COMPANY: Knights Apparel  
COUNTRY: Bangladesh  
FACTORY CODE: 740005984G  
MONITOR: PHULKI  
AUDIT DATE: November 25 – 27, 2008  
PRODUCTS: Apparel  
PROCESSES: Cutting, Sewing, Packaging, Finishing  
NUMBER OF WORKERS: 963
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Wages, Benefits and Overtime Compensation: Record Maintenance

WBOT.21 Employers shall ensure that all legally required payroll documents, journals and reports are available, complete, accurate and up-to-date. (P)

Noncompliance

Explanation: Newly appointed workers are receiving their appointment letters 15-30 days after their hiring date.

Plan Of Action: CAP sent to factory requesting that all new employees be issued a copy of the appointment letter at time of hire.

Deadline Date: 12/01/2008

Supplier CAP: New procedure in effect. All employees are now issued appointment letter at time of hire.

Supplier CAP Date: 12/01/2008

Action Taken: Verification will take place during next audit, which will be scheduled after factory completes move to new location.

Plan Complete:
Freedom of Association: Facilities for Worker Representatives

FOA.25 Workers' representatives shall have the facilities necessary for the proper exercise of their functions, including access to workplaces. (S)

Noncompliance

Explanation: Workers Participatory Committee (WPC) members representing employees is almost inactive. Workers were not familiar with them.

Plan Of Action: Send Corrective Action Plan to factory requesting that they establish a WPC allowing members full access to facilities as necessary for the proper exercise of their functions.

Deadline Date: 12/01/2008

Supplier CAP: Factory has confirmed via email that WPC has been established with training.

Supplier CAP Date: 02/01/2009

Action Taken: Verification will take place during next audit, which will be scheduled after factory completes move to new location.

Plan Complete:
Freedom of Association: Grievance Procedure

FOA.26 Employer shall have in place written grievance procedures that allow first an attempt to settle grievances directly between the worker and the immediate supervisor but that, where this is inappropriate or has failed, it is possible for the worker to have the grievance considered at one or more steps, depending on the nature of the grievance and the structure and size of the enterprise. Employers shall ensure that the grievance procedures and applicable rules are known to workers. (P)

Noncompliance

Explanation: There are suggestion boxes in the toilets, but they are always unlocked and the workers have no idea regarding the effectiveness of a suggestion box.

Plan Of Action: CAP report sent to factory instructed factory to always keep the suggestion box locked and to advise the employees on how to follow up on any issues submitted.

Deadline Date: 12/01/2008

Supplier CAP: Factory has confirmed via email that the suggestion box is now kept locked at all times and will advise the workers on follow up of any issues submitted.

Action Taken: Verification will take place during next audit, which will be scheduled after factory completes move to new location.

Plan Complete:
Harassment or Abuse: Discipline/Verbal Abuse

H&A.11 Employers shall not use any form of verbal violence, including screaming, yelling, or the use of threatening, demeaning, or insulting language, as a means to maintain labor discipline. (S)

Noncompliance

Explanation: A number of supervisors chastised the workers for making mistakes or failure to meet production targets. Sometimes they throw the product at workers; verbal abuse still exists in the factory.

Plan Of Action: CAP report sent to factory advising factory that verbal abuse will cease immediately, and that training should be implemented for all supervisors and management for effectively and properly disciplining the workers.

Deadline Date: 12/01/2008

Supplier CAP: Verbal abuse ended immediately, and awareness training was established for supervisors and management for effectively and properly disciplining the workers.

Supplier CAP Date: 12/01/2008

Action Taken: Verification will take place during next audit, which will be scheduled after factory completes move to new location.

Plan Complete: 

Plan Complete Date:
Code Awareness:
GEN.3 Develop a secure communications channel, in a manner appropriate to the culture and situation, to enable Company employees and employees of contractors and suppliers to report to the Company on noncompliance with the workplace standards, with security that they shall not be punished or prejudiced for doing so.

Noncompliance

Explanation: There was no reporting mechanism which allows factory workers to contact the company independently.

Plan Of Action:
CAP report sent to factory requesting that factory develop a secure communications channel, in a manner appropriate to the culture and situation. This channel will enable company employees and employees of contractors and suppliers to report to company on noncompliance with the workplace standards. This line of communication must be secure so that workers shall not be punished or prejudiced for doing so.

Deadline Date: 12/01/2008

Supplier CAP: Received confirmation via email that privacy policy was developed by factory and posted in facility along with applicable phone numbers for all employees to utilize in a discreet and private manner.

Supplier CAP Date: 02/01/2009

Action Taken: Verification will take place during next audit, which will be scheduled after factory completes move to new location.

Plan Complete Date:
Health and Safety: Worker Consultation

H&S.4 The health and safety policy shall be developed and implemented in consultation with workers or their representatives. (P)

Noncompliance

Explanation: Factory management did not consult with workers or workers’ representative to develop a health and safety policy.

Plan Of Action: CAP report sent to factory advising that factory management must consult with workers or workers’ representative to develop and implement a health and safety policy.

Deadline Date: 12/01/2008

Supplier CAP: Received confirmation via email that going forward, factory management will consult with workers or workers’ representative to develop health and safety policy and its implementation.

Supplier CAP Date: 12/01/2008

Action Taken: Verification will take place during next audit which will be scheduled after factory completes move to new location.

Plan Complete:
Health and Safety: Notification and Record Maintenance

H&S.7 Employers shall notify the relevant authorities of all illnesses and accidents as required by applicable laws. All illness, safety and accident reports shall be maintained on site for at least one year, or longer if required by law. (P)

Noncompliance

Explanation: The injury and medicine register book was not updated.

Plan Of Action: CAP report sent to factory requesting that injury and medicine register book be maintained and updated at all times. All accident reports shall be maintained on site for at least one year, or longer if required by law.

Deadline Date: 02/13/2009

Supplier CAP: Received notification via email stating that injury and medicine log has been fully updated, and that accident report log was also updated to current status and will be maintained going forward.

Supplier CAP Date: 12/01/2008

Action Taken: Verification will take place during next audit, which will be scheduled after factory completes move to new location.

Plan Complete:
Health and Safety: Evacuation Requirements and Procedure

H&S.9 All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, the installation and maintenance of an employee alarm and emergency lighting systems, ensuring aisles/exits are not blocked and that workers are not blocked within their workstations, employee education, evacuation procedures, etc.) shall be complied with. Workers shall be trained in evacuation procedures. Alarm systems shall be regularly tested and evacuation drills shall be undertaken at least annually. (S)

Noncompliance

Explanation: Evacuation plan of production floor was typed in a very small font size, rendering it difficult to read for the workers. No training was given to the workers; even those who are the members of the fire fighting team did not receive training.

Plan Of Action: CAP report sent to factory requesting that evacuation plan of production floor is posted in facility in large font size for all employees to be able view/read. Training program must be established and given to all workers who are on the fire fighting team.

Deadline Date: 01/15/2009

Supplier CAP: Received confirmation via email that evacuation plan was posted in facility in large font size for all employees to be able to read, and that training program was implemented and provided to the workers on the fire fighting team.

Supplier CAP Date: 02/14/2009

Action Taken: Verification will take place during next audit, which will be scheduled after factory completes move to new location.

Plan Complete:

Plan Complete Date:
Health and Safety: Medical Facilities

H&S.21 Medical facilities shall be established and maintained in factories as required by applicable laws. Medical staff shall be fully licensed and recognized under applicable local rules and regulations. An appropriate number of medical staff shall be on duty during all working hours, including any type of overtime, as required under local law. An appropriate stock of medical supplies shall be maintained at all times. Medicines of which the expiration date has passed must be replaced immediately and disposed of in a safe manner. (P)

Noncompliance

Explanation: Most first aid boxes were not adequately stocked with supplies.

Plan Of Action: CAP report sent to factory requesting that all of the necessary first aid equipment in the first aid boxes be provided as per local law.

Deadline Date: 01/19/2009

Supplier CAP: Received confirmation via email that factory has updated all first aid boxes to include the required medication and first aid supplies, as required by local law.

Supplier CAP Date: 02/14/2009

Action Taken: Verification will take place during next audit, which will be scheduled after factory completes move to new location.

Plan Complete:

Plan Complete Date:
Health and Safety: Sanitation in Factory Facilities

H&S.22 All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with all applicable laws, including relevant sanitation, medical and safety and health regulations. (S)

Noncompliance

Explanation: The toilets were unclean and smelly. In sewing section, female toilets were insufficient and did not meet with local law requirements. There is no soap; sandals and towels were not provided.

Plan Of Action: CAP report sent to factory requesting that proper housekeeping be maintained for all facilities, including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with all applicable laws, including relevant sanitation, medical and safety and health regulations.

Deadline Date: 12/01/2008

Supplier CAP: Received confirmation via email that factory regularly checks the toilets to ensure that they are clean at all times. Soap and towels are now kept in the ladies’ toilets.

Supplier CAP Date: 02/14/2009

Action Taken: Verification will take place during next audit which will be scheduled after factory completes move to new location

Plan Complete: 

Plan Complete Date: 


Health and Safety: Toilets

H&S.23 Employers shall establish the number of toilets required under applicable laws within reasonable distance of the workplace. (S)

Noncompliance

Explanation: In sewing section, female toilets were insufficient and did not meet the local law requirements.

Plan Of Action:
- CAP report sent to factory instructing that factory must install additional toilets for the female employees to meet the correct number for local law requirements.

Deadline Date: 12/01/2008

Supplier CAP: Received confirmation via email from the factory stating that additional toilets are being installed, but it will take some time for the work to be completed. Factory advised that completion date for construction will be June 2009.

Supplier CAP Date: 02/14/2009

Action Taken: Verification will take place during next audit, which will be scheduled after factory completes move to new location.

Plan Complete:

Plan Complete Date:
Hours of Work: Rest Day

HOW.2 Workers shall be entitled to at least one day off in every seven-day period. If workers must work on a rest day, an alternative day off must be provided within that same seven-day period or immediately following the seven-day period. (P)

Noncompliance

Explanation: Workers had to work on weekly holidays (November 10, 24) as regular duty. Management acknowledged this and informed us that those weekly holidays will be adjusted with Eid vacation. But, no records regarding "workers willingness/consent, decision to adjust with upcoming Eid vacation and time records" were maintained thereon.

Plan Of Action: CAP report sent to factory advising that all employees must receive at least 1 day off in every 7 day work period, as per Knights Apparel Code of Conduct.

Deadline Date: 01/17/2009

Supplier CAP: Received confirmation via email that factory that all employees are now receiving at least 1 day off in every 7 day period.

Supplier CAP Date: 01/10/2009

Action Taken: Verification will take place during next audit, which will be scheduled after factory completes move to new location.

Plan Complete: