINDING TYPE: Training (Macro)

Finding Explanation

1. Training on Recruitment, Hiring and Personal development, Compensation, Hours of Work, Freedom of Association, Retrenchment and Termination, and Nondiscrimination are not provided to Supervisors and workers. Supervisors are also not trained on grievance systems. [ER.15, ER.17]

Local Law or Code Requirement

COMPANY ACTION PLANS

Action Plan no 1.

Description

CA: We have provided the training on Recruitment, Hiring and Personal development, Compensation, Hours of Work, Freedom of Association, Retrenchment and Termination, and Non-discrimination to Supervisors and workers. Supervisors are also trained on grievance systems. Same have been documented. We will ensure to provide the periodical refreshment training to all the Supervisors and Workers.

SA: We shall create the Training Calendar and accordingly conduct the trainings.

Company Action Plan Update

Training & Awareness to Workers on Policy and Procedures established and Training Calendar-2020 was created (Completed by 9/25/2019)

FINDING NO.10

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Health & Safety

Finding Explanation

1. During the assessment, it took over 10 minutes to obtain the key of the enclosure where 18 x 200 liter barrels are stored. [HSE.5]
2. The raised portion on the exit door from the canteen is not highlighted to warn workers, which may cause injury during an evacuation process. [HSE.5]
3. The exit signage posted above the second exit from the sampling section is not illuminated and an emergency light is not installed above the exit. One of the two exits from the childcare room is not marked and emergency light is not installed above the exit [HSE.5]
4. Smoke and heat sensors are not installed in the diesel storage area where 18 x 200 liter barrels are stored or in the machine oil storage areas where 2 x 200 liter barrels of machine oil are stored. [HSE.5]
5. Large quantity of fabric waste was stored in bags in an open area near the sewage treatment plant, which is a fire risk. Additionally, a large quantity of waste paper and plastics stuffed in bags was stored under and near the metal staircase providing the exit from the upper floors to the ground floor at the rear side of the building, which could hamper evacuation in the event of an emergency. [HSE.5]
6. Designated assembly areas are not adequately marked inside the factory and in the hostels. The factory assembly area is marked in front of security guards cabin at the entrance of factory and near gate number 2 near the boiler area. The assembly area near the rear gate adjacent to medical room does not indicate workers from which department are required to assemble in the area. For the hostel assembly area, there is little space available between hostel building and main gate to accommodate residents in case of evacuation. The road outside the hostel can be used, but there is no traffic management system in place to restrict movement of vehicular traffic outside the hostel. [HSE.5]
7. Fire alarms and emergency lights are not installed in two ("Ramesh" and "Ninjappa" hostels) out of the four hostels. The emergency light installed in the Ramesh Hostel was not working when tested. [HSE.5]
8. None of the hostels have secondary exits. All four of the hostels house at least 90 workers each and have multiple floors. [HSE.5]
9. Fire fighting PPE is not provided to workers. [HSE.6]

Local Law or Code Requirement

Factories Act 1948- Section 38(1)(b), Section 38(1) and (2) , Section 7A(2B). Karnataka Municipal Corporations Model Building Bye-laws 2017- Chapter 12;FLA Workplace Code (Health, Safety and Environmental Protection Benchmarks HSE.5 and HSE.6).

Recommendations for Immediate Action

1. Ensure keys to locked areas are easily accessible in case of an emergency.

2. Highlight the raised portion of the exit door from the canteen to prevent injuries during evacuation procedures.
3. Install illuminated exit signs above the second exit from the sampling section and install emergency lights above this exit. Mark the exit from childcare room and install an emergency light.
4. Install smoke and heat sensors in the diesel storage and in the machine oil storage areas.
5. Store all kinds of waste in dedicated areas.
6. Designate and mark assembly areas.
7. Install fire alarms and emergency lights in “Ramesh” and “Ninjappa” hostels and ensure that all of these lights are functional.
8. Provide secondary exits in all hostels.
9. Provide fire fighting PPE to workers.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. CA: We have created a dedicated area for keeping the keys in security room. A key log book to monitor the same is being maintained.

SA: Security Supervisor is responsible to monitor the key movement and ensure that the key is always easily accessible.

2. CA: We have highlighted with proper markings of the raised portion of the exit door in the canteen to prevent injuries during evacuation procedures.

SA: Safety officer shall conduct the internal safety audits on regular basis to ensure to take care of all the safety issues.

3. CA: We have installed the illuminated exit signs above the second exit from the sampling section and installed the emergency lights above this exit. Marked the exit from childcare room and installed an emergency light.

SA: Safety officer shall conduct the internal safety audits on regular basis to ensure to take care of all the safety issues.

4. CA: We have installed smoke and heat sensors in the diesel storage and in the machine oil storage areas.

SA: Safety officer shall conduct the internal safety audits on regular basis to ensure to take care of all the safety issues.

5. CA: We have created dedicated area to store all kinds of waste with proper markings.

SA: Housekeeping in charge is responsible to properly storing the waste in the dedicated area and appropriate records are maintained for all kinds of waste.

6. CA: We have created 3 Fire Safe Assembly Areas and clearly marked & indicated the section wise Safe Assembly Area.

Fire safe assembly areas have been properly marked out side of the Janodaya provided Residential Facility buildings. Training has been given to employees accommodated in the Residential Facility on the traffic management system during the emergency.

SA: Safety officer shall conduct the internal safety audits on regular basis to ensure to take care of all the safety issues. Also we have instructed Janodaya to provide the training from time to time.

7. CA: Installed emergency lights in Janodaya provided Residential Facilities. Regarding Fire Alarms Janodaya has informed us that they are going to take the Fire Advisory from the concerned Fire Department and based on the recommendations from the Fire Department, Janodaya will ensure to implement the necessary measures.

SA: We have instructed Janodaya to take all necessary safety measures in the Residential Facilities.

8. CA: Janodaya has informed us that they are going to take the Fire Advisory from the concerned Fire Department and based on the recommendations from the Fire Department, Janodaya will ensure to implement the necessary measures.

SA: We have instructed Janodaya to take all necessary safety measures in the Residential Facilities.

9. CA: Fire fighting PPE's / Equipment's are now kept in each floor and duly marked appropriately in multiple languages. The trained employees have also been given required briefing by the Safety Officer.

SA: Safety Officer ensure the firefighting PPE's are available always. Also this will be covered in the Internal Safety Audit Checklist.

Company Action Plan Update

1. Key Register maintained at Security and Key Control Board at Security Room (Completed by 10/4/2019)
2. Raised Portion Near Canteen Exit/exit door from the canteen 1 and exit door from the canteen 2 are all highlighted. (Completed by 10/25/2019)
3. Sampling section exit mark and emergency light at secondary exit; Sampling section exit mark and emergency light fixed 2; childcare Room exit mark and emergency light fixed 1; Childcare Room Secondary exit mark and emergency light fixed (Completed by 10/17/2019)
4. Smoke cum Heat Detector Sensor in Diesel Storage Area and Machine oil Heat or smoke detector installed (Completed by 10/9/2019)
5. Chindi Waste Segregation Area (Completed by 10/12/2019)
6. Designated Fire Safe Assembly Area 1/Designated Fire Safe Assembly Area 2/Designated Fire Safe Assembly Area 3/Fire Safe Assembly Area at Residential Facility/ Traffic Management Training cum Fire Drill; Awareness on Traffic Management to RF Residents (Completed by 10/5/2019)
7. Under discussion
8. Under discussion
9. Fire Fighting kit displayed in Multiple Languages; Fire fighting Equipment and Fire Fighters Kit provided (Completed by 10/9/2019)

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Health & Safety

Finding Explanation

1. Hand gloves are not provided to workers sewing denim fabric. Colour from denim fabric was seen sticking to hands of sewing machine workers. Workers use their hands to eat food, which is a risk of food contamination. [HSE.7, HSE.19]
2. The hand gloves and apron used by one of the three boiler operators were damaged. Though additional gloves are available, the operator was using damaged gloves. [HSE.8]
3. Approx. 5% of workers in the sewing section and those working on over lock machines were not using the dust masks provided. [HSE.8]
4. The mesh gloves provided to cutting machine operators are oversized and are not adjustable or comfortable for use. [HSE.7]

Local Law or Code Requirement

Factories Act 1948- Section 7A (2B); FLA Workplace Code (Health, safety and environment benchmark HSE.7, HSE.8, HSE.19).

Recommendations for Immediate Action

1. Provide hand gloves to sewing operators when they work with denim fabric.
2. Monitor and ensure damaged hand gloves and aprons used by boiler operators are replaced.
3. Ensure usage of dust masks by over lock operators.
4. Provide hand gloves of appropriate size to cutting machine operators.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. CA: We are providing hand gloves to sewing operators when they work with denim fabric. We shall ensure the same during Denim operation.

SA: Concerned Production In charge or Supervisor and Safety Officer shall ensure to provide the necessary PPE's wherever it is required.

2. CA: Required hand gloves and aprons are provided, and Boiler Operators are using the same.

SA: Safety Officer to monitor on regular basis to ensure adequate availability and required PPE are provided to the Boiler Operator and others.

3. CA: We have provided dust masks to all the over lock operators. We have given awareness to all over lock operators on usage of dust masks. Also concerned Supervisors are given responsibility to monitor and ensure that all over lock Operators using dust masks on daily basis.

SC: 1) Safety Officer and Welfare Officer to monitor daily basis during their daily shop floor visit to ensure appropriate PPE are given

and worn by the Overlock Operators.

2) Periodic refreshment training and awareness among Overlock Operator would be imparted on regular basis for effective usage of face mask to avoid undue fabric dust.

4. RC: We have provided soft gloves which are to be worn prior to wearing the metal gloves so that same stays firm and fit.

SC: Safety Officer shall conduct the internal safety audit to take care of all safety issues.

Company Action Plan Update

1. Hand gloves provided to workers handling Denim fabric. (Completed by 10/4/2019)

2. Boiler Operator with all required PPE's e.g Gloves Helmet, Apron, etc., (Completed by 10/4/2019)

3. Awareness training provided to Overlock Operator on use of PPE (Completed by 9/30/2019)

4. Cutter wearing metal gloves with proper size. (Completed by 10/5/2019)

FINDING NO.12

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Health & Safety

Finding Explanation

1. A spill response kit is not provided near 18 x 200 liter barrels of diesel stored near opposite the electric panel room and near storage area of two x 200 liter barrels of machine oil stored on the top floor outside the machinery maintenance room. [HSE.9]
2. The MSDS of machine oil and salt bags stored in boiler room are in English and not in local language. [HSE.10]
3. Secondary containment provided for diesel and oil barrels is inadequate to contain leaks. Hazard postings are not posted near diesel and machine oil storage areas. [HSE.9]

Local Law or Code Requirement

Factories Act 1948- Section 7A (2B), Karnataka Factories Rules 1969- Rule 88-F; FLA Workplace Code (Health, Safety and Environmental Protection Benchmarks HSE.9 and HSE.10)

Recommendations for Immediate Action

1. Provide spill response kits for diesel storage and machine oil storage areas.
2. Post the MSDS for machine oil and salt bags in local language.
3. Provide secondary containment with adequate capacity and post hazard labels near storage areas.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. CA: A spill response kit is provided near diesel stored area (only 12 * 200 barrels have been stored) near opposite the electric panel room and near storage area of two x 200 litre barrels of machine oil stored on the top floor outside the machinery maintenance room.

SA: Safety officer has included this in the checklist for safety audit.

2. CA: We have posted the MSDS for machine oil and salt bags in local language.

SA: Safety officer shall conduct the internal safety audit to take care of all safety issues.

3. CA: Now we have provided secondary container which is more than 110% capacity of the primary container capacity.

SA: Safety officer shall conduct the internal safety audit to take care of all safety issues.

Company Action Plan Update

1. Spill Response Kit near Diesel Storage and Machine Oil Storage Area. (Completed by 10/12/2019)

2. MSDS for Machine Oil in Local Language and MSDS for Sodium Salt in Local Language created and posted. (Completed by 10/5/2019)

3. Secondary Container for Diesel Containers built. (Completed by 3/20/2020)

FINDING NO.13

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Health & Safety

Finding Explanation

1. Sanitary pads are not provided in toilets as legally required. Pads are available in medical room and workers need to pay INR 5 for each pad. This practice may discourage female workers from using the facility. [HSE.18]
2. The doctor is available three days every week, not during all working hours as legally required. Also, the medical room does not have legally required equipment. [HSE.18]
3. Childcare workers are not provided with uniforms and are not trained in childcare as legally required. [HSE.1]
4. Needle guards are pushed upwards on approximately 20% of sewing machines, rendering them ineffective. [HSE.14]
5. The SOPs for the boiler, air compressors, power generators, cutting machines, and fusing machines are not posted near each machine. [HSE.14]
6. One common glass is used by workers to drink water made available at their work stations using a trolley pushed by a worker. [HSE.23]
7. An asbestos roofing sheet is used in the dining areas. The sheet is marked with a sign hung from the sheet in one side of the dining area and is not prominently visible. [HSE.22]
8. Scissors, wood splints and antiseptic lotion were missing from first aid kits. [HSE.6]
9. Hand drying facility and soap is not provided in toilets. Doors on individual stalls in men's toilet block are damaged. The walls of toilets are dirty with stains from tobacco spits. [HSE.20]
10. Traffic lanes are not marked, speed breaker, convex mirrors and reflectors are not installed at blind turns while entering and exiting the factory. [HSE.14]
11. The confined space, a water tank, behind the security cabin is not marked. [HSE.14]

12. Electric cables with taped joints were kept under water and inside water tanks in "Gopal swamy" hostel and inside water tank in "Chandrakala" hostel. [HSE.25]
13. Beds are not provided for residents in hostels. Workers sleep on the hard floor. Additionally, lockers are not provided to workers in 3 out of the 4 hostels. [HSE.25, ER.5]
14. The childcare room does not comply with legal requirements and is located close to boiler which emits noise continuously. [HSE.27]
15. The ambulance van in the factory is used for non-emergency purposes, such as going to the bank and market. This practice is a risk in the event that it is in use during a medical emergency. [HSE.18]
16. Workers from the packing section sleep in the childcare room after completing night work. This practice is a risk to the health and safety of workers and children. Workers are free to leave the facility. [HSE.1, HSE.27]

Local Law or Code Requirement

Notification dated Feb 7, 2019 issued by ministry of labour and employment regarding amendment of section 19(3) and Section 112 of Factories Act 1948, Factories Act 1948- Section 7A(2B), Karnataka Factories Rules 1969- Rule 45,46,88-N, 91C, 92(1), 92(4), 101, 104(2) and 104(4), Karnataka Municipal Corporations Model Buildings bye-laws 2017- Rule 3.10.2; FLA Workplace Code (Health, Safety and Environmental Protection Benchmarks HSE.1, HSE.6, HSE.9, HSE.14, HSE.18, HSE.20, HSE.22, HSE.23, HSE.25, and HSE.27; Employment Relationship Benchmark ER.5)

Recommendations for Immediate Action

1. Provide sanitary pads free of charge in toilets for female workers.
2. Employ a full-time doctor to cover all shifts. Maintain all required medical equipment and medicines in medical room.
3. Employ trained crèche staff and provide them with proper uniforms.
4. Ensure that needle guards are not tampered.
5. Post SOPs near boiler, air compressors, power generators, cutting machines and fusing machines.
6. Provide hygienic means for drinking water.
7. Replace asbestos roofing sheets in a phased wise manner and post signs in areas where asbestos are use so they are prominently visible to all.
8. Maintain adequate supplies in first aid kits like scissors, wood splints and antiseptic lotion.
9. Provide hand drying facility and soap in toilets. Replace doors on individual stalls in men's toilet block. Maintain toilets in neat, clean and hygienic manner.
10. Mark traffic lanes and install speed breakers, convex mirrors and reflectors at blind turns inside the factory to assist in safe driving practices inside the factory.
11. Mark the confined space (water tank) to warn workers.
12. Replace electric cables with taped joints and install full length cords.
13. Provide beds and lockers for workers in hostels.

14. Re-locate child care room away from noise areas and provide facilities as legally defined.

15. Restrict use of ambulance for only medical purposes.

16. Discourage the practice of use of child care room by production workers.

COMPANY ACTION PLANS

Action Plan no 1.

Description

1. CA: Sanitary pads are provided at the Occupational Health Centre to female employees on no profit no loss basis.

SA: Welfare Officer is ensuring educating the workers in procuring the required sanitary pads on need basis. The lady health care provider is making the same available.

2. CA:

a. The Unit has two medically qualified doctors namely, Dr. Gauri Manohar and Dr. Sarita P Shetty. Their letters of appointments are attached. Dr. Gauri Manohar is a full time medical officer while Dr. Sarita P Shetty is engaged as medical consultant for two visits in a week for two hours. The consultant has been engaged additionally.

b. We have since obtained the required medical equipment's and medicines.

SA: The medical team is maintaining a register of all the medicines and equipment's required and replenishing the same before it is exhausted.

3. CA: Childcare workers have since been provided with uniforms. In terms of National Minimum Guidelines - Setting & Running Creches (part of the Maternity Benefit (Amendment) Act, 2015), the Creche in charge is to be a graduate. Accordingly Ms. Savitri Biradar is a graduate from Rani Channamma University, Belagavi. At the Unit we have two Creche In charges and the other lady namely Ms. Padma L has over 7 years of experience.

SA: Will ensure to provide the required number of uniform periodically as and when required and Welfare Officer will monitor the same.

4. CA: We have repaired all needle guards and will ensure that needle guards are not tampered. Line Supervisor & Safety Officer shall monitor the same on daily basis. Also we given awareness to all the workers on importance of needle guards.

SA: Awareness is given and will be continued on regular basis by the Safety Officer.

5. CA: We have posted the SOPs near boiler, air compressors, power generators, cutting machines and fusing machines.

SA: Safety Officer shall ensure all the required SOP's are displayed in his internal safety audit.

6. CA: The workers while drinking water generally consumed glasses without the glass touching their lips. However now additional glasses are being taken in the trolley and same were washed and reused.

SA: Proper cleaning checklist will be maintained by housekeeping incharge and same will be monitored by the Welfare Officer.

7. CA: More than 80% of the Asbestos roofing sheets have been replaced and balance of about 20% would be changed on or prior to 31st Mar 2020. Displayed the sign boards at prominently to visible all.

SA: As a policy of the group we ensure that not to procure the material which contains Asbestos.

8. CA: We are maintaining adequate supplies in first aid kits like all the necessary equipment's / medicines including scissors, wood splints and antiseptic lotion.

SA: Staff nurse is given responsible to check and fill the if any medicine missed out in the first aid kit on regular basis. Same will be monitored by the Welfare Officer.

9. CA: Towels and soaps have been provided in toilets. We have repaired all the damaged doors in men's toilet block. The walls of toilets are painted. Housekeeping in charge are monitoring the checklist every hour and submit required inputs to take corrective actions, if any.

SA: Proper Toilet cleaning checklist including cleaning, towel and soap in the toilets, damages if any, etc., will be provided and same will be checked by housekeeping incharge. In case of anything is missing shall be provided immediately

10. CA: Traffic lanes are marked, speed breaker, convex mirrors and reflectors are installed at blind turns while entering and exiting the factory.

SA: Safety officer shall conduct the internal safety audit on regular basis and ensure all safety issues are taken care of.

11. CA: We have properly marked the confined space (water tank) to warn workers.

SA: Safety officer shall conduct the internal safety audit on regular basis and ensure all safety issues are taken care of.

12. CA: Replaced electric cables with the taped joints and installed full length cords in the Janodaya provided Residential Facilities.

SA: Safety officer shall conduct the internal safety audit on regular basis and ensure all safety issues are taken care of.

13. CA: Workers stay in the residential facilities run by Janodaya Trust. In so far as the Unit is concerned we provide Mats, Pillows, Bedsheets at the time of joining for the residents, while they arrange for their own lockers.

SA: Proper records shall be maintained.

14. CA: The test certificate given by NABL accredited laboratory reveals that the disable level at DG area is 68.9 dB and the Creche is further located away from the area. Therefore the dB level is certainly lower in side the Creche.

SA: Periodical monitoring will be done.

15. CA: We have restricted use of ambulance for only medical purposes. We have kept a separate register to monitor the ambulance movement. Also we strictly instructed driver and security personnel to not send ambulance for non-medical purposes. The same has been communicated with factory management not to use the ambulance for non-medical purposes.

SA: Separate Ambulance Movement Register kept at Security Office to ensure ambulance is only used for medical purpose.

16. CA: Security has been advised to lock the creche during night.

SA: Key register is maintained at security gate.

All required actions are completed. Refer to the attachments for further details. Due to the character limit, was not able to save the detailed status for each item.

FINDING NO.14

IMMEDIATE ACTION REQUIRED

FINDING TYPE: Health & Safety

Finding Explanation

The facility uses hostels to accommodate migrant workers. These hostels are not registered and do not have "No Objection Certificates" from the Fire Department. These certificates are issued by government authorities to certify that the building are approved for use for commercial purposes to accommodate persons. The certificate is based on a review of fire safety norms and structural safety. They are legal requirements. [HSE.25]

Local Law or Code Requirement

Karnataka Municipal Corporations Model Buildings bye-laws 2017- Rule 3.10.2; FLA Workplace Code (Health, Safety and Environmental Protection Benchmark HSE.25)

Recommendations for Immediate Action

Obtain trade license and "No Objection Certificate" from fire department for the hostels used to accommodate migrant workers.

COMPANY ACTION PLANS

Action Plan no 1.

Description

CA: Residential Facilities are handled by Janodaya. Janodaya is an NGO registered under Trust Act 1882 with the objective of promoting and facilitating "Women Empowerment" under MWLP (Migrant Workers Livelihood Project) for the working women. The buildings are used for residential purposes and not for any commercial purposes and hence no trade license is required. Further the buildings have been constructed after due approvals from the Govt authorities and are managed by Janodaya Trust. In so far as a Fire Advisory we have advised Janodaya to obtain the Fire Advisory from Fire Department.
SA: Adequate documentation is in place.

Company Action Plan Update

Completed.