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.
<table>
<thead>
<tr>
<th>FLA Code/Compliance Issue</th>
<th>Country Law/Legal</th>
<th>Remediation Updates (Cite Date of Follow up)</th>
<th>Third-Party Verification</th>
<th>External Company Verification Follow up</th>
<th>Documentation Sources/Documentation Used for corroborating evidence</th>
<th>FLA Non-compliance Reporting Channel</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLA Benchmark Non-compliance</td>
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<td>Remediation Updates (Cite Date of Follow up)</td>
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<tr>
<td>FLA Principle of Monitoring, Obligation of Confidential non-compliance</td>
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<tr>
<td>FLA Employment Terms</td>
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<tr>
<td>FLA Contract of Employment clause 3.4</td>
<td>Country Law/Legal</td>
<td>Remediation Updates (Cite Date of Follow up)</td>
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<tr>
<td>FLA Recruitment Contracts Guidelines for Employment</td>
<td>Country Law/Legal</td>
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<td>FLA Disciplinary Practices</td>
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<td>FLAFreedom in Employment</td>
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<td>FLA Workers Rights</td>
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**Companies:**

Establish and articulate clear, written workplace standards. Formally convey those standards to Company factories as well as to licensees, contractors and suppliers. Ensure that all Company factories as well as contractors and suppliers inform their employees about the workplace standards orally and through the posting of an information bulletin in the workplace. If not corroborated, employees may be held in breach of contract. Companies may include training as a condition for employment. The company shall ensure that the required training is performed for all workers and supervisors. The company shall record the progress of training. Employees have the right to take the leave and/or to terminate their employment at any time (subject to notice), provided they have not committed a breach of contract. Employers will utilize consistent written disciplinary practices that are applied fairly among all workers.

**Freedom in Employment:**

All workers will have the right to enter into and to be employed by the employer and to not be confined or be confined for any reason in any form of slavery or servitude. No worker will be subject to any physical, sexual, mental, or any other form of cruel or inhuman treatment or punishment. Employers will not require workers to work overtime or on weekends except as allowed by law. Employers will ensure that all employees are paid in a timely manner for work performed.

**Employment Terms:**

Employment terms shall be those to which the worker has voluntarily agreed. Employment contracts and related information, HR staff, and managers have verified all employment contracts and related information. HR staff crosschecked with workers for the employment terms and conditions. Every employee will be treated with respect and dignity. No employee will be subject to any physical, sexual, mental, or any other form of cruel or inhuman treatment or punishment. Employers will ensure that all employees are paid in a timely manner for work performed.

**Recruitment Contracts Guidelines for Employment:**

Companies shall ensure that recruitment contracts are consistent with the Code of Conduct. The contracts shall include: (i) the terms and conditions of employment, (ii) the working hours, (iii) the remuneration, (iv) any other conditions of the contract, (v) the notice period for termination of the contract, and (vi) the employment policy and procedure of the company and (iii) standard of conduct. A Chinese version of the handbook is also available.

**Workers Rights:**

All workers will have the right to enter into and to be employed by the employer and to not be confined or be confined for any reason in any form of slavery or servitude. No worker will be subject to any physical, sexual, mental, or any other form of cruel or inhuman treatment or punishment. Employers will ensure that all employees are paid in a timely manner for work performed.

**Enforcement:**

To ensure compliance with this Code, enforcement mechanisms for workers' rights are necessary. In addition, the company shall ensure that the required training is performed for all employees. The company shall ensure that all workers and supervisors are aware of the workplace standards. The company shall record the progress of training. Workers have the right to take the leave and/or to terminate their employment at any time (subject to notice), provided they have not committed a breach of contract. Employers will utilize consistent written disciplinary practices that are applied fairly among all workers.
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<tr>
<th>Date of Certification</th>
<th>FLA Code/ Compliance issue Country Law/Legal Reference</th>
<th>Company Follow up Documentation (Cite date of follow up)</th>
<th>Remediation Plan/Status</th>
<th>FLA Code/ Compliance issue Country Law/Legal Reference</th>
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<tr>
<td>5/1/2022</td>
<td>1) Evacuation plans posted are too small and are not easily visible. Also these are in English and not in the local language. Factory shall post evacuation plans in all languages. 2) There is no sign in the local language that evacuation plans are posted. Factory shall post evacuation plans in all languages. 3) Evacuation routes are not marked on the factory. All evacuation routes and exits are marked in red and white. 4) Evacuation plans and routes are not posted. Factory shall post evacuation plans and routes in the local language. 5) Emergency lights installed above all exits and on few staircase landings are fluorescent tube lights which may not be appropriate in smoke in case of fire. Factory shall install new emergency lights. 6) Emergency door near the fabric storage area was found locked. Factory shall unlock the door.</td>
<td>Remediation Plan: 1) Evacuation plans shall be posted in all important languages and evacuation routes shall be marked with fire extinguisher symbols. 2) Emergency doors shall be unlocked and unobstructed. Factory shall clean the passages and ensure emergency lights are working in all evacuation routes and ensure emergency doors are unlocked. 3) Factory shall post maps in all work areas that guide the workers toward the nearest exits. Factory shall provide lines to mark the aisles and clear passages for easy egress in case of fire. Factory shall provide exit signs in all languages.</td>
<td>Completed (100%) Remediated</td>
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IEM Findings

Visual inspection

Documentation

Incriminating.

Finding was

A

(Cite date of planned or follow up visit, if appropriate)

1) Metallic flash bands have been fixed over all joints of the factory building.

1) Completed.

Company follow up (Cite date of follow up) Documentation Completed; Record of maintenance and broken things in Toilet. All of old tube lights have now been removed. (4) This has been cleaned and the drains fixed with concrete slabs. Factory has cleaned up the polythene bags under Electric switch.

PC Remediation plan Target

Response (Optional)

[Status]

Evidence of Non-

Explain why

implemented by Factory Management or Company

All production machinery and equipment shall be maintained, properly guarded, and operated in a safe manner. All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.

While pulley guards are missing from few sewing machines, needle guards are missing from most machines.

There is no emergency stop switch provided in the fusing machine.

Factory shall establish H&S committee with a chair, regular meetings, and Management and worker participation in the committee. Factory shall document and record the meetings.

Factory shall develop a safety management system, outline of the target under each section in a clear and understandable manner.

Employees have been informed of all benefits they are entitled to under induction programme.

Employees shall receive basic training in wage calculations (for regular and overtime hours worked) and factory provided benefits. Factory shall provide explanation materials written in local language of workers.

Employees have been informed of the prevailing industry wage, whichever is higher:

Employees shall be provided with a key management.

All production machinery and equipment shall be in a safe manner. Regular maintenance plan has developed.

Employees shall be provided with a key management.

Employees provided with materials explaining and discussing included in the language of the workers the wages, incentive systems, benefits and bonuses to which all workers are entitled in that company and under the applicable law.

Factory shall recognize and respect the right of employees to freedom of association and collective bargaining.

Employers recognize that wages are essential to meeting employees' basic needs. Employers will pay employees, as a minimum wage, the legal minimum wage or the prevailing industry wage, whichever is higher:

Employers will provide workers a pay statement each month which includes all regular and overtime hours worked, compensation paid, bonuses and all deductions.

All eligible workers shall be provided with social security cards, which will state current wage, income tax deduction, social security pay, bonuses and all deductions.

All eligible workers shall be provided with social security cards, which will state current wage, income tax deduction, social security pay, bonuses and all deductions.
### FLA Code/ Compliance issue

- **Country Law/Legal Reference**

<table>
<thead>
<tr>
<th>FLA Benchmark</th>
<th>Non-compliance Risk of Non-compliance</th>
<th>Evidence of Non-compliance (uncorroborated)</th>
<th>If not corroborated, explain why</th>
<th>Sources/Documentation used for corroborating</th>
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<td></td>
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</table>

#### Notable Features

- **Company follow up (Cite date of follow up)** Documentation Completed; Pending; On-going

#### Sources/Documentation

- **External Verification (Date)** Documentation Company Follow up

#### Remediation Updates (Cite Date of Follow up)

**Third-Party Verification**

- IEM Findings

#### Overtime Limitations Export Enterprises - Renumeration Order - Regulations 1984 - Second Schedule (Regulation 3)

- Section 2(1).

  - Except in extraordinary business circumstances, employees will (i) not be required to work more than the lesser of (a) 48 hours per week and 12 hours overtime or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture: on the one hand, the law of the country of manufacture shall be respected and, on the other hand, the duration of the work week in such country plus 12 hours of overtime; and (ii) be entitled to at least one day off in every seven day period.

- In addition to their compensation for regular hours of work, employees will be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws will not exist, at a rate at least equal to their regular hourly compensation rate.

### Hours of Work

- Hours worked on public holidays, including overtime are considered as overtime work and compensated at twice the basic rate of wages. Overtime work is a temporary period of extra work that could not have been anticipated or accommodated by other reasonable efforts.

#### Factory's Overtime Hours

- Factory has worked on most rest days over the past three months.

- Factory was working up to 95 hours a week during May, June and July 06. However, effective September, factory has controlled working hours to within 60 to 65 hours per week.

- Prior to September 2006, female workers were working beyond 10 p.m. and occasionally up to midnight. On few instances these female employees worked 8 hours beyond their regular work hours on rest days. On few occasions, employees were required to work up to 4 hours beyond their regular work hours on public holidays.

- Hours worked on public holidays are considered as overtime work and compensated at twice the basic rate of wages. However, effective September 2006, these workers are restricted to working 8 hours on public holidays.

#### Overtime Compensation

- Overtime compensation is paid to all factory workers and is a temporary work that could not have been anticipated or accommodated by other reasonable efforts.

#### Review of Records and Interview with Factory Management

- Factory shall develop working hours plan to control and monitor the overtime work on a daily basis. A weekly OT planning is generated by the computer at the beginning of each week to ensure that workers do not exceed the allowed overtime hours. Actual daily overtime to be performed must be supported by a duly authorised request form.

#### Miscellaneous

- Factory provides a gift to employees on their Birthdays. Cake is provided for Chinese employees on their birthdays.

- End of the year Party is organized for all employees.

- Annual picnic with games for all employees organized separately for Chinese workers.

- Completed Payslips have now been modified with complete information. There is now a strict control on overtime work. A weekly OT planning is generated by the computer at the beginning of each week to ensure that workers do not exceed the allowed overtime hours. Actual daily overtime to be performed must be supported by a duly authorised request form.