The factual information set forth on the Tracking Charts was submitted to the FLA by each Independent External Monitor and Participating Company and reviewed by FLA staff. It is being made available to the public pursuant to the FLA Charter in order to strengthen the monitoring process. The FLA Charter provides for regular public disclosure of the factual results of independent monitoring and the resulting specific actions taken by Participating Companies.

What is a Tracking Chart?

Compliance is a process, not an event. A Tracking Chart outlines the process involved in FLA independent external monitoring and remediation. It is used by the accredited independent external monitor, the participating company and the FLA staff to do the following:

- **Record Findings:** The independent external monitor uses the Tracking Chart to report noncompliance with FLA Code standards. The monitor should also cite the specific Code benchmark or national/local law that was used to measure compliance.
- **Report on Remediation:** The FLA participating company uses the Tracking Chart to report on the remediation program that was implemented in order to resolve the noncompliance and prevent any future violations.
- **Evaluate Progress:** The FLA uses the Tracking Chart for purposes of collecting and analyzing information on the compliance situation of a particular factory and for publication on our website. This information is updated on an ongoing basis.

What a Tracking Chart is NOT -

- An exhaustive assessment of factory conditions
  
  Working conditions - in any type of workplace - are dynamic. Each Tracking Chart represents a survey of the factory’s conditions on a specific day. Over time, a fuller picture emerges as we compile information from various sources to track the compliance progress of a factory.

- A pass or fail evaluation
  
  The Tracking Charts do not certify whether or not factories are in compliance with the FLA Code. Monitoring is a measurement tool. The discovery of noncompliance issues is therefore not an indication that the participating company should withdraw from a factory. Instead, the results of monitoring visits are used to prioritize capacity building activities that will lead to sustainable improvements in the factory’s working conditions.

- A one-time event
  
  Each monitoring visit is followed by a remediation program, further monitoring and remediation in an ongoing process. The Tracking Charts are updated accordingly.
Note on Language
Please be advised that because FLA independent external monitors are locally-based and English is generally not their native language, the language presented may at times appear unclear to a reader who is a native English speaker. In order to preserve the integrity of the transparency process and the information we receive, our policy is to publish the original text from the monitor and participating company. However, the reader will note that we have taken the precaution to remove any identifying information about the factory that was monitored or the workers interviewed.

For example, in cases where monitors and/or participating companies have cited the actual number of workers in reference to a noncompliance issue, in order to protect the workers' identities, we have replaced the numbers with generic wording in brackets (i.e. "[some]", "[worker interviews revealed that]", etc.).

We do not disclose the name of the factory that was monitored in order to ensure that the FLA’s efforts to encourage and reward transparency do not have detrimental consequences for the factory and the workers.

Instructions for Printing
The information contained in the Tracking Charts is organized by columns and rows in a table format. Due to the number and width of the columns, the charts have been formatted for legal size (8.5 x 14in.) paper. To print the charts, please make sure to select "legal" size paper from Print properties.
Nondiscrimination

Every employee will be treated with respect and dignity. No employee will be subject to any physical, sexual, psychological or verbal abuse, harassment, or derogatory treatment of any kind. Employees will not be subjected to any form of discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or reporting channel.

Harassment or Abuse

Unwelcome conduct that is sufficiently severe or pervasive to alter the conditions of employment, create an intimidating, hostile or offensive work environment, or create an atmosphere of intimidation, humiliation or embarrassment.

Child Labor

There will not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise.

Age Documentation

Employers will maintain proof of age documentation for all workers, such as a birth certificate, which verifies date of birth.

Confidential non-compliance

No person will be employed at an age younger than 15 (or 14 where the law of the country of manufacture allows) or younger than the age for mandatory education in the country of manufacture.

Code posting/information

Contractors and suppliers to report to the Company on any issues or concerns to the participating companies.

Post standard at site

Company follows all applicable laws and regulations regarding the posting of workplace standards in a prominent place, in the local languages spoken by employees and managers.

Post standards in local languages

Formally convey those standards to Company factories as well as to licensees, contractors and suppliers.

Employees interviews

FLA Principle of Monitoring, Obligation of Companies: Non-compliance issues or concerns to the participating companies.

Written policies and procedures

Communicate the standards on a regular basis.

Audits

IEM

PC recognizes the importance of written policies and the communication of those policies. However, as previously stated, the PC has limited leverage.

Agenda of action

PC will work with factory to develop a written action plan for any non-compliance issues.

Remediation

PC has limited business here and has no orders with factory and has no plans for new orders.

PC will work with factory to develop a written action plan for any non-compliance issues.

Employees interviews

Employees have not been involved in the recruitment process and are therefore unfamiliar with the written policies, procedures and regulations. The policy and procedures are not communicated.

Documentation review

Employees have not been involved in the recruitment process and are therefore unfamiliar with the written policies, procedures and regulations. The policy and procedures are not communicated.

Factories are subject to written policies and procedures for handling complaints and issues or concerns to the participating companies.
8. Overtime Compensation

In every seven day period, the regular work week in such country plus 12 hours overtime; and (ii) be entitled to at least one day off in the course of employment.

Except in extraordinary business circumstances, employers will (i) not be required to work more than the lesser of (a) 48 hours per week and (b) the limits on regular and overtime hours allowed by the law of the country of manufacture or, where the laws of such country do not restrict the amount of work, the lesser of 72 hours per week

Employers recognize that wages are essential to meeting employees' basic needs. Employers will pay employees, as a base, at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and will provide legally mandated benefits.

Employees interviewed reported individually into overtime pay: California Labor Code 2673, state record keeping. Employees interviewed reported individually into overtime pay: California Labor Code 2673, state record keeping. Employees interviewed reported individually into overtime pay: California Labor Code 2673, state record keeping. Employees interviewed reported individually into overtime pay: California Labor Code 2673, state record keeping. Employees interviewed reported individually into overtime pay: California Labor Code 2673, state record keeping. Employees interviewed reported individually into overtime pay: California Labor Code 2673, state record keeping.