COMPANY: Creative Converting
COUNTRY: United States
FACTORY CODE: 12800821343J
MONITOR: Accordia Global Compliance
AUDIT DATE: December 14, 2011
PRODUCTS: Paper Plates, Napkins, Cups
PROCESSES: Cutting, Printing, Packing
NUMBER OF WORKERS: 259

For an explanation on how to read this report, please visit the FLA website here.
CONTENTS:

Freedom of Association: Grievance Procedure ................................................................. 3
Code Awareness: .................................................................................................................. 4
Code Awareness: .................................................................................................................. 5
Code Awareness: .................................................................................................................. 6
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 workers know the grievance procedures and applicable rules. (P)

Noncompliance

Explanation: There is no written procedure in place to allow for the settlement of a grievance between a worker and their immediate supervisors.

Plan Of Action: Creative Converting has created a Conflict Resolution Process and will update the Employee Handbooks to include this added process. In addition, Creative Converting has also put into place (in April 2012) MySafeWorkplace.com, which is an anonymous and confidential system for reporting personal incidents.

Deadline Date: 06/29/2012

Supplier CAP: The Conflict Resolution process (sent to the FLA on June 7th, 2012 for review) is being added to the Employee Handbook.

Supplier CAP Date: 06/07/2012

Action Taken: The Conflict Resolution process (sent to the FLA on June 7th, 2012 for review) is being added to the Employee Handbook. To be trained at next monthly Employee Communications meeting.

Plan Complete: Yes

Plan Complete Date:
Code Awareness:
GEN.1 Establish and articulate clear, written workplace standards. Formally convey those standards to Company factories as well as to licensees, contractors and suppliers.

Noncompliance

Explanation: Creative Converting has not adopted a clear and written workplace standard. Management has not received a formal communication on the workplace standard.

Plan Of Action: Creative Converting will establish a workplace Code of Conduct (COC) that reflects our compliance with all legal requirements and will be shared with the necessary suppliers. In turn, the suppliers will be required to sign an annual letter verifying their ongoing agreement to follow the code accordingly.

Deadline Date: 06/29/2012

Supplier CAP: The Workplace COC (sent to the FLA June 7th, 2012 for review) is being added to the Employee Handbook, posted internally and shared with all suppliers.

Responsible Person:

Supplier CAP Date: 06/07/2012

Action Taken: The Workplace COC (sent to the FLA June 7th, 2012 for review) is being added to the Employee Handbook, posted internally and shared with all suppliers. To be further discussed at the next Employee Communications meeting.

Plan Complete: Yes

Plan Complete Date: 06/07/2012
**Code Awareness:**
GEN.2 Ensure that all Company factories as well as contractors and suppliers inform their employees about the workplace standards orally and through the posting of standards in a prominent place (in the local languages spoken by employees and managers) and undertake other efforts to educate employees about the standards on a regular basis.

**Noncompliance**

**Explanation:**
1. Posting of code: Monitor did not find evidence that the code has been posted.
2. Worker Training: Monitor did not find evidence that training and information regarding the code has been provided to the workers.
3. Worker awareness and comprehension: Workers did not have knowledge, awareness or comprehension about the code.

**Plan Of Action:**
Creative Converting will establish and post a Workplace COC that reflects our compliance with all legal requirements and will be shared with all employees. Additionally, the Workplace COC will formally be introduced at an upcoming employee communication/training session. Lastly, the Workplace COC will be implemented as an annual refresher training.

**Deadline Date:** 06/29/2012

**Plan Complete:** No
**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 are no secure communication channels for the workers to report any factory noncompliances at the factory to the Creative Converting headquarters.

**Plan Of Action:** The MySafeWorkplace.com reporting system has been put in place to formally address noncompliances that occur within the workplace.

**Deadline Date:** 05/31/2012

**Supplier CAP:**

**Date:** 04/30/2012

**Action Taken:** The MySafeWorkplace.com reporting system has been put in place to formally address noncompliances that occur within the workplace.

**Plan Complete:** Yes

**Plan Complete Date:** 05/29/2012