

General category	Standard finding category
Member sourcing	According to factory management, the prices of the member do not support the payment of living wages
Member sourcing	According to factory management, the prices of the member do not support the payment of minimum wages or OT premium
Member sourcing	According to factory management, the purchasing practices of the FWF member contribute to excessive overtime in the factory
Member sourcing	According to factory management, the payment of the FWF member is often late
Member monitoring	The FWF member has not provided the FWF Code of Labour Practices to the factory
Member monitoring	The FWF member has not ensured the Code of Labour Practices is posted at a location easily accessible to workers
Member monitoring	The FWF member has not shared previous audit reports with the factory
Member monitoring	The FWF member has not shared previous audit reports with the worker representatives or union(s)
Factory mgt systems	The factory has not posted the FWF Code of Labour Practices in local language and the contact details of the local complaints handler at an easily accessible location for workers
Factory mgt systems	The factory has not informed the FWF member about subcontracting
Factory mgt systems	The factory has coached workers prior to the audit
Factory mgt systems	The factory has falsified documents in preparation for the audit
Factory mgt systems	The factory does not have a system to monitor its own working conditions and improve its compliance status
Factory mgt systems	Factory policies, procedures and regulations do not comply with laws and/or FWF Code of Labour Practices
Factory mgt systems	Disciplinary actions are not documented and/or not in accordance with factory's own rules
Factory mgt systems	Managers and supervisors do not follow the disciplinary procedures
Factory communication	Management has not actively informed workers about the FWF Code of Labour Practices and/or relevant national or local legislation
Factory communication	The factory's policies and procedures are not communicated to workers
Factory communication	There is no internal grievance mechanism
Factory communication	Internal grievance mechanisms have been established but are not functional

Factory communication	There are no democratically elected workers' representatives
Factory communication	Most workers are not aware of the FWF complaints mechanism and/or Code of Labour Practices
Employment	Workers are not allowed to leave the premises outside legal working hours
Employment	Management coerces workers to work or stay on the job through the withholding of wages, documents, threats, and etc.
Employment	Workers are not free to terminate their employment with reasonable notice or leave when their contracts expire
Employment	Workers are obliged to pay significant deposits when starting employment
Employment	The factory unreasonably delays paying its dues to workers when they decide to resign
Employment	Workers are forced to work overtime under threat of penalty
Employment	Factory management restricts worker movements
Employment	The factory subcontracts work to a prison
Employment	Workers who have debts with the factory cannot leave their job
Employment	Workers are trafficked to work in the factory
Employment	Factory management forces workers to work to discipline them or as punishment for participation in a strike
Freedom of association	Management punishes, threatens, intimidates, harasses, terminates or does not renew workers' contracts due to their union membership or activities
Freedom of association	Management provides incentives to workers to keep them from joining a union or engaging in union activities
Freedom of association	Workers not aware of union(s) or its function
Freedom of association	Workers cannot freely form or join the union of their choice
Freedom of association	Union representatives do not have access to the workers in the workplace
Freedom of association	The factory does not have a Collective Bargaining Agreement (CBA)
Freedom of association	When applicable, CBA is not respected by management
Freedom of association	Management does not allow trade unions to approach workers
Freedom of association	The existing union(s) is non-functional
Freedom of association	Workers do not know who their representatives are
Freedom of association	Activities of union(s) are under influence of management
Freedom of association	Union(s) is not independent
Freedom of association	No records are kept from management and worker meetings

Freedom of association	Worker representatives are not democratically elected
Freedom of association	No action taken on issues raised during meetings with worker representatives
Freedom of association	The existing trade union(s) or worker representatives are not allowed to be involved/are not involved in improving working conditions
Freedom of association	There is no appropriate training for worker representatives
Freedom of association	Management does not comply with national law regarding financial or other required support of the union
Freedom of association	Management deducts union dues from wages not in accordance with national law
Freedom of association	There is noncompliance relating to strikes
Freedom of association	Hiring decisions are influenced by a job applicant's union membership or union activities
Freedom of association	Management does not treat different unions equally
No discrimination	There are no written policies and procedures regarding discrimination
No discrimination	Race, caste, origin, religion, age, disability, marital status, sexual orientation, union membership and/or political opinion are influencing factors in hiring, compensation, access to training, promotion, termination and/or
No discrimination	Gender is an influencing factor in hiring, compensation, access to training, promotion, termination and/or
No discrimination	Management conducts mandatory pregnancy screenings during the recruitment process and/or during employment
No discrimination	Management dismisses workers who are pregnant or on maternity leave or forces them to resign
No discrimination	Management conducts screenings on HIV/AIDS, HBV, HPV etc. during the recruitment process and/or during employment
No discrimination	Management dismisses workers based on their health status
No discrimination	Management changes the employment status, position, wages, benefits or seniority of workers during/after maternity leave
No discrimination	Male workers are not granted paternity leave when legally required
No discrimination	Workers with disabilities who apply for work are not evaluated according to their ability to perform the job
No discrimination	Despite a majority of female workforce, there is no record of workers receiving maternity benefits

No discrimination	Workers are subject to harassment on the basis of disability, pregnancy etc.
No discrimination	The percentage of women in supervisory and other higher-paid positions is low
No discrimination	There is no grievance mechanism for harassment issues or is ineffective
No discrimination	There is no formal performance review system of workers which increases the risk of discrimination
Child labour	The factory employs children under the age of 15
Child labour	The factory does not have a written policy regarding juvenile workers and apprentices
Child labour	No regular health check-ups for juvenile workers are conducted
Child labour	Contracts for juvenile workers are not signed by parent or legal guardian
Child labour	Juvenile work is contrary to local law (working hours, hazardous work, night shift, etc.)
Child labour	Juvenile workers are not registered and/or recorded as per law with the local labour bureau or equivalent
Child labour	The factory has no age verification system in place
Child labour	The age verification system is ineffective
Child labour	Evidence of individual's age and identity is unavailable, incomplete, false, or not kept on personnel files
Child labour	The factory accepts photocopied identity documents from workers without checking originals
Living wage	Not all workers are paid at least legal minimum wages
Living wage	It is not guaranteed that piece rate workers are paid at least minimum
Living wage	Workers do not understand how wages are calculated.
Living wage	Workers payslips/wage records do not correspond to actual hours worked.
Living wage	Wages could not be verified due to falsification of wage records
Living wage	Wages could not be verified due to inconsistent or incomplete records
Living wage	Workers are paid below living wage as estimated by local stakeholders
Living wage	Wages are paid later than legally
Living wage	Wages paid are below collective bargaining agreement (CBA) wage.
Living wage	Allowances, bonuses or benefits are not paid as legally required
Living wage	Entitled leaves (such as annual, statutory) are not paid as legally required
Living wage	Overtime premium is not paid as legally required

Living wage	Poor record keeping: inconsistencies between payroll records, payslips and other records
Living wage	Unauthorized deductions from wages
Living wage	Workers do not receive a payslip.
Living wage	Workers are not paid during work stoppages
Working hours	Total working time per week are regularly above legal limit while not over 60 hours
Working hours	Total working time per week are regularly above 60 hours
Working hours	Total working time per week are occasionally above legal limit while not over 60 hours
Working hours	Total working time per week are occasionally above 60 hours
Working hours	Workers do not regularly receive 1 day off per 7 days of work.
Working hours	Occasionally workers do not receive 1 day off per 7 days of work.
Working hours	Overtime is not voluntary
Working hours	Overtime is not announced in advanced
Working hours	Working hour record does not reflect the hours actually worked
Working hours	Working hours could not be verified due to inconsistent or incomplete records
Working hours	There is no regulated or functional working hour registration system
Working hours	No clear policy on overtime practice
Working hours	Overtime policy is not communicated to workers
Working hours	Legally required daily break period is not provided
Working hours	Required leaves are not provided to workers
Safety & health	There is no written safety & health policy and procedure
Safety & health	Policies and procedures of safety & health are not adequately communicated
Safety & health	There is no responsible person for health and safety management
Safety & health	There is no record or incomplete record of work related accidents and diseases
Safety & health	High intensity at work: work at very high speed, work with tight deadlines and do not have enough time to do the job
Safety & health	Health and safety certificate is missing or invalid
Safety & health	Workers are punished when they remove themselves from hazardous work environment of an imminent and serious danger
Safety & health	Safety & health representatives or committee are not available
Safety & health	Medical checks for workers are not provided or insufficient
Safety & health	Suitable PPE is not issued to workers

Safety & health	First aid personnel is not trained or insufficient
Safety & health	First aid kit is missing or insufficient
Safety & health	Medical room or medical facility is not available or inadequate
Safety & health	Health and safety training for workers is not provided or inadequate
Safety & health	Workers expressed that they are facing unrealistic production demands.
Safety & health	Workers feel lack of respect from supervisory staff and management
Safety & health	Worker transport provided by the factory is unsafe or inadequate
Safety & health	Workers feel lack of flexibility at work
Safety & health	Workers reported workplace violence or harassment.
Safety & health	Evidence of workplace violence or harassment (sexual, physical, verbal etc.) could be observed
Safety & health	Health & safety protections are not appropriate for pregnant or nursing workers
Safety & health	Insufficient or inadequate toilets
Safety & health	Toilet breaks are restricted
Safety & health	Fire alarm is insufficient or inadequate
Safety & health	Fire evacuation route(s) are blocked, inadequate or not clearly marked
Safety & health	Evaluation plan is not available, incorrect or inappropriate
Safety & health	Fire fighting equipment is insufficient not appropriately maintained
Safety & health	Fire exit is insufficient or inappropriate
Safety & health	Risk of fire safety due to inadequate storage of inflammable materials
Safety & health	Emergency lighting is missing, inadequate or malfunctioned
Safety & health	Blocked aisles/exits preventing use
Safety & health	Fire exit signage and maps - defective or missing
Safety & health	Evacuation drills are not conducted as legally required
Safety & health	Risk of electrical safety observed
Safety & health	Electrical wiring is not adequately encased or secured
Safety & health	Access to breaker switch blocked
Safety & health	Electrical Distribution board not covered
Safety & health	Regular electrical safety inspections are not conducted or insufficient
Safety & health	An inventory of chemicals and hazardous substances is not kept or incomplete
Safety & health	Chemicals and hazardous substances are not appropriately handled when being used
Safety & health	MSDS (Material Safety Data Sheet) is not available
Safety & health	Chemicals and hazardous substances are not properly labelled

Safety & health	The storage for chemicals and hazardous substances is not appropriate
Safety & health	Washing facilities or cleansing materials are missing or inadequate
Safety & health	Building certificate is unavailable or
Safety & health	Risk of building safety is observed
Safety & health	Dust density is high
Safety & health	Noise level exceeds maximum exposure limit
Safety & health	Temperature of the environment is not appropriate
Safety & health	Risk of fallen or injury due to slippery surfaces
Safety & health	Ventilation is insufficient or inadequate
Safety & health	Overall lighting is insufficient or inadequate
Safety & health	Risk of fallen or other injury due to untidy work station or work environment
Safety & health	Safety guards of machines are not installed adequately
Safety & health	Machines are not maintained regularly and appropriately
Safety & health	Food storage and preparation is not hygienic
Safety & health	Canteen food hygiene certificate is invalid or insufficient
Safety & health	Water or food containers are not labeled or not stored appropriately
Safety & health	Clean drinking water is not available or not tested
Safety & health	Workers are required to maintain awkward postures while performing work activities
Safety & health	Workers in standing positions are not provided with anti-fatigue mat
Safety & health	Workers in sitting positions are not provided chairs with back support
Safety & health	Accommodation provided by the factory does not sufficient facilities to ensure safety and health of workers
Safety & health	Accommodation provided by the factory is not separated from production areas
Safety & health	Accommodation provided by the factory does not comply with minimum personal space requirements
Legal	Copies of contracts are not provided to workers
Legal	Not all workers, both on the premises and offsite, have a contract
Legal	The content of employment contracts does not comply with legal requirements
Legal	Contracts do not specify the terms and conditions of employment
Legal	Workers do not understand the terms and conditions of employment
Legal	Management does not cover all eligible workers under the social security scheme

Legal	Social security is not paid as per law
Legal	The use of probation and apprenticeship does not comply with legal requirements
Legal	The factory uses an employment agency that does not meet local requirements as a labour provider
Legal	Individual personnel files are incomplete
Legal	Workers hired through employment agencies do not receive full legal and social security entitlements
Legal	Workers are dismissed and rehired to avoid paying wages and benefits for permanent workers
Legal	Workers are consistently employed on temporary contracts
Legal	Workers are required to sign blank papers, resignation letters etc.
Legal	Management fails to comply with requirements when dismissing workers (valid reasons, prior notice, termination payments, unused annual leave etc.)
Legal	Management does not comply with legal requirements concerning sub-contracted workers, homeworkers and/or migrant workers