Employers will maintain sufficient hiring and termination records. These records are to be maintained in a secure manner and will be available for inspection by the Labor and Employment Department, Department of Labor and Employment, and other relevant authorities. Practices must be in line with the Employers' Collective高潮 and the National Labor Standards. This includes maintaining records of employee attendance, job performance, and payment of wages and salaries. These records must be accurate and complete, and be available upon request of the employees or their representatives. In the event of a labor dispute or claim, the employer is required to furnish these records to the Labor and Employment Department, Department of Labor and Employment, or other relevant authorities. The employer is also required to maintain records of any disciplinary actions taken against employees, including the reason, date, and any appeal of the action. These records must be maintained for a period of at least two years from the date of the action. Employers are also required to maintain records of any grievances or complaints filed by employees, including the date, nature of the complaint, and the status of the complaint. These records must be maintained for a period of at least two years from the date of the complaint.

Equipment (PPE) awareness of Code

In the event of a labor dispute or claim, the employer is required to furnish these records to the Labor and Employment Department, Department of Labor and Employment, or other relevant authorities. The employer is also required to maintain records of any disciplinary actions taken against employees, including the reason, date, and any appeal of the action. These records must be maintained for a period of at least two years from the date of the action. Employers are also required to maintain records of any grievances or complaints filed by employees, including the date, nature of the complaint, and the status of the complaint. These records must be maintained for a period of at least two years from the date of the complaint.

Countries: [list of countries]

Documented in the course of work as a result of the operation of sampling facilities.
### FLA Code/Compliance

<table>
<thead>
<tr>
<th>FLA Code/Compliance</th>
<th>FLA Benchmark</th>
<th>Noncompliance</th>
<th>Evidence of Noncompliance</th>
<th>Risk of Noncompliance</th>
<th>Fact Finding/Company Efforts to Establish Noncompliance</th>
<th>Date of Fact Finding/Company Efforts to Establish Noncompliance</th>
<th>Remediation Plan</th>
<th>Remediation Response</th>
<th>Target Completion Date</th>
<th>Fact Finding</th>
<th>Company Follow Up of Fact Finding</th>
<th>Date of Planned or Follow-up Company Follow Up</th>
<th>Documentation</th>
<th>Remediation Documentation</th>
<th>Documentation</th>
<th>Company Follow Up of Planned Date of Follow-up</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Law/Legal Reference</td>
<td>Third-Party Verification</td>
<td>Noncompliance</td>
<td>Evidence of Noncompliance</td>
<td>Risk of Noncompliance</td>
<td>Fact Finding/Company Efforts to Establish Noncompliance</td>
<td>Date of Fact Finding/Company Efforts to Establish Noncompliance</td>
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<td>Documentation</td>
</tr>
<tr>
<td>Employment Contracts</td>
<td>FLA Benchmark</td>
<td>Noncompliance</td>
<td>Evidence of Noncompliance</td>
<td>Risk of Noncompliance</td>
<td>Fact Finding/Company Efforts to Establish Noncompliance</td>
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<td>Documentation</td>
</tr>
</tbody>
</table>

### Wage and Benefits

- 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.

### Hours of Work

- Except in extraordinary business circumstances, employees will (i) not be required to work more than the lesser of (a) 48 hours per week or (b) 8 hours per day; (ii) have at least 1 day of paid leave in every 7 day period; and (iii) be entitled to at least one day off in every seven day period.

### Record Maintenance

- Complete and accurate payroll records (including timesheets) will be maintained for at least 3 years and made available for review, as requested.

### FLA Benchmark

- All notices legally required to be posted in factory work areas will be posted. All legally required documents, journals and payroll records will be maintained for at least 3 years and made available for review, as requested.

### Record Retention

- There were no labor laws (wages and benefits) posted. There were no labor laws (wages and benefits) posted.