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.
Legal compliance

Employers will provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or resulting from work. The factory will ensure that all employees and contractors are treated with respect and dignity and are protected from physical, sexual, psychological or verbal harassment or abuse. 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 minimum age for completing compulsory education in the country of manufacture where such age is higher than 15.

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Age Limit

Employees will not be employed at an age younger than 15 (or 14 where the law of the country of manufacture allows) or younger than the minimum age for completing education in the country of manufacture where such age is higher than 15.

Environment

The factory has applied for a certificate and the Environmental Authority in the B.O.I is in the progress of granting it. The factory has confirmed that the contract manufacturer will ensure that all facilities and equipment in the factory are compliant with the national and local environmental permitting systems and that all necessary permits and required documents are in place. The factory has agreed to sign an agreement with the Environmental Authority and the permit be obtained and posted. The factory confirmed that the permit be obtained and posted. The Environmental Authority will visit the factory in January 2006 to ensure that the agreement is in place and that corrective actions had been taken accordingly.

Employment Records

Employment records are not maintained in the factory. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file. The factory agreed to sign an agreement with house-marshalls, in consultation with the Environmental Authority, regarding the procedures to be followed in case of emergency or hazardous situations. Employees are informed about the Code of Conduct but the training has not been updated and the Code is not available in each individual personnel file.
Evacuation Procedures

- All applicable legally required evacuation measures have been implemented, including evacuation routes, evacuation alarms, and the provision of safety equipment.
- All evacuation routes are clearly marked, with the exception of one in the finishing section.
- Visual inspection

Safety Equipment

- Workers are to wear appropriate protective equipment, such as gloves and respiratory masks, as per the factory’s workplace safety, fire and evacuation procedures.
- Visual inspection

Fire Protections

- Workers and users are to report any observed fire hazards, such as blocked aisles or fire extinguisher malfunctions.
- Visual inspection

Chemical Management

- All chemical and hazardous substances should be properly stored and labeled, with the necessary protective equipment provided to staff.
- Visual inspection and documentation
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.

### Sanitation in Dining Area

1. Hand washing and personal hygiene
   - Wash hands before and after handling food. Properly wash hands before and after handling food, and use soap and water.
   - Wash hands after using the toilet.
   - Use soap and water when washing hands.

2. Food preparation
   - Use clean, washable utensils for food preparation.
   - Use clean, washable cutting boards and knives for food preparation.

3. Food storage
   - Store food at the correct temperature to prevent spoilage.
   - Use separate containers for raw and cooked food.

4. Food service
   - Use clean, washable plates and utensils for food service.
   - Use clean, washable utensils for serving food.

5. Food handling
   - Use clean, washable utensils for food handling.
   - Use clean, washable cutting boards and knives for food handling.

### Sanitation in Work Area

1. Housekeeping standards
   - Keep workplace clean and tidy.
   - Maintenance of work areas.

2. Sanitation
   - Sanitize work areas regularly.
   - Maintain proper ventilation.

3. Sanitation equipment
   - Properly maintain sanitation equipment.
   - Keep sanitation equipment clean.

### Sanitation in Canteen

1. Personal hygiene
   - Employees should wash hands before and after handling food.
   - Employees should use soap and water when washing hands.

2. Food preparation
   - Use clean, washable utensils for food preparation.
   - Use clean, washable cutting boards and knives for food preparation.

3. Food storage
   - Store food at the correct temperature to prevent spoilage.
   - Use separate containers for raw and cooked food.

4. Food service
   - Use clean, washable plates and utensils for food service.
   - Use clean, washable utensils for serving food.

5. Food handling
   - Use clean, washable utensils for food handling.
   - Use clean, washable cutting boards and knives for food handling.

### Sanitation in Restrooms

1. Personal hygiene
   - Employees should wash hands before and after handling food.
   - Employees should use soap and water when washing hands.

2. Restrooms
   - Ensure restrooms are clean and tidy.
   - Maintain proper ventilation.

3. Sanitation equipment
   - Properly maintain sanitation equipment.
   - Keep sanitation equipment clean.

### Sanitation in Machinery Maintenance

1. Maintenance
   - Ensure all machinery is maintained properly.
   - Keep machinery clean and tidy.

2. Sanitation equipment
   - Properly maintain sanitation equipment.
   - Keep sanitation equipment clean.

### Sanitation in Sanitation in Dining Area

1. Sanitation in Canteen
   - Ensure all canteen workers are wearing polyethylene gloves while serving food.
   - Canteen workers should use proper handwashing procedures.

2. Sanitation in Restrooms
   - Ensure restrooms are clean and tidy.
   - Maintain proper ventilation.

3. Sanitation in Machinery Maintenance
   - Ensure all machinery is maintained properly.
   - Keep machinery clean and tidy.

### Sanitation in Sanitation in Dining Area

1. Sanitation in Canteen
   - Ensure all canteen workers are wearing polyethylene gloves while serving food.
   - Canteen workers should use proper handwashing procedures.

2. Sanitation in Restrooms
   - Ensure restrooms are clean and tidy.
   - Maintain proper ventilation.

3. Sanitation in Machinery Maintenance
   - Ensure all machinery is maintained properly.
   - Keep machinery clean and tidy.
<table>
<thead>
<tr>
<th>FLA Code/ Compliance Issue</th>
<th>Country Law/Legal Reference</th>
<th>FLA Benchmark</th>
<th>Non-compliance</th>
<th>Risk of Non-compliance</th>
<th>Evidence of Non-compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outsourced Workers</td>
<td></td>
<td></td>
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</tbody>
</table>

**Most of Work**

Employees in Outsourced Location, employees shall receive at least one half of the amount of (12) hours pay for each workday worked beyond 8 hours a day or 48 hours a week. The factory shall provide working time in a manner that is compliant with the national labor laws. In addition, the factory shall provide employees with regular day off at least once in every seven days period. The factory shall ensure that their employees have been appropriately informed by its responsible officials.

**Overtime Limitations**

In addition to their compensation for regular hours of work, employees will be compensated for overtime hours at such premium rate as required by law. The factory shall comply with applicable law for premium rates for overtime. The local law stipulates 8 hours per day and 48 hours per week. Workers shall be informed about overtime compensation rates, by their immediate supervisors. The factory has maintained a system for calculating overtime. However, it is not clearly maintained in the factory's time and payroll records.

**Compensation**

Employees are entitled to a paid day off in seven. The local law allows workers to work 45 hours in a week with 8 hours and 45 minutes a day. Workers received a day off in seven.

**Compensation Overtime**

Employees in Outsourced Location, employees shall receive at least one half of the amount of (12) hours pay for each workday worked beyond 8 hours a day or 48 hours a week. The factory shall provide working time in a manner that is compliant with the national labor laws. In addition, the factory shall provide employees with regular day off at least once in every seven days period. The factory shall ensure that their employees have been appropriately informed by its responsible officials.

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