



# Brand Performance Check

Kwintet AB

Aug-13

This report covers the evaluation period  
Jan/2012 to Dec/2012

## About the Brand Performance Check

Fair Wear Foundation believes that improving conditions for apparel factory workers requires change at multiple levels. Traditional efforts to improve conditions focus primarily on the factory. FWF, however, believes that the management decisions of the clothing brands have an enormous influence for good or ill on factory conditions.

FWF's Brand Performance Check is a tool to evaluate and report on the activities of FWF's affiliate members. The Checks examine how affiliate management systems support FWF's Code of Labour Practices.

In most apparel supply chains, clothing brands do not own factories, and most factories work for many different brands. This means that in most cases FWF affiliates have influence, but not direct control, over working conditions. As a result, the Brand Performance Checks focus primarily on verifying the efforts of affiliates. Outcomes at the factory level are assessed via audits and complaint reports, however the complexity of the supply chains means that even the best efforts of FWF affiliates cannot guarantee results.

Even if outcomes at the factory level cannot be guaranteed, the importance of good management practices by affiliates cannot be understated. Even one concerned customer at a factory can have significant positive impacts on a range of issues like health and safety conditions or freedom of association. And if one customer at a factory can demonstrate that improvements are possible, other customers no longer have an excuse not to act. The development and sharing of these types of best practices has long been a core part of FWF's work.

Improvement of supply chains is a step-by-step process, through which affiliates must address many different issues. FWF affiliates vary greatly in management structures, and have different strengths. The Performance Benchmarking system is designed to reflect these differences, and the many different ways that a company can support better working conditions.

During the Brand Performance Check, FWF staff speak to various employees at the affiliate who have important roles to play in the management of supply chains. FWF verifies the actions of affiliates based on several sources including documentation of activities, financial records, the affiliate's supplier register and staff interviews. Following the Brand Performance Check, FWF summarizes findings in this report, which is made public via [www.fairwear.org](http://www.fairwear.org). The FWF Performance Benchmarking Guide provides more information about the indicators and is available for download.

## Brand Performance Check Details

Date of Brand Performance Check

August 6 2013

Conducted by:

Margreet Vrieling

Interviews With:

Deeba Remheden  
Kasper Ostergard  
Lennart Erikson

CSR Manager  
Communication  
COO

## Scoring

Affiliate Benchmarking scores and Performance Benchmarking categories will be published starting in 2014. During 2013, FWF will be testing out the new system and evaluating the appropriate threshold levels for Benchmarking categories.

## Kwintet AB

## 2013 Brand Performance Check

<b>Headquarters:</b>	Malmö	Sweden
<b>Member Since:</b>	July	2011
<b>Product Types:</b>	Work wear, Promotional	
<b>Production countries:</b>	FWF Active Countries: Bangladesh, China, India, Italy, Lithuania, Macedonia, Poland, Portugal, Romania, Thailand, Tunisia, Vietnam, Laos. Other countries: UAE, Spain, Albania, Cambodia, Madagascar, Pakistan, South Korea, South Africa, Kenya and Latvia	
<b>Work plan for this evaluation period was submitted?</b>	Yes	Must be submitted before start of evaluation period
<b>Projected supplier register for this evaluation was submitted?</b>	Yes	Must be submitted before start of evaluation period
<b>Actual supplier register for this evaluation period has been submitted?</b>	Yes	Must be submitted after the end of the evaluation period.
<b>Membership fee has been paid?</b>	Yes	
<b>All suppliers have been notified of FWF membership?</b>	Yes	
<b>% of suppliers under monitoring</b>	94	
<b>Summary</b>	Kwintet AB meets the basic requirements of FWF and the monitoring threshold. Kwintet has established in the company a comprehensive system for compliance and monitoring. To improve the quality of the own company social audits a check on the posting of the Code of Labour Practices should be structurally included. Next to that information should be cross checked with several sources including stakeholder information. Kwintet has taken additional steps in remediation of overtime by requiring overtime reduction plans, including feedback on purchasing practices. Additional steps need to be taken to facilitate a raise in wages towards stakeholders	

## Purchasing Practices

% of production in low-risk countries	26%	Countries with relatively low risk of labour violations as defined by FWF.	
<b>1.1 Percentage of production volume from suppliers where affiliate buys at least 10% of production capacity.</b>			
	84%	Affiliates with less than 10% of a factories' production capacity generally have limited influence on factory managers to make changes.	Supplier register provided by affiliate.
Comment: the percentage was calculated on an updated supplier register.			
<b>1.2 Percentage of production volume from suppliers where a business relationship has existed for at least five years.</b>			
	69%	Stable business relationships support most aspects of the Code of Labour Practices, and give factories a reason to invest in improving working conditions.	Supplier register provided by affiliate.
Comment: not for all suppliers the year of the start of business relations was indicated. Recommendation: Kwintet should indicate in the supplier register the year of the start of the business relationship with the supplier			
<b>1.3 Labour conditions are considered when selecting new suppliers.</b>			
	Yes	Including labour conditions considerations in selecting suppliers supports responsible business practices.	Documentation of decision-making process; e.g. checklists for buyers, emails, etc.
Comment: The affiliate uses a comprehensive system to include social compliance and possible risks during the selection of new			
<b>1.4 All new suppliers are required to sign and return the Code of Labour Practices before first orders are placed.</b>			
	Yes	The CoLP is the foundation of all work between factories and brands, and the first step in developing a commitment to improvements.	Signed CoLPs are on file.
Comment: The relevant information is included in the affiliates supplier manual			
<b>1.5 Company conducts audits at all new suppliers before placing orders.</b>			
	Yes	An important due diligence step. Before placing production orders, affiliates should conduct an audit at all new suppliers to assess risks for CoLP violations.	Audit documentation; must meet FWF audit quality standards.

<b>1.6 Affiliate sources from an FWF factory member.</b>	No	When possible, FWF encourages affiliates to source from FWF factory members. The small number of factories in the programme means sourcing from FWF factory members cannot be a requirement.	Supplier register provided by affiliate.
<b>1.7 Percentage of production volume from factories owned by the affiliate.</b>	22%	Owning a supplier provides clear accountability for and direct influence over working conditions. It reduces the risk of unexpected CoLP violations.	Supplier register provided by affiliate.
Comment: in 2012 this were the factories in Russia, Ukraine, Latvia and Lithuania			
<b>1.8 Supplier compliance with Code of Labour Practices is evaluated in a systemic manner.</b>	Yes	A systemic approach is required to integrate social compliance into normal business processes, and supports good decision-making.	Documentation of systemic approach: rating systems, checklists, databases, etc.
Comment: The affiliate has a System for compliance and Monitoring and developed a violation matrix to assess the seriousness of non compliances. Red graded suppliers will not get new orders before remediation took place			
<b>1.9 The affiliate's production planning systems support reasonable working hours.</b>	General system	Affiliate production planning systems can have a significant impact on the levels of excessive overtime at factories.	Documentation of robust planning systems.
Comment: Monthly forecasts are shared with suppliers. Nevertheless some feedback was received from a supplier during verification audit in China on forecasts not being clear.			
<b>1.10 Percentage of production volume from suppliers where excessive overtime is found by FWF.</b>	1,2%	Excessive overtime is one of the most common labour rights violations in high-risk production countries. It is often caused by poor production planning by brands.	Audits conducted by FWF auditors; Complaints filed via the FWF worker helpline.
Comment: At the verification audit in China excessive overtime was found. The percentage was measured against total purchase volume			
<b>1.11 Degree to which affiliate analyses and mitigates root causes of excessive overtime, if found.</b>	Reactive approach	Affiliate production planning systems can have a significant impact on the levels of excessive overtime at factories.	Examples of root cause analyses and resulting changes in production planning/policy.
Comment: The affiliate requires suppliers to share an overtime reduction plan when excessive overtime is found			
<b>1.12 Affiliate's pricing policy allows for payment of at least the legal minimum wages in production countries.</b>	Affiliate can demonstrate a pricing policy based on country level data. Minimum wage levels are known by affiliate in all production countries.	The first step towards ensuring the payment of minimum wages - and towards implementation of living wages - is to know the labour costs of garments.	Formal systems to calculate labour costs on per-product or country/city level.
Comment: according to the factory audited by FWF price review is asked quarterly. Affiliate indicated that this is the case for some products and that they are in a process to change to annual pricing Recommendation: insight in labour costs per product can give information whether prices paid are enough to cover for steps towards			

<p><b>1.13 Affiliate actively responds if suppliers fail to pay legal minimum wages.</b></p>	<p>Yes</p>	<p>If a supplier fails to pay minimum wage, FWF affiliates are expected to hold management of the supplier accountable for respecting local labour law.</p>	<p>Complaint reports, CAPs, additional emails, FWF audit reports or other documents that show minimum wage issue is reported/resolved.</p>
<p>Comment: Factories found to have paid below minimum wages are red graded according to the violation matrix of the company. Red graded factories are shared in a monthly kpi overview with management; re-audits done by the company have shown these issues</p>			
<p><b>1.14 Evidence of late payments to suppliers by affiliate.</b></p>	<p>no</p>	<p>Late payments to suppliers can have a negative impact on factories and their ability to pay workers on time. Most garment workers have minimal savings, and even a brief delay in payments can cause serious problems.</p>	<p>Based on a complaint or audit report; review of factory and affiliate financial documents.</p>
<p><b>1.15 Degree to which affiliate assesses root causes and takes action on wages lower than living wages with suppliers.</b></p>	<p>No efforts</p>	<p>Sustained progress towards living wages requires adjustments to affiliates' policies.</p>	<p>Wage ladders, correspondence with supplier, other relevant documentation.</p>
<p>Comment: Focus of the company so far has been on minimum legal wage.                  Requirement: Affiliate is expected to take an active role in discussing living wages with its suppliers. The FWF wage ladder can be used as a tool to implement living wages. Most relevant wage estimates, such as local minimum wage, Asia Floor Wage, collective bargaining wage and industrial best practice wages are provided in the wage ladder. The wage ladder is included in FWF's audit reports. It demonstrates the gaps between workers' wages at a factory and living wages demanded by major stakeholders. The wage ladder can be used to document, monitor, negotiate and evaluate the improvements at its suppliers.                  Recommendation: Affiliate should use wage ladders to visualize the gap between wages paid and living wage benchmarks also in their own reports and prepare an action plan for taking steps to raise wages towards living wage levels in prioritised factories with high</p>			

**Purchasing Practices Comments:**

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## Monitoring & Remediation

% of own production under monitoring	94%	Measured as a percentage of turnover.	
Minimum monitoring threshold based on years of membership:	60% (meets threshold)	1 year: 40%; 2 years 60%; 3 years+: 90%	
<b>2.1 Specific staff person is designated to follow up on problems identified by monitoring system.</b>			
	Yes	Follow-up is a serious part of FWF membership, and cannot be successfully managed on an ad-hoc basis.	Manuals, emails, etc., demonstrating who the designated staff person is.
<b>2.2 Degree of progress towards resolution of existing Corrective Action Plans.</b>			
	Moderate efforts have been made to address most CAPs.	FWF considers efforts to resolve CAPs to be one of the most important things that affiliates can do towards improving working conditions.	Documentation of remediation and follow-up actions taken by affiliate.
Comment: Kwintet staff is monitoring whether corrective actions have been taken by the factory. There is moderate contribution of Kwintet in remediation. Requirement: It is FWF s principle that there is a shared responsibility between the supplier and the affiliate for remediation and to assess whether purchasing practices contribute to the non compliances			
<b>2.3 Percentage of production volume from suppliers that have been visited by the affiliate in the past financial year.</b>			
	80%	Formal audits should be augmented by annual visits by affiliate staff or local representatives. They reinforce to factory managers that affiliates are serious about implementing the Code of Labour Practices.	Affiliates should document all factory visits with at least the date and name of the visitor.
<b>2.4 Existing audit reports are collected.</b>			
	N/A	Existing reports form a basis for understanding the issues and strengths of a supplier, and reduces duplicative work.	Audit reports are on file; evidence of follow-up on prior CAPs. Reports of quality assessments.
Comment: Some years ago the company did use other reports, but recently decided to have for all production locations own audit			

<b>2.5 Audit Report and Corrective Action Plan (CAP) findings are shared with factory. Improvement timelines are established in a timely manner.</b>	Yes	FWF audit reports should be shared and discussed with suppliers within two months of audit receipt. Timely sharing of information and agreement on corrective actions is essential for improvement. A reasonable time frame should be specified for resolving findings.	Corrective Action Plans, emails; findings of follow-up audits; brand representative present during audit exit meeting, etc.
<b>2.6 A structured approach is used to address issues that occur at multiple suppliers.</b>	Yes	Issues that occur in multiple factories often need to be addressed in a systemic manner, especially when the root causes are located in brand management choices or from regionally specific issues (e.g. fire safety, gender discrimination and harassment).	Documentation of a systemic approach: root cause analyses, productivity assessments, guidance documents, internal system changes, etc.
	Comment: Suppliers are asked to hand in a overtime reduction plan, and on fire safety issues in bangladesh a workshop was organised for suppliers. Business managers go through an overview of issues on a weekly basis together, they follow up with strategic sourcing managers.		
<b>2.7 Affiliate cooperates with other customers in resolving corrective actions at shared suppliers.</b>	No cooperation	Cooperation between customers increases leverage and chances of successful outcomes. Cooperation also reduces the changes of a factory having to conduct multiple Corrective Action Plans about the same issue with multiple customers.	Shared CAPs, evidence of cooperation with other customers.
	Comment: Although it is known to Kwintet that they share some suppliers with another FWF affiliate, so far the audit reports have not been shared.		
<b>2.8 Monitoring requirements are fulfilled for production in low-risk countries.</b>	Yes	Low risk countries are determined by the presence and proper functioning of institutions which can guarantee compliance with basic standards.	Documentation of visits, notification of suppliers of FWF membership; posting of worker information sheets, completed questionnaires.
<b>2.9 External brands resold by the affiliate who have completed and returned the external brand questionnaire. (% of external sales volume)</b>	Not applicable	FWF believes it is important for affiliates that have a retail/wholesale arm to at least know if the brands they resell are members of FWF or a similar organisation, and in which countries those brands produce goods.	Questionnaires are on file.
<b>2.10 External brands resold by affiliates that are members of another credible initiative. (% of external sales volume)</b>	N/A	FWF believes affiliates who resell products should be rewarded for choosing to stock external brands who also take their supply chain responsibilities seriously.	Supplier register; Documentation of sales volumes of products made by FWF or FLA members.

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**Monitoring & Remediation Comments:**

In last year's performance check it was already required to include in own auditing also a check on the posting of the Code of Labour Practices. When using own staff for auditing, extra attention should be paid to cross checking information with several sources, including stakeholder information on the implementation of specific labour standards. FWF country studies can be consulted for this purpose.

## Complaints Handling

Number of worker complaints received since last check.	2		At this point, FWF considers a high number of complaints as a positive indicator, as it shows that workers are aware of and making use of the
Number of worker complaints in process of being resolved.	1		
Number of worker complaints resolved since last check.	1		
<b>3.1 A specific employee has been designated to address worker complaints.</b>			
	Yes	Follow-up is a serious part of FWF membership, and cannot be successfully managed on an ad-hoc basis.	Manuals, emails, etc., demonstrating who the designated staff person is.
<b>3.2 System exists to check that the Worker Information Sheet is posted in factories.</b>			
	Yes	The Worker Information Sheet is a key first step in alerting workers to their rights.	Photos by company staff, audit reports, checklists from factory visits, etc.
<b>3.3 Percentage of audited factories where at least half of workers are aware of the FWF worker helpline.</b>			
	0%	The FWF complaints procedure is a crucial element of verification. If factory-based complaint systems do not exist or do not work, the FWF worker helpline allows workers to ask questions about their rights and file complaints	Percentage of audited factories where at least 50% of interviewed workers indicate awareness of the FWF complaints mechanism.
	<p>Comment: Due to postponement of some foreseen audits, for 2012 one FWF audit was done. At the FWF audited factory workers were not aware of FWF complaints mechanism</p> <p>Requirement: Next to providing the information sheet for workers in the local language the affiliate should ensure that factory makes enough efforts to make workers aware of the FWF code and complaint mechanism</p>		
<b>3.4 All complaints received from factory workers are addressed in accordance with the FWF Complaints Procedure.</b>	Yes	Involvement by the FWF affiliate is crucial in resolving a complaint at a supplier.	Documentation that affiliate has completed all required steps in the complaints handling process.

<b>3.5 Cooperation with other customers in addressing worker complaints at shared suppliers</b>	<p>N/A</p>	<p>Because most factories supply several customers with products, involvement of other customers by the FWF affiliate can be critical in resolving a complaint at a</p>	<p>Documentation of joint efforts, e.g. emails, sharing of complaint data, etc.</p>

**Complaints Handling Comments**

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## Training & Capacity Building

<b>4.1 Staff at affiliate is made aware of FWF membership requirements.</b>	Yes	Preventing and remediating problems often requires the involvement of many different departments; making all staff aware of FWF membership requirements helps to support cross-departmental collaboration when needed.	Emails, trainings, presentation, newsletters, etc.
Comment: Information on social compliance in the supply chain and FWF membership is included in a module of the Kwintet academy			
<b>4.2 Advanced training is provided to staff in direct contact with suppliers on CoLP requirements.</b>	Yes	Sourcing, purchasing and CSR staff at a minimum should possess the knowledge necessary to implement FWF requirements and advocate for change within their organisations.	FWF Seminars or equivalent trainings provided; presentations, curricula, etc.
Comment: Sourcing staff has frequent meetings to discuss open issues from audits at suppliers with the Hong Kong based CSR			
<b>4.3 Agents are informed of CoLP requirements and act to support their implementation.</b>	Yes	Agents have the potential to either support or disrupt CoLP implementation. It is the responsibility of affiliate to ensure agents actively support the implementation of the CoLP.	Correspondence with agents, trainings for agents, FWF audit findings.
<b>4.4 Factory participation in Workplace Education Programme (where WEP is offered; by production volume).</b>	0%	Lack of knowledge on best practices related to labour standards is a common issue in factories. Good quality training of workers and managers is a key step towards sustainable improvements.	Documentation of relevant trainings; participation in Workplace Education Programme.
Comment: Factories have been nominated by Kwintet in 2012 to participate in WEP. First communication has been shared with some suppliers. Those however were having several questions and didn't commit yet to the programme. It took into 2013 (out of the scope of this years performance check), after a supplier seminar was organised together with FWF, to get their commitment for			
<b>4.5 Factory participation in trainings (where WEP is not offered; by production volume).</b>	0%	In areas where the Workplace Education Programme is not yet offered, affiliates may arrange trainings on their own. Trainings must meet FWF quality standards to receive credit for this indicator.	Curricula, other documentation of training content, participation and outcomes.
Recommendation: To make a step beyond auditing and involve more actively workers themselves in monitoring labour standards, the affiliate could consider cooperating with local service providers for workplace trainings.			

**Training & Capacity Building Comments**

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# Information Management

<b>5.1 Supplier register for the previous financial year is verified as being complete and accurate.</b>	Yes	Any improvements to supply chains require affiliates to first know all of their suppliers.	Completed supplier register; Financial records of previous financial year.
	Requirement : Kwintet should be able to provide FWF within four months after the closing of the financial year with the relevant information in the supplier register Recommendation: in order for FWF to assess several indicators it is needed that all information on suppliers, including start year of business relationship, are filled in.		
<b>5.2 A system exists to allow purchasing, CSR and other relevant staff to share information with each other about working conditions at suppliers.</b>	Yes	CSR, purchasing and other staff who interact with suppliers need to be able to share information in order to establish a coherent and effective strategy for improvements.	Internal information system; status CAPs, reports of meetings of purchasing/CSR; systematic way of storing information.
	Comment: In meetings and documents information is shared and relevant people have access to the overviews maintained by the CSR department		

**Information Management Comments:**

# Transparency

<b>6.1 Communication about FWF membership adheres to the FWF communications policy.</b>	No	FWF membership should be communicated in a clear and accurate manner. FWF guidelines are designed to prevent misleading claims.	Logo is placed on website; other communications in line with policy. Affiliates may lose points if there is evidence that they did not comply with the communications policy.
<p>Comment: Logo of FWF is not placed on all brand websites; on one of the brand websites the old logo was still used. Other use of the logo ( in some of the brand catalogues) is in line with FWF policy as is the use of the logo on the washing label.                  Requirement: Logo of FWF and information should be placed on all brand websites                  Recommendation: add logo and information in all brand catalogues</p>			
<b>6.2 Affiliate engages in advanced reporting activities.</b>	Yes	Good reporting by members helps to ensure the transparency of FWF's work and shares best practices with the industry.	Affiliate publishes one or more of the following on their website: Brand Performance Check, Audit Reports, Supplier List.
<p>Comment: The Brand Performance Check report of last year was also published on the website</p>			
<b>6.3 Social Report is submitted to FWF and is published on affiliate's website</b>	Complete report submitted to FWF	The Social Report is an important tool for brands to transparently share their efforts with stakeholders.	Report adheres to FWF guidelines for Social Report content.
<p>Comment: Affiliate should adhere to the timeline of FWF .</p>			

**Transparency Comments:**

# Evaluation

<b>7.1 Systemic annual evaluation of FWF membership is conducted with involvement of top management.</b>	<p style="text-align: center;">Yes</p>	<p>An annual evaluation involving top management ensures that FWF policies are integrated into the structure of the company.</p>	<p>Meeting minutes, verbal reporting, PowerPoint's, etc.</p>
	<p>Comment: KPI reports with for example information on red graded suppliers and number of audited suppliers are shared on a monthly basis with management. There is a monthly review on csr with the CEO where ambitions are aligned and signed off by top management</p>		
<b>7.2 Percentage of required changes from previous Brand Performance Check implemented by affiliate.</b>	<p style="text-align: center;">50%</p>	<p>In each Brand Performance Check report, FWF may include requirements for changes to management practices. Adherence to these requirements is an important part of FWF membership.</p>	<p>Affiliate should show documentation related to the specific requirements made in the previous Brand Performance Check.</p>
	<p>Comment: 2 out of 4 requirements were followed up; The affiliate now requires OT reduction plans from factories where excessive OT is found and asks to indicate the root causes. Production volumes were included in the supplier register Requirement: Affiliate should implement the other two requirements of last years performance check, namely: to include a check on the posting of the FWF information sheet for workers with correct local complaints handlers data in their own audits as well as to include feedback from suppliers on affiliates purchasing practices in the own audit reports</p>		

**Evaluation Comments:**

## Comments to FWF

This area provides an opportunity for affiliates to provide feedback to FWF.

Kwintet is positive about the more quantitative approach and indicators used for this PBC, it indicates at the same time where companies can improve

## Appendix 1: FWF Audit Finding Summary by Country

This chart summarizes the number of time each finding was reported during an FWF Audit in each country.

	China
<b>Total Number of Audits:</b>	<b>1</b>
<b>Standard Findings</b>	
<b>Sourcing practices</b>	
According to the supplier the prices of the affiliate do not support the payment of living wages.	1
According to the supplier the purchasing practices of the FWF affiliate contribute to excessive overtime in the factory.	
According to the supplier the payment of the FWF affiliate is often late.	
No areas for improvement	
Other, <i>please specify</i> _	
<b>Monitoring system</b>	
The FWF affiliate has not provided FWF Code of Labour Practices to the factory.	
The FWF affiliate has not checked if the Code of Labour Practices is posted at a location easily accessible to workers.	
The FWF affiliate has not shared previous audit reports with the factory.	
No areas for improvement	
Other, <i>please specify</i> _	
<b>Management system of factory to improve working conditions</b>	
The factory has not posted the Code of Labour Practices in local language with the contact details of the local complaints handler at an easily accessible location for workers.	1

The factory has not informed the FWF affiliate about subcontracting	
The factory has coached workers in preparation of the audit	1
The factory does not have a system to gather information about social compliance and improve its compliance status	
Factory policies and regulations do not comply with laws and/or the Code of Labour Practices.	
No areas for improvement	
Other, <i>please specify</i> _	
<b>Communication and consultation</b>	
Management has not informed workers actively about the FWF Code of Labour Practices and / or relevant national or local legislation.	1
The factory policies are not communicated to workers.	
There is no effective internal grievance mechanism in place.	1
There are no democratically elected workers' representatives.	
Despite verifiable efforts of the employer, less than 50% of interviewed workers were aware of the FWF complaints mechanism, the CoLP and relevant legislation.	1
No areas for improvement	
Other, <i>please specify</i> _	
<b>Employment is freely chosen</b>	
Workers are not allowed to leave the factory premises outside of legal working hours.	

The factory withholds personal identification documents or travel documents of workers.	
No areas for improvement	1
Other, <i>please specify</i> _	
<b>No discrimination in employment</b>	
Factory does not have a written policy regarding discrimination	
Discrimination against a number of workers is found. Discrimination addressed: <i>Please specify:</i>	
Percentage of women in supervisory roles and other high-paid positions is low.	
No areas for improvement	1
Other, <i>please specify</i> _	
<b>No exploitation of child labour</b>	
The factory employed children as workers.	
The factory employed juvenile workers without following local regulations to protect these workers.	
The factory has no effective age verification system in place.	
No areas for improvement	1
Other, <i>please specify</i> _	
<b>Freedom of association and the right to collective bargaining</b>	
The factory infringes workers' rights to organise.	
The factory does not have a Collective Bargaining Agreement (CBA).	
The factory does not allow trade unions to approach workers.	
The factory does not permit workers to access trade unions	

There is no independent workers' organisation or union, which is run by workers without management's involvement.	1
No areas for improvement	
Other, <i>please specify</i> _	
<b>Payment of a living wage</b>	
Workers are paid below minimum wage.	1
Workers do not understand how wages are calculated	
The factory is not transparent regarding wage records.	
Wages are below living wage level as estimated by local stakeholders.	1
The factory delays paying workers' wages.	
Wages are below collective bargaining agreement (CBA) wage.	
The factory does not pay leaves and benefits to workers according to legal requirements.	1
The factory does not pay overtime premium to workers according to legal requirements.	
No areas for improvement	
Other, <i>please specify</i> _	
<b>Reasonable hours of work</b>	
Overtime is not voluntary or it is not announced in advanced	
The factory is not transparent regarding overtime records.	
Excessive overtime was found: <i>please specify: both weekly hours above 60 and not having at least one day off in 7 days have been found</i>	1
No areas for improvement	
Other, <i>please specify</i> _	

Safe and healthy working conditions	
Critical/minor issues regarding fire safety are found	
Critical/minor issues regarding building safety are found	
Minor issues regarding chemical safety are found	1
Critical/minor issues regarding machine safety are found	
Critical/minor issues regarding electrical safety are found	
Critical/minor issues regarding material safety are found	
Minor issues regarding ergonomics are found	1
Cases of harassment are found	
Noise, ventilation, temperature and lighting do not comply with legal requirements.	
No areas for improvement	
Other, <i>please specify</i>	
Legally binding employment relationship	
The factory does not provide contracts or appointment letters to (all) workers.	
Content of employment contracts does not comply with legal requirements.	
Not all social security or insurance fees are paid	1
The use of probation and apprenticeship does not comply with legal requirements.	
Individual personnel files are incomplete	
No areas for improvement	
Other, <i>please specify</i>	
Comments:	