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.
Employers will utilize consistent written disciplinary rules; e.g., immediate termination for theft or assault, shall be discipline using steps such as verbal warning, written warning, suspension, termination. Any exceptions to this discipline using steps such as verbal warning, written warning, suspension, termination. Per FLA Benchmarks IIIB, Harassment or Abuse:

1. Companies, IB. Create An Informed Workplace:
   - Employers must establish a non-harassment policy, which has been distributed to all employees; this policy includes training for management employees on an annual basis. Thereafter, the non-harassment policy is distributed to all employees in Spanish, English, and workers; and workers are free to report problems, and to determine whether the grievance procedure is being used by employees. PC compliance staff will continue to work with the factory to determine training needs, in order to proactively institutionalize non-harassment policies.

2. Action Plan:
   - Factory must have a functioning, written non-harassment policy to workers, the factory posted the policy in a prominent place (in the local languages spoken by workers) and are maintained in a secure location.
   - Any exceptions to this shall not be punished or prejudiced for doing so. FLA Code of Conduct posted in the factory to determine training needs, in order to proactively institutionalize non-harassment policies.

3. Findings:
   - FLA Code of Conduct has not been sent to the facility.
   - FLA Code of Conduct has not been enforced.

4. Factories:
   - FLA Code of Conduct has not been sent to the facility.

5. Recommendations:
   - FLA Code of Conduct has not been sent to the facility.
   - FLA Code of Conduct has not been enforced.

6. Data Collection:
   - FLA Code of Conduct has not been sent to the facility.
   - FLA Code of Conduct has not been enforced.

7. Action Plan:
   - Factory must have a functioning, written non-harassment policy to workers, the factory posted the policy in a prominent place (in the local languages spoken by workers) and are maintained in a secure location.
   - Any exceptions to this shall not be punished or prejudiced for doing so. FLA Code of Conduct posted in the factory to determine training needs, in order to proactively institutionalize non-harassment policies.

8. Findings:
   - FLA Code of Conduct has not been sent to the facility.
   - FLA Code of Conduct has not been enforced.

9. Recommendations:
   - FLA Code of Conduct has not been sent to the facility.
   - FLA Code of Conduct has not been enforced.

10. Action Plan:
    - Factory must have a functioning, written non-harassment policy to workers, the factory posted the policy in a prominent place (in the local languages spoken by workers) and are maintained in a secure location.
    - Any exceptions to this shall not be punished or prejudiced for doing so. FLA Code of Conduct posted in the factory to determine training needs, in order to proactively institutionalize non-harassment policies.
The factory will possess all legally required permits. Employer will comply with applicable health and safety laws and regulations. In any case where laws and code of practice are contradictory, the higher standards will apply. The factory shall provide all legally required permits. Per FLA Benchmark or Legal Reference B1. General workplace or factory safety plans (such as emergency evacuation plans, fire safety plans, and safe and be in compliance with applicable laws.)

For FLA Benchmark B4. Health and Safety: B4. The factory will comply with applicable health and safety laws and regulations. The factory will possess all legally required permits. In any case where laws and code of practice are contradictory, the higher standards will apply. The factory shall provide all legally required permits. Per FLA Benchmark or Legal Reference B4. General workplace or factory safety plans (such as emergency evacuation plans, fire safety plans, and safe and be in compliance with applicable laws.)

For FLA Benchmark B3. Health and Safety: B3. The factory will comply with applicable health and safety laws and regulations. The factory will possess all legally required permits. Per FLA Benchmark or Legal Reference B3. General workplace or factory safety plans (such as emergency evacuation plans, fire safety plans, and safe and be in compliance with applicable laws.)

For FLA Benchmark B2. Health and Safety: B2. The factory will comply with applicable health and safety laws and regulations. The factory will possess all legally required permits. Per FLA Benchmark or Legal Reference B2. General workplace or factory safety plans (such as emergency evacuation plans, fire safety plans, and safe and be in compliance with applicable laws.)

For FLA Benchmark B1. Health and Safety: B1. The factory will comply with applicable health and safety laws and regulations. The factory will possess all legally required permits. Per FLA Benchmark or Legal Reference B1. General workplace or factory safety plans (such as emergency evacuation plans, fire safety plans, and safe and be in compliance with applicable laws.)

For FLA Benchmark B. Health and Safety: B. The factory will comply with applicable health and safety laws and regulations. The factory will possess all legally required permits. Per FLA Benchmark or Legal Reference. General workplace or factory safety plans (such as emergency evacuation plans, fire safety plans, and safe and be in compliance with applicable laws.)

For FLA Benchmark A. Health and Safety: A. The factory will comply with applicable health and safety laws and regulations. The factory will possess all legally required permits. Per FLA Benchmark or Legal Reference. General workplace or factory safety plans (such as emergency evacuation plans, fire safety plans, and safe and be in compliance with applicable laws.)
|---------------|------------------------|---------------|------------------------|---------------|------------------------|---------------|------------------------|

Overtime Compensation

The factory must provide training to ensure all workers understand this policy. The policy should be communicated clearly to all workers in their primary language. The policy should cover the following:

- **Context:**
  - The company has a voluntary overtime policy in place.
  - The company provides training to workers on the policy.

- **Findings:**
  - The company has a voluntary overtime policy in place.
  - The company provides training to workers on the policy.

- **Recommendations:**
  - The company should ensure that all workers understand the policy.

Wages and Benefits

The factory must ensure that all workers understand the company's compensation policy. The policy should cover the following:

- **Context:**
  - The company has a compensation policy in place.
  - The company provides training to workers on the policy.

- **Findings:**
  - The company has a compensation policy in place.
  - The company provides training to workers on the policy.

- **Recommendations:**
  - The company should ensure that all workers understand the policy.

Freedom of Association/Collective Bargaining

The factory must ensure that all workers understand the company's collective bargaining policy. The policy should cover the following:

- **Context:**
  - The company has a collective bargaining policy in place.
  - The company provides training to workers on the policy.

- **Findings:**
  - The company has a collective bargaining policy in place.
  - The company provides training to workers on the policy.

- **Recommendations:**
  - The company should ensure that all workers understand the policy.