



21st Compliance Synthesis Report Under the Hope Legislation Haiti

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List of Acronyms

ADIH	Association des Industries d'Haïti (Haitian Industry Association)
BMST	Bureau de la Médiatrice Spéciale du Travail (Office of the Special Ombudsperson of Labor)
CAOSS	Conseil d'Administration des Organes de Sécurité Sociale (Board of Social Security Bodies)
CP	Compliance point
CSS	Conseil Supérieur des Salaires (Wages High Council)
CTH	Confédération des Travailleurs Haïtiens (Confederation of Haitian Workers)
CTSP	Confédération des Travailleurs des secteurs Publics et Privés (Confederation of Workers from the Public and Private Sectors)
CTMO-HOPE	Commission Tripartite de Mise en œuvre de la loi HOPE (Tripartite Commission for the Implementation of the HOPE Law)
EA	Enterprise Advisor
GOSTTRA	Groupe Syndical des Travailleurs-euses du Textile pour Réexportation d'assemblage (Union Group of Textile Workers for Re-export of the Assembly)
HELP	Haiti Economic Lift Program
HOPE	Haitian Hemispheric Opportunity through Partnership Encouragement Act
IOE	International Organization of Employers
ITUC	International Trade Union Confederation
MSDS	Material Safety Data Sheet
MAST	Ministère des Affaires Sociales et du Travail (Ministry of Social Affairs and Labor)
OFATMA	Office d'Assurance Accidents du Travail, Maladie et Maternité (Office for Work, Health and Maternity Insurance)
ONA	Office Nationale d'Assurance Vieillesse (National Office for Old-Age Insurance)
OSH	Occupational Safety and Health
PAC	Project Advisory Committee
PAP	Port-au-Prince, Haiti
PIC	Parc Industriel de Caracol (Industrial Park of Caracol)
PICC	Performance Improvement Consultative Committee



PIM	Parc Industriel Métropolitain (also referred to as SONAPI)
PPE	Personal Protective Equipment
SC/AFL-CIO	Solidarity Center/American Federation of Labor-Congress of Industrial Organizations
SDT	Table de Dialogue Social (Social Dialogue Table))
TAICNAR	Technical Assistance Improvement and Compliance Needs Assessment and Remediation
USDOL	United States Department of Labor

Section I: Introduction and Context

1.1 BACKGROUND

Better work – a collaboration between the United Nations’ International Labour Organization (ILO) and the International Finance Corporation (IFC), a member of the World Bank Group – is a comprehensive program bringing together all levels of the garment industry to improve working conditions, respect of labor rights for workers, and boost the competitiveness of apparel businesses. The program was launched in Haiti in June 2009 as part of the global Better Work program with country operations in Bangladesh, Cambodia, Ethiopia, Egypt, Haiti, Indonesia, Jordan, Nicaragua, and Vietnam. To date, Better Work is mainly operating in the apparel and footwear industry in the countries it operates. In Haiti, the program is mandatory for all apparel producers exporting their products to the US market under the HOPE II legislation.

The HOPE II law requires that Haiti in cooperation with the ILO establishes a Technical Assistance Improvement and Compliance Needs Assessment and Remediation Program (TAICNAR), which (i) assesses Haitian apparel factories exporting under the HOPE II law on compliance with international core labor standards and national Haitian labor law, (ii) assists these factories on their remediation efforts and (iii) provides capacity building to the Government of Haiti on these aspects. According to the HOPE legislation, biannual reports must be published to indicate enterprise-level compliance performance. Further details on the components of the HOPE II law and specific requirements regarding biannual reports being published by the entity operating the TAICNAR program are quoted in annex 1 (HOPE II Legislation Reporting Requirements). This is the twenty-first report under the HOPE legislation to be published in October 2020; due to unforeseen circumstances; it is being published late this year. . Detailed enterprise-level data of compliance performance as required by the HOPE II legislation is included in the factory tables in the section called “factory tables.”



The two components of HOPE II's TAICNAR program aim at strengthening labor compliance of the industry in Haiti. The first of these elements focuses on assessing compliance with core labor standards and national labor law, supporting remediation efforts, and publicly reporting the progress of each factory on the Labor Ombudsman's register. The second element of the TAICNAR program consists of technical assistance to strengthen the legal and administrative structures for improving compliance in the industry. The scope of these services is extensive, encompassing technical assistance from the ILO in reviewing national laws and regulations to bring them into conformity with international standards, raise awareness of workers' rights, and train labor inspectors, judicial officers, and other government personnel.

To encourage compliance with core labor standards and national labor law, the legislation indicates that preferential treatment may be withdrawn, suspended, or limited by the President of the United States to producers who – even after assistance has been provided – fail to come into compliance with the core labor standards and national labor law that are related and consistent with those standards. Removal of benefits is based on the government of the United States' determinations, based primarily on non-compliance identifications made by the U.S. Department of Labor (USDOL). While Better Work Haiti reports are consulted as USDOL carries out its mandate to implement HOPE II, Better Work Haiti's non-compliance findings cannot, on their own, serve to impact preferential treatment under the HOPE Act.

Better Work Haiti has been implementing the first component of the TAICNAR program from 2009 until 2017, while other ILO projects, in particular the ILO-MAST capacity-building project, worked on the second component. As of 2018, with the start of the third phase of the Better Work Haiti project (2018 – 2022), Better Work will also take on several elements of the second component of the TAICNAR program while carrying out activities covering TAICNAR component one. The Better Work program coordinates its work with the Labor Ombudsman and a tripartite Project Advisory Committee (PAC). This Committee meets with Better Work regularly to discuss the activities of the Better Work program. The PAC members represent the private sector, government and worker representatives, and the Labor Ombudsperson in line with the Committee's HOPE law's requirements.

Therefore, Better Work follows this two-pronged approach at the country level to improve Haiti's garment industry's working conditions and competitiveness. On the one hand, direct factory level interventions allow deep insight into each company's compliance performance and assist in a tailored way. On the other hand, the program works with the tripartite constituents to address endemic challenges more substantially by bringing stakeholders together, sharing industry data, and offering technical assistance to address compliance challenges and capacity building needs.

In 2019, Better Work celebrated its ten years of presence in Haiti. While the program had a difficult start due to the devastating earthquake that shocked Haiti in January 2010, the garment industry grew back to be a key pillar of the Haitian economy. As a mandatory program under the US HOPE legislation to Haiti, garment exporters are required to participate in Better Work as a prerequisite to export their



products to the US market. Over the past ten years, Haiti's garment industry grew significantly, from approximately 20,000 direct employees at the beginning of the Better Work program to over 51,000 in 2019, with garment exports from Haiti crossing the 1 billion US\$ line.

Despite the numerous challenges (Political instability and disruptions, natural disasters, continuity of fuel supplies, cost of energy .etc.), the Haitian garment industry is the largest formal exporting sector and has proven to be resilient. Haitian apparel export grew annually, but the export per job declined. The garment sector pre-COVID-19 crisis employed 56,000 workers. The number of full-time equivalent workers fell by an estimated 25 percent from April to September 2020.

COVID-19-related disruptions in the garment-manufacturing sector reverberate among workers and their families. Analysis of economic impact surveys among a subset of female workers in the sector revealed risks to food security, health, and livelihoods. Nine in ten respondents to a Better Work Haiti survey this summer reported trouble securing the usual amount of food for their household due to income shocks. Significant portions of workers surveyed have concerns about the health of themselves and their family members.

1.2 HAITI INDUSTRY AT A GLANCE IN NUMBERS

Better Work Haiti strives to create a garment industry that provides decent work to a projected 65,000 workers, lifting their families and communities out of poverty, empowering women, boosting national income, and improving social stability. During this period, there was an initial decrease in the number of employed workers due to the Impact of COVID-19 on the apparel sector. However, towards the end of July, when the factories were allowed to operate fully, they started to rehire some workers.

Building on the strong partnerships Better Work has developed with the government, global brands, employers, and unions, over the next five years, the program will play a central role in realizing the full potential of the HOPE II Act – a preferential trade program with the US. Convening diverse stakeholders to tackle shared challenges and supporting institutions’ efforts to monitor and safeguard factory compliance with international labor standards will be top priorities.

Key partners

- ♦ Ministry of Social Affairs and Labor (MAST)
- ♦ Office of the Labor Ombudsman (BMST)
- ♦ National Insurance and Pensions Office (ONA)
- ♦ Office for Employment Injury, Illness and Maternity (OFTMA)
- ♦ Ministry of Commerce and Industry (MCI)
- ♦ Office of the State Secretary for the Integration of People with Disabilities (BSEIPH)
- ♦ Association of Haitian Industries (ADIH)



37

FACTORIES IN THE PROGRAMME



36,003

WORKERS (61% WOMEN)



7

FREE ZONES HOSTING 90% OF TEXTILE



765 Millions

APPAREL EXPORTS IN USD MILLIONS (90% OF NATIONAL EXPORTS)



26

BRANDS AND RETAILERS



14

BETTER WORK HAITI STAFF



+10

YEARS OPERATING IN HAITI SINCE 2009



20

INDUSTRY COMPLIANCE REPORTS



- ◆ Economic Forum
- ◆ All Trade unions active in the garment sector
- ◆ 26 brand and retail partners

1.3 IMPACT OF COVID-19 ON APPAREL SECTOR

General Impact: Political instability since July 2018 has compounded Haiti's longstanding challenges and has continued to hamper growth and investment in the apparel sector mainly:

- ◆ Poor organization of supply chains,
- ◆ Significant dependence on imports for raw materials, equipment, and material,
- ◆ The high cost of electricity and logistic,
- ◆ Limited managerial knowledge in market intelligence,
- ◆ A significant shortage of qualified professionals and skilled workers,
- ◆ Weaknesses of the public institutions to provide appropriate responses promptly,
- ◆ Unpredictable and non-concerted measures adopted by the government agencies,
- ◆ Lack of dialog and concertation between stakeholders.
- ◆ Extreme vulnerability to natural disasters.

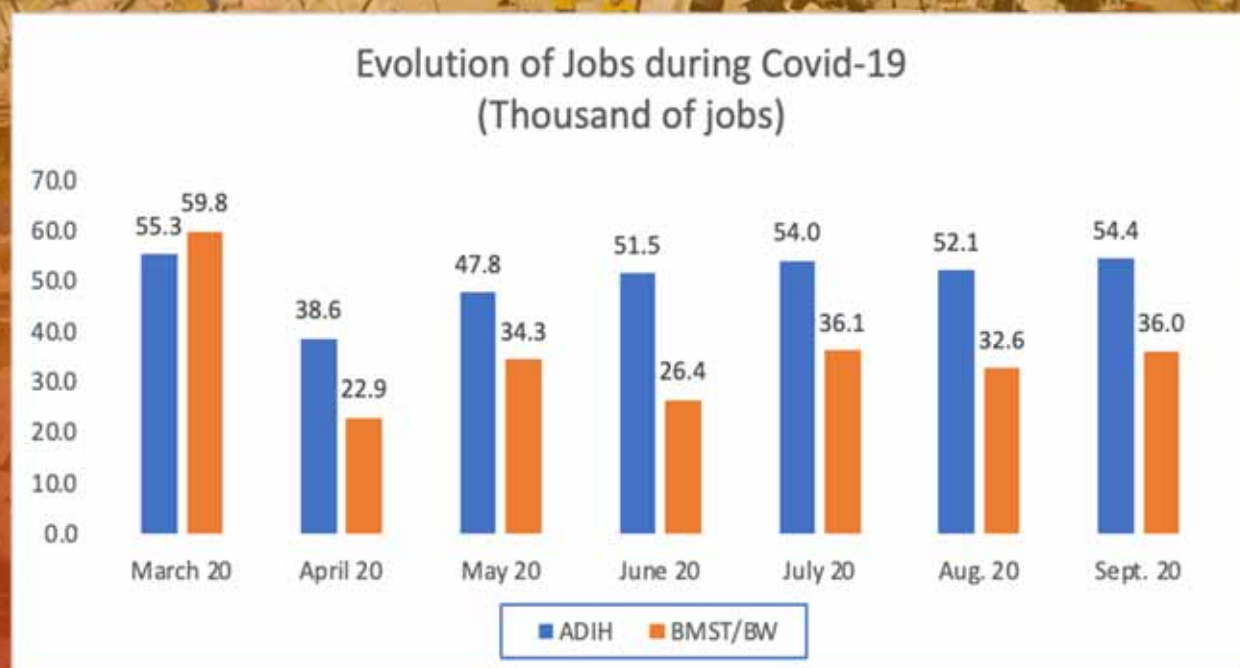
The Covid-19 pandemic has found a very fragile and vulnerable sector and has worsened the impact on production, employment, and investment:

For the apparel export industry

- ◆ Uncertainties of buyers due to the reconfiguration of the apparel world market,
- ◆ Loss of orders and slowdown of new orders, the shift of production from traditional garments to PPE,
- ◆ Difficulties in accessing raw materials,
- ◆ Increase of production costs and lack of working capital,
- ◆ New rules for imports, reduction of person-hour due to the rotation of workers,
- ◆ Cease of investments and expansion plans, etc.



Impact on Exports: The major shippers report to the US Office of Textile and Apparel (OTEXA) a fall of 21.45% in volume and 24.46 million in USD between 2019 and 2020 (Statics collected for the period between January and August of each year). If we compare the same months in 2018 and 2019, exports registered a growth of 8%.



Source: Monthly Report of ADIH (data collected the last working day of each month) and BMST/BW (calculation of the average number of jobs per month: Sum of daily jobs divided by the number of the working day for each factory)



Surveys in the Apparel sector: Two (2) surveys have been undertaken in May-June 2020:

The first Survey was done in May 2020 by Better Work Haiti in collaboration with ACT/EMP (Costa-Rica Office and ADIH):

This Survey was conducted in May 2020, and the main results are:

- ◆ A significant disruption of operations: 57% of respondents were partially active,
- ◆ Adverse effects on employment (suspensions, layoffs): 53% of the factories surveyed said they had suspended some of their workers, and 40% said they had laid off or intended to lay off more than 500 workers,
- ◆ The first five main challenges reported are as follows: Negatively Affected Trading Partners (89%), Declining Demand (81%), Insufficient Cash Flow (70%), Input Shortage (67%), and Raw Material Shortage or Cost Increase (63%).

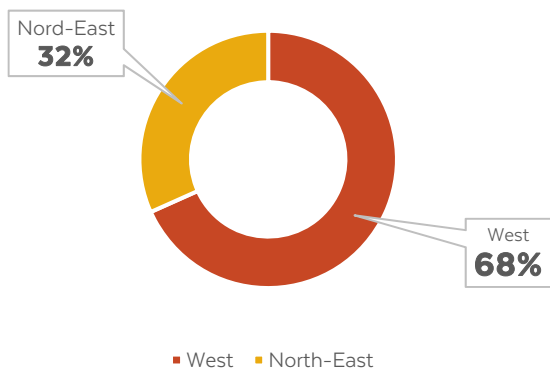
The second Survey was done in May-June 2020 by ADIH in collaboration with IFC:

This Survey's objective was to collect data to establish a clear and precise roadmap to meet the new challenges and identify the capacity to produce new PPE orders. A report on the finding of this Survey will be published by the end of November 2020. Respondents identified the most pressing challenges they faced:

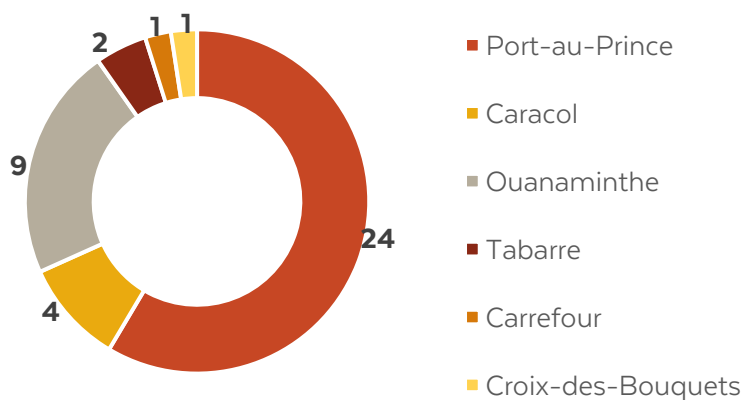
- ◆ Uncertainty regarding global demand (91%)
- ◆ Number of workers reduced due to measures adopted by the government (82%)
- ◆ Reduction of production capacity due to preventive measures to slow the spread of the virus (82%)
- ◆ Lack of working capital (79%)
- ◆ Difficulty accessing raw materials (61%).



FACTORIES BY LOCATION



FACTORIES BY CITY





Section III: Highlights of the reporting period April 2020-September 2020)

COUNTRY CONTEXT

In March of 2020, Haiti, a country with an already fragile health system, registered its first case of COVID 19. The government suddenly faced the daunting task of preventing the spread of the virus, which was quickly becoming a difficult challenge for countries around the world. The government acted swiftly to declare a state of emergency, restricting air travels, closing the border with its neighbor, closing schools and some businesses, including factories in the garment sector. Other businesses like banks and supermarkets were functioning with limited hours.

The state of emergency was subsequently reinforced through a series of government decrees and communiqués, which required businesses and the public to respect the preventive measures recommended by the government through the Ministry of Health, including an 8:00 PM curfew.

On April 1st, after a series of discussions with the Association of Haitian Industries (ADIH), through the prime minister's office, the government published a letter authorizing the reopening of factories to produce exclusively medical supplies to help in the fight against COVID-19. In his letter addressed to the Ministry of Public Health and Population (MSPP) and the Ministry of Social Affairs and Labor (MAST), the Prime Minister confirmed that the factories authorized to function would be producing 1 million facemasks to donate to the government. The government also agreed to purchase additional facemasks on an as-needed basis in the future. The letter also required factories to respect social distancing of at least 1.5 meters and install hand-washing stations at the factories' entrance. Factories had to modify their workspace to implement these requirements. Some factories have installed plexiglass partitions to protect workers from one another.

A COVID-19 task force was also formed with representatives from MAST, MSPP, and the Ministry of Commerce and Industry (MCI). The task force's objective was to ensure that the preventive measures were being implemented and followed by businesses in operation. Shortly after that, ADIH shared a letter with Better Work Haiti with an initial list of 12 textile factories authorized to operate. The list subsequently increased to include more factories.

As the number of COVID 19 cases increased, the government took other restrictive measures to prevent the virus's spread.



On April 3rd, companies were authorized, under certain conditions, to produce only masks, uniforms, and isolated gowns (Personal Protection Equipment – PPE) for the local market. The GOH also committed to purchasing 20,000,000 units of PPEs.

Ten days later, on April 13th, 2020, the GOH issued communique 006 (<https://drive.google.com/file/d/1CwaJzQbC4uF-74B28BtFpyRRIT9Nr9-U/view>) and adopted a decision to allow all textile factories to reopen after April 20th with 30% of workers in rotation and respecting the COVID-19 directives. Factories found to violate MAST or MSPP's directives would not be allowed to reopen or continue production. Communiqué 006 requires that companies (i) adapt their infrastructure (handwash stations, temperature checks, social distancing to access the factory and during working hours, etc.), (ii) purchase specific materials and equipment (medical supplies, cleaning, fumigation, etc.), and (iii) distribute PPE to employees.

Factories benefited from financial measures adopted by the GOH related to fiscal obligations (extension to June 30th for certain formalities) and credit (three (3) month moratorium on all loans, restructuring, and provisioning of loans, exemption of late fee on debts, etc.).

On May 6th, the government published decree number 082, naming a new director at the head of SONAPI, the industrial park's administrative body.

On May 20th, the government published decree number 088, extending the emergency state for two months. People were required to wear facemasks in public places. They also restricted all indoor and outdoor gatherings to a maximum of five persons.

On May 29th, the Ministry of Commerce (MCI) issued another communique number 003 to remind factory management that they should be operating with 30% of their staff on a rotating basis, after noticing that most factories were not following these instructions. Reports from the Bureau of Labor Ombudsperson also confirmed that factories were operating with more than 30% of their workforce present at the same time. The factories complained that it is difficult to manage their production with only 30% of their staff, even though they do have less work.

According to worldometers.info (<https://www.worldometers.info/coronavirus/country/haiti/>), as of September 30th, 2020, 8766 reported cases of COVID-19 in Haiti and approximately 229 deaths. There were 1708 active cases, while approximately 7000 COVID-19 patients have reportedly recovered from the virus. After reviewing the COVID 19 related cases in July of 2020, the Haitian government decided to end the emergency state, thereby lifting all businesses' restrictions. However, the government authorities recommended that precautions such as wearing masks, handwashing, and social distancing should be practiced to prevent further spreading of the virus; there were no new decrees to enforce these measures.



35 factories adapt their infrastructure before and after working hours, (deep cleaning, fumigation, etc...)



Schools reopened on August 10th, 2020, and have been encouraged to take additional precautions such as increasing ventilation in classrooms, assigning dedicated personnel for COVID-19 prevention, and raising awareness amongst students.

Concerted efforts are ongoing to raise awareness of the virus. It has been noted by the Government's COVID Communications committee that there is an insufficient level of public understanding and awareness of COVID-19, which is a severe barrier to prevention. False information on the virus is being circulated, including through social media, and there is a level of distrust of the public health system and government. Members of the public rarely wear facemasks, and social distancing measures are challenging for many households and are generally not respected. The Communications Sector has also reported that stigmatization is prevalent, especially in rural areas, and wearing a mask or staying in quarantine can lead to threats or violence. Many infected persons refuse the home care offered out of fear of stigmatization or mistrust. Health responders face reticence and sometimes hostility from the community.

The country continued to operate in a shadow of political uncertainty. The government's executive branch nominated a new Electoral Council to carry out the next presidential and parliamentary elections and a referendum to adopt a new constitution. The opposition parties qualify this move as unconstitutional because not all the critical sectors of Haitian political life were contacted to form the new electoral council. Furthermore, they claim that the new electoral council should not mandate a referendum to adopt a new constitution.

On the economic front, the value of the Haitian currency increased after the central bank decided to inject approximately \$150 million U.S dollars into the economy starting in August. By the end of September, the Haitian gourdes' value has increased by approximately 50 percentage points, resulting in lower purchasing power among workers for some essential items with prices fixed to previous exchange rates. The garment sector executives stated that this unexplained increase in the gourde's value also negatively affects them by raising costs. They fear that it may result in loss of employment for the garment sector shortly.

During the reporting period, the textile industry received some good news on the international front. After approximately two years of negotiations, The United States Congress renewed the Caribbean Basin Trade Partnership Act (CBTPA), set to expire at the end of September 2020 for Haiti and other Caribbean nations. The renewed trade deal guarantees protections for Haitian/U.S. trade partners for the next ten years. The representatives of ADIH hail this news as a potential savior of the textile sector, particularly during the struggle to stay afloat because of the COVID 19 situation.

A wide-angle photograph of a large industrial sewing factory. The space is filled with rows of sewing machines mounted on long tables. The ceiling is high with exposed metal beams and industrial lighting. The floor is concrete with yellow safety lines. A red diagonal graphic element is in the top right corner.

29 factories have pivoted their production to PPE following the COVID-19 Pandemic



Section IV: Dismissal findings of the reporting period. (October 2019-September 2020)

During this reporting period, Better Work Haiti conducted several investigations of allegations of wrongful dismissal of union committee members received to determine whether the factories violated any Freedom of Association Clauses (FOA). The investigations, which involved five factories, were conducted via virtual means. Better Work advisors used several different technological platforms, including regular telephone communications, Videoconference via Zoom, Google, and WhatsApp to conduct group and individual interviews with workers, management and union representatives, and reviewing documents.

We had investigated the following fact” Has the employer terminated workers or not renewed a worker’s employment contract due to the worker’s union membership or activities?

Factory 1

In April 2020, Better Work Haiti was called upon to investigate an incident at factory #1, which resulted in the termination of four union committee members.

On March 30th, 2020, the four union committee members alleged that the factory had not implemented the COVID-19 preventive measures recommended by the government, and therefore, all the workers should stop working. Once the workers stopped, the factory’s management decided to close for the day. They sent a letter to the Ministry of Social Affairs and Labor (MAST), informing them about the factory’s decision to dismiss the four workers following a work stoppage. Management claims that the four workers prevented the rest of the workers from working that day. The four union committee members accepted their termination and negotiated their severance pay through dialogue between the factory and the union’s national coordinator. Thus, Better Work is not finding the factory in non-compliance.

Factory 2

In July of 2020, a worker from factory #3 contacted Better Work, alleging that she had been fired because of her affiliation with a trade union organization. Our investigation revealed on May 2nd, 2020, the worker received a written warning for failure to obey her supervisor’s instructions. During the following days, she received several verbal warnings and another written warning on June 8th, 2020, for disrupting the work environment and subsequent warnings for unexplained absences on June 29th and July 2nd. Consequently, the factory decided to terminate the worker’s contract on July 8th, 2020.

Considering the evidence presented by the factory and the interviews carried out with the workers, including factory-level trade union representatives, Better Work does not find that the factory violated the Freedom of Association (FOA) clauses.



Factory 3

On July 23rd, Factory # 4 informed the Ministry of Social Affairs (MAST) that it was terminating the contract of forty-seven workers, including forty-two union committee members, for an illegal work stoppage that occurred the previous day.

Better Work Haiti launched an investigation to inquire about the event that prompted the termination of such a large number of workers. Reports from MAST, the Justice of the peace, and internal reports from the factory's security supervisor alleges that on the day of the work stoppage, the trade union committee members blocked the entrance to the main gate, preventing people from leaving or entering the premises. The security supervisor's report named the forty-seven union committee members. During interviews with Better Work advisors, the security officers could only confirm six individuals' identities.

However, aside from these six individuals, there is insufficient credible evidence to allow for the identification of additional specific individuals involved in taking the keys and impeding passage through the factory gate. In the absence of objective, credible evidence identifying additional specific individuals involved in these acts. Better Work Haiti is finding non-compliance for anti-union discrimination. Better Work recommends reinstatement with back pay of the 41 terminated workers not identified above.

Factory 4

On Saturday, August 29th, 2020, an incident occurred at Factory #2 when one worker attempted to enter a restricted area. A foreign manager who was present told the worker not to enter the restricted area. When the worker refused to obey the manager's instructions, the manager attempted to physically stop the worker. The attempt to physically block the worker from entering the restricted area resulted in a tense interaction between the manager and the worker.

Although the foreign manager was dismissed and the worker involved received a written warning, the altercation led to two unannounced and violent strikes, on August 31st, 2020, and on September 7th, 2020. There were acts of vandalism and sabotage during the strikes, as reported in reports from the Ministry of Social Affairs (MAST). The factory subsequently decided to dismiss 214 workers without pay.

The factory followed proper procedures in alerting the MAST of the incidents promptly. The factory also properly solicited social dialogue when dealing with the conflict when it attempted to meet with MAST, the union representatives, and the protesting workers on September 7th. The decision to terminate the foreign manager was adequate, given the visibility and the sensitive nature of the altercation. The decision not to pay for the two days of August strikes is also supported by national labor law.



The evidence to date supports the termination of 189 individuals confirmed to have participated in the violence based on the video footage reviewed jointly by union representatives and the management. Absent conclusive evidence (e.g., additional video footage, eyewitness observations) identifying additional terminated individuals as having participated in the violence, Better Work recommends reinstatement with back pay of the remaining 25 terminated workers.

Although the strike did not conform to legal requirements and evidence of violence during the strike, the sanction of termination is disproportionate to the workers' failure to adhere to the legal prerequisites for striking.

Factory 5

During August and September, several unannounced work stoppages occurred at factory #5. According to reports from the Ministry of Social Affairs (MAST), the workers did not want the factory to deduct their paychecks for social security contributions. The factory has not submitted those contributions to the government for several months. The workers further claim that the factory should reimburse them for their contributions because the government cannot provide them with the necessary health services they need.

The inspectors from the Ministry of Social Affairs (MAST) and Justices of the Peace attempted to explain to the workers that the factory was obligated by law to withdraw these deductions. During one such meeting on September 15th, 2020, several workers became verbally abusive towards management. As a result, management threatened to terminate 43 workers. According to the MAST report, management offered to pay the workers their full benefit if they agree to terminate their contract with the factory. Several other workers joined in and decided that they no longer wanted to work for the company. Two Hundred and eighty-four (284) workers decided to accept management's offer to resign with full benefits.

During other subsequent visits on September 16th, 17th, and 18th, the Justices of Peace, who intervened at the factory, noted that several workers were protesting because they were denied entry to the factory premises. They stated that their benefit payments were not yet sent to MAST as promised. The factory eventually paid the workers their severance payment as agreed.

BWH succeeded in conducting 25 virtual interviews from the entire list of 284 terminated workers. Many workers did not want to participate in a virtual interview, limiting the exercise's investigative reach. All the workers interviewed confirmed that the factory's non-compliance with social security payments was the root cause of the work stoppages. All workers confirmed that they received all of the termination payments, as reported by the factory's H.R. manager. In particular, one worker confessed that she regrets taking the payments and wishes to return to work. Eleven workers said that those who opted to take



the payments were hoping to get into some micro-enterprise sort but failed. These workers also want to return to the factory.

BWH reviewed the termination payments of the 25 workers interviewed. The calculation method used for an annual bonus, leave balance, and notice payments were correct. This is supported by the fact that none of the interviewed workers complained about the amounts received in these payments. Based on the information available at this time, BWH finds no non-compliance relating to the 43 workers fired with full compensation (since this is what they were demanding); the 23 workers fired with bonus and annual leave balance but without notice payments (since these workers were seeking to be terminated, and the non-payment of notice is justified under Labor Code Arts. 30 and 42), and the remaining 218 voluntary resignations with full payment of compensation.

Better Work Haiti does not find the factory in non-compliance because the workers voluntarily agreed to terminate their contract in return for their benefit payments. The factory paid all the legal benefits to the workers, as mandated by the labor laws.



Section V: Better Work key activities and response to COVID-19

Better Work is committed to supporting workers, employers, and government partners in the garment sector during this period of unprecedented disruption due to the COVID-19 pandemic. Better Work Haiti has been remotely supporting the factories and workers on crucial health and safety and industrial relations issues and coordinating information campaigns and national partners training. In collaboration with the ILO regional office, Better Work Haiti has shared policy briefs published by the ILO to the national partners. Better Work Haiti liaised with all stakeholders to limit negative impacts on workers and businesses and identify a collective approach to support the industry.

Throughout the crisis, Better Work Haiti has maintained regular contact with employers, workers, and MAST remotely to promote social dialogue and compliance at the individual factory level and, in parallel, increase constituents' capacities by providing most of its services remotely.

The core services operations were affected by the restrictions imposed on UN staff during the pandemic. As a result, twenty-one scheduled assessments were tentatively postponed to the 4th Quarter. The program was able to verify all improvement plans during advisory services and made the necessary recommendations. Specific questions related to the factories' preparedness for COVID 19 were discussed with each factory, and non-compliance issues were included in their improvement plans. The sessions with factory management, workers, bi-partite committees, the Ministry of Labor were held virtually using the methods appropriate for each group. (Zoom, Whatsapp group, telephone, and SMS) Highlights are summarized below.

Between April and May 2020, Better Work Haiti, in collaboration with the Bureau for Employer's Activities (ACTEMP) and ADIH, surveyed employers to assess the COVID 19 pandemic's impact on the textile industry. The Survey's specific objective was to understand the businesses' status, the types of challenges they face because of the pandemic, their financial situation, and their accessibility to their financial support. The survey results revealed that most manufacturers in the garment sector faced severe disruptions in their business operations because of COVID 19, which resulted in suspensions and dismissals of workers. (see attached) [Business Impact survey.pdf](#)

Better Work Haiti held a virtual meeting with the trade unions representing the textile workers to share an update of its activities related to the 2018-2022 strategic plan and the union's participation in implementing said strategy. The union members expressed their willingness to support Better Work in the implementation of its strategy. They agreed to submit to Better Work a proposal with their immediate needs related to activities they



would like to undertake during the COVID 19 pandemic. Better Work Haiti also discussed its activities related to the COVID 19 pandemic, the unions' priorities in response to the pandemic's threats, and the support the unions would require from Better Work to help them deal with the situation.

Virtual meeting with the Project Advisory Committee (PAC) in April to brief the group on its current work situation during COVID 19 pandemic. The PAC members of the Committee also received an update from Better Work Haiti of BWH-registered factories and their current work situation and an overview of the 20th Synthesis Report, which focused on the most notable points of non-compliance in the workplace.

During this reporting period, our training officer, with the support of Better Work Global, revised several training materials to be delivered virtually through online platforms. They were adapted to reflect the safety and procedure changes imposed by the COVID 19 pandemic and modified to be delivered within a maximum of two hours.

Better work Haiti developed a critical and comprehensive set of guidelines to help employers, workers, and respective bipartite committee members ensure and maintain safe and healthy workplaces. The management OSH guide was translated and shared with all factories, MAST, ADIH, and workers' organization's leaders. Following its publication, to ensure effective implementation, a set of questions was included in factory improvement plans to operationalize the guide and monitor progress.

Better Work Haiti continues to strengthen the ability of industry stakeholders to influence 'workers positively.' Through its partnership with ILO/AIDS, UNICEF, and PROFAMIL, Better Work Haiti provided awareness-raising sessions on HIV and the prevention of COVID 19 to approximately 9406 workers, including 7250-women. From July to September, eighty-eight (88) pregnant women who participate in the program benefited from a wide range of prenatal services, including medical screening for HIV, Syphilis, and obstetrical ultrasound services.

Through another collaboration with the ILO/AIDS, Better Work Haiti started to provide specific COVID 19 prevention and infection control training to factory medical personnel. The project started in the Northeast and will continue next Quarter for factories in Port au Prince. The training is delivered in interdependent modules developed by the Ministry of Public Health (MSPP), collaborating with the World Health Organization (WHO) in Haiti. At the end of the training, we expect that participants will be able to:

- ♦ Describe the fundamentals of emerging respiratory viruses and how to respond effectively to an epidemic.
- ♦ Describe the current epidemiological situation of COVID-19, including in particular case definitions, signs, and symptoms.



- ♦ Describe the PCI measures that the WHO recommends to healthcare establishments, especially when dealing with suspected or confirmed cases of COVID-19.
- ♦ Provide clinical management of Severe Acute Respiratory Infections (SARI)
- ♦ Know the basic principles of occupational health and safety in the context of COVID-19

Better Work Haiti collaborated with Gap Inc. to deliver two training sessions to various Gap suppliers that are part of the Better Work Haiti portfolio. Better Work Haiti also received the support of Better Work Nicaragua to deliver a training session on sexual harassment to Spanish speakers.



98

Virtual advisory sessions to 38 participating factories

Covering a wide range of topics, including the prevention of COVID-19. Advisory services are conducted with the bipartite committee members' participation, including representatives of workers and management. During the advisory services, workers' representatives are encouraged to speak freely and discuss relevant issues. Better Work Haiti also ensures that women are represented in the bipartite committees.



49

Training sessions to 32 factories (38% women)

Better Work Haiti and its staff delivered 49 training sessions to 32 factories in Port-au-Prince and the Northeast. These training sessions covered approximately 11 different subjects, of which 966 workers and management staff participated, of which 366 were women, and 600 were men. Among the 11 topics covered, one sexual harassment training was developed for managers and supervisors only.

Better work Haiti held several individual meetings with the national stakeholders, namely representatives of the government, representatives of ADIH, and representatives of the workers' organizations to discuss the global call to action (https://www.ilo.org/global/topics/coronavirus/setoral/WCMS_742343/lang-en/index.htm)



organizations, ADIH representatives, Better Work Global team, and IOE and Industrial representatives to clarify specific issues relating to the Global Call to Action.

Better Work Haiti provided logistical support to MAST to conduct inspections and monitor the Better Work Haiti participating factories. The Western Regional department (BRO) performed 20 inspections during the period, and 15 were in the garment sector.

The inspectors also benefited from the revised training on Labor law, adapted to cover sick leave issues, temporary suspension, personal leave, etc. It was vital to cover these topics with the MAST inspectors to ensure we aligned our methodology and interpretation of the different decrees published by Haiti's Government during the pandemic. The training material was translated into French and Creole and shared with the participants and the directorate.

Engagement with garment trade unions has been regular to disseminate critical information and advice among workers. Better Work Haiti has launched a WhatsApp group for broader sensitization of workers and relevant stakeholders around labor norms, workers' rights during the pandemics, and promoting social dialogue.

BWH seeks to influence labor market governance to improve compliance in a more sustainable way. To this end, Better Work Haiti established a collaboration with workers' organizations in the garment sector, particularly CTH and CTSP, to train their leaders at the factory level, who will train other union members. Training modules (Hygiene and Prevention during COVID-19, Labor Law, OSH guidelines for COVID-19) were translated into Creole, and printed documentation was shared with the leaders to facilitate more workers' training.



SELECT AREAS OF AGGREGATED NON-COMPLIANCE IN THE HAITIAN GARMENT INDUSTRY

This section presents an overview of the results of assessments, advisory and training services provided to the 31 participating factories, some of which were assessed at least twice in the period between April 2019 and March 2020. Due to the Better Work staff's inability to conduct an in-person assessment, the factories' improvement plans were verified virtually through requests for documentation during advisory services and through conversations with bi-partite committee members, including workers and management. The charts present non-compliance findings for the 31 assessed factories in Haiti, showing non-compliance rates in brackets. Please note that these reports are issued biannually, yet assessments are being done annually, so issues are reported in two consecutive reports. In this report's individual factory tables, progress on the remediation of non-compliance issues can be followed in further detail.

Persistent non-compliance issues in compensation (social security) and OSH (Chemicals management, emergency preparedness, worker protections, and working environment) continue to concern the sector. This is where Better Work's role as convenor of industry stakeholders is essential. It allows the program to discuss challenges that affect many companies in the industry.

The highest non-compliance rates in the industry were in occupational safety and health (OSH).

97%

The number of factories cited in non-compliance for emergency preparedness decreased slightly.

100%

Chemical and hazardous substance management remain at 100 percent.

58%

Non-compliance in other OSH compliance points recorded a small increase, including OSH management systems

81%

And welfare facilities (81%). This may be due to additional questions related to COVID-19 preparedness added to the OHS management system.

The non-compliance findings related to sexual harassment that was reported in the last synthesis report have been addressed. The factories involved revised their sexual harassment policies and completed a series of sexual harassment prevention training geared toward workers and managers alike. In one of those cases, the plaintiff was reinstated at her post in the factory.



One company received a non-compliance in the child labor cluster in the previous period, although Better Work Haiti did not find any child laborers in the factory. The factory failed to implement the proper management system to verify the age of the workers. The company did not keep the proper documentation, such as a picture ID or birth certificate for the hired workers. The factory put a mechanism in place in their HR department and have remediated the issue.

During this reporting period, Better Work Haiti cites two companies for violating Freedom of Association labor standards. These companies fired several union committee members for participating in strikes or inciting violence. However, the factory did not prove that those particular workers were involved in the alleged incidents. After a thorough investigation, which included group interviews and individual interviews with workers, interviews with factory managers and labor inspectors, Better Work advisors concluded and recommended that some terminated workers be reinstated to their positions without any penalties.



Factories in Detail

LIST OF FACTORIES

Below is the list of factories that have been assessed by Better Work Haiti over the past two cycles. All factories that have been assessed by Better Work more than twice are included in the data analysis and included in the factory tables of this report. Please note that a factory's compliance data is no longer included in this section if it is closed.

Table 3: List of factories in the Haitian apparel sector, which have been assessed between September 2019 and March 2020)

	<u>Factory Name</u>
1	Caribbean Island Apparel
2	Cleveland Manufacturing S.A.
3	CODEVI
4	ELANSIA S.A
5	Everest Apparel Haiti S.A.
6	Fairway Apparel S.A.
7	GO HAITI
8	H&H Textiles, S.A.
9	H4H S.A
10	Haiti Premier Apparel S.A.
11	HANSAE HAITI S.A
12	Horizon Manufacturing S.A.
13	INTERAMERICAN WOVENS S.A.
14	LIFE S.A.
15	MAS AKANSYEL S.A
16	MBI HAITI S.A
17	MGA Haiti S.A.
18	PACIFIC SPORTS HAITI S.A.



19	Palm Apparel S.A.
20	Premium Apparel
21	Quality Sewing Manufacturing S.A.
22	S&H Global 1-6
23	S&H Global Washing 7
24	Sewing International S.A.
25	The Willbes Haitian S.A (HT - Print Shop)
26	The Willbes Haitian S.A (HT-2B)
27	The Willbes Haitian S.A. (HT-2/2A)
28	The Willbes Haitian S.A. (HT-3)
29	Valdor Apparel Mfg S.A.

FINDINGS FROM THE FACTORIES

This section reports on the factories' detailed compliance performance as required by the HOPE II legislation. The HOPE II legislation requires the entity implementing the TAICNAR program (the ILO) to publish a biannual report with specific information on factories' compliance performance. The report is supposed to cover the preceding 6-month period. It should include detailed compliance information for each producer (see annex 1 for the exact requirements of the HOPE II legislation), including the details of non-compliance points identified, efforts of the producer to remediate the non-compliance points as well as the time elapsed since the deficiencies have first been identified. This information is captured in the factory tables in the following section.

The full compliance assessment tool (CAT) used by Better Work Haiti can be accessed online.¹ When a compliance point is not listed for a factory, it means that the factory has been in compliance on this point in both of its last two assessments by Better Work. The reference point is always the full list of compliance points and issues listed in the section about Better Work's compliance assessment methodology. A factory needs to have been assessed at least two times before its information will be published in this report's factory table. The columns in the tables correspond to specific reporting requirements of the HOPE legislation and provide additional information as follows:

¹ <https://betterwork.org/home/bwh-our-services/>



- ◆ Details on the non-compliance identified by EAs: the information included in this column constitutes the issues where evidence of non-compliance was found in one of the last two assessments conducted by Better Work at each particular factory (the date of the last two assessments is equally indicated for each factory on top of its table).
- ◆ Improvement priorities identified by the factory;
- ◆ Efforts made by the factory to remedy the compliance needs as verified in the most recent assessment or advisory visit;
- ◆ For non-compliance areas that have not been remediated, the amount of time that has elapsed since the non-compliance has been first identified at this factory.

Additional information corresponding to HOPE II reporting requirements is provided in the section above each table, e.g., advisory and training services provided by Better Work.

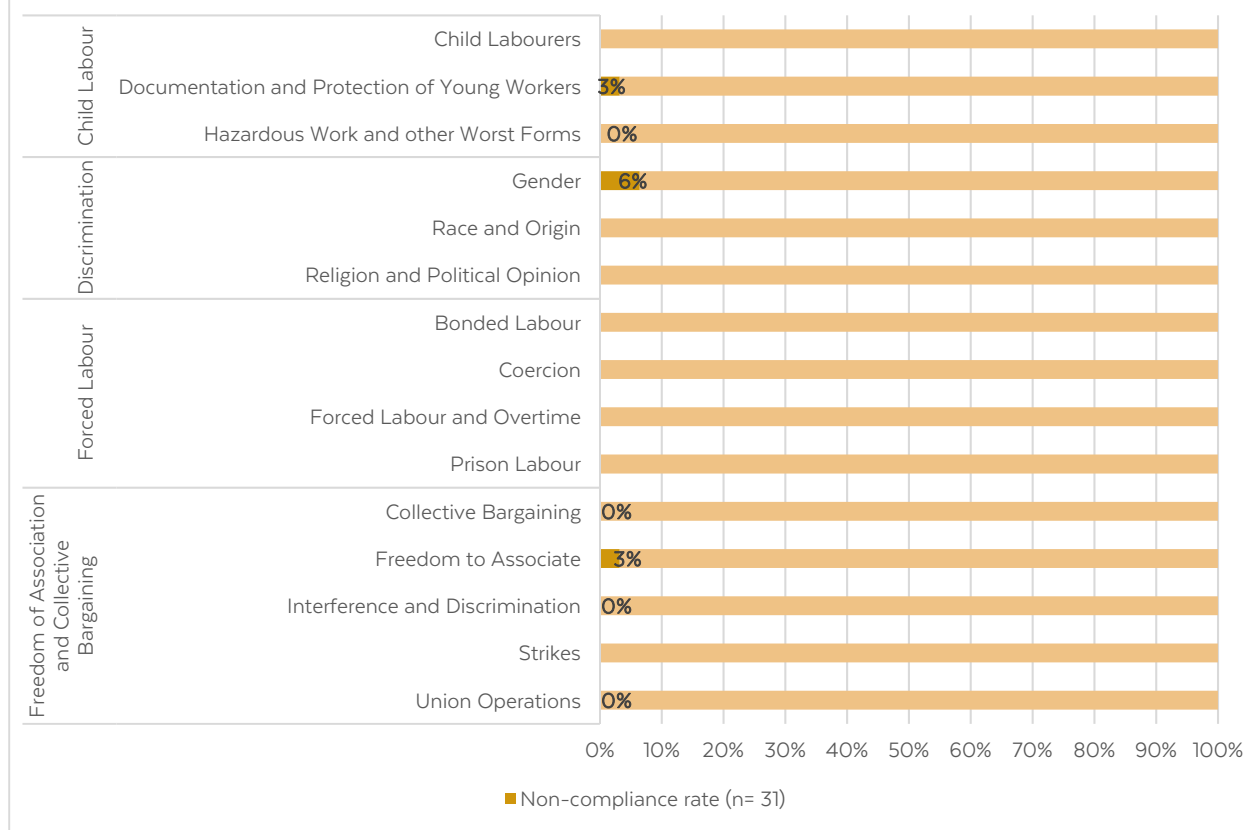
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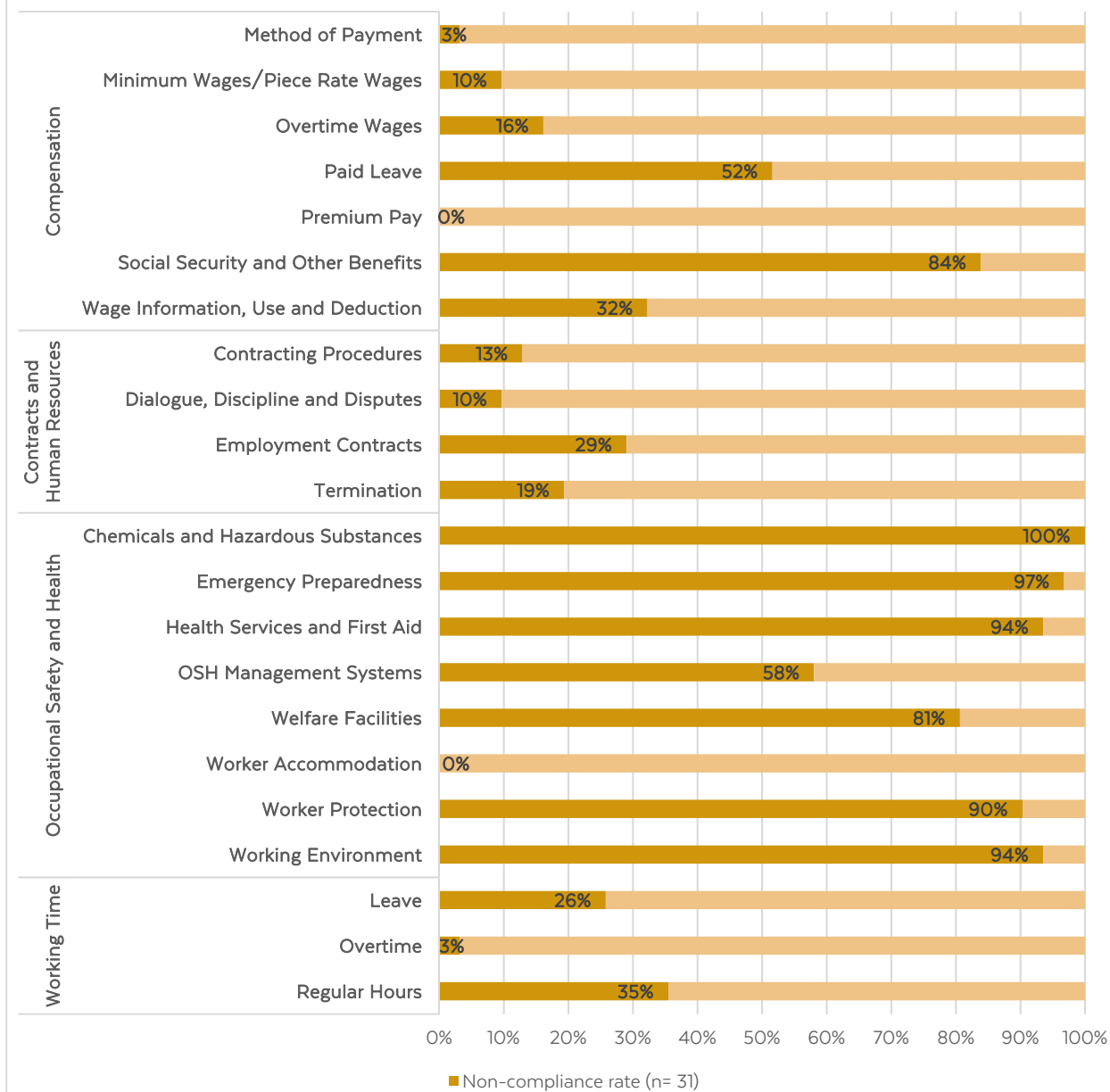


Non-compliance rates by Compliance Point - March 2020 - October 2020 International Labor Standards





Non-compliance rates by Compliance Point - March 2020 - October 2020
National Labor Law





Annex 1: The TAICNAR Project and Reporting Requirements under the HOPE II Legislation

In 2006, the United States Congress enacted the Haiti Hemispheric Opportunity through Partnership Encouragement Act of 2006 (HOPE), expanding preferences for Haitian apparel established under the Caribbean Basin Economic Recovery Act, thus enabling the Haitian apparel industry to benefit from new duty-free preferences. In 2008, these preferences were further expanded through HOPE II legislation, which also established new standards and programs strengthening and monitoring working conditions in the apparel sector. On May 24th, 2010, the Haiti Economic Lift Program of 2010 (HELP Act) was signed into law to expand existing preferences to contribute to Haiti's economic growth and development in both the textile and apparel sectors. Among its provisions, the HELP Act extended almost all of the trade preferences established under HOPE and HOPE II. In 2015, the US Government extended the Haiti HELP/HOPE provisions until 2025.

To benefit from HOPE/HOPE II/HELP, Haiti was required to establish an independent Labor Ombudsman appointed by the President of the Republic in consultation with the private sector and the trade unions. Haiti was also required to work with the ILO to develop a technical assistance program to (i) assess and promote compliance with core labor standards and national labor law in the factories that are eligible for tariff advantages under HOPE II and (ii) assist the Government of Haiti to strengthen its capacity in the process of inspection of facilities.

This was referred to in the legislation as the *Technical Assistance Improvement and Compliance Needs Assessment and Remediation* (TAICNAR) program. Finally, Haiti needed to develop a mechanism for ensuring that all producers benefiting from the HOPE II trade preferences participated in the TAICNAR program. The TAICNAR program consists of two components:

TAICNAR Program Component 1: Compliance Assessments and Remediation Support

The HOPE law states that the first component of the TAICNAR program is “to assess compliance by producers listed in the registry described in paragraph (2) (B) (i) with the conditions outlined in subparagraph (B) and to assist such producers in meeting such conditions.”

Better Work has been covering this part of the TAICNAR program since its launch in 2009. It has to be noted that Better Work offers several services that go beyond the requirements of the HOPE legislation, in particular the collaboration with international brands through



sharing of factory assessment reports, joint support for factories regarding the improvement plan used during advisory services (corrective action plan), specific trainings and specific projects and events such as the annual buyers and multi-stakeholders forum. With the introduction of fees to be paid by factories for participation in the Better Work Haiti program since 2016, it has been decided that non-paying factories will receive all Better Work core services (advisory, training, and one annual assessment) in line with the requirements of the HOPE legislation. Factories that do pay their subscription fee will have access to the full offer of Better Work services beyond core services only.

TAICNAR Program Component 2: Technical assistance to strengthen the legal and administrative structures for improving compliance in the industry

The HOPE law states that the second component of the TAICNAR program is “to provide assistance to improve the capacity of the Government of Haiti – (I) to inspect facilities of producers listed in the registry described in paragraph (2)(B)(i); and (II) to enforce labor laws and resolve labor disputes, including through measures described in subparagraph E.”

The ILO has been conducting different activities under this component, mainly in the context of the USDOL-funded ILO/MAST Capacity Building project, which aimed at strengthening the capacities of the Ministry to improve apparel factories’ compliance with international standards and national labor laws. The project ran from 2014 to 2017 and was closely linked to the Better Work program.

As of 2018 and with Better Work’s new 5-year strategy in Haiti, the program will continue to build on the efforts of this MAST capacity building program. The revised project strategy puts stronger emphasis on the capacity building of all tripartite constituents – Government, employer and worker organizations – as part of the sustainability efforts of the Better Work program.

Regarding the reporting requirements, the HOPE II law specifies which information needs to be included in the biannual reports to be published by the TAICNAR program. See text box below for the original text of the law.



SEC. 15403. LABOR OMBUDSMAN AND TECHNICAL ASSISTANCE IMPROVEMENT AND COMPLIANCE NEEDS ASSESSMENT AND REMEDIATION PROGRAM.

[...] (D) BIENNIAL REPORT. —The biennial reports referred to in subparagraph (C)(i) are a report, by the entity operating the TAICNAR Program, that is published (and available to the public in a readily accessible manner) on a biennial basis, beginning 6 months after Haiti implements the TAICNAR Program under this paragraph, covering the preceding 6-month period, and that includes the following:

(i) The name of each producer listed in the registry described in paragraph (2)(B)(i) that has been identified as having met the conditions under subparagraph (B).

(ii) The name of each producer listed in the registry described in paragraph (2)(B)(i) that has been identified as having deficiencies with respect to the conditions under subparagraph (B), and has failed to remedy such deficiencies.

(iii) For each producer listed under clause (ii) —

(I) a description of the deficiencies found to exist and the specific suggestions for remediating such deficiencies made by the entity operating the TAICNAR Program;

(II) a description of the efforts by the producer to remediate the deficiencies, including a description of assistance provided by any entity to assist in such remediation; and

(III) with respect to deficiencies that have not been remediated, the amount of time that has elapsed since the deficiencies were first identified in a report under this subparagraph.

(iv) For each producer identified as having deficiencies with respect to the conditions described under subparagraph (B) in a prior report under this subparagraph, a description of the progress made in remediating such deficiencies since the submission of the prior report, and an assessment of whether any aspect of such deficiencies persists. [...]



Annex 2. Better Work's Service Delivery Model

The key principles of Better Work's revised service model are ownership, accountability, dialogue, and partnership. The core services offered to factories are advisory services, an annual assessment, and training services.

Better Work's service delivery model stresses the importance of advisory services with a stronger focus on assistance on management systems, root cause analysis and continuous learning. Better Work acknowledges the fact that auditing alone cannot contribute to sustainable remediation of non-compliances. Assessments provide a snapshot of the compliance issues, yet they do not add significant value to improvements of factories' compliance performance. Therefore, the focus in the services that Better Work delivers to factories are on continuous learning and improvements working with factories on root causes that are underlying repeated non-compliance issues.

Since 2015, a factory cycle no longer starts with an assessment on which advisory services afterwards were built in the initial approach. Under the revised Better work service delivery model, the cycle now starts with a period of approximately 100 days of advisory services in which the factory with its bipartite Committee can conduct a self-diagnosis with the support of its Better Work Enterprise Advisor and can work on immediate improvements where possible. The unannounced Better Work assessment is then conducted after the initial period of advisory and training services.

Following the assessment, the advisory process continues, focused on enabling the bipartite Committee to address issues that are listed in the improvement plan. The improvement plan includes issues that the factory has self-diagnosed and those that were identified during the Better Work assessment. Factories will be supported through tailored factory visits; issue-specific seminars (on topics relevant to the country/industry) with peers from other factories; and training appropriate to the factory's specific needs.

Better Work reporting has two elements – reports completed and verified by the Better Work program and those that are completed and released directly by factories. The Better Work factory reports consist of the assessment report that is released roughly 30 days after the unannounced assessment visit. Then later in the cycle, in the 11th month of the cycle, Better Work then publishes a progress report, detailing improvements on compliance issues, as well as in-factory dialogue, continuous learning and the use of effective management systems. Better Work also provides additional recommendations in this report to further strengthen the improvement process. Factories report through the Better Work portal. This portal is the platform that is also used by Better Work to share factory data with authorized international brands that subscribed to a specific factory in either of the Better Work country programs. The enhanced portal with the revised self-reporting function also offers the opportunity for factories to update their improvement plan themselves. The improvement



plan lists a factory's non-compliance points from the last Better Work independent assessment together with any other issues that the factory itself identified as areas for improvement. Once the factory updates its improvement plan online, the information is immediately available to buyers and Better Work. However, this feature has some limitations with regards to the factories' editing rights as only Better Work can update the status of a non-compliance issue from "delayed", "pending", or "in progress", to "completed" after verification of evidence of remediation.

Factory reporting then continues with the first progress report which is published approximately 5 months after the start of the cycle. This report includes progress made to date on all self-diagnosed issues as well as those identified by Better Work during the assessment. This report has a pre-set structure from Better Work and it is made available to authorized buyers and indicates initial progress and planned steps for the remainder of the cycle. The Better Work role for this first progress report will be limited to coaching factories on how to engage in effective self-reporting and ensure continued progress on closing areas of non-compliance.

The Better Work Enterprise Advisors then write their own progress report towards the end of an annual cycle of each factory.

An overview of the sequence of the different components of the Better Work service model under this revised approach can be found in the illustration below:



Sequence and components of annual Cycle under Better Work's revised service delivery model.

In 2017, Better Work started to differentiate factories depending on their performance. Factories that are scoring high enough in terms of compliance performance but also in the areas of dialogue and learning encompass the criteria that need to be satisfied before a factory can be qualified for "stage two". In fact, Better Work will classify factories as being in "stage two" if they consistently demonstrate high levels of compliance, a mature level of



social dialogue, effective management systems and a commitment to learning. Those criteria will be evaluated based on information collected during two consecutive assessments. Factories that have not yet met this benchmark will be classified as “stage one.” For factories that have been with Better Work for several years, service differentiation will respond to requests for greater autonomy in the day to-day advisory service, fewer assessments, and a tailored service that responds to their more advanced needs, for example relating to systems development, purchasing practices, productivity and quality, and mature industrial relations.

Annex 3. The Better Work Compliance Assessment Methodology

BETTER WORK COMPLIANCE ASSESSMENT FRAMEWORK

The Better Work program assesses factory compliance with core international labor standards and national labor law. Following assessments, a detailed report is prepared and findings are shared with the factory presenting findings on eight clusters, or categories, of labor standards, half of which are based on international standards and half on national legislation.

Core labor standards: The ILO Declaration on Fundamental Principles and Rights at Work, adopted in 1998, calls upon Member States to respect and promote these principles and rights in four areas, whether or not they have ratified the relevant conventions. These categories, or clusters, are freedom of association and collective bargaining, the elimination of forced or compulsory labor, the abolition of child labor, and the elimination of discrimination in employment and occupation. The conventions on which the 1998 Declaration is based are Nos. 29, 87, 98, 105, 100, 111, 138, 182, and they form the reference base in assessing factory compliance with fundamental rights for all the Better Work programs in various countries. For some issues, such as minimum legal working age, provisions in national law specify requirements for the application of international conventions. If national law is not consistent with international standards pertaining to core labor standards, the international standards are applied. Haiti has ratified all eight core Conventions listed above. According to the Haitian Constitution, ratified conventions become self-executing and therefore part of Haitian law.

Working Conditions: The four other clusters assess conditions at work, including compensation, contracts and human resources, occupational safety and health, and working time. The compliance points covered in these clusters are largely consistent across countries; however, each compliance point contains specific questions that may vary from country to country due to differences in national legislation. National legislation is used as



a reference point even if it is not in accordance with the international conventions that have been ratified by the country. In countries where national law either fails to address or lacks clarity around a relevant issue regarding conditions at work, Better Work establishes a benchmark based on international standards and good practices.

Table 2: Better Work compliance assessment framework

Compliance Cluster	Compliance Point	Compliance Issue
Child Labor	Child Labourers	Workers under age 15
	Documentation and Protection of Young Workers	Age verification system
		Medical certificate, and/or an employment certificate or permit delivered by the Director of Labor provided by workers under age 18.
		Register of workers under age 18.
	Hazardous Work and other Worst Forms	Workers under age 18 working at night.
		Workers under age 18 working overtime.
		Workers under age 18 doing work that is hazardous by nature.
Discrimination²	Gender	Changing the employment status, position, wages, benefits, or seniority of workers during maternity leave.
		Conditions of work (gender and/or marital status).
		Excluding maternity leave from workers' period of continuous service
		Hiring (gender and/or marital status).
		Job announcements (gender and/or marital status).
		Pay (gender and/or marital status).
		Pregnancy tests or use of contraceptives as a condition of employment
		Promotion or access to training (gender and/or marital status).
		Sexual harassment
		Terminating workers or forcing them to resign if they are pregnant, on maternity leave or nursing.
		Termination or retirement (gender and/or marital status).

² In Better Work country-specific questionnaires, a compliance point "Other Grounds" may be included under the Discrimination cluster. This category aims to assess specific discrimination issues that are covered by national labor law, and are considered aligned with the objectives of the relevant ILO conventions (100 and 111), but which are not explicitly mentioned in the conventions, e.g., age, HIV/AIDS status, disability, etc. The questionnaire for Haiti does not include the "Other Grounds" compliance point because the Haitian labor law does not identify grounds for discrimination beyond those cited in Conventions 100 and 111.



	Race and Origin	Conditions of work (race, color, origin)
		Harassment (race, color, origin)
		Hiring (race, color, origin)
		Pay (race, color, origin)
		Promotion or access to training (race, color, origin)
		Recruitment materials (race, color, origin)
		Termination or retirement (race, color, origin)
	Religion and Political Opinion	Conditions of work (religion or political opinion)
		Harassment (religion or political opinion)
		Hiring (religion or political opinion)
		Pay (religion or political opinion)
		Promotion or access to training (religion or political opinion)
		Recruitment materials (religion or political opinion)
		Termination or retirement (religion or political opinion)
Forced Labor	Bonded Labor	Debts for recruitment fees owed to the employer and/or a third party
	Coercion	Coercive tactics.
		Delaying or withholding wage payments.
		Forced labor to discipline workers or punish them for participation in a strike
		Free exit from the workplace at all times, including during overtime.
		Freedom of movement (dormitories or industrial park).
		Freedom to terminate employment with reasonable notice and/or to leave their jobs when their contracts expire
		Threats such as deportation, cancellation of visas or reporting to the authorities
		Violence or the threat of violence.
		Workers' access to their personal documents (such as birth certificates, passports, work permits and ID cards)
	Forced Labor and Overtime	Forced overtime under threat of penalty
	Prison Labor	Prison laborers
Freedom of Association and Collective Bargaining	Collective Bargaining	Access to collective bargaining agreement.
		Collective agreement is less favorable for workers than what is required by national law.
		Collective bargaining/bargaining in good faith.
		Implementation of a collective agreement.
	Freedom to Associate	Freedom to form and/or join a union
		Requiring workers to join a union.



	Interference and discrimination	Attempt(s) to interfere with, manipulate or control the union(s).
		Freedom to meet without management present.
		Incentives to refrain from joining a union or engaging in union activities.
		Punishment of unionists
		Termination or non-renewal of worker's employment contract due to union membership or activities
		Threats, intimidation, or harassment of unionists.
		Unequal treatment of multiple unions.
		Union membership or union activities factoring into hiring decisions
	Strikes	Hiring of replacement workers during a strike.
		Preventing workers from participating in a strike.
		Punishing workers for participating in a strike.
		Security guards, the police or armed forces called on to break up a peaceful strike or arrest striking workers.
	Union Operations	Deduction of union dues upon workers' request.
		Union representatives' access to workers in the workplace.
Compensation	Method of Payment	In-kind wage payments.
		Regular and timely payment of wages.
		Wage payment directly to workers at the workplace on working days
		Wage payment in legal currency.
	Minimum Wage	Correct payment of piece-rate workers when their piece-rate earnings exceed minimum wage.
		Payment of minimum wage for apprentices.
		Payment of minimum wage for temporary workers.
	Overtime Wages	Payment for ordinary overtime.
		Payment for overtime hours worked on holidays.
		Payment for overtime worked at night.
		Payment for overtime worked on weekly rest days.
	Paid Leave	Payment for annual leave.
		Payment for breastfeeding breaks.
		Payment for legally mandated holidays.
		Payment for maternity leave.
		Payment for sick leave.
	Premium Pay	Payment for weekly rest days.
		Payment for regular hours worked at night.
		Payment for regular hours worked on holidays
		Payment for regular working hours worked on weekly rest days



	Social Security and Other Benefits	Collecting and forwarding workers' social insurance contributions funds to ONA.
		Employer contribution to OFATMA for maternity and health insurance.
		Employer contribution to OFATMA for work-related accident insurance.
		Employer contribution to ONA.
		Forwarding of workers' contributions to OFATMA.
		Payment of annual salary supplement or bonus.
	Wage Information, Use and Deduction	Deductions from workers' wages.
		Informing workers about wage payments and deductions.
		Payroll records.
Contracts and Human Resources	Contracting Procedures	Limits on the trial period for apprentices.
	Dialogue, Discipline and Disputes	Bullying, harassment, or humiliating treatment of workers.
		Disciplinary measures
		Resolution of grievances or disputes.
	Employment Contracts	Contracts for all persons performing work for the factory.
		Employment contracts' compliance with the labor code, collective agreement and/or internal work rules.
		Internal work rules.
		Specifying terms and conditions of employment in written employment contracts.
		Workers' understanding of the terms and conditions of employment.
	Termination	Annual salary supplement or bonus upon termination.
		Notice of termination.
		Orders to reinstate or compensate unjustly terminated workers.
		Payment for unused paid annual leave upon resignation or termination.
		Reasons for termination.
Occupational Safety and health	Chemicals and Hazardous Substances	Reductions in workforce size or suspensions due to changes in operations
		Assessing, monitoring, preventing and/or limiting workers' exposure to hazardous substances.
		Chemical safety data sheets for all chemicals and hazardous substances in the workplace.
		Inventory of chemicals and hazardous substances used in the workplace.
		Labelling of chemicals and hazardous substances.



		Storage of chemicals and hazardous substances.
		Train workers who work with chemicals and hazardous substances.
		Washing facilities or cleansing materials in the event of chemical exposure.
	Emergency Preparedness	Accessible, unobstructed, and/or unlocked emergency exits during working hours, including overtime.
		Fire detection and alarm system.
		Firefighting equipment.
		Marking or posting of emergency exits and/or escape routes in the workplace.
		Number of emergency exits.
		Periodic emergency drills.
		Safeguarding possible sources of ignition
		Storage of flammable materials
		Training workers to use the firefighting equipment
	Health Services and First Aid	Annual medical checks for workers.
		First-aid training for workers.
		Health checks for workers who are exposed to work-related hazards.
		Medical checks for workers upon hiring.
		Onsite medical facilities and staff.
		The employer did not ensure that there were a sufficient number of readily accessible first aid boxes/supplies in the workplace.
		Safety and health risks to pregnant or nursing workers
	OSH Management Systems	Assessment of general occupational safety and health issues in the factory.
		Legally required construction/building permits
		Mechanisms to ensure cooperation between workers and management on OSH matters.
		Recording work-related accidents and diseases and/or submitting the record to OFATMA.
		Written OSH policy.
	Welfare Facilities	Certain required facilities.
		Eating area.
		Providing drinking water.
		Toilets.
		Washing facilities and/or soap.
	Worker Accommodation	Accommodation separate from the workplace
		Cooking or storage facilities in the accommodation.
		Lighting in the accommodation.
		Minimum space requirements in the accommodation.



		Preparation for emergencies in the accommodation.
		Privacy in the accommodation.
		Protection against disease-carrying animals and/or insects in the accommodation.
		Protection against fire in the accommodation.
		Protection against heat, cold and/or dampness in the accommodation.
		Protection against noise in the accommodation.
		Toilets, showers, sewage and/or garbage disposal systems in the accommodation.
		Ventilation in the accommodation.
		Water in the accommodation.
	Worker Protection	Ergonomic requirements
		Installing guards on all dangerous moving parts of machines and equipment.
		Installing, grounding, and/or maintaining electrical wires, switches, and/or plugs.
		Posting safety warnings in the workplace
		Providing workers with personal protective clothing and equipment.
		Punishment of workers who removed themselves from work situations they believed presented an imminent and serious danger to life or health.
		Training and encouragement of workers to use PPE, machines and/or equipment safely
	Working Environment	Workplace cleanliness
		Workplace lighting.
		Workplace noise levels.
		Workplace temperature and/or ventilation.
Working Time	Leave	payment in place of annual leave
		Time off for annual leave.
		Time off for breastfeeding breaks.
		Time off for maternity leave.
		Time off for sick leave.
	Overtime	Authorization from the Department of Labor for overtime.
		Authorization from the Department of Labor for work on Sundays.
		Limits on overtime hours worked.
		Voluntary overtime.
	Regular Hours	Daily break periods.
		Regular daily and/or weekly working hours.
		Weekly rest period.
		Working time records.



		Authorization from the Department of Labor before working at night.
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CALCULATING NON-COMPLIANCE & PUBLIC REPORTING

In public synthesis reports, Better Work reports on aggregated non-compliance in the participating industry as shown in Chart 1. Non-compliance is reported for each subcategory (compliance point, or “CP”) of the eight labor standards clusters. A factory is reported as non-compliant in a subcategory if it is found to be out of compliance on any issue addressed within the subcategory. Concerning the figures presented in synthesis reports, for example, a non-compliance rate of 100% means that all participating factories were found to have at least one violation in that area.

The Better Work program supports fair and transparent public reporting. In all Better Work country programs, synthesis reports containing aggregated information on the industry are prepared based on the individual factory assessment reports and published twice a year. Better, work is currently expanding its reporting in the other Better Work countries to include individual factory-level compliance information, as is already the case for Haiti. Evidence shows that public reporting of this kind helps encourage continuous improvement and reduces the probability of reversing compliance gains. Gathering and reporting these data over time enables factories to demonstrate their efforts to improve working conditions.

LIMITATIONS IN THE ASSESSMENT PROCESS

The factory-level assessments carried out by Better Work Haiti follow a thorough checklist of about 230 questions covering the above-mentioned labor standards and gathering general information about the factory.³ Information is gathered through a variety of sources and techniques, including document review, observations on the factory floor, and interviews with managers, workers union representatives, bipartite committee members or any other relevant witness. The information collected is compiled and analyzed to produce a detailed assessment report. Before the reports become official, factories are given seven calendar days to provide feedback.

Worker interviews conducted during the assessment process are held onsite, either in a private room within the factory building or outside the building (yard, eating area), and take place either in small groups or individually. Interviews are conducted in Creole, the primary language of the workers. Workers may be suspicious and feel uneasy about sharing information on their workplaces with people who are not well known to them and coaching of workers by factory management is a possible issue in the industry in general. Nevertheless, after fourteen assessment cycles conducted over more than seven years, Better Work Haiti Enterprise Advisors have become more experienced at collecting information and interviewing workers, which together with other activities led by Better Work

³ Better Work Haiti Compliance Assessment Tool (CAT) including their legal references can be accessed here: http://betterwork.org/haiti/?page_id=1731



Haiti have contributed to creating an environment where workers are more comfortable discussing working conditions. Interviews with workers cover many aspects of life at work and last approximately 20 minutes. On average, 40 workers representing different sections of the factories, as well as union representatives, are interviewed.

Violations in core labor standards such as sexual harassment or freedom of association are sensitive and are more difficult to detect during factory assessments. The assessment of violation of freedom of association issues in the workplace is sometimes difficult to assess in a two days assessment. There are several reasons for that. One challenge is that some labor unions are organized at the sectoral level rather than at the factory level where small union cells predominate. Another challenge is that for example, the termination of unionist usually happens after a series of events. Key witnesses might have been terminated before the assessment days. Also supporting documents might not have the level of details required to determine non-compliance. Better Work is basing its assessment findings on triangulation of facts, which requires sufficient evidence to find a factory in non-compliance on a particular compliance point and some issues are therefore not always easy to be confirmed. As more unions are present in the factories today, workers are more aware of their rights regarding freedom of association. Workers therefore are also demonstrating an increased level of openness to discuss this subject during interviews. In addition, Better Work collects information about specific cases as unions or other stakeholders are sharing them at any given time of the year. During the assessment at a particular factory, specific questions can be asked about any case that has previously been raised and information may therefore enter the assessment report.

The assessment visits usually last two days and because it is a picture of the moment, some situations that might lead to non-compliance points in the future are not reported. It is also important to keep in mind that non-compliance issues might be identified during the advisory cycle through the self-diagnosis process. Better Work supports factories to reinforce their capacity to conduct a self-diagnosis and to develop an improvement plan that includes points that go beyond the Better Work assessment. For all the issues included in the improvement plan, additional information is stated, such as the action to be taken and the person responsible for it within the company. All this information in return as well as the remediation efforts are then documented in the progress reports.

As Better Work is moving into a differentiated approach where services for advanced factories will be different from those for factories that still require more assistance, the evaluation of the performance of a factory will not only be limited to the assessment data but will also include information gathered in those progress reports.

Another issue that may be challenging to detect during an assessment is sexual harassment which is included in Better Work Haiti's compliance assessment tool. Similarly to other countries, it is one of the most sensitive and most difficult issues to detect during factory assessments. The assessment of sexual harassment in the workplace by Better Work Haiti is likely to underreport the extent of its occurrence. However, sexual harassment remains an issue of concern in the industry in general. As mentioned, Better Work is basing its assessment findings on triangulation of facts, which requires sufficient evidence to find a factory in non-compliance on a particular compliance point, and some issues are not always



easy to detect. Although concerns regarding sexual harassment persist, Better Work Haiti has seen positive developments on the topic with factories acknowledging the issue as a potential problem and demonstrating an increased openness to address it. Several factories are therefore working on the prevention of sexual harassment in the workplace. In particular, Better Work's supervisory skills training has contributed to raising awareness of this issue among supervisors in more than half of the factories in Haiti.

Simple auditing of factory compliance has been widely acknowledged as limited in rectifying compliance issues. Factories wishing not to disclose certain information can do so without focusing on the long-term business benefits of improving their working conditions. This is why Better Work's approach at the factory level is much broader in its scope focusing on continuous improvements through advisory and training services, emphasizing the importance of effective systems and the involvement of workers.



15-Jul-20	Advisory meeting	Bipartite OSH committee meeting to discuss Improvement Plan, COVID-19 protocol and use of committee as task force.
24-Jun-20	Training	Virtual Covid-19 Emergency Preparedness.
23-Jun-20	Training	Virtual Hygiene and Prevention against Covid-19.
9-Jan-20	Advisory meeting	Advisory visit to hold bipartite committee meeting
2-Dec-19	Advisory meeting	Advisory visit to hold mock assessment on compensation cluster.
11-Nov-19	Advisory meeting	Advisory visit to follow up on boiler safety with OSH tour and compensation points.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not keep a registry for all persons who present a temperature of 38C and above.	Keep registry for all persons who present a temperature above 38 C.		1
Oct-20	Occupational Safety and Health	OSH Management Systems	Incomplete COVID-19 protocol according to Bette work Haiti guidance.	Keep a registry of body temperatures above 38 C.		1
Oct-20	Occupational Safety and Health	Worker Protection	Internal training records of on COVID-19 was not available.	Share training records with BWH advisors.		1
Assessment March 2020						

Mar-20	Occupational Safety and Health	Emergency Preparedness	Flammable material observed near ignition source.	Do not keep flammable materials (wood) are not exposed to an ignition source (light bulb).	Flammable materials are now kept away from ignition sources.	12
Mar-20	Occupational Safety and Health	Emergency Preparedness	One emergency door was locked.	Ensure adequate emergency exits (at least two), that leads to a safe meeting point.		7
Mar-20	Occupational Safety and Health	Emergency Preparedness	Escape route was not properly marked.	Mark all evacuation routes and show meeting points on all evacuation maps.		12
Mar-20	Occupational Safety and Health	Emergency Preparedness	Undercharged fire extinguishers.	Keep all fire extinguishers fully charged at all times.	Fire extinguishers are fully charged as per inspection report.	12
Mar-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets as per labour code.	Have 50 functioning toilets for men and 72 functioning toilets for women as required by the code.		12
Mar-20	Occupational Safety and Health	Working Environment	Insufficient level of lighting.	Ensure adequate light levels in all production areas based on better-work guidelines.		12
Mar-20	Occupational Safety and Health	Working Environment	Inadequate temperature levels.	Ensure adequate temperatures based on BW guidelines considering various push & pull systems.		12
Mar-20	Occupational Safety and Health	Worker Protection	Flammable material observed near ignition source.	Replace the wooden box with non combustible materials.	Box was replaced as recommended.	12

Mar-20	Occupational Safety and Health	Worker Protection	Missing guard on some sewing machines.	Install all the required safety guards.	Missing guards were replaced.	12
Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Use of chemicals are not isolated very close to the spot cleaning area.	Ensure adequate distance between the sewing section and spot cleaning areas.	Factory is working on separators for that section. The number of machines & workers are reduced in that area due to COVID-19.	12
Mar-20	Contracts and Human Resources	Termination	Notice payment not properly calculated.	Notice payment given to the workers upon termination should be calculated on the average daily earning.		12
Mar-20	Compensation	Social Security and Other Benefits	Social Security contributions amount not properly calculated.	Ensure that OFATMA maternity and health insurance contributions for workers on any given month is calculated on 3% of base salary for that month.	Factory deducts 3% of workers' base salary for OFATMA maternity and health insurance.	12
Mar-20	Compensation	Social Security and Other Benefits	Late payment for OFATMA accident insurance.	Ensure that OFATMA accident insurance is paid as per the invoice or according to any payment agreement reached	Factory currently pay OFATMA accident insurance according to payment agreement.	6
Mar-20	Compensation	Social Security and Other Benefits	Late payment for employer's ONA contributions.	Pay employer's contributions to ONA by the 10th business day of the next month for the previous month.		18

Mar-20	Compensation	Social Security and Other Benefits	Late payment for worker's ONA contributions.	Submit worker's portion of ONA contributions within the first 10 business days of the next month for the previous month.	18
Mar-20	Compensation	Paid Leave	Lunch break no compensated according to the law.	Compensate lunch break as required by the law of September 2017.	18
Assessment January 2019					
Jan-19	Working Time	Leave	Insufficient annual leave.	Ensure that eligible workers effectively enjoy 15 days of annual leave as legally required.	
Jan-19	Occupational Safety and Health	Emergency Preparedness	Flammable material observes near ignition source.	Store flammable materials away from potential ignition sources.	Flammable material was removed and training was conducted in that regard.
Jan-19	Occupational Safety and Health	Emergency Preparedness	Blocked escape routes.	Assign OSH committee members and line supervisors to ensure aisles are clear.	
Jan-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguishers.	Assign person from OSH committee to monitor accessibility.	Dedicated person randomly monitors fire extinguishers.
Jan-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets as per labour code.	Increase the number of toilets.	
Jan-19	Occupational Safety and Health	Working Environment	Insufficient lighting.	Change light bulbs, rearrange equipment maximize exposure to natural light as much possible.	

Jan-19	Occupational Safety and Health	Working Environment	Inadequate noise levels.	Ensure adequate noise level based on BW guidelines.	
Jan-19	Occupational Safety and Health	Working Environment	Inadequate temperature levels.	Ensure adequate temperatures based on BW guidelines considering various push & pull systems.	
Jan-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels.	Seal entry points in all electrical panels. DO not mount electrical panels on flammable materials.	
Jan-19	Occupational Safety and Health	Worker Protection	More than 50 percent of all sewing machines were missing pulley guards.	Install appropriate guards on all sewing machines, including but not limited to eye, finger and pulley guards.	
Jan-19	Occupational Safety and Health	Worker Protection	Some chairs provided to workers in the sewing lines were missing backrest.	Remove and replace the chairs without adequate backrests.	
Jan-19	Occupational Safety and Health	Worker Protection	Earplugs were not provided for workers in cutting section.	Provide adequate PPE to all workers.	
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Use of chemicals are not isolated in building 14.	Take appropriate measures to isolate use of chemicals in all buildings as appropriate.	
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available for Gas in the welding workshop.	Identify MSDS in local language for all chemicals used.	

Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unidentified chemical containers.	Ensure all chemical containers are correctly identified.	Gas tank is now identified.	
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory.	Ensure complete inventory accounting for all chemicals used.		
Jan-19	Occupational Safety and Health	Worker Protection	Workers not wearing personal protective equipment while doing welding work.	Ensure workers in the welding workshop wear personal protective equipment.		
Jan-19	Compensation	Social Security and Other Benefits	OFATMA social security contributions for workers are not properly calculated.	Ensure that OFATMA contributions for both workers and employer are calculated on base salary.	OFATMA deductions are now calculated on workers' base salary.	



Factory:
Location:
Number of workers:
Date of registration:
Date of last two Better Work assessments:

Centri Group SA
 Port-au-Prince
 373
 Oct-18
 Jul-19

Advisory and Training Services

11-Aug-20 Advisory meeting
 9-Jul-20 Advisory meeting
 11-Mar-20 Advisory meeting
 7-Jan-20 Advisory meeting
 15-Nov-19 Advisory meeting
 23-Oct-19 Advisory meeting

Bipartite Virtual Advisory session to discuss Internal evaluations results, ONA & OFATMA timely payments.
 Bipartite committee meeting to discuss factory reopening, COVID-19 protocol and ongoing HR & OSH issues during pandemic
 Advisory visit to verify and update pending items on the improvement plan.
 Advisory visit to discuss pregnant women termination and to hold bipartite committee meeting.
 Advisory visit to discuss working time, compensation HR manager departure with factory owner.
 Advisory visit to perform document review of recent terminations and OSH tour to update Improvement Plan portal.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not keep a registry for all persons who present a temperature of 38C and above.	Provide registry for all persons who present a temperature of 38C and above.		1
Oct-20	Occupational Safety and Health	OSH Management Systems	No training documentation on the measures adopted to prevent the risks of exposure to COVID 19, to all staff.	Provide content, date and participant list of COVID-19 training conducted by the factory during the pandemic.		1

Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not have a checklist to record the daily cleaning and disinfection of the workplace .	Maintain appropriate documentation of all cleaning and disinfection activities.	1
Assessment July 2019					
Jul-19	Occupational Safety and Health	Emergency Preparedness	Number of workers trained in fire-fighting is less 10 percent of the workforce.	Train 10% of workforce in firefighting.	12
Jul-19	Occupational Safety and Health	Emergency Preparedness	Escape routes were obstructed by an inspection table.	Keep escape routes unobstructed.	12
Jul-19	Occupational Safety and Health	Emergency Preparedness	Fire extinguishers were not properly charged.	Ensure that number of fire extinguishers is sufficient and are properly charged.	6
Jul-19	Occupational Safety and Health	Health Services and First Aid	Number of workers trained in first aid is less 10 percent of the workforce.	Train at least 10% of the workforce in First aid.	6
Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Have a permanent onsite medical service with at least 2 nurses.	6
Jul-19	Occupational Safety and Health	Health Services and First Aid	No evidence that annual medical checks were provided to workers.	Coordinate with OFATMA to conduct medical checks annually for workers.	12
Jul-19	Occupational Safety and Health	Health Services and First Aid	No evidence that medical checks were provided to workers exposed to work related hazards.	Provide medical checks to workers exposed to work related hazards.	12

Jul-19	Occupational Safety and Health	Health Services and First Aid	No evidence that medical checks were provided to workers in their first three months of hiring.	Provide medical checks to workers in their first three months of hiring.	Medical checks is in progress with OFATMA.	12
Jul-19	Occupational Safety and Health	Welfare Facilities	At the time of the assessment, soap was not available in the men's toilet.	Ensure soap and paper are available in all the toilets.		12
Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of working toilets.	Build additional toilets to meet the required amount of toilets for men and women	Factory built additional toilets to meet the requirement.	6
Jul-19	Occupational Safety and Health	Working Environment	Insufficient lighting.	Increase the luminosity in the pressing area.	Light levels in all sections is meeting the recommendations.	6
Jul-19	Occupational Safety and Health	Worker Protection	Improper maintenance electrical panel.	Identify all the Electrical panel.	Management identified all panels.	6
Jul-19	Occupational Safety and Health	Worker Protection	Improper maintenance electrical circuits.	Ensure circuit breakers, wires and boxes are adequately covered.	All items are covered as requested.	6
Jul-19	Occupational Safety and Health	Worker Protection	No records of any training for workers on proper use of personal protective equipment.	Maintain appropriate documentation of all activities.	Proper documentation of completed trainings is kept by the factory.	6
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash stations were not available at some locations where chemicals are used.	Ensure installation of the eyewash station where required.	New eyewash stations were installed.	6

Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No documentation for training of workers who work with chemicals and hazardous substances.	Insure that we have the proof that all the employees using the chemical product are trained.	Proper documentation of completed trainings is kept by the factory.	6
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without chemical safety data sheets.	Keep MSDS for all chemicals used in the workplace.	MSDS are now posted for all chemical products.	6
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Gas tank on the forklift machine had no label.	Identify the propane Gas tank in the Forklift machine.	Gas tank is now identified.	6
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory.	Insure that we have the process to keep the inventory of the chemical product.	Compliance officer updates inventory on a regular basis.	6
Jul-19	Occupational Safety and Health	OSH Management Systems	Factory does not record and submit work related accidents to OFATMA on a monthly basis.	Continuously send the report to the OFATMA.	Report is sent on a monthly basis	6
Jul-19	Occupational Safety and Health	OSH Management Systems	No evaluation of general occupational safety and health issues in the work place	Conduct internal assessment of OSH issues inside the factory	Factory completed annual OSH assessment.	6
Jul-19	Contracts and Human Resources	Dialogue, Discipline and Disputes	No documents were shared to support the disciplinary sanctions or firing.	Keep written records of each worker's disciplinary sanctions.	Factory keep written records of each worker's disciplinary sanctions, warnings, sanctions and the reasons and dates they occurred.	6

Jul-19	Contracts and Human Resources	Employment Contracts	Several contracts were not signed by the workers and were missing required specifications.	Ensure all elements of contracts are included and signed.	Factory revised contracts and included all required elements as required by the labor code.	6
Jul-19	Compensation	Social Security and Other Benefits	Incomplete registration for health and maternity leave.	Ensure that workers are enrolled as required within the limits of the 3 months.	All workers are enrolled in OFATMA	6
Jul-19	Compensation	Social Security and Other Benefits	Incomplete registration for health and maternity leave.	Ensure registration of workers into OFATMA for maternity and health insurance based on agreed upon date in the factory internal working rules.	Factory enrolls workers as they complete their probation period.	6
Jul-19	Compensation	Social Security and Other Benefits	Late social security payments for OFATMA.	Make OFATMA payments in a timely manner, according to instalment agreements.	All payments are current.	6
Jul-19	Compensation	Wage Information, Use and Deduction	Inaccurate Payroll.	Pay overtime hours worked with 50% premium as required.	Overtime is paid at 50% premium.	6
Jul-19	Child Labour	Documentation and Protection of Young Workers	Employer failed to provide for several workers, appropriate employment records with Government issued IDs.	Confirm government issued identification at the beginning of the recruitment process.	Inspected 20 random files, all had government issued ID.	6



Factory: Cleveland Manufacturing S.A.
Location: Arrondissement de Port-au-Prince
Number of workers: 1694
Date of registration: Jul-16
Date of last two Better Work assessments: Feb-19 Feb-20

Advisory and Training Services

17-Sep-20	Training	Seminar on Effective Communication.
16-Sep-20	Advisory meeting	Meeting with the compliance team to follow up on Progress report 1, Review the management guidelines on COVID 19. Review the improvement plan ONA and OFATMA payment. Validate the chemical management procedure.
15-Sep-20	Training	Sexual Harassment Awareness and Prevention
3-Sep-20	Training	Financial literacy.
29-Jul-20	Training	Emergency Preparedness.
28-Jul-20	Training	Emergency Preparedness.
27-Jul-20	Training	Emergency Preparedness.
16-Jul-20	Training	Socially Responsible Transitioning.
15-Jul-20	Training	Socially Responsible Transitioning.
14-Jul-20	Training	Hygiene and Prevention against Covid-19.
13-Jul-20	Training	Hygiene and Prevention against Covid-19.
7-Jul-20	Training	Hygiene and Prevention against Covid-19.
6-Jul-20	Training	Hygiene and Prevention against Covid-19.
3-Jul-20	Training	Human Resources Management.
30-Jun-20	Advisory meeting	Meeting with the HR and compliance team to review OSH pending issues, contract and working time. Session on OSH responsibilities.
27-May-20	Training	Hygiene and Prevention against Covid-19.
22-May-20	Training	Hygiene and Prevention against Covid-19.
28-Apr-20	Advisory meeting	Virtual meeting with the compliance team to review pending issues on the improvement plan. Session on the first progress report.
10-Jan-20	Advisory meeting	Meeting with the compliance team to review the chemical management systems and the improvement plan. OSH factory tour: emergency preparedness, Quick assessment of Social dialogue and grievance mechanism.
11-Dec-19	Training	Communication in the Workplace.
11-Dec-19	Advisory meeting	Factory tour to validate pending OSH issues and management meeting.
19-Nov-19	Advisory meeting	Follow up on mass dismissal management and Union interviews.
15-Nov-19	Advisory meeting	Meeting with the OSH committee, Management meeting: to discuss about trade union access in the factory, mass dismissal. Documentation review: Files of terminated workers.
23-Oct-19	Advisory meeting	Meeting with management and OSH committee members about the training plan. Documentation review: Maternity leave, sick leave, required breastfeeding breaks and brakes for pregnant women.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID 19 in place embedded into the larger OSH policy.	Review the COVID 19 protocol to include the missing points.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	1
Oct-20	Occupational Safety and Health	Worker Protection	Factory does not have appropriate checklist to monitor the cleaning and disinfection process related to COVID 19.	Implement a checklist to record daily cleaning and disinfection.	Factory says that regular cleaning is done in the cafeteria also in the sewing floor.	1
Assessment February 2020						
Feb-20	Working Time	Regular Hours	There are three different working hours posted in the cafeteria and two of them did not include the break time.	Post the factory's working hours for all shifts, and including break times.	A standard format has been displayed on the notification board. The working hours are posted.	6
Feb-20	Working Time	Regular Hours	The regular working hour in the internal work rules is different than what is posted on the floor.	Clarify the regular working hour in the internal work rules. Inform trade union members and workers about the changes.	Working hours are posted on the production floor and in the cafeteria. Union members have been informed.	8
Feb-20	Occupational Safety and Health	Emergency Preparedness	One emergency exit was locked during working hours.	Keep emergency exits accessible during working hours.	Meeting and awareness raising with all managers including the OSH committee has been conducted	8
Feb-20	Occupational Safety and Health	Emergency Preparedness	Unmarked escape routes and inaccurate evacuation plans.	Update and post the evacuation map. Paint the evacuation arrows and signs.		8
Feb-20	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was obstructed and another one not properly charged.	Keep access to fire extinguishers unobstructed. Specify who conduct daily weekly checks.	The compliance Officer is in charge to conduct regular checks. The floor is marked in order to prevent fire extinguisher being obstructed.	32

Feb-20	Occupational Safety and Health	Health Services and First Aid	First aid boxes are missing supplies or have expired inventory.	Equip the first aid boxes and ensure that they are identify.	First aid boxes have been equipped. The factory selected a nurse to conduct a regular check weekly and the compliance officer is in charge of the daily check.	44
Feb-20	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		8
Feb-20	Occupational Safety and Health	Health Services and First Aid	Annual medical checks are not provide to all workers.	Provide free annual health checks to all workers.	Health checks are provided to all workers .	44
Feb-20	Occupational Safety and Health	Health Services and First Aid	The factory did not show evidence of medical checks for workers who are exposed to work-related hazards.	Provide health checks twice a year at not cost to workers who are exposed to work-related hazards.	Health checks have been provided to workers who are exposed to work-related hazards every six month.	44
Feb-20	Occupational Safety and Health	Health Services and First Aid	The medical checks upon hiring were not performed for all workers .	Pay for the health cards for all workers and provide them with medical checks within the first 3 months of hiring		8
Feb-20	Occupational Safety and Health	Welfare Facilities	Based on workers and Unions interviews, the employer did not provide workers with safe drinking water.	Provide safe drinking water to workers.	The water test was conducted and the result is displayed on the floor.	44
Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		8
Feb-20	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C in all section.	Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis.	The company is working on adding more exhaust fan.	44
Feb-20	Occupational Safety and Health	Worker Protection	The employer failed to post appropriate safety warnings in the workplace.	Identify electrical installations requiring warning signs.	All electrical panels have been identify with warning signs .	44

Feb-20	Occupational Safety and Health	Emergency Preparedness	Source of ignition not properly safeguarded.	Train supervisors and workers about electrical hazards.	Awareness raising is conducted through the audio system and Phone charging station has been implemented	8
Feb-20	Occupational Safety and Health	Worker Protection	Several machines are missing the safety guards.	Define who is in charge of installing and regularly maintaining the machine guards.	The mechanic manager is responsible for the maintenance and installation of machine guards.	8
Feb-20	Occupational Safety and Health	Worker Protection	Several chairs without backrest are used in the sewing and cutting sections.	Provide chairs with proper backrests to workers.		44
Feb-20	Occupational Safety and Health	Worker Protection	The employer did not provide employees with all necessary personal protective clothing and equipment to workers <i>working at height</i>	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.	The company Provides PPE to all workers.	8
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not take action to assess, monitor, and/or limit workers' exposure to hazardous chemicals and substances.	Improve maintenance of machines to avoid spots.	The factory has identified an appropriate space for the spot cleaning section.	44
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS are not available for all chemical and hazardous substances used in the workplace.	Prepare and post MSDS where chemicals are used.	The MSDS have been translated and posted.	32
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Label all chemical and hazardous substances used in the workplace are.	All chemicals are properly labelled.	44
Feb-20	Occupational Safety and Health	OSH Management Systems	Workers in the stock room did not use the weight belts PPE for heavy lifting.	Provide weight belts to workers. Raise awareness of supervisors and workers about lifting equipment.	The factory has distributed protective equipment and the workers acknowledged receipt.	44
Feb-20	Contracts and Human Resources	Employment Contracts	Workers do not understand the terms and conditions of employment.	Provide full information to the worker before the worker signs the contract.		8

Feb-20	Contracts and Human Resources	Employment Contracts	The employment contracts did not specify the terms and conditions of employment.	Revise the employment contract and specify the hours of work for workers.	The Contract was revised and we specified the hours of work for workers.	8
Feb-20	Compensation	Social Security and Other Benefits	The employer does not collect and forward workers contributions to OFATMA.	Collect and forward workers contributions to OFATMA		8
Feb-20	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance.		44
Feb-20	Compensation	Social Security and Other Benefits	No proof of payment for the fiscal year 2019-2020 were available for OFATMA work related accident.	Pay OFATMA for work related accident insurance in a timely manner and keep proof of payment.		44
Feb-20	Compensation	Social Security and Other Benefits	ONA's deduction collected on workers is based on the minimum salary and it is not forwarded on a monthly basis.	Calculate the amount of workers' contribution on the base salary and submit payments to ONA on time.		44
Feb-20	Compensation	Social Security and Other Benefits	The employer contribution to ONA is not calculated on the base salary.	Calculate the amount of the employer's contribution on the base salary and submit payments to ONA on time.		44
Feb-20	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Register with OFATMA for maternity and health insurance.		20
Feb-20	Compensation	Wage Information, Use and Deduction	Workers are not informed about wage payments and deductions.	Provide full information to workers about wage payments and deductions.	Information about wage payments and deductions are posted on the floor.	8
Assessment February 2019						
Feb-19	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Register with OFATMA for maternity and health insurance.		

Feb-19	Compensation	Social Security and Other Benefits	The most recent ONA payment receipts reveal that the payments are not made on a monthly basis.	Collect workers' contribution forward to ONA on time.	
Feb-19	Compensation	Social Security and Other Benefits	Late payment of employer contributions to ONA.	Calculate the amount of workers' contribution on the base salary and submit payments to ONA on time.	
Feb-19	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance.	
Feb-19	Compensation	Social Security and Other Benefits	Collecting and forwarding of workers' contributions to OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance. Then Collect and forward workers' contributions to OFATMA.	
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemical and hazardous substances used in the factory is incomplete.	Assign a responsible persons for updating inventories of chemical and hazardous substances in the various locations where they are stored or used.	The stock manager is in charge for updating the inventory. The compliance officer is responsible for the monitoring.
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Label all chemical and hazardous substances used in the workplace are.	The compliance department is in charge of the labelling.
Feb-19	Occupational Safety and Health	OSH Management Systems	MSDSs were not posted where chemicals and hazardous substances are stored and used.	Prepare and post MSDS where chemicals are used.	Purchasing department is in charge of receiving MSDS from supplier and the compliance team is in charge of the verification
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not take proper action to limit and isolate the use of chemicals in all the factory.	Improve maintenance of machines to avoid spots.	The spot cleaning has been relocated and maintenance plan has been developed.

Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash stations were not available where workers are using chemicals and hazardous substances.	Install eyewash stations where chemicals are used and stored.	New Eyewash Station is available. The compliance officer is in charge of regular verification.
Feb-19	Occupational Safety and Health	Worker Protection	Workers had not been provided with masks in different sections.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.	Protective equipment have been distributed to workers. The engineering department is responsible to provide the equipment.
Feb-19	Occupational Safety and Health	Emergency Preparedness	The employer did not provide foot rests or shock absorbing mats to standing workers.	Identify areas where anti fatigue mats are missing. Provide anti fatigue mats for standing workers.	The compliance officer is in charge for the daily and weekly checks. Anti fatigue mats have been provided to all standing workers.
Feb-19	Occupational Safety and Health	Worker Protection	Several machines missing safety guards.	Define who is in charge of installing and regularly maintaining the machine guards.	The maintenance manager is in charge of reviewing all the machines on a weekly basis and install the necessary protections.
Feb-19	Occupational Safety and Health	Worker Protection	Electrical box, wire and outlets are not properly maintained.	Properly cover electrical box, Insulate the exposed electrical wires, Make sure that the electrical outlets have been fixed.	All electrical boxes are covered properly, the exposed electrical wires and all electrical outlets have been fixed.
Feb-19	Occupational Safety and Health	Worker Protection	The meeting points in case of emergency are not properly located.	Identify another meeting point.	The meeting points have been relocated.
Feb-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C.	Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis.	The factory has installed insulation materials under the metal sheet to reduce the heat.

Feb-19	Occupational Safety and Health	Working Environment	Workplace lighting is insufficient.	Ensure the lighting is adequate and adapted to worker's needs.	
Feb-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.	
Feb-19	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks within the first three months of hiring.	Provide free medical health checks to workers within the first three months of hiring.	
Feb-19	Occupational Safety and Health	Health Services and First Aid	The factory did not show evidence of annual medical checks for workers.	Provide free annual health checks to workers once a year in all buildings.	
Feb-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Increase the number of nurse.	
Feb-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of workers trained in first aid.	Train at least 10 percent of the workforce.	12 percent of the workforce is trained in first Aid and training records are kept.
Feb-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire alarm.	Have a fire detection and alarm system suitable for the factory conditions. Remind workers that fire alarm should remain unobstructed	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Fire extinguishers were not properly charged.	Assign someone to check and maintain the fire extinguishers.	The compliance department is responsible for the inspection of fire extinguishers on a daily basis.
Feb-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plan was not posted on the floor.	Develop and update the emergency plan.	The evacuation plan has been updated and posted correctly on the floor.
Feb-19	Occupational Safety and Health	Emergency Preparedness	Insufficient number of emergency exit door.	Ensure that each floor has at least 2 possible exit door.	Each floor has at least 2 possible exit door.

Feb-19	Occupational Safety and Health	Emergency Preparedness	Several aisles were obstructed with fabrics.	Identify additional space for storing goods. Remind supervisors about their responsibility to enforce OSH in their area.	The compliance team is in charge to conduct daily and weekly checks.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Fire drill not conducted every 6 months in all buildings.	Conduct at least one emergency drill every six months.	The last fire drill was conducted in October 2019 and the one before that in May 2019.	
Feb-19	Occupational Safety and Health	OSH Management Systems	Work-related accidents and diseases were not recorded and submitted to OFATMA on a monthly basis.	Declare accidents to OFATMA.	Accidents are declared to OFATMA on a monthly basis.	
Feb-19	Working Time	Leave	The factory provided 13 days of annual leave to workers with 1 year of service instead of 15 days.	Give workers the required time for annual leave.		



Advisory and Training Services

5-Aug-20	Training	Virtual Spanish Webinar on COVID-19 Human Resources Management (HRM).
27-Aug-20	Advisory meeting	Virtual advisory meeting with CODEVI management on how to perform evacuation drill under safe condition. Review of improvement plan. Bipartite committee meeting on how to do a root cause analysis.
2-Jul-20	Advisory meeting	Virtual meeting with management regarding updates on the improvement plan and the progress report. Meeting with bipartite committee on the COVID- 19 Protocol and each plant's best practices.
6-May-20	Advisory meeting	Virtual advisory meeting on Preventing and mitigating measures regarding COVID-19. Discussion was on main challenges and related action plan. Factory to submit the COVID- 19 mitigation protocol.
31-Jan-20	Training	Workers Knowledge Building Programme: Labor law
29-Nov-19	Training	Workers Knowledge Building Programme: Labor law
29-Nov-19	Advisory meeting	Advisory visit to perform OSH and meeting with union representatives at superior.
28-Nov-19	Training	Occupational Safety and Health (OSH).
28-Nov-19	Training	Workers Knowledge Building Programme.
28-Nov-19	Advisory meeting	Advisory visit to perform OSH tour.
		Bipartite osha committee meeting at EVERBRIGHT factory.
27-Nov-19	Training	Workers Knowledge Building Programme: Labor law
27-Nov-19	Training	Bipartite Committee training.
26-Nov-19	Training	Workers Knowledge Building Programme: Labor law
3-Oct-19	Advisory meeting	Emergency preparedness tour: Uniwell, Top Choice, MD1, MD2, CIH, BKI. Request to CODEVI: Management systems (procedures, tools, internal audits check list, etc.) of emergency preparedness in place for all factories.
2-Oct-19	Advisory meeting	Boiler procedures review at Everbright and BKI Emergency preparedness tour at Everbright and Superior.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2020						

Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate protocol related to COVID 19 that includes all the elements.	Develop an appropriate COVID 19 protocol.	The compliance officer has shared good practices and Better Work guidelines with upper management for their review and approval.	1
Assessment January 2020						
Jan-20	Working Time	Regular Hours	For one factory, the extra hours were not properly recorded .	Record overtime and ensure that it is reported on the payroll.		36
Jan-20	Working Time	Regular Hours	The factory did not give two breaks of 30 minutes to pregnant women.	Provide additional breaks to pregnant women.	Pregnant women are receiving the break established by law.	6
Jan-20	Working Time	Regular Hours	The working hours including break time were not posted in several buildings.	Post working hours including break time were all workers can see it.	Management has taken measures so that working hours including break time are posted on the floors of the buildings.	36
Jan-20	Occupational Safety and Health	Emergency Preparedness	One emergency drill conducted during the last 12 months in three buildings.	Conduct an emergency drills every six months.	Two factories out of 4 are compliant with that requirement.	108
Jan-20	Occupational Safety and Health	Emergency Preparedness	The aisles were obstructed with fabrics in three buildings.	Keep aisles unobstructed.	Management talked to the workers about the aisles and explained why they should not be obstructed. Supervisors have the responsibility to clear the aisles when	108

Jan-20	Occupational Safety and Health	Emergency Preparedness	Several emergency lights did not work.	Replace the emergency lights that are not working.	Management solved the problem of the emergency lights and they work now.	8
Jan-20	Occupational Safety and Health	Emergency Preparedness	The escape routes need to be marked on the floor for three buildings.	Ensure that escape routes are clearly marked and evacuation maps are accurate.	The escape routes have been marked.	108
Jan-20	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of fire extinguishers.	Check and maintain fire extinguishers regularly.	All fire extinguishers were checked and properly charged in June; they are no longer obstructed.	36
Jan-20	Occupational Safety and Health	Emergency Preparedness	Smoke detectors have not been installed in a fabric storage area.	Install smoke detectors where flammable material are stored.	Smoke detector have been installed.	36
Jan-20	Occupational Safety and Health	Health Services and First Aid	Expired supplies in first aid boxes.	inspect and replenish the first aid boxes regularly.	Expired Saline Solution have been removed and replaced by a new one. First aid boxes are checked every	6
Jan-20	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Ensure that medical services are available during working hours including during night shift.		108
Jan-20	Occupational Safety and Health	Health Services and First Aid	No evidence of medical checks were available in worker's files.	Provide annual medical checks to all workers.		108
Jan-20	Occupational Safety and Health	Health Services and First Aid	No evidence of annual medical checks provided to workers exposed to work related hazards.	Provide medical checks twice a year to workers that workers exposed to work related hazards.		108

Jan-20	Occupational Safety and Health	Health Services and First Aid	No evidence of annual medical checks provided to workers within the first three months of hiring.	Provide free health checks to all workers within the first three months of their employment.	108
Jan-20	Occupational Safety and Health	Welfare Facilities	Eating area is not adequate to accommodate the entire workforce.	Organize the eating area to accommodate the workers.	108
Jan-20	Occupational Safety and Health	Welfare Facilities	Soap was not provided in several of the buildings .	Ensure that soap is available during working hours.	108
Jan-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets to accommodate the current workforce.	108
Jan-20	Occupational Safety and Health	Worker Protection	Hazard warning signs missing on electrical panels.	Post hazard signs on all electrical panels.	8
Jan-20	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical boxes.	Cover all electrical boxes.	8
Jan-20	Occupational Safety and Health	Worker Protection	Several sewing machines missing eye guards.	Install the necessary guards on all machines.	108
				Three factories out of four gave evidence that they replaced 85 % to 100% of the missing or damaged guards	

Jan-20	Occupational Safety and Health	Worker Protection	Several chair without backrests found in several buildings.	Provide sufficient chairs with back rest.	Now all chairs have proper backrests. Procurement department is asked to speed up the process when they order the chairs.	108
Jan-20	Occupational Safety and Health	Worker Protection	PPE were not provided to all workers exposed to hazards.	Provide adequate PPE to spot cleaning and mechanic shop workers.	Missing PPE are provided to workers.	8
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash stations are missing in several areas of the workplace.	Install eye washing facility where needed.		8
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The spot cleaning area is not properly ventilated.	Ensure that spot cleaning areas are properly ventilated.	That area has been eliminated.	8
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without chemical safety data sheets.	Post MSDS in all areas where chemicals are stored or/and used.	MSDS for alcohol, eco-mist adhesive, blow out have been posted on the wall where they are used.	108
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical storage area was not properly constructed in one of the factories.	Organize storage locations properly. Post all necessary warning signs.	Management is currently doing an inventory to locate all chemicals and ensure they are appropriately stored.	108
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Several chemical and hazardous substances were found without labels.	Label all chemicals and hazardous substances.		108

Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper inventory control.	Update the inventory for all chemical and hazardous substances regularly.	Two factories out of 4 have shared evidence of a complete inventory for all chemical used in the workplace.	36
Jan-20	Occupational Safety and Health	OSH Management Systems	CODEVI did not submit the work-related accidents records to OFATMA.	Submit work-related accidents records to OFATMA on a monthly basis.		8
Jan-20	Occupational Safety and Health	OSH Management Systems	The mechanism that ensures cooperation between workers and management on OSH matters has not been fully developed.	Develop cooperation mechanisms between workers and management, to deal with OSH matters.	Each factory has a bipartite committee to deal with OSH matters.	8
Jan-20	Occupational Safety and Health	OSH Management Systems	Employer did not perform an assessment of general occupational safety and health (OSH) issues consistently across all buildings.	Perform assessments of general occupational safety and health on a regular basis.		8
Jan-20	Contracts and Human Resources	Contracting Procedures	Apprentice contracts were not approved as legally mandated.	Submit the apprentice contract to the relevant national authorities for approval.		8
Jan-20	Contracts and Human Resources	Employment Contracts	Contracts for night shift workers are missing several key elements.	Include terms and conditions in the workers' contracts.		8
Jan-20	Compensation	Social Security and Other Benefits	Annual salary supplement or bonus is inaccurate.	Include all yearly earnings in the calculation of the annual salary supplement or sick		36

Jan-20	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance and submit employer's contribution regularly.	96
Jan-20	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance. Collect and forward workers' contribution to OFATMA regularly.	96
Jan-20	Compensation	Social Security and Other Benefits	Factory did not submit salary statements and payment for OFATMA work related accident insurance for the fiscal year 2019-2020.	Share proofs of payment to OFATMA for work related accident insurance for the fiscal year 2018-2019.	96
Jan-20	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer's contribution to ONA.	Calculate workers' contribution for ONA on worker's base salary and make payment on a monthly basis as required by law.	36
Jan-20	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers' contribution to ONA.	Calculate employer's contribution for ONA on worker's base salary and make payment on a monthly basis as required by law.	36
Jan-20	Compensation	Paid Leave	Lunch breaks is not compensated in the payroll.	Pay the lunch break.	8

Jan-20	Compensation	Paid Leave	Factory only paid 6 weeks of maternity leave while workers are entitled to 12 weeks.	Register with OFATMA to ensure the eligible workers could benefit the 12 weeks payment for maternity leave.	96
Jan-20	Compensation	Paid Leave	Sick leave payment is inaccurate.	Calculate sick leave on the average daily earnings.	96
Jan-20	Compensation	Paid Leave	Annual leave payment amount is inaccurate.	Include all earnings in the calculation of the annual leave.	36
Jan-20	Compensation	Wage Information, Use and Deduction	The time records on the payroll are inaccurate.	Ensure that accurate information regarding the hours worked are displayed in the payroll.	8
Jan-20	Compensation	Overtime Wages	Overtime payment is not accurate.	Include all relevant information regarding overtime in the payroll.	36
Jan-20	Compensation	Minimum Wages/Piece Rate Wages	Sometimes workers do not receive full payment due to lack of changes.	Ensure that the workers receive an accurate salary.	8
Jan-20	Freedom of Association and Collective Bargaining	Freedom to Associate	Improper termination of union workers and interference with union activities	Reinstate terminated workers.	8
Assessment February 2019					
Feb-19	Working Time	Leave	Factory did not provide at least 15 days of annual leave to all workers with one year of service.	Provide at least 15 days of annual leave to all workers with one year of service.	All factories gave the missing days in the holy week, from April 15 to 19.

Feb-19	Working Time	Regular Hours	The factory's working hours including break time were not posted on the floor of several building.	Post the factory's working hours including break time on the floor of all buildings.	Brand M, Fabrik, MD and Mazava post their working hours and breaks in the HR board.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Emergency drills not conducted every 6 months in all buildings.	Conduct emergency drill every 6 months in all buildings.	Management ensures that all buildings conduct evacuation drills every 6 months. The following factories: Brand M, MD, Fabrik, Superior, Everbright, Mazava do evacuation drills every 6 months.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Obstructed aisles and exits doors in several buildings.	Keep all emergency exits and aisles unobstructed and easily accessible.	The factories Brand M, MD, Fabrik, Mazava, do not have blocked emergency exits in the internal	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plans were not updated or posted on the floor for several buildings.	Post updated evacuation plans for all buildings.	Management is working on updating all the evacuation plans of all the buildings, we have updated the evacuation plans for all buildings.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of fire extinguishers.	Inspect fire extinguishers monthly for all factories.	Internal audits are carried out to avoid this issue. All extinguishers are inspected monthly by a certified external company.	

Feb-19	Occupational Safety and Health	Emergency Preparedness	No smoke detectors installed in one of the buildings.	Install smoke detectors in the affected buildings. Include smoke detectors in the maintenance plan. Replace damaged fire alarms when needed.	Smoke detectors are installed in the affected building. These are checked on a weekly and monthly basis. All smoke detectors from all buildings will be checked during audits carried out by CODEVI's compliance	
Feb-19	Occupational Safety and Health	Health Services and First Aid	The total number of workers trained in first aid is less 10 percent of the workforce.	Provide first aid training to a minimum of 10 percent of the workforce.	Factory has a continuous training program for all CODEVI employees, in first aid, evacuation and rescue, fire prevention, industrial electricity, safe handling of chemical products, handling of forklifts, among	
Feb-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Increase the number of nurses to meet the legal requirements.	CODEVI's administration is working on this issue with its legal department.	
Feb-19	Occupational Safety and Health	Health Services and First Aid	No evidence of annual medical checks were available.	Provide annual medical checks for all workers.	CODEVI's administration worked on this issue together with the health department so that the medical check-ups are done to all workers	

Feb-19	Occupational Safety and Health	Health Services and First Aid	No evidence of annual medical checks to workers exposed to work related hazards were available.	Provide medical checks to workers exposed to work related hazards twice a year.	CODEVI's administration worked on this issue together with the health department so that the medical check-ups are done to all workers	
Feb-19	Occupational Safety and Health	Health Services and First Aid	No evidence of annual medical checks to workers within the first three months of hiring were available.	Provide medical checks to all workers within the first three months of employment.	CODEVI's administration worked on this issue together with the health department so that the medical check-ups are done to all workers	
Feb-19	Occupational Safety and Health	Welfare Facilities	The number of seats available in the eating area cannot accommodate the entire workforce.	Increase the eating areas available for workers.	Different lunch times are in place to prevent people from not having places to sit and eat	
Feb-19	Occupational Safety and Health	Welfare Facilities	Soap was not provided in several of the buildings.	Provide sufficient soap in the toilets.	Internal audits are carried out in factories to prevent this from happening. In the factories, , MD, Fabrik, Mazava the bathrooms have an employee all the time to track the soap and	
Feb-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets to meet the legal requirements.	CODEVI applies OSHA international standards regarding bathrooms, we are waiting for an update of the law regarding this issue	

Feb-19	Occupational Safety and Health	Working Environment	Insufficient light levels in several sections of the workplace.	Ensure that the factory has the adequate light levels in all buildings.	Management has carried out environmental measures with certified equipment in our facilities to ensure that the levels are appropriate according to international standards.	
Feb-19	Occupational Safety and Health	Working Environment	Temperature levels exceeded 30 C in sewing, inspection and cutting sections.	Keep the noise level below 85 Db in all buildings.	Management has carried out environmental measures (light, noise, temperature) we have certified equipment and we carry out an action plan for the found findings.	
Feb-19	Occupational Safety and Health	Working Environment	Temperature levels exceeded 30 C in all working sections.	Keep the temperature below 30 C in all buildings.	Management carry out environmental measures (light, noise, temperature) we have certified equipment and we carry out an action plan for the found findings.	
Feb-19	Occupational Safety and Health	Worker Protection	Missing hazard signs on electrical panels in two buildings.	Install proper hazard signs on all the electrical panels.	Management installed proper hazard signs on all electrical panels.	

Feb-19	Occupational Safety and Health	Worker Protection	Safety guards were missing for sewing machines.	Replace all missing guards on the sewing machines. Ensure regular maintenance of machines.	Management has a maintenance plan for all the machines. All the necessary guards are properly installed.
Feb-19	Occupational Safety and Health	Worker Protection	Several workers observed sitting on chairs without proper backrests in at least 4 buildings.	Provide all seating workers with chairs with backrest.	Factory is in the process of repairing and replacing the chairs in poor condition. At the factory, all defective chairs were replaced.
Feb-19	Occupational Safety and Health	Worker Protection	Documentation record is not provided for workers trained on the use of PPE.	Train all workers on the use of PPE. Keep appropriate records of training.	The factories Brand M, MD, Fabrik, Mazava have carried out training on the use of protective equipment.
Feb-19	Occupational Safety and Health	Worker Protection	The factory did not provide proper PPE to all workers.	Provide all required PPEs to all workers, in all buildings.	Management has an action plan together with human resources for employees to use PPE.
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing eyewash stations in several spot cleaning areas.	Install adequate eyewash stations in all areas where Chemicals and Hazardous Substances are used.	Management installed eyewash station in spot cleaning areas.
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The documentation for workers trained on chemicals and hazardous substances was unavailable.	Provide regular training for workers who work with chemicals and hazardous substances in all buildings.	Management has performed training for the proper handling of chemicals.

Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The ventilation system in one spot cleaning area is inadequate.	Limit workers' exposure to chemicals. Use chemicals in adequately ventilated areas.	The employee was relocated to a suitable place for his work. The spot cleaning was placed in a suitable place with proper ventilation.
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without chemical safety data sheets.	Keep chemical safety data sheets for all hazardous chemicals used in the workplace. Post all MSDS in local language in all areas where these substances are used or stored.	CODEVI's compliance department will check that all the factories have the MSDS in the local language. In the following factories: Brand M, MD, Fabrik, Mazava the MSDS were translated into the local language and posted in the
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper storage of chemical and hazardous substances.	Store all chemicals and hazardous substances in their proper location. Inform all chemical suppliers of the requirement to deliver the chemicals substances to the chemical warehouse.	Management has arranged proper chemical room and installed barriers to avoid sun exposure. The chemicals are well ventilated as well. Chemical suppliers were informed about the requirement to put the chemicals in the

Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Spray guns used for chemical products did not have labels.	Label all chemicals and hazardous substances used in the workplace in local language.	The chemical containers were labelled in the factories of , MD, Mazava, Fabrik. The CODEVI compliance department will check that all factories have their chemical containers properly labelled.	
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper inventory control.	Keep an updated inventory for chemicals and hazardous substances used in the workplace for all the buildings in operation.	In factories Brand M, MD, Fabrik, Mazava, Superior the inventories of the chemicals are updated.	
Feb-19	Occupational Safety and Health	OSH Management Systems	The factory did not submit the record of work-related accidents and diseases to OFATMA.	Submit work-related accidents and diseases records to OFATMA on a monthly basis.	CODEVI's management is reviewing this issue with the health department	

Feb-19	Occupational Safety and Health	OSH Management Systems	The mechanism that ensure cooperation between workers and management on matters has not been fully developed.	Create an OSH committee with representatives from all buildings. Ensure that management and workers are equally represented. Organize monthly meetings and keep minutes.	All the committees of each of the factories were evaluated for the integration of the personnel of different commands, thus having a mixed committee representing all the areas and different ideas. BrandM has already formed an equally balanced committee with representation from both, workers and management. They hold monthly meetings to address	
Feb-19	Occupational Safety and Health	OSH Management Systems	The employer did not perform an assessment of general occupational safety and health (OSH) issues consistently across all buildings.	Conduct an assessment of general occupational safety and health (OSH) issues in all buildings. Inform workers of the results of the assessment. Perform assessment every 6 months.	CODEVI's compliance department performs internal health and safety audits in 6 factories on a monthly basis. In addition, a general self-assessment is performed every 6 months using Wrap principles. The factories BrandM, MD, Fabrik, Mazava, Superior, internal security audits are carried out every month, and audits are carried out on the 12 principles of WRAP every 6 months.	

Feb-19	Contracts and Human Resources	Contracting Procedures	The apprentice contracts were not approved by MAST as legally mandated.	Revise the contracts of the apprentice workers, to specify the hours of work and the salaries. Submit to MAST for approval. Communicate the new procedures to all relevant parties.	CODEVI's management is reviewing this issue together with the human resources department.	
Feb-19	Contracts and Human Resources	Employment Contracts	Contracts for night shift workers are missing several key elements.	Revise the contracts of the night shift workers, to specify the hours of work, the nature of the work or the salaries. Communicate the new procedures to all relevant parties.	CODEVI's compliance department will carry out internal audits in the factories that have night shifts and will revise the contracts of the employees of the night shift. The factories, brand M, MD, Fabrik, BKL, CIH, Superior do not have a night shift	
Feb-19	Compensation	Social Security and Other Benefits	The annual salary supplement or bonus is inaccurate.	Revise the procedures for annual salary supplement or bonus to ensure that it is accurately paid to all eligible workers. Communicate the new procedures to all relevant parties.	The management of CODEVI is reviewing that bonus payments are made correctly by all factories.	
Feb-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment employer's contribution to ONA.	Revise the payment procedures to ensure that the employer's contribution to ONA is accurate and forwarded on time. Communicate the new procedures to all relevant parties.	CODEVI's administration is working with the legal department to ensure that the payment made to the ONA is not based on the minimum salary.	

Feb-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment worker's contribution to ONA.	Revise the payment procedures to ensure that the workers' contribution to ONA is paid accurately and on time. Communicate the new procedures to all relevant parties.	CODEVI's management is reviewing with the legal department the interpretation of the law related to the payment to ONA. The factories BrandM, MD, Fabrik, Mazava, BKI, Top Choice, CIH have the updated	
Feb-19	Compensation	Paid Leave	Lunch break is not compensated in the payroll.	Revise the payroll procedures to ensure that the daily break is accurately paid to all eligible workers. Communicate the new procedures to all relevant parties.	CODEVI's management is reviewing the issue with the legal department. According to the law, lunch time must be paid when working 8 hours. CODEVI works 9 hours.	
Feb-19	Compensation	Paid Leave	Maternity leave payments are 6 weeks instead 12 week and are based on the minimum wage.	Revise the procedures for maternity leave to ensure that it is accurately paid to all eligible workers. Communicate the new procedures to all relevant parties.	CODEVI's management is working on the registration process in OFATMA for maternity.	
Feb-19	Compensation	Paid Leave	Sick leave payment is based on minimum wage.	Revise the procedures for sick leave to ensure that is accurately paid to all eligible workers. Communicate the new procedures to all relevant parties.	CODEVI's management is reviewing the sick leave procedures to ensure that is accurately paid all eligible workers	

Feb-19	Compensation	Paid Leave	Annual leave payment amount is incorrect.	Revise the procedures for annual leave to ensure that it is accurately paid to all eligible workers. Communicate the new procedures to all relevant parties.	The management of CODEVI is reviewing that the annual leave payment are made correctly by all factories.
Feb-19	Compensation	Premium Pay	Incorrect payment to workers with verbal contract.	Ensure that hours worked on Saturday are accurately paid to all eligible workers. Follow-up with compliance on this issue every 6 months.	BrandM, MD, Fabrik and Mazava pay all worked hours to their workforce. CODEVI's administration has agreed to conduct mandatory audits to all the other factories which are in Non-compliance.
Feb-19	Compensation	Overtime Wages	Overtime payment is not accurate.	Pay hours worked overtime accurately to all workers.	CODEVI's compliance department will be following up on all overtime being correctly paid, doing semi-annual audits in all factories. In factories, brand M, MD, Fabrik, Mazava, CIH, Superior correctly pay overtime, this has been verified by internal audits conducted by the CODEVI compliance

Feb-19	Compensation	Minimum Wages/Piece Rate Wages	Sometimes workers do not receive full payment due to lack of changes.	Inform workers of deductions made on their payroll Ensure that any amount deducted due to lack of small cash is paid in a reasonable time frame.	CODEVI management is working on the implementation of a project for electronic payment to employees and to avoid this kind of problems. The workers have also been informed of the	
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22-Sep-20	Training	Virtual Hygiene and Prevention against Covid-19.	
10-Sep-20	Advisory meeting	Virtual meeting with management on Compensation. Meeting with bipartite committee on self diagnosis. Meeting with trade union SOD on social dialogue inside Digneron and how to improve it.	
22-Jul-20	Training	Virtual Socially Responsible Transitioning.	
21-Jul-20	Training	Virtual Socially Responsible Transitioning.	
14-Jul-20	Advisory meeting	Virtual meeting with management on Improvement and effective way to close pending non compliance points. Bipartite meeting on the Covid 19 protocol.	
29-May-20	Advisory meeting	Virtual meeting with management on the reopening that took place on May 20. Discussion was on preventing measure that factory put in place and main challenges regarding order and raw materials.	
4-Mar-20	Advisory meeting	Meeting with OSH committee on OSH procedures. Meeting with management to review the Improvement plan. Factory tour to validate remediation.	
1-Mar-20	Training	Supervisory Skills Training.	
22-Feb-20	Training	Workers Knowledge Building Programme: Labor Law.	
15-Feb-20	Training	Workers Knowledge Building Programme: Labor Law.	
12-Dec-19	Training	Workers Knowledge Building Programme: Labor Law.	
12-Dec-19	Training	Workers Knowledge Building Programme: Labor Law.	
11-Dec-19	Advisory meeting	Meeting with management to discuss the Improvement plan and main challenges. Factory tour to validate remediation.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMIEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate COVID 19 protocol that includes all the relevant elements.	Develop an adequate COVID 19 protocol with all the relevant elements as per the Better Work Haiti guidelines.	Factory will review the protocol to include all the relevant elements.	1
Assessment May 2019						

May-19	Working Time	Leave	Some workers received only 13 days out of 15 days of leave after 1 year of service.	Provide workers 15 days of annual leave after completing 1 year of service.	Annual leave will be provided according to the law, all workers entitled to 15 days will receive it.	18
May-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire a number of nurses that would make the factory compliant with regards with the law.	With our size, we have never seen a waiting line to be consulted in the infirmary, no worker has ever had to complain, our medical staff provide quality service, we think it's not necessary to have 6 nurses since it costs money we are comfortable with the 2 nurses and the doctor's visits.	18
May-19	Occupational Safety and Health	Health Services and First Aid	Documentation was not available in worker's files to confirm the annual medical check.	Facilitate free health annual checks for the workers.	The factory provides the free health checks to the workers.	18
May-19	Occupational Safety and Health	Health Services and First Aid	Documentation was not available in worker's files to confirm medical check for workers within their first three months.	Provide workers with free medical checks within their first 3 months.	We have established a schedule to do all the evaluation for the employees, we should finish with its operations on October 1, 2019. we have the whole year to complete the medical check and we are already 80% of the factory. The remaining checks will be done by the end of the year.	18
May-19	Occupational Safety and Health	Welfare Facilities	Soap was not available at the time of the assessment visit.	Ensure soap is available in the toilets.	This has been corrected quickly. The factory always has soap in stock. The person in charge has been advised to check the soap dispenser regularly to fill the container as necessary.	18

May-19	Occupational Safety and Health	Working Environment	Temperature levels exceeded 30 C in several working sections.	Keep temperature level to a maximum of 30 degree or lower in all sections.	factory bought a multi meter to control the temperature level on a regular basis. Sufficient ventilation to ensure that the temperature level is under 30 C.	18
May-19	Occupational Safety and Health	Worker Protection	Electrical wires were not properly installed in the cafeteria.	Remove and reinstall the electrical wire properly.	We removed the connection the same day.	18
May-19	Occupational Safety and Health	Worker Protection	Proper PPE was not available for workers using chemicals and hazardous substances.	Provide personal protective equipment for worker using chemicals.	The Factory is using 3M P95 which is recommended by the customer representative to replace the previous mask.	18
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The use of chemicals is not isolated.	Create a safe environment for spot cleaning area. Ensure that this space is properly ventilated and safely isolated from the rest of the floor.	Four vacuum machines have been installed, waiting for six more. Also more adequate masks are provided to spot cleaning workers.	18
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals used in the workplace was incomplete.	Keep proper and complete inventory of all chemicals products used in the factory .	The Chemical product management and purchasing teams are responsible for the inventory control and delivery of all chemical products. All the chemical products are listed in the master inventory.	18
May-19	Occupational Safety and Health	OSH Management Systems	Management could not provide evidence of consultation with workers in doing the OSH self assessment .	Inform workers representatives in OSH committee of the results of the assessments.	Self audit is now conducted by the workers representatives in the OSH committee, Worker representatives are fully involved.	18

May-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer's contribution to OFATMA for maternity and health insurance.	Pay OFATMA contributions on base salary and within the first 10 days of the following month.	Factory submitted the proof of arrears payment for fiscal year 2019-2020 and monthly payment until July 2020.	18
May-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers' contribution to OFATMA for maternity and health insurance.	Pay OFATMA contributions on base salary and within the first 10 days of the following month.	Factory adjusted method of calculation to compute all the payment received by the worker except the overtime wages. Factory submitted the proof of arrears payment for fiscal year 2019-2020 and monthly payment until July 2020.	18
May-19	Compensation	Social Security and Other Benefits	Factory did not provide documentation that it paid 3% of worker's salary to OFATMA for work related accident insurance.	Complete the payment for OFATMA work related accident insurance and properly filed evidence of any agreement with	Payment for fiscal year 2018-2019 completed . Payment for fiscal year 2019-2020 completed	18
May-19	Compensation	Social Security and Other Benefits	Employer contribution to ONA are consistently late.	Pay ONA contribution on base salary and within the first 10 days of the following month.	Factory adjusted method of calculation to compute all the payment received by the worker except the overtime wages. Factory submitted the proof of payment for the month of July 2020	18
May-19	Compensation	Social Security and Other Benefits	Workers' contribution to ONA are consistently late.	Pay ONA contribution on base salary and within the first 10 days of the following month.	Factory adjusted method of calculation to compute all the payment received by the worker except the overtime wages. Factory submitted the proof of payment for the month of July 2020.	



Factory: ELANSIA S.A
Location: Port-au-Prince
Number of workers: 708
Date of registration: May-18
Date of last two Better Work assessments: Jan-19
 Feb-20

Advisory and Training Services

3-Apr-20 Advisory meeting
 10-Jan-20 Advisory meeting
 14-Nov-19 Advisory meeting
 Factory virtual session to perform root cause analysis and new improvement plan.
 Advisory visit to discuss grievance mechanism, outstanding recommendations and emergency preparedness.
 Advisory visit to discuss PR2 and have bipartite committee with union representatives.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment February 2020						
Feb-20	Compensation	Minimum Wages	Workers do not receive the daily minimum wage in the event of a lack of equipment and are sent home before the lunch break.	Retroactively pay workers the missing unpaid amount for 1 day of early release.	Retroactive payment to all workers.	10
Feb-20	Compensation	Social Security and Other Benefits	The factory calculates ONA contributions based on the minimum wage instead of the basic salary.	Ensure 6% deductions are made on workers' base salary, which includes all salaries except overtime payments.	Factory conducted training on labour law and the deduction will be made on workers' base salary as required.	10
Feb-20	Compensation	Social Security and Other Benefits	No source document to verify full compliance with invoice for social security payments.	Have document storage system to maintain copies of invoice for OFATMA accident insurance to reconcile with payment submitted.		22
Feb-20	Compensation	Social Security and Other Benefits	The factory calculates OFATMA contributions based on the minimum wage instead of the base salary.	Calculate OFATMA contributions based on workers' base salary.	Factory conducted training on labour law and the deduction will be made on workers' base salary as required	12

Feb-20	Occupational Safety and Health	OSH Management Systems	No evidence of general occupational safety and health assessment was available.	Conduct internal OSH assessment are annually as required. Use checklist provided by BWH.	Internal assessments are performed.	10
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not keep an inventory of all chemicals and hazardous substances used in the workplace.	Track all inventory purchased at the factory and update accordingly.		22
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemical and hazardous substances found in the workplace.	Define who controls the chemical container upon receipt from supplier and controls the label. Define who is entitled to pour chemicals in other recipients and label them. Review the MSDS to know which pictograms are needed. Label chemicals and hazardous substances. Train workers on hazard pictograms. Specify who conducts regular checks on chemical safety and include this in the system of daily-weekly checks.		22
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some chemicals.	Specify who is in charge of receiving MSDS from supplier and verify that the MSDS has all the required sections. Integrate this in the purchasing procedure. Make sure to have the MSDS for all hazardous chemicals used in the workplace. . Translate in the local language as needed. Define where the chemicals are used and stored, and make MSDS available at these locations. Specify who conducts regular checks on chemical safety (and include		22

Feb-20	Occupational Safety and Health	Worker Protection	Management has not provided proper PPE to worker exposed to chemicals while doing maintenance work.	Provide gloves and masks to worker exposed to chemicals while doing maintenance work. Ensure protective gears are used as expected.	Adequate PPE is being distributed to this group of workers.	22
Feb-20	Occupational Safety and Health	Worker Protection	20 percent of single needle machine were missing the finger guards.	Install necessary guards are and maintain all machines.	Factory started to install all the missing guards.	12
Feb-20	Occupational Safety and Health	Worker Protection	Uncovered electrical outlets in the spot cleaning and the dark room.	Cover all electrical outlets.		10
Feb-20	Occupational Safety and Health	Working Environment	Unacceptable temperatures in all sections.	Consider the installation of PUSH/PULL ventilation system or cooling systems.		10
Feb-20	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Provide adequate lighting as per Better Work guidelines.		10
Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient toilets.	Work with park administrators to increase number of toilets.		22
Feb-20	Occupational Safety and Health	Welfare Facilities	Inconsistent availability of soap in men's toilets.	Provide soap in all toilets as required.		22
Feb-20	Occupational Safety and Health	Health Services and First Aid	Employer did not pay OFATMA for the medical cards, as a result OFATMA did not provide the medical checks at the factory.	Pay for the OFATMA medical card. Contact OFATMA to provide for medical checks.		22
Feb-20	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks to workers exposed to work-related hazards.	Pay for the OFATMA medical card. Contact OFATMA to provide for medical checks.		22
Feb-20	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free annual health checks to workers.	Pay for the OFATMA medical card. Contact OFATMA to provide for medical checks.		22

Feb-20	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel	Hire additional nurses based on the worker population.		10
Feb-20	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was missing in the chemical warehouse.	Replace the missing fire extinguisher.	Corrected during assessment.	10
Feb-20	Occupational Safety and Health	Emergency Preparedness	The emergency exits were not clearly identified in the map.	Identify all emergency exits on the evacuation map.		10
Feb-20	Occupational Safety and Health	Emergency Preparedness	Obstructed evacuation route.	Maintain evacuation routes cleared of obstruction.		10
Feb-20	Occupational Safety and Health	Emergency Preparedness	Fire drill not performed in a timely manner.	Conduct fire drill every 6 months.	Fire drill conducted.	10
Assessment January 2019						
Jan-19	Occupational Safety and Health	OSH Management Systems	Inconsistent monthly internal assessment.	Designate a person to perform internal OSH Assessments. Designate independent person in HR to verify completion. Report completion of scheduled assessment to independent top management person.	Compliance officer designated to perform daily OSH assessments.	
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified tank of Diesel near the generator room.	Designate person to ensure proper labelling of all chemical products on the floor.	Tank is now identified.	
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some chemicals used in the workplace.	Prepare and post MSDS for all chemicals and hazardous substances used in the workplace.		
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye washing facilities in the chemical warehouse where chemicals are stored.	Install and properly maintain eye washing facilities in the chemical warehouse where chemicals are stored.		

Jan-19	Occupational Safety and Health	Worker Protection	Earplugs not provided to all workers.	Provide all required PPE included but not limited to earplugs for workers in the generator room, pressing and quality section.	
Jan-19	Occupational Safety and Health	Worker Protection	Entry point in electrical panels were not seal and the generator is not grounded.	Seal entry points in all electrical panels and maintain the generator grounded.	Generator is properly grounded.
Jan-19	Occupational Safety and Health	Working Environment	The temperature in the workplace is not acceptable.	Use a push and pull-type ventilation. Provide or relocate windows in higher position. Use ceiling fans in order to increase the hot air flow directed towards the outside. Conduct regular measurement of temperature.	Ventilation from fans has been reduced to 70% to balance temperature and noise emanating from fans.
Jan-19	Occupational Safety and Health	Working Environment	Noise levels are not acceptable in the workplace.	Designate 2 OSH focal points from the committee to assist management in identifying and fix potential hazards from the factory floor. Monitor noise levels originating from fans in the quality section and reduce as necessary to keep below 90dB.	
Jan-19	Occupational Safety and Health	Health Services and First Aid	First aid boxes were not accessible.	Designate 2 workers to be responsible for the first aid boxes closest to them, to facilitate access. Maintain 3rd set of keys in centralized location known to workers from a reasonable distance.	Keys are assigned to designated worker positioned close to boxes to respond accordingly.

Jan-19	Occupational Safety and Health	Emergency Preparedness	Unidentified and obstructed fire extinguishers.	Designate 2 OSH focal points from the committee to assist management in identifying and fixing potential hazards from the factory floor. Identify all fire extinguishers and keep them unobstructed.	Management removed the box and has identified the fire extinguisher during the assessment.	
Jan-19	Occupational Safety and Health	Emergency Preparedness	Escape route in the unloading area was blocked by equipment.	Designate 2 OSH focal points from the committee to assist management in identifying and removing potential hazards from the factory floor. Keep escape routes unobstructed.	Systematic follow up and monitoring performed by assigned OSH focal points.	

Factory: Everest Apparel Haiti S.A.
Location: Caracol
Number of workers: 1658
Date of registration: Jan-18
Date of last two Better Work assessments: Jun-18

Aug-19

Advisory and Training Services

17-Sep-20	Advisory meeting	Meeting with the compliance team to review the COVID 19 management guidelines, compensation , HR performance indicators , employee contract.
15-Sep-20	Training	Sexual harassment awareness and prevention.
27-Jul-20	Training	Emergency Preparedness.
24-Jul-20	Advisory meeting	Virtual meeting with the compliance team to review OFATMA and ONA payment. Review the improvement plan , OSH performance indicator and chemical management procedure.
22-Jul-20	Training	Hygiene and prevention against COVID 19.
21-Jul-20	Training	Socially responsible transitioning.
16-Jul-20	Training	Human Resources Management.
27-May-20	Training	Hygiene and prevention against COVID 19.
8-May-20	Advisory meeting	Virtual meeting with the HR assistant to discuss about change of contracts for administrative staff and payment methods.
29-Apr-20	Advisory meeting	Virtual meeting with the HR assistant to review the improvement plan: Emergency preparedness, chemical management and medical checks for workers. Then discuss about the process of mass dismissal , the establishment of the OSH committee and job description of the OSH office.
7-Feb-20	Training	Workers Knowledge Building Programme: Labor law
6-Feb-20	Training	Workers Knowledge Building Programme: Labor law
30-Jan-20	PICC Meeting	Meeting to discuss complaints from workers regarding overtime, lack of space at the clinic, irregular committee meetings and training for committee members.
30-Jan-20	Advisory meeting	Session on boiler safety with the compliance team. Factory tour to validate pending OSH issues, meeting with management to follow up on contract for temporary workers.
4-Dec-19	Advisory meeting	Meeting with management to review the improvement plan: Social security and other benefits, employee Contract. Factory tour: emergency preparedness, chemical management systems.
3-Dec-19	PICC Meeting	Meeting to discuss the composition of a bipartite committee and set date for new election
29-Nov-19	Training	Workers Knowledge Building Programme: Labor law
20-Nov-19	Training	Workers Knowledge Building Programme: Labor law



ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment August 2019						
Oct-20	Occupational Safety and Health	Worker Protection	Factory does not have the appropriate checklist to monitor the cleaning and disinfection process related to COVID 19.	Implement a checklist to record daily cleaning and disinfection. Keep record in appropriate location.		1
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have the appropriate epidemic/pandemic protocol related to COVID 19 in place embedded into the larger OSH policy.	Review the COVID 19 protocol to include the missing points.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	1
Aug-19	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least 2 emergency drill per year.	Conduct at least 2 emergency drill per calendar year. Insert the drills in the OSH annual training plan.	The last fire drill was conducted on July 2020 and the next evacuation drill is scheduled for October 2020.	28
Aug-19	Occupational Safety and Health	Emergency Preparedness	Emergency exit doors were locked during working hours.	Keep all the exit doors open during working hours.	Extra security guards were hired and instructed to keep all the doors open during working hours.	28
Aug-19	Occupational Safety and Health	Emergency Preparedness	The evacuation arrows leading to an emergency exit were not properly indicated.	Paint evacuation arrows and signs.	The evacuation arrows are labelled to lead to the emergency exit.	14

Aug-19	Occupational Safety and Health	Emergency Preparedness	Fire detection and alarm system was not available in one building.	Install a fire detection and alarm system suitable for the factory conditions.	Fire detection and alarm systems are available in all buildings.	28
Aug-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of readily accessible first aid boxes in one building.	Install first aid boxes and ensure the first-aid boxes are always accessible to workers.	A first aid kit is available in all buildings.	28
Aug-19	Occupational Safety and Health	Health Services and First Aid	The factory did not show evidence of annual medical checks for workers.	Provide annual health checks to workers.	OFATMA has started with the medical checks	28
Aug-19	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks within the first three months of hiring.	Provide health checks to workers within the first three months of hiring.	OFATMA has started with the medical checks	28
Aug-19	Occupational Safety and Health	Welfare Facilities	Soap and paper was not available in one building.	Provide soap and paper in the workplace.	Soap dispenser has been installed. The Supervisor of the General affairs is in charge of daily verification.	14
Aug-19	Occupational Safety and Health	Worker Protection	Electrical panels are not identified in all buildings.	Identify electrical installations requiring warning signs .	The electrical panels have been identified and the warning signs are posted.	14
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station is not available where chemicals and hazardous substances are stored or used.	Provide cleansing materials where chemicals are used and stored.	Eye wash station have been installed where hazardous substances are stored. Leaders are in charge of the regular checks	28

Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDs were available for chemicals and hazardous substances.	Prepare and post MSDS where chemicals are used.	The material safety data sheets (MSDS) are available for all chemicals and are translated in local language.	28
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals stored in the workplace are not properly labelled.	Label all hazardous and chemicals substances used in the workplace.	All recipients are properly labelled with at least a pictogram and hazard sign.	28
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory does not include all chemicals and hazardous substances used in the workplace.	Assign staff responsible for updating inventories of hazardous substances in the various locations where they are stored or used.	The inventory of chemicals have been updated. The compliance officer is in charge of the weekly verification.	28
Aug-19	Occupational Safety and Health	OSH Management Systems	OSH meeting minutes are not recorded.	Keep meeting minutes when workers participate in OSH decisions.	The company has created a schedule for the OSH committee meeting every month.	14
Aug-19	Contracts and Human Resources	Dialogue, Discipline and Disputes	Workers from several sections are subjected to constant shouting from foreign supervisor.	Provide training to foreign supervisors on Workplace communication. Ensure that supervisors treat workers with respect.	The administration of the company conducted a training on communication and Harassment for all managers and supervisors.	14
Aug-19	Compensation	Social Security and Other Benefits	Employer contribution to OFATMA for work-related accident is late.	Contribute 3 % of workers' salary to OFATMA for work related accident.	The factory has contributed 3 % of workers' salary to OFATMA for work related accident.	14

Aug-19	Compensation	Paid Leave	Incorrect calculation for sick leave and maternity leave payments.	Include incentives paid for effectiveness in the payment for sick leave and maternity leave.	Incentives paid for attendance and effectiveness are included in the calculation of sick leave and maternity leave.	14
Aug-19	Compensation	Paid Leave	The calculation of average earnings for maternity leave payments is inaccurate.	Adjust payroll system to ensure that sick leave payment is based on average earnings.	Incentives paid for attendance and effectiveness are included in the calculation of average earnings for maternity leave payments.	28
Aug-19	Compensation	Paid Leave	The calculation of average earnings for sick leave payments is inaccurate.	Adjust payroll system to make sure that sick leave payment is based on average earnings.	Incentives paid for attendance and effectiveness are included in the calculation of average earnings for sick leave payments.	28
Assessment June 2018						
Jun-18	Compensation	Paid Leave	Sick leave payments is based on the minimum salary.	Calculate the payment for sick leave on average earnings.	Sick leave payment is based on workers' average earnings .	
Jun-18	Compensation	Paid Leave	Payment for maternity leave is based on minimum salary.	Calculate the maternity leave payment on workers' average earnings.	Maternity leave has been calculated on average earnings as required.	
Jun-18	Compensation	Social Security and Other Benefits	The factory has not yet registered with OFATMA for maternity and health insurance.	Registered with OFATMA for maternity and health insurance.	All Workers are Registered with OFATMA for maternity and health insurance	

Jun-18	Contract and Human Resources	Employment Contracts	Written employment contracts do not specify the terms and conditions of employment.	Specify the hours of work in the employee contract.	The employee contract has been modified to specify hours of work as stated in the labor code
Jun-18	Contract and Human Resources	Dialogue, Discipline and Disputes	Disciplinary measures do not comply with legal requirements.	Modify the disciplinary measures in the internal regulations.	
Jun-18	Contract and Human Resources	Employment Contracts	Terms and conditions of employment contract.	Provide full information to the worker before the worker signs the contract.	Trainings have been provided to all workers.
Jun-18	Contract and Human Resources	Employment Contracts	The internal work rules is not approved by the Ministry of labor.	Make the necessary corrections until the document is approved by MAST	The internal work rules has been sent to Mast and it is approved.
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals is incomplete and does not include the location of those listed chemicals and hazardous substances.	Include all chemicals used in the workplace in the central inventory.	All chemicals are properly stored and MSDS Are available where chemicals are used.
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances are not properly stored.	Identify a storage area for chemicals and ensure all chemicals and hazardous substances used in the factory are properly stored.	A storage area has been identified.
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS are not available for all chemicals and hazardous materials used in the workplace.	Prepare and post MSDS where chemicals are used.	Already posted MSDS in storage area of chemicals and training supervisor in charge.
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not take proper action to limit and isolate the use of chemicals in all the factory.	Improve maintenance of machines to avoid spots.	Eyes wash station has been installed in the chemical room.

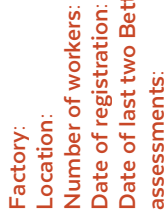
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No evidence of training for workers who work with chemicals and hazardous substances were available during the assessment visit.	Conduct an additional training to train all workers on chemical hazard pictograms.	The factory is working on the training schedule.
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not provide washing facilities or cleansing materials in the event of chemical exposure.	Install eye wash station where chemicals are stored and used.	The eye wash station has been installed.
Jun-18	Occupational Safety and Health	Emergency Preparedness	The factory did not install any smoke detector in the workplace.	Have a fire detection system suitable for the factory conditions.	All smoke detectors have been installed and there is someone in charge of the verification on a regular basis.
Jun-18	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of fire extinguishers.	Ensure regular maintenance of fire extinguishers.	All fire extinguishers have been inspected on a regular basis.
Jun-18	Occupational Safety and Health	Emergency Preparedness	Less than 10 percent of the workforce is trained on the use of fire fighting equipment.	Provide training on the use of fire fighting equipment. Train at least 10 percent of the workforce.	A training was held in July and the factory has fire Fighting brigades trained .
Jun-18	Occupational Safety and Health	Emergency Preparedness	The meeting point in the evacuation plans are not available outside the factory.	Paint the meeting point and inform workers about it.	The meeting point is identified and workers are informed during the fire drills.
Jun-18	Occupational Safety and Health	Emergency Preparedness	Several emergency exits were locked and obstructed during working hours.	Keep all emergency exits unobstructed and unlocked during working hours.	

Jun-18	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least one emergency drill every six months.	Conduct at least two emergency drill per calendar year which include full evacuation of the workforce.	The last Fire Drill took place in December 2018, next one is scheduled for July 2019.
Jun-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide medical checks for workers within the first three months of hiring.	Provide free medical health checks for workers within the first three months of hiring.	The factory hire a Doctor and has started with the process of medical checks.
Jun-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide medical checks for workers who were exposed to work-related hazards twice a year.	Provide free health checks for all workers exposed to work-related hazards twice a year.	The factory hire a Doctor and has started with the process of medical checks.
Jun-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide annual medical checks for workers.	Provide free annual checks for all workers once a year.	The factory hire a Doctor and has started with the process of medical checks.
Jun-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.	The factory hired 1 permanent Doctor and 2 Nurses.
Jun-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of readily accessible first aid boxes in the workplace.	Define responsibility for checking and refilling the first aid box. Then, ensure the first-aid boxes are always accessible to workers.	First Aid boxes have been installed and responsibilities have been assigned.
Jun-18	Occupational Safety and Health	Health Services and First Aid	The factory did not provide any first-aid training to workers.	Provide first aid training to workers to ensure at least 10 percent of the workforce are trained.	The training on first aid has been conducted.

Jun-18	Occupational Safety and Health	Welfare Facilities	The employer did not provide free safe drinking water to workers.	Provide free drinking water to workers and Keep records of drinking water test.	Water test results are posted on the floor and someone has been assigned to follow up on a monthly basis.
Jun-18	Occupational Safety and Health	OSH Management Systems	An assessment of general occupational safety and health issues was not performed in the factory during the last 12 months.	Conduct a general OSH assessment on a monthly basis.	A template of assessment report has been developed and records are kept.
Jun-18	Occupational Safety and Health	OSH Management Systems	No mechanisms is in place to ensure cooperation between workers and management on OSH matters.	Establish an OSH committee with at least equal representation from workers and employer representatives.	The OSH committee has been established and trained.
Jun-18	Occupational Safety and Health	OSH Management Systems	Work-related accidents and diseases were not recorded and submitted to OFATMA on a monthly basis.	Declare accidents to OFATMA on a monthly basis.	Accident reports are submitted to OFATMA on a monthly basis and the nurses are responsible to conduct the accident investigation.
Jun-18	Occupational Safety and Health	OSH Management Systems	The OSH policy is not signed by top management and it was not developed in consultation with worker representatives.	Translate the OSH policy into the local language and ensure that the policy is signed by top management.	The OSH policy is translated and presented to workers.
Jun-18	Working Time	Regular Hours	The digital punch system is not reliable.	Have an accurate attendance recording system.	The factory has two systems in place to control the attendance. The digital punch and the attendance sheet handle by the direct supervisor

Jun-18	Working Time	Regular Hours	The working hours of the factory are not posted.	Post the factory's working hours for all shifts including break time as required by the labor code.	Hours of work are posted on the floor and workers are aware of it.
Jun-18	Occupational Safety and Health	Worker Protection	Management did not provide protective equipment to all workers.	Provide proper gloves and apron to the operators.	Proper gloves are distributed to workers and PPE sign is posted.
Jun-18	Occupational Safety and Health	Worker Protection	No evidences of trainings on personal protective equipment were available during the time of assessment visit.	Conduct an additional training on the wearing of PPEs.	Supervisors are informed and good practice sheets have been posted on the floor.
Jun-18	Occupational Safety and Health	Worker Protection	Several chairs without backrest are used in different sections of the factory.	Provide chairs with proper backrest to workers.	All standing workers already have an anti-fatigue mats. Chair with backrest are available for all workers
Jun-18	Occupational Safety and Health	Worker Protection	Several sewing machines are missing the safety guards.	Define who is in charge of installing and regularly maintaining the machine guards.	Responsibility has been assigned and the safety guards have been installed.
Jun-18	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis.	The additional fans have been installed and the factory is planning to have a cooling system in place.
Jun-18	Compensation	Social Security and Other Benefits	The factory has not yet registered with OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance. Pay the required employer contribution within the first 10 days of the months.	

Jun-18	Occupational Safety and Health	Emergency Preparedness	Exits are blocked by chairs and merchandise.	Improve the induction training and Identify a space to store materials and chairs .	The induction training has been updated.	
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Factory: Fairway Apparel S.A.
Location: Port-au-Prince
Number of workers: 473
Date of registration: Jan-11
Date of last two Better Work assessments: Oct-18

Advisory and Training Services

17-Sep-20 Training

11-Aug-20
Advisory meeting

Virtual Occupational Safety and Health.

Virtual Advisory session with union and management to discuss Internal Evaluation, ONA & OFATMA payment calculation, termination payments.

4-Jun-20
Advisory meeting

Virtual advisory visit to present management guidance from BWH on COVID -19 prevention & hygiene & to update factory status updates.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMIEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID 19 in place embedded into the larger OSH policy .	Integrate COVID-19 protocol into official OSH policy .		1
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not keep a registry for all persons who present a temperature of 38C and above.	Keep a registry for all persons who present a temperature of 38C and above.		1
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not have the appropriate checklist to monitor the cleaning and disinfection process related to COVID 19.	Have a checklist to record the daily cleaning and disinfection of the workplace.		1
Assessment September 2019						

Sep-19	Compensation	Paid Leave	The factory only paid 6 weeks for maternity leave instead of 12 weeks.	Proactively work with OFATMA to complete the registration process. Ensure the correct amount of maternity leave payments as required by the labour code.	30
Sep-19	Compensation	Social Security and Other Benefits	Contribution to ONA is based on the minimum salary.	Calculate ONA contributions on the workers' base salary as required.	30
Sep-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Complete the registration process with OFATMA for maternity and health insurance.	30
Sep-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye wash station in the chemical warehouse.	Install eye wash station in the chemical warehouse.	30
Sep-19	Occupational Safety and Health	Worker Protection	Standing mats were not available to all workers.	Provide standing workers with adequate standing mats.	30
Sep-19	Occupational Safety and Health	Worker Protection	Several sewing machines were missing pulley guards.	Ensure that machine guards are monitored and repaired in a timely manner as it is already established in maintenance system already in place	18
Sep-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical wiring.	Monitoring and maintain electrical wirings, including but not limited to wirings of sewing machines.	18
Sep-19	Occupational Safety and Health	Working Environment	Temperatures levels are unacceptable.	Install a cooling system.	18

Sep-19	Occupational Safety and Health	Welfare Facilities	Insufficient toilets.	Ensure enough functioning toilets for worker population as required by the labour code.	30
Sep-19	Occupational Safety and Health	Health Services and First Aid	Missing MSDS for some chemicals used at the factory.	Post all corresponding MSDS in worker's local language.	30
Sep-19	Occupational Safety and Health	Health Services and First Aid	Factory does provide free health checks twice a year to workers exposed to work-related hazards.	Complete registration with OFATMA. Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required.	30
Sep-19	Occupational Safety and Health	Health Services and First Aid	Medical checks conducted by factory does not cover all required exams.	Complete registration with OFATMA Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required.	30
Sep-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Comply with the Haitian Labour Code, have a permanent onsite medical service, with at least 3 nurses and 3 doctor's visits per week.	30
Sep-19	Occupational Safety and Health	Emergency Preparedness	Smoke detector in the cutting building was not working. Also, no smoke detector was available in the chemical storage area.	Install smoke detectors as appropriate.	12
Sep-19	Occupational Safety and Health	Emergency Preparedness	The escape routes are not clearly marked in Building 2 (Cutting/ Warehouse).	Maintain all escape routes clearly marked.	30

Sep-19	Occupational Safety and Health	Emergency Preparedness	Obstructed routes in the mezzanine area of building 2.	Keep routes unobstructed. Work with OSH committee members, supervisors to perform routine tours of building 2. Provide adequate storage space to receive and store materials.	30
Sep-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Complete the registration process with OFATMA for maternity and health insurance.	30
Sep-19	Compensation	Social Security and Other Benefits	The calculation for the employer's contribution for OFATMA is inaccurate.	Ensure employer's contributions to OFATMA on the worker's base salary as required.	30
Sep-19	Compensation	Social Security and Other Benefits	The calculation for the workers' contribution to OFATMA is based on the minimum salary.	Calculate workers' contributions to OFATMA on the base salary as required.	30
Sep-19	Compensation	Paid Leave	Inaccurate payment of maternity leave.	Proactively work with OFATMA to complete the registration process. Pay the correct amount of maternity leave payments as required by the labour code.	30
Assessment October 2018					
Oct-18	Compensation	Wage Information, Use and Deduction	The employer keeps two payroll records.	Ensure that recorded payroll data matches what is effectively paid to temporary workers on their payslip.	All employees, permanent or part-time get paid according to days worked.

Oct-18	Compensation	Paid Leave	The factory only paid 6 weeks for maternity leave instead of 12 weeks.	Complete registration process with OFATMA for maternity and health insurance so eligible workers can benefit the full 12 weeks.	
Oct-18	Compensation	Social Security and Other Benefits	The employer contribution to ONA is calculated on the minimum salary.	Contribute 6 percent of workers' base salaries to ONA on a monthly basis within the first 10 working days of the current month as required by the code.	December ONA payment paid on time.
Oct-18	Compensation	Social Security and Other Benefits	The employer contribution to ONA is calculated on the minimum salary.	Contribute 6 percent of workers' base salaries to ONA on a monthly basis within the first 10 working days of the current month as required by the code.	
Oct-18	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Pursue registration & complete process with OFATMA for maternity and health insurance.	
Oct-18	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Pursue registration & complete process with OFATMA for maternity and health insurance.	
Oct-18	Contract and Human Resources	Employment Contracts	15.5% of the workforce operates with a verbal temporary contracts only to be reissued several times.	Ensure that workers are issued contracts with benefits matching the true nature and or duration of their jobs.	New contracts were introduced start of 2019 with end date.

Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory.	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used. Include all chemicals used in the workplace in the central inventory. Specify who is in charge of maintaining one central inventory for the company. Define who will be responsible for checking if the inventory is	
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemical and hazardous substances found in the workplace.	Define who controls the chemical container on receipt from supplier and control the label. Define who is entitled to pour chemicals in other recipients and label them. Review the MSDS to know which pictograms are needed. Properly label chemicals and hazardous substances including name in various languages	

Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some chemicals used at the factory.	Identify a person responsible for chemical management. The MSDS for each chemical should be available and translate in local language. Clarify responsibility for posting the MSDS in the locations where chemicals are stored and used. Train workers in charge of chemical storage or using the chemicals about the info contained in the MSDS. Specify who conducts regular checks in the workplace that all chemicals have labels and all MSDS are available.	
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Insufficient control of workers' exposure to chemicals and hazardous substances.	Set policy on maximum daily time of exposure including in case of overtime. Improve isolation from the chemical (e.g. separate room for spot cleaning). Limit access of other workers to the chemical workplace. Train persons to keep record of workers' exposure to hazardous chemicals and substances; Limit the time of exposure based on the results of the records; Organize daily job rotation when needed	
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Insufficient training on chemicals, and training records were not available for workers using chemicals.	Include & Deliver training on chemical product management in training plan.	Training is delivered by management.

Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye wash station in the chemical warehouse at the time of the assessment visit.	Install eye wash station in the chemical warehouse.	Eye washing station installed 4th quarter 2018.
Oct-18	Occupational Safety and Health	Worker Protection	Management did not provide proper Personal Protective Equipment to workers.	Provide appropriate PPE where it is needed for all workers including but not limited to masks for workers in the packing section and proper mask for workers in the spot cleaning area.	The necessary PPE has been provided.
Oct-18	Occupational Safety and Health	Worker Protection	Insufficient training on PPE for sewing machines operators.	Establish training calendar and provide more training to workers to cover at least 10% of worker population.	Training is delivered by management.
Oct-18	Occupational Safety and Health	Worker Protection	33% of chairs missing back rests.	Ensure proper back rest for all chairs used on the floor.	The chairs were replaced by management.
Oct-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical line and panels.	Ensure that service line cable are protected by steel pipe, that entry point into the panels are sealed, that electrical outlets are repaired or replaced to safety standards.	Cable line is now protected by steel pipe and entry points are sealed.
Oct-18	Occupational Safety and Health	Worker Protection	Electrical Panel missing hazard sign.	Ensure hazard signs are posted on all electrical panels, included but not limited to sublimation area.	Hazard signs are posted
Oct-18	Occupational Safety and Health	Working Environment	Temperatures levels are unacceptable.	Use a push & pull system with fans or consider installing a cooling system.	Cooling systems is installed

Oct-18	Occupational Safety and Health	Working Environment	Insufficient lighting.	Replace the light bulbs where necessary, rearrange work stations to maximize reception of light as much as possible.	
Oct-18	Occupational Safety and Health	Welfare Facilities	Insufficient toilets.	Work with owner to build needed toilets.	
Oct-18	Occupational Safety and Health	Health Services and First Aid	Factory does not provide free health checks to workers within the first three months of hiring.	Create a schedule to be able to monitor the health checks and take timely action on required medical checks.	
Oct-18	Occupational Safety and Health	Health Services and First Aid	Factory does not provide free health checks twice a year to workers exposed to work-related hazards.	Create a schedule to be able to monitor the health checks and take timely action on required medical checks.	
Oct-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Have a permanent onsite medical service, with at least 3 nurses and 3 doctor's visits per week.	
Oct-18	Occupational Safety and Health	Health Services and First Aid	Insufficient workers trained in first aid.	Train 10% of the worker population on first aid as recommended.	
Oct-18	Occupational Safety and Health	Emergency Preparedness	No training on the use of fire-fighting equipment was held during the last twelve months.	Perform training on the use of fire-fighting equipment for at least 10% of the worker population.	All members of the OSH personnel have been trained.
Oct-18	Occupational Safety and Health	Emergency Preparedness	The current evacuation plans have not been updated.	update plan to indicate the actual escape routes and emergency exit doors according to the recently reorganized floor layout.	

Oct-18	Occupational Safety and Health	Emergency Preparedness	Obstructed escape routes.	Ensure all escape routes are not blocked.		
Oct-18	Working Time	Regular Hours	Pregnant workers are not allowed two additional breaks.	Include the additional breaks policy and inform workers.	Breaks added to internal work rules and enforced by management.	
Oct-18	Working Time	Regular Hours	Inaccurate working time recorded in the punch.	Ensure that workers are directly accountable for effectively recording their own working time.		
Oct-18	Compensation	Wage Information, Use and Deduction	Inaccurate payroll system.	Ensure that recorded payroll data matches what is effectively paid to temporary workers on their payslip	All employees permanent or part-time get paid according to days worked.	



Factory: GO HAITI
Location: Port-au-Prince
Number of workers: 519
Date of registration: Apr-16
Date of last two Better Work assessments: Dec-18
Dec-19

Advisory and Training Services

15-Sep-20	Training	Sexual harassment awareness and prevention.
3-Sep-20	Training	Financial literacy.
12-Aug-20	Advisory meeting	Meeting with the compliance team to explain the Key OSH performance indicators, Follow up on the Grievance mechanism procedure, Emergency preparedness related to COVID 19. Virtual OSH tour on emergency preparedness.
16-Jul-20	Training	Socially responsible transitioning.
8-Jul-20	Training	Hygiene and prevention against COVID 19.
3-Jul-20	Advisory meeting	Meeting with the OSH committee. Documentations review with the compliance team to review the improvement plan, Employee contract and termination procedure. Survey on workers' perception.
10-Feb-20	Training	Introduction to Occupational Safety and Health.
21-Jan-20	Advisory meeting	Meeting with the compliance team to review the risk assessment procedure, review the improvement plan and workers contract. OSH factory tour.
28-Nov-19	Advisory meeting	Assessment of OSH management systems and short session on Risk assessment. OSH factory tour, Workers' interview and management meeting to validate the improvement plan.
25-Oct-19	Advisory meeting	Meeting with Compliance team and quick assessment of social dialogue. OSH factory tour to verify pending issues on chemical management.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	Worker Protection	Factory does not have appropriate checklist to monitor the cleaning and disinfection process related to COVID 19.	Implement a checklist to record daily cleaning and disinfection. Keep record in appropriate location.		1

Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have appropriate epidemic/pandemic protocol related to COVID 19 in place embedded into the larger OSH policy.	The factory needs to review the COVID 19 protocol to include the missing points.	1
Assessment December 2019					
Dec-19	Occupational Safety and Health	Emergency Preparedness	Emergency exits were closed during working hours.	Keep the emergency exits unlocked during working hours.	10
Dec-19	Occupational Safety and Health	Emergency Preparedness	Emergency exits and escape routes were not clearly marked and posted in the workplace.	Paint yellow lines on the floor to show the exit pathway.	10
Dec-19	Occupational Safety and Health	Health Services and First Aid	Essential items were missing in several first aid boxes.	Equip the first aid box with all essential items. Define responsibility for the verification and include this in the system of daily-weekly checks.	10
Dec-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.	46
Dec-19	Occupational Safety and Health	Working Environment	Combustible materials like fabric waste, cardboard and paper were scattered in the workplace.	Clean workplace regularly.	10
Dec-19	Occupational Safety and Health	Worker Protection	One electrical panel was not identified in the workplace.	Identify electrical installations requiring warning signs and post corresponding signs.	10
Dec-19	Occupational Safety and Health	Worker Protection	Electrical box, wire and outlets are not properly maintained.	Improve the electrical maintenance and labelled all switches and electrical breaker.	10

Dec-19	Occupational Safety and Health	Worker Protection	Several chairs without backrest are used in different sections of the factory.	Provide chairs with back rest for workers in the sewing section. Provide anti fatigue mats for standing workers	10
Dec-19	Occupational Safety and Health	Worker Protection	Management did not provide protective equipment to all workers.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation	10
Dec-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical inventory does not include the name of all chemicals used in the workplace.	Assign a person responsible for updating inventories of hazardous substances in the various locations where they are stored or used.	10
Dec-19	Occupational Safety and Health	OSH Management Systems	Work-related accidents and diseases were not recorded and submitted to OFATMA on a monthly basis.	Submit the record of work related accident to OFATMA on a monthly basis.	10
Dec-19	Occupational Safety and Health	OSH Management Systems	An assessment of general occupational safety and health issues was not performed on a regular basis.	Conduct regular comprehensive OHS risk assessments in all the various sections of the factory.	10
Dec-19	Contracts and Human Resources	Termination	The factory has not requested an authorization for reductions or suspensions.	Ask for authorization before terminating the contract of pregnant women as required by law.	10
Dec-19	Contracts and Human Resources	Employment Contracts	Unequal treatment of workers with similar contract.	Modify the terms of workers' contract.	10
Dec-19	Compensation	Social Security and Other Benefits	Collecting and forwarding of workers' contributions to OFATMA.	Collect and forward 3 percent of workers' basic salary to OFATMA for maternity and health insurance.	21

Dec-19	Compensation	Social Security and Other Benefits	Improper calculation and late submission of employer's contribution to OFATMA, for maternity and health insurance.	Submit OFATMA payment for health and maternity insurance on a monthly basis. Calculate the 3 percent based on workers basic salary.	21
Dec-19	Compensation	Social Security and Other Benefits	Collecting and forwarding workers' contributions for social insurance funds to ONA.	Collect and forward workers' contribution to ONA on time within the first 10 working days of each month for the previous month.	35
Dec-19	Compensation	Social Security and Other Benefits	Employer contribution to ONA is late.	Make ONA payments for the previous month within the first 10 working days of the current month.	35
Dec-19	Compensation	Wage Information, Use and Deduction	Management kept a separate payroll for the period of September 7th to November 4th.	Have a single, accurate and detailed payroll system payroll system.	10
Dec-19	Compensation	Method of Payment	The factory has not been able to pay all workers regularly and on time.	Create a payment schedule and inform workers about it.	10
Assessment December 2018					
Dec-18	Compensation	Method of Payment	One worker did not receive his payroll for the past 4 weeks.	Improve the recruitment procedure to ensure that all worker are registered in the HR department.	Recruitment procedure has been improved, HR staff are trained on the new procedure.
Dec-18	Compensation	Social Security and Other Benefits	Late payment of employer contributions for ONA.	Submit ONA payments on time, within the first 10 working days of each month for the previous month.	

Dec-18	Compensation	Social Security and Other Benefits	The workers' contributions to ONA were overdue.	Collect workers' contribution and forward it to ONA on time within the first 10 working days of each month for the previous month.	
Dec-18	Compensation	Social Security and Other Benefits	Late payment for OFATMA maternity and health insurance.	Sent payment for maternity and health insurance to OFATMA monthly basis, with payments for the previous month being made within the first 10 working days of the current month.	
Dec-18	Compensation	Social Security and Other Benefits	The workers' contributions to OFATMA were overdue.	Collect workers' contribution and forward it to OFATMA within the first 10 working days of each month for the previous month.	
Dec-18	Contract and Human Resources	Contracting Procedures	Subcontractors were not using proper protective equipment.	Provide a contract to subcontractors requiring to comply with legislation on occupational safety and health.	New contract for subcontractors has been implemented and PPE are provided when needed.
Dec-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs were not posted where chemicals and hazardous substances are stored and used..	Prepare and post MSDS where chemicals and hazardous substances are used.	All MSDS have been translated in creole and are posted where chemicals are stored and used.
Dec-18	Occupational Safety and Health	Worker Protection	Several chairs without backrest are used in different sections of the factory.	Provide chairs with backrest for workers in the sewing section.	
Dec-18	Occupational Safety and Health	Worker Protection	Electrical box, wire and outlets are not properly maintained.	Install covers on all electricity outlet	
Dec-18	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Ensure that the temperature does not exceed the recommended limit.	

Dec-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.	The factory has built additional toilets.	
Dec-18	Occupational Safety and Health	Welfare Facilities	The eating area cannot accommodate all the workers.	Ensure that each facility has an eating area that can accommodate all the workers.		
Dec-18	Occupational Safety and Health	Emergency Preparedness	Obstructed and undercharged fire extinguishers.	Keep access to fire extinguishers unobstructed. Specify who conduct daily/weekly checks		



Factory: H&H Textiles, S.A.
Location: Port-au-Prince
Number of workers: 1444
Date of registration: Jan-14
Date of last two Better Work assessments: Oct-18
 Nov-19

Advisory and Training Services

24-Apr-20 Virtual advisory meeting
 17-Mar-20 Virtual advisory meeting
 10-Feb-20 Virtual Advisory meeting
 13-Nov-19 Virtual Advisory meeting
 Virtual advisory to discuss implementation of factory COVID-19 protocol.
 Advisory session to update Improvement plan for OSH & Social security.
 Meeting conducted to update progress made by factory on improvement plan.
 Meeting to review improvement action and investigate recent layoff of employees.
 Interviews with unions and management.
 Factory visit to review OSH issues and advise on new OHS findings.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment November 2019						
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory did not provide any evidence of training records for participants who work with chemicals and hazardous substances.	Provide and document the proper training .	The factory completed the training as requested.	12
Nov-19	Compensation	Social Security and Other Benefits	Late payments of employer's contribution to OFATMA.	Calculate employer's contribution based of 3 percent of workers' base salaries and forward to OFATMA for maternity and health insurance.		11
Nov-19	Compensation	Social Security and Other Benefits	Late payments of worker's contribution to OFATMA.	Calculate workers' portion of contribution based of 3 percent of workers' base salaries and forward to OFATMA for maternity and health insurance.		11

Nov-19	Contract and Human Resources	Employment Contracts	New workers do not understand terms and conditions of employment.	Communicate all modifications to working hours in writing to workers and worker representatives before implementation of changes. Maintain communication in worker's files.	All working hours were communicated to worker population.	12
Nov-19	Occupational Safety and Health	OSH Management Systems	Missing accident records.	OSH officer should report recorded accidents to compliance manager on a monthly to ensure ultimate submission to OFACTMA	Accidents are reported since on time as per last advisory visit.	12
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory.	Obtain purchasing order of chemicals from purchasing department. Add all new products as needed on an ongoing basis.		11
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of silicone found in the workplace.	Label all containers according to specification of the material safety data sheet.		11
Nov-19	Occupational Safety and Health	Worker Protection	No proof of PPE training provided to mechanic shop worker.	Designate responsible personal & central storage location of all relevant management system documents including but not limited to training documents.	Training was provided, documentation discussed with advisor.	12
Nov-19	Occupational Safety and Health	Worker Protection	Breakers of electrical panels do not have labels.	Label all circuits breakers.		11
Nov-19	Occupational Safety and Health	Working Environment	Insufficient number of toilets.	Work with owner to build needed toilets.		11

Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguisher.	Raise awareness with line supervisors on the enforcement of OSH procedures. Take disciplinary actions if necessary to ensure no obstruction. Reinforce with training for new workers as needed.	Action plan carried out by factory.	6
Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed evacuation routes.	Update layout and marking of the floor according to updated evacuation map. Ensure lines remain unobstructed. Conduct training on emergency preparedness for supervisors to help in enforcement of OSH procedures.	The evacuation plan in Building 2 has been updated to match the new floor layout. The machines that were added on the line and blocking the evacuation have been moved. The packing area has been reorganized in a way to prevent obstruction of aisles. OSH Training are scheduled for March 17th.	6
Nov-19	Occupational Safety and Health	Emergency Preparedness	Insufficient number of fire drills per year.	Conduct 1 fire drill every 6 months.		11
Nov-19	Compensation	Social Security and Other Benefits	Late payment of employer's contribution to OFATMA.	Submit 3 percent of workers' base salaries to OFATMA for maternity and health insurance.		11
Nov-19	Compensation	Social Security and Other Benefits	Late payment of worker's contribution to OFATMA.	Submit 3 percent of workers' base salaries to OFATMA for maternity and health insurance.		11

Nov-19	Occupational Safety and Health	OSH Management Systems	Missing accident records.	OSH officer should report recorded accidents to compliance manager on a monthly to ensure ultimate submission to OFATMA.	Accidents are reported since on time as per last advisory visit.	6
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory.	Obtain purchasing order of chemicals from purchasing department. Add all new products as needed on an ongoing basis.		11
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of silicone found in the workplace.	Label containers according to specification of the material safety data sheet.		11
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some chemical products used at the factory.	Prepare and post MSDS for all chemicals used in production.		11
Nov-19	Occupational Safety and Health	Worker Protection	No proof of PPE training provided to mechanic shop worker.	Designate responsible personal & central storage location of all relevant management system documents including but not limited to training documents.		11
Nov-19	Occupational Safety and Health	Worker Protection	Breakers of electrical panels do not have labels.	Ensure that all circuits breakers have purpose indicators.		11
Nov-19	Occupational Safety and Health	Working Environment	The temperature in the workplace is unacceptable.	Maintain temperatures that are below 30C in the production floor using PUSH & Pull system or cooling system installation.		11

Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguisher.	Raise awareness with line supervisors on the enforcement of OSH procedures. Take disciplinary actions if necessary to ensure no obstruction Reinforce with training for new workers as needed.	11
Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed evacuation routes.	Update layout and marking of the floor according to updated evacuation map Ensure lines remain unobstructed 3. Conduct training on emergency preparedness for supervisors to help in enforcement of OSH procedures.	12
Assessment October 2018					
Oct-18	Compensation	Wage Information, Use and Deduction	The employer keeps two payroll records.	Keep one accurate payroll.	The payroll system has been revised to include cash payment on the register. The amount will be then annotated as deductions as salaries already

Oct-18	Compensation	Social Security and Other Benefits	Late ONA payment.	Ensure that ONA is paid on time.	Management has taken measures to improve the payment system and ensure that payment for the social security is done on time.
Oct-18	Compensation	Social Security and Other Benefits	Late ofatma payment for work related accident insurance.	Ensure that OFATMA is paid on time.	OFATMA Payment has been completed for the year.
Oct-18	Compensation	Social Security and Other Benefits	Late payment of employer's contribution to OFATMA for maternity and health insurance.	Submit payment of employer's contribution to OFATMA on time.	Payment for OFATMA is done on a monthly basis. Management is working on improving the system to have payment done before the 10th of
Oct-18	Occupational Safety and Health	Social Security and Other Benefits	Late payment of worker's contribution to OFATMA for maternity and health insurance.	Submit payment of worker's contributions to OFATMA on time.	Payment for OFATMA is done on a monthly basis. Management is working on improving the system to have payment done before the 10th of
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of all chemical and hazardous substances used in the workplace.	Update the chemical management procedures. Keep one accurate and updated chemical inventory.	The inventory system is updated with all the chemicals used in the factory.
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled container of chemical products.	Update the chemical management procedures. Label all containers of chemicals. Train all workers using chemicals.	The unlabelled containers were marked with the appropriate signs.

Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	All safety elements from manufacturer MSDS were not reflected in the translated MSDS posted by management.	Post full MSDS in creole in all points where chemicals are used.	MSDS are posted in all areas where chemicals are posted in local language.
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station is non functional or inaccessible.	Install functioning eye wash station in all areas where chemicals are stored.	A new storage area as been affected for all chemicals including paint. The new storage space has adequate eye wash station installed.
Oct-18	Occupational Safety and Health	Worker Protection	No evidence of training records on the personal protective equipment's.	Train workers on safe use of personal protective equipment.	Management has made plan for continuous training on personal protection and emergency awareness throughout the year.
Oct-18	Occupational Safety and Health	Working Environment	Unacceptable temperatures at the workplace.	Maintain temperatures that are below 30C in the production floor using PUSH & Pull system or cooling system installation.	Management continuously maintain the cooling system to maintain lowest temperatures possible and keeping a comfortable working environment
Oct-18	Occupational Safety and Health	Working Environment	Inadequate noise levels above 90 dB in some sections.	Maintain noise levels below 90 dB in the production floors.	Management has provided earplugs to workers in the pressing area where noise levels exceeds Better Work recommendations.

Oct-18	Occupational Safety and Health	Welfare Facilities	Insufficient working toilets.	Provide enough toilets in consideration of the ratio imposed by the national labour code.	While there is no plan to install additional toilets, management ensures that all toilets are well maintained and that there's no connection.
Oct-18	Occupational Safety and Health	Welfare Facilities	Insufficient capacity of the eating area for workers.	Provide enough seating capacity to accommodate all workers in the cafeteria and the adjacent designated eating areas.	Management plans to build an additional 50 benches to accommodate more workers.
Oct-18	Occupational Safety and Health	Health Services and First Aid	No conclusive evidence of 2 yearly medical checks for workers exposed to work related hazards.	Arrange medical checks for workers exposed to chemicals at least twice a year.	Workers exposed to chemicals will be appointed for two medical checks for the year.
Oct-18	Occupational Safety and Health	Health Services and First Aid	No conclusive evidence that systematic annual checks are being conducted for all workers.	Provide free annual medical checks for all workers.	Management made plan to conduct medical checks for all workers continuously throughout the year.
Oct-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Ensure there is a permanent medical staff in place according to national labour code.	Management plans to recruit additional nurses to improve the medical service.
Oct-18	Occupational Safety and Health	Health Services and First Aid	Expired products in first aid boxes.	Replenish all first aid boxes with the necessary products needed.	A new procedure is being implemented with a new monitoring method to ensure that all first-aid boxes are always kept up.

Oct-18	Occupational Safety and Health	Health Services and First Aid	The employer did not train any workers in first aid since 2016.	Train at least 10% of the workforce in first-aid.	The issue was reported due to auditors not properly reviewing the training records. However management has taken measure to conduct continuous training for emergency preparedness to workers throughout the year.
Oct-18	Occupational Safety and Health	Emergency Preparedness	Fire alarm malfunction	Maintain a functioning fire alarm at all time.	The alarm malfunction was due to inadvertent de-activation of the system. Instructions was passed to personnel to provide awareness and prevent further occurrences.
Oct-18	Occupational Safety and Health	Emergency Preparedness	Less than 10% of workers trained in fire fighting equipment.	Train at least 10% workers on the use of fire fighting equipment.	Training for the workers have already started. Management defined a plan to hold continuous training sessions for emergency preparedness throughout the year.
Oct-18	Occupational Safety and Health	Emergency Preparedness	Location of the fire extinguishers were not reflected on the evacuation plan posted on the floor.	Indicate fire fighting equipment properly on the evacuation maps.	All fire fighting equipment's have been properly indicated with respective locations on the evacuation maps.

Oct-18	Working Time	Emergency Preparedness	Emergency exit door in mezzanine in building 1 was locked.	Keep all emergency exits open during working hours.	The layout of the mezzanine has been rearranged to improve emergency escape access and to prevent obstructions.	
Oct-18	Occupational Safety and Health	Regular Hours	EAs could not validate the accuracy of working time. No electronic recording of overtime .	keep an accurate attendance records with actual working time.	Management is implementing a new process to allow the workers to mark the actual hours worked during all working hours. This system is implemented equally during night shift and Sunday work.	
	Occupational Safety and Health	Chemicals and Hazardous Substances	No training record of participants who work with chemicals and hazardous substances.	Provide training to all workers using chemical and hazardous substances. Keep appropriate records.	The factory completed the training as requested.	

Feb-20	Compensation	Paid Leave	Workers did not receive their maternity leave benefits.	Compensate the workers for their maternity leave. Collect and Forward contribution to OFATMA on time.	27
Feb-20	Compensation	Social Security and Other Benefits	Employer does not pay the required contribution to ONA in a timely manner.	Forward employer's contribution to ONA on time.	27
Feb-20	Compensation	Social Security and Other Benefits	Employer does not forward workers' contribution to ONA in a timely manner.	Collect and forward workers' contribution to ONA on a monthly basis.	27
Feb-20	Compensation	Social Security and Other Benefits	No evidence of salary statements and payment to OFATMA for work related accident insurance.	Pay 3 percent of mass salary to OFATMA for work related accident insurance.	27
Feb-20	Compensation	Social Security and Other Benefits	Payments were consistently late for OFATMA maternity and health insurance.	Forward employer's contribution to OFATMA for maternity and health insurance.	27
Feb-20	Compensation	Social Security and Other Benefits	Payments were consistently late for OFATMA maternity and health insurance.	Collect and forward workers' contributions to OFATMA for maternity and health insurance.	27
Feb-20	Contract and Human Resources	Employment Contracts	Workers did not receive a copy of the contracts and did not understand the terms.	Provide workers with an original copy of their employment contract.	12
Feb-20	Occupational Safety and Health	OSH Management Systems	Management does not consistently perform a assessment of general occupational safety and health issue.	Perform an assessment of general occupational safety and health issue on a regular basis..	27
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals products were not properly labelled.	Label all chemicals and hazardous substances properly.	27

Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper storage of dangerous chemical.	Store chemicals and hazardous substances in an appropriate location.	27
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not posted in the mechanic shop where chemicals and hazardous products are being used.	Post MSDS were chemicals and hazardous substances are used.	27
Feb-20	Occupational Safety and Health	Working Environment	Workplace temperatures exceeded the recommended limit of 30 C in most sections of the workplace.	Keep the temperature level at a maximum of 30 C.	27
Feb-20	Occupational Safety and Health	Working Environment	Noise level exceeded the recommended limit of 90 dB in the sewing sections.	Keep noise level below 90 db.	27
Feb-20	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure that light level is adequate in all sections.	27
Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for the workforce.	27
Feb-20	Occupational Safety and Health	Welfare Facilities	Several hand washing facilities were missing soap.	Provide soap in the hand washing facilities.	12
Feb-20	Occupational Safety and Health	Health Services and First Aid	No documentation was provided as evidence of systematic health checks of workers.	Provide free annual medical check for all workers.	27
Feb-20	Occupational Safety and Health	Health Services and First Aid	First aid boxes were missing the required inventory list and supplies.	Verify first aid boxes and replace missing items.	12
Feb-20	Occupational Safety and Health	Emergency Preparedness	Last emergency drill was conducted in June 2019.	Conduct at least one fire drill every 6 months.	27
				Management shared proof that another drill was performed on December 2019.	

Feb-20	Occupational Safety and Health	Emergency Preparedness	Workers were not adequately trained on fire emergency preparedness.	Train all workers in emergency preparedness. Communicate all relevant procedures to the workers.		12
Feb-20	Working Time	Regular Hours	Factory's working hours for all shifts including break time are not posted.	Post the factory's working hours for all shifts where all workers could see.	Management posted the working hours on the floor during the assessment visit.	12
Feb-20	Working Time	Leave	Workers in the cutting section did not enjoy 15 days of annual leave as required by the law.	Provide 15 consecutive days of annual leave to all workers as required by law.		12
Assessment February 2019						
Feb-19	Contract and Human Resources	Wage Information, Use and Deduction	Hours worked on Sundays are not properly recorded and compensated.	Record weekly rest in the main payroll so it could be reflected in the annual leave and the Bonus.	Management is currently managing to link Sunday hours to the payroll.	
Feb-19	Compensation	Paid Leave	The factory did not include all revenues in its calculation of average earnings for annual leave.	Include all revenues in the calculation of annual leave.	The correction was made in the payroll system. The annual leave includes all revenues earned for 2019.	
Feb-19	Compensation	Paid Leave	Workers did not receive their maternity leave payment.	Pay the maternity leave to the concerned workers. Pay the OFATMA contributions for maternity and health insurance on a monthly basis.	The workers were paid their maternity leave and factory is following up with OFATMA when workers are entitled to maternity leave.	
Feb-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer's contributions to ONA.	Calculate employer's contribution to ONA on the worker's base salary and forward amount to ONA on a monthly basis.	The ONA contribution is now calculated on the worker's base salary.	

Feb-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers' contributions to ONA.	Calculate workers' contribution to ONA on the worker's base salary and forward amount to ONA on a monthly basis.	The ONA contribution is now calculated on the worker's base salary.
Feb-19	Compensation	Social Security and Other Benefits	No evidence of salary statements and payment to OFATMA for work related accident insurance.	Complete the payment to OFATMA for work related accident insurance for the fiscal year 2018-2019.	The factory completed the payment for fiscal year 2018-2019.
Feb-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers' contribution to OFATMA for maternity and health insurance.	Collect and forward workers' contributions to OFATMA for maternity and health insurance on a monthly basis within the first 10 days of the following month.	The payment is now calculated on the worker's base salary.
Feb-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer's contribution to OFATMA for maternity and health insurance.	Submit employer's contributions to OFATMA for maternity and health insurance on a monthly basis within the first 10 days of the following month.	Employer's contribution to OFATMA is calculated on the worker's base salary.
Feb-19	Compensation	Social Security and Other Benefits	Factory did not include all revenues in its calculation of average earnings for annual salary supplement.	Include all earnings in the calculation of the yearly average earnings.	Management is setting the payroll system to include all earnings in the calculation of bonus.
Feb-19	Occupational Safety and Health	OSH Management Systems	Employer did not consult with the workers in doing the occupational safety and health assessment.	Share the internal assessment results with the OSH committee.	Meeting with the OSH committee to discuss OSH issues.
Feb-19	Occupational Safety and Health	OSH Management Systems	Employer submitted 10 work related accident records to OFATMA for the last 12 months.	Submit accident records to OFATMA on a monthly basis.	The factory submits accident record to OFATMA on a monthly basis.

Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory does not include the locations of storage.	Designate specific a location to store chemicals and hazardous substances.	
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemicals and hazardous substances found in the workplace.	Label all containers used in the workplace. Assign accountability to OSH officers and OSH committee on that matter.	The management identified all chemicals used in the factory. The OSH officer is in charge to monitor chemical handling.
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were available for several chemical products found in the workplace.	Prepare and post MSDS for all chemical and hazardous substances used in the workplace.	MSDS are available for all chemical used in the workplace. The factory is also updating its labelling process to be more
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not isolate the use of chemicals in a spot cleaning section located next to the sewing line.	Set policy on maximum daily of exposure. Limit access of the other workers in areas where chemicals are used or manipulated. Provide ventilation system in such areas.	
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station is not available where chemicals and hazardous substances are used and stored .	Provide eye wash facility where chemicals are used.	
Feb-19	Occupational Safety and Health	Worker Protection	Proper PPE were not provided to all workers.	Provide earplugs to workers in the generators rooms and safety belt and cap for workers in the fabrics warehouse.	Earplug is provided for workers in the generator room. Safety cap and safety goggles are provided to workers in the warehouse section. A training on PPE was provided for April 2020.

Feb-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels. Exposed electrical wires.	Properly maintain electrical equipment.	Entry point into the electrical panel near the bathroom are sealed. The chief electrician is in charge to regularly check the electrical equipment.
Feb-19	Occupational Safety and Health	Worker Protection	Electrical panels was missing the hazard sign.	Post hazard signs on all electrical panels	The sign was posted on the electrical panel at the time of the assessment visit.
Feb-19	Occupational Safety and Health	Working Environment	Temperature level exceeded the recommended 30 C in all sections.	Keep temperature level at 30 C or below.	
Feb-19	Occupational Safety and Health	Working Environment	Light levels were inappropriate in several sections in the workplace.	Ensure that light is acceptable and follow the lux requirements.	
Feb-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets.	The factory has 24 toilets for women and plans men's toilets into women's toilets to be compliant.
Feb-19	Occupational Safety and Health	Health Services and First Aid	Systematic health checks not provided to workers exposed to work related hazards.	Facilitate systematic health checks for workers exposed to work related accident.	Factory already paid for the CDS (health card) and is doing follow ups with OFATMA to have the check ups done.
Feb-19	Occupational Safety and Health	Health Services and First Aid	Documentation showing systematic health checks for workers was provided.	Provide annual systematic health checks for workers.	Factory already paid for the CDS (health cards) and is doing follow ups with OFATMA to have the check ups done.
Feb-19	Occupational Safety and Health	Health Services and First Aid	Less than the 10 percent of the workforce were trained in first aid.	Train at least 10 percent of the workforce in first aid.	Factory has 10 percent of the workforce trained in first aid.

Feb-19	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of fire extinguishers.	Properly maintain fire safety equipment.	Fire extinguishers are inspected on a daily basis and a proper maintenance is made on a monthly basis.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plans do not include the locations of fire extinguishers. Floor layout is not clearly marked.	Update the evacuation plan accordingly by including the meeting point. Mark the floor layout.		
Feb-19	Occupational Safety and Health	Emergency Preparedness	One fire drill was conducted in 2018.	Performed one drill every 6 months.	The factory conducted two drill for 2019. One on June 2019 and one on December 2019.	

144 BETTER WORK HAITI - 21ST SYNTHESIS REPORT



Factory: Haiti Premier Apparel S.A.
Location: Port-au-Prince
Number of workers: 1085
Date of registration: Sep-16
Date of last two Better Work assessments: Nov-18 Nov-19

Advisory and Training Services

24-Sep-20 Training Virtual Socially Responsible Transitioning.
 17-Sep-20 Training Virtual seminar on Effective Communication.
 11-Sep-20 Advisory meeting Virtual meeting with management. Discussion 1 was on COVID-19 protocol and OSH monitoring system. Discussion 2 was on the delivery of the virtual system. Discussion 3 was on the recommended training for the factory.
 Meeting with bipartite committee on protective measures and equipment in the workplace during COVID-19.
 20-Jan-20 PLCC Meeting Discussion was on challenges in 2019 and new perspective in 2020.
 20-Jan-20 Bipartite committee meeti Self diagnosis exercise. Discussion was on challenges 2019 and perspectives 2020.
 20-Jan-20 Advisory meeting Meeting with management

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate COVID-19 protocol that includes all the relevant elements.	Develop an adequate COVID-19 protocol with all the relevant elements as per Better Work Haiti's guidelines.	Factory will review the protocol accordingly.	1
Assessment November 2019						
Nov-19	Compensation	Paid Leave	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance to ensure that workers receive 12 weeks payment for maternity leave.		34

Nov-19	Compensation	Social Security and Other Benefits	Inaccurate and late payments of employer's contributions to ONA.	Pay ONA on time. Forward 6 % of workers base salary to ONA for employer's contribution.	18
Nov-19	Compensation	Social Security and Other Benefits	Inaccurate and late payment of workers' contributions to ONA.	Pay ONA on time. Forward 6 % of workers base salary to ONA for the workers' contribution.	18
Nov-19	Compensation	Social Security and Other Benefits	Payment to OFATMA for work related accidents insurance was late and inaccurate.	Complete the payment for the fiscal 2018-2019.	49
Nov-19	Compensation	Social Security and Other Benefits	Factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance and forward employer's contribution.	40
Nov-19	Compensation	Social Security and Other Benefits	Factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance and forward workers' contributions.	40
Nov-19	Occupational Safety and Health	OSH Management Systems	No construction/building permits were available at the time of assessment.	Have an evaluation from an independent qualified entity to ensure that the building is safe.	12
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete inventory of chemical and hazardous substances.	Keep a complete and accurate inventory of all chemical and hazardous substances used in the workplace.	18
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper labelling of chemical products containers.	Label the chemical containers properly.	12
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper storage of chemical and hazardous substances.	Store chemicals in a appropriate location.	12

Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several material safety data sheets were not displayed in the local language.	Translate MSDS into local language and post where needed.	12
Nov-19	Occupational Safety and Health	Worker Protection	Workers in several areas of the workplace were not using proper PPE.	Provide necessary protective equipment to workers where needed.	40
Nov-19	Occupational Safety and Health	Worker Protection	Standing workers in several sections of the workplace did not have anti fatigue mats nor the footrest.	Provide foot rest or ergonomic mats to all standing workers.	40
Nov-19	Occupational Safety and Health	Working Environment	Insufficient light levels in several sections of the workplace	Ensure that light level is adequate in all section especially in the inspection section of building one and the sewing of building 2.	40
Nov-19	Occupational Safety and Health	Working Environment	Dust observed on the surface of sewing machines, electrical panels and on fans.	Clean all electrical equipment regularly. Clean sewing machines regularly.	12
Nov-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets available for women.	Increase the number of toilets available for women.	40
Nov-19	Occupational Safety and Health	Health Services and First Aid	Annual medical checks are not provided to workers.	Provide free medical checks to all workers annually. Management has contracted DASH for medical checks to workers. In addition, onsite medical staff is in charge to provide medical checks	40
Nov-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Increase the number of nurse to seven.	40
Nov-19	Occupational Safety and Health	Emergency Preparedness	Unmarked escape routes.	Repaint the escapes routes.	12
Nov-19	Occupational Safety and Health	Emergency Preparedness	Improper storage of flammable products.	Store the chemical in an appropriate and safe place.	18

Assessment Novembre 2018

Nov-18	Compensation	Paid Leave	Improper calculation of weekly rest days payment.	Pay weekly rest days based on average earnings.	It is no longer required for employers to pay the weekly rest days.
Nov-18	Compensation	Paid Leave	Workers received 6 weeks of maternity leave instead of 12 weeks.	Register in the mandatory maternity insurance system offered through OFATMA.	
Nov-18	Compensation	Paid Leave	Breastfeeding break are not paid on Saturday and holidays.	Ensure the nursing women are allowed to take the break. Pay accordingly the time off.	The factory pays for breastfeeding break to nursing mothers. In January a session was organized with supervisor on factory's breastfeeding policy.
Nov-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer's contribution to ONA.	Pay the accurate employer's contribution to ONA within the first 10 business days of the next month for the previous month.	
Nov-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers' contribution to ONA.	Forward the accurate workers' contribution to ONA within the first 10 business days of the next month for the previous month.	
Nov-18	Compensation	Social Security and Other Benefits	OFATMA invoice for 2017-2018 fiscal year was not yet fully paid.	Pay the full amount to OFATMA for work related accident for the fiscal year 2017-2018.	Factory completed the payment for fiscal year 2017-2018 for OFATMA work related accident. The factory completed 1/3 of the payment for fiscal year 2018-2019.
Nov-18	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance.	

Nov-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals did not specify the quantity in stock and location.	Specify the quantity product in the inventory as well as the storage location. Ensure that responsibilities are assigned for chemical handling.	
Nov-18	Occupational Safety and Health	Worker Protection	Several machines missing safety guards.	Establish checklists to ensure to that all the machines have their necessary guards. Ensure that responsibilities are assigned for machine maintenance.	
Nov-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical wirings.	Maintain electrical wiring system properly. Assign a staff member to perform regular maintenance of the electrical system.	Electrical outlets that were found without cover were fixed. The factory has an electrician in house to do maintenance and a compliance team to effectively monitor OSH related questions.
Nov-18	Occupational Safety and Health	Working Environment	Temperature levels exceeded 30 C in several sections.	Monitor the temperature level and maintain it under 30 C inside the workplace.	
Nov-18	Occupational Safety and Health	Working Environment	Light levels were unacceptable in some sections of the workplace.	Keep the light levels acceptable in the sewing department.	
Nov-18	Occupational Safety and Health	Welfare Facilities	Insufficient toilets for men and women.	Add more toilets, 9 for men and 35 for women.	
Nov-18	Occupational Safety and Health	Health Services and First Aid	Workers exposed to work-related hazards do not receive any medical checks.	Arrange medical checks twice a year for workers exposed to work-related hazards.	
Nov-18	Occupational Safety and Health	Health Services and First Aid	Workers did not receive annual medical checks.	Arrange at least one medical annual medical check for all workers.	
Nov-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire 5 more nurses.	

Nov-18	Occupational Safety and Health	Health Services and First Aid	Less than 10% of workforce have been trained in first aid.	Train at least 10% of the workforce in first-aid.	
Nov-18	Occupational Safety and Health	Emergency Preparedness	Overcharged extinguishers found in the workplace.	Perform regular maintenance of the fire extinguishers.	The factory has its fire extinguishers regularly maintained on a monthly basis by external provider with expertise on the matter. The factory OSH officer is in charge to perform daily check on fire safety equipment including the fire extinguishers.
Nov-18	Occupational Safety and Health	Emergency Preparedness	Less than 10% of workforce have been trained in fire fighting.	Train at least 10% of the workforce in fire-fighting equipment.	
Nov-18	Occupational Safety and Health	Emergency Preparedness	Evacuation lines were not properly marked in both building.	Properly mark escape routes where necessary. Ensure that responsibilities are assigned for the evacuation plan.	
Nov-18	Working Time	Regular Hours	Working hours are not posted on the factory floor.	Post the working hours to be easily visible to the workers.	
Nov-18	Working Time	Leave	Breastfeeding workers did not receive 1 hour of paid time off during working time on Saturdays and holidays.	Provide 1 hour break to breastfeeding workers as per the internal breastfeeding policy. Properly inform all supervisor of the policy and monitor its application. Post the policy on the floor so all workers can see it.	HR had a meeting with supervisors on the matter to enforce the policy.



Factory: HANSAE HAITI S.A
Location: Port-au-Prince
Number of workers: 1863
Date of registration: Jan-17
Date of last two Better Work assessments: Apr-18 Jun-19

Advisory and Training Services

21-Aug-20	Training	Virtual Occupational Safety and Health.
12-Aug-20	Advisory meeting	Virtual advisory session to hold bipartite meeting with OSH committee & union representative.
12-Jun-20	Advisory meeting	Virtual advisory with bipartite committee to discuss recent strikes, covid-19 protocol and HR issues.
10-Mar-20	Advisory meeting	Advisory visit to hold bipartite meeting with union and administrative manager on recent dispute finding.
17-Feb-20	Advisory meeting	Advisory visit to discuss role & responsibilities of bipartite committee as well as new emerging issues.
11-Dec-19	Training	Workers Knowledge Building Programme: Labor Law
10-Dec-19	Training	Workers Knowledge Building Programme: Labor Law
9-Dec-19	Training	Workers Knowledge Building Programme: Labor Law
5-Nov-19	Advisory meeting	Advisory visit to conduct factory tour and update progress on evacuation plan and hazardous Chemical products.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	Worker Protection	Factory does not have records of training conducted on COVID-19.	Provide content, participant list and dates of trainings provided.		1
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not keep a registry for all persons who present a temperature of 38C and above.	Keep a registry for all persons who present a temperature of 38C and above.		1

Sep-20	Occupational Safety and Health	Termination	Insufficient evidence to support the termination of 25 out of 214 workers.	Reinstate with back pay the remaining 25 terminated workers.	2
Assessment June 2019					
Jun-19	Compensation	Wage Information, Use and Deduction	Management did not use one accurate payroll during the reporting period.	Use one accurate payroll .	12
Jun-19	Compensation	Social Security and Other Benefits	Late OFATMA payment for accident insurance.	Ensure timely OFATMA payments by 10th business day of the month.	12
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory of all chemicals used at the factory.	Maintain & track all inventory purchased and used in production at the factory.	12
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers found in several locations in the factory.	Appropriately label all containers according to information on MSDS from manufacturers.	18

Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for several chemicals used at the factory.	Post all MSDS in local language for all chemicals and deliver training to relevant staff.	Factory has re-posted all missing MSDS. Factory compliance team regularly monitor and make sure all MSDS are posted for all chemical products. Factory compliance team also trained all workers handling chemical products regarding labelling issue. Factory makes sure all labels do not get damaged and make sure to replace them in case they are ripped off. For preventive action: Factory has added MSDS column on the Chemical inventory list to track all	18
Jun-19	Occupational Safety and Health	Working Environment	Unacceptable temperatures in several sections at the factory.	Adopt push and pull system with fans and/or cooling system to help keep temperatures below 30 C.	Temperature measurements are below 30C	18
Jun-19	Occupational Safety and Health	Working Environment	Insufficient lighting in some sections.	Use new lamps in the relevant areas, monitor lighting levels with mobile lux meter weekly .	Factory installed more lamps for the requested area.	24

Jun-19	Occupational Safety and Health	Welfare Facilities	Soap was not available in the men's bathroom of building 50.	Ensure sufficient soap is available at all times .	The administration team has distributed liquid soap to each bathroom on a weekly basis to avoid any shortage and cleaners will refill the soap in case of shortage. A checklist have been elaborated and posted at the toilets area for control on daily basis by the compliance team.	24
Jun-19	Occupational Safety and Health	Worker Protection	Insufficient consideration given to pregnant women.	Follow doctor's recommendation and transfer pregnant women to adequate workstation if available. Complete internal training addressing safety and health risks to pregnant or nursing workers according to Art. 328, 330(c) of the Labour	Pregnant workers were moved to other section. PPE are provided for all workers operating hot stamping machines. A notice with the benefits for pregnant workers is posted so that they can inform HR in earlier stage and work in a safe	12
Jun-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Increase the number of nurses to meet labour code requirements.	Factory hired 3 nurses already on 16-July and 2-Sep.	12

Jun-19	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were either obstructed, overcharged, unidentified or improperly mounted.	Mount fire extinguishers properly. Keep fire extinguishers unobstructed and verify pressurization regularly.	All fire extinguishers are properly mounted and kept free of obstacles. Overcharged fire extinguishers were replaced with new ones. The factory compliance team regularly verify fire extinguishers in the	12
Jun-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plan did not show the location of the assembly area in building	Update evacuation plan to include assembly point as required.	The administration immediately updated the evacuation plan. If there any change in factory layout, factory management team will inform the relevant teams to make evacuation map as well as compliance team. Factory's compliance team will monitor the evacuation maps if it	6

Jun-19	Occupational Safety and Health	Emergency Preparedness	- Evacuation routes were obstructed. - Escape route were not accessible.	Ensure that evacuation routes are unobstructed and accessible at all times.	Aisles of building 1 and 50 are kept clear of obstacles. OSH committee members are ensuring routes are cleared as per new procedures. Daily random checks are conducted to ensure that routes are free. Factory has developed procedures to include OSH committee members in ensuring routes are cleared. Factory is conducting daily random checks to ensure that routes are free.	12
Jun-19	Occupational Safety and Health	Emergency Preparedness	Fire drills not conducted on time.	Establish a calendar of planned fire drills for all modules. Communicate plan at all levels of management. Follow up and execute drills every six months as required.	Factory conducted fire drills after the assessment and is staying current.	12
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Diesel leak in the boiler room.	Conduct OSH assessment on a regular basis. Have maintenance team fix leakage.	The pipes carrying the diesel into the boiler was fixed to stop the leakage team.	6

Jun-19	Working Time	Regular Hours	Inadequate working hours.	Modify normal working hours from 7 am to 3 pm including a paid lunch break. Compensate 3 pm-4 pm as overtime.	Modification were done.	6
Jun-19	Working Time	Leave	Insufficient annual leave.	Provide full annual leave to workers in 2019.	Annual leave of 15 days is provided.	6
Jun-19	Contract and Human Resources	Termination	Not following procedures during termination of pregnant women.	Conduct labour code training to HR personnel.	The factory already reinstated the two pregnant women. Factory has made termination procedure checklist and delivered training to personnel.	6
Assessment April 2018						
Apr-18	Occupational Safety and Health	Emergency Preparedness	Some fire extinguishers were undercharged.	Ensure monthly inspection of fire extinguishers and sufficient charge.	Factory replaced BC type fire extinguishers with ABC types.	
Apr-18	Occupational Safety and Health	Health Services and First Aid	Expired products in first aid box #2 and #4 such as Betadine and triple antibiotic ointment.	Train medical personnel on medication storage and management.	Training has been provided.	
Apr-18	Occupational Safety and Health	Worker Protection	Uncovered electrical boxes near the fabric warehouse.	Cover the electrical panel , and give training to workers on electrical safety and fire safety.		

Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for several chemicals used at the factory.	Post all MSDS in local language for all chemicals and deliver training to relevant staff.	On the same day the MSDS was posted immediately.	
Apr-18	Contracts and Human Resources	Termination	Notice payment is based on minimum wage.	Ensure termination payments are based on the average daily earnings.	Factory changed payment system.	
Apr-18	Compensation	Paid Leave	The sick leave payment is based on minimum wage.	Change payment system and base on the average daily earnings.	Factory changed payment system.	



Factory: Horizon Manufacturing S.A.
Location: Port-au-Prince
Number of workers: 624
Date of registration: Sep-09
Date of last two Better Work assessments: Apr-18

Jul-19

Advisory and Training Services

20-Aug-20	Advisory meeting	Virtual meeting with management and union on workers concerns. The discussion was also on social benefits such as ONA and OFATMA.
13-May-20	Advisory meeting	Virtual meeting with management on OSH monitoring management during COVID-19. Discussion with trade union members on pending concerns.
15-Feb-20	Training	Workers Knowledge Building Programme: Labor Law.
8-Feb-20	Training	Workers Knowledge Building Programme: Labor Law.
15-Jan-20	Advisory meeting	Meeting with management team on updates and perspectives for the year. Review of management system with compliance officer. Factory tour to validate remediation.
29-Nov-19	Advisory meeting	Meeting with management to discuss current status and challenges faced by the factory.
29-Nov-19	Training	Preventing and Addressing Sexual Harassment training for management and supervisors.
28-Nov-19	Training	Preventing and Addressing Sexual Harassment training for workers.
7-Nov-19	Advisory meeting	Meeting with management on improvement plan. Discussion with union GOSTTRA on pending concerns.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate checklist to monitor the cleaning and disinfection of the workplace.	Develop a checklist to record the daily cleaning and disinfection of the workplace.	Management will instruct cleaners to keep record of the daily cleaning.	1

Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate COVID-19 protocol in place.	Develop an adequate COVID-19 protocol with all the relevant elements as per the Better Work Haiti guidelines.	Factory is reviewing all the COVID-19 procedures already in place to create a protocol.	1
Assessment July 2019						
Jul-19	Discrimination	Gender	Factory failed to apply zero tolerance policy regarding sexual misconduct.	Review the sexual harassment policy in consultation with worker representatives. Provide training to workers and all supervisory lines.	The factory trained all its employees in what is harassment and abuse. Factory reviewed its sexual harassment policy in consultation with the trade union	15
Jul-19	Compensation	Overtime Wages	Inaccurate payment for overtime worked.	Pay overtime worked at 50% above the normal wage.	Overtime is properly reported on the payroll and accurately compensate.	12
Jul-19	Compensation	Wage Information, Use and Deduction	Discrepancy between the time records and the payroll.	Report the accurate working time in the payroll including the overtime worked.	Overtime are reported in the payroll and properly paid.	12
Jul-19	Compensation	Paid Leave	Inaccurate payment for annual leave.	Report the accurate working time in the payroll, including the overtime worked for the calculation of annual leave payment.	Overtime is properly paid and overtime payment is included in the calculation of total earnings.	12
Jul-19	Compensation	Paid Leave	Inaccurate payment for sick leave.	Report the accurate working time in the payroll, including the overtime worked for the calculation of sick leave payment.	Overtime is reported in the payroll and properly compensated. Overtime payment is also included in the calculation of total earnings.	29
Jul-19	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Report the accurate working time in the payroll, including the overtime worked for the calculation of maternity leave payment.	Overtime worked is paid and included in the calculation of the average earning.	29

Jul-19	Compensation	Social Security and Other Benefits	Factory did not pay OFATMA for accident insurance for the previous fiscal year 2017-2018 and current one 2018-2019.	Complete the payment for OFATMA work related accident for the fiscal year 2018-2019.	The factory has established a payment agreement with OFATMA	41
Jul-19	Compensation	Social Security and Other Benefits	Last payment of the employer's contribution to OFATMA was done in March 2019 for the month of February 2019.	Pay the employer's contribution to OFATMA within the first 10 days of each month for the previous month.	The factory has a payment agreement with OFATMA regarding the payment.	41
Jul-19	Compensation	Social Security and Other Benefits	Last payment of the workers' contribution to OFATMA was done in March 2019 for the month of February 2019.	Complete the payment for unpaid months as agreed with OFATMA. Pay the OFATMA contribution within the first 10 days of each month for the previous month.	Factory has established a payment agreement with OFATMA regarding the payment.	41
Jul-19	Compensation	Social Security and Other Benefits	Inaccurate payment for annual salary supplement or bonus to workers.	Report the accurate working time including the overtime worked, in the payroll.	Payslip displays that overtime and related payments are included in the overtime worked.	15
Jul-19	Occupational Safety and Health	OSH Management Systems	Employer did not perform an evaluation of general occupational safety and health issues in the workplace.	Perform factory OSH assessment is done on a regular basis and properly file the reports.	The reports were found and are available for consultation. The compliance officer to perform regularly an evaluation of general occupational safety and health issues in the workplace.	15
Jul-19	Occupational Safety and Health	OSH Management Systems	Meeting minutes were not available to confirm committee's participation in OSH decisions and proper performance of OSH functions.	Keep the meeting minutes on a reliable support and forward the minutes to the factory's advisor.	The committee is reactivated again and the monthly meetings are already taking place. Minutes of the reports are available for consultation.	15

Jul-19	Occupational Safety and Health	OSH Management Systems	The factory does not record and submit work related accidents to OFATMA on a monthly basis.	Record all the accidents that happened in the factory and forward the records to OFATMA on a monthly basis.	All records are submitted on a monthly basis to OFATMA. The reports are available for consultation.	15
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances used in the workplace was not available.	Keep the inventory of chemicals available for the relevant people.	The factory updated its inventory of chemicals and pasted it in the warehouse and washing areas.	41
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were missing for several chemicals products used in the workplace.	Have MSDS available for all chemical and hazardous substances used or stored in the workplace.	All MSDS were updated and put in the chemical storage and in the washing areas.	41
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	There was no eye wash station in areas where chemicals and hazardous substances are stored.	Provide eye washing facilities where chemicals and hazardous substances are used and stored.	Washing facility was repaired and building 32 is already closed.	53
Jul-19	Occupational Safety and Health	Worker Protection	Factory did not share records of training on personal protective equipment with dates and number of participants.	Keep records of training provided to workers.	The factory annually trains all its personnel in the area of use and handling of chemicals and use of PPE. Evidences of provided training are available.	12
Jul-19	Occupational Safety and Health	Worker Protection	Standing workers were provided with foot rests or shock absorbing mats.	Provide foot rests or shock absorbing mats to standing workers. Conduct regular OSH assessment.	A survey was done to know the amount of mats that were needed, and later the management authorized the purchase. Management provided ergonomics mats to standing workers.	41

Jul-19	Occupational Safety and Health	Working Environment	Temperature levels exceeded the recommended 30 C in all sections.	Monitor the temperature level to a maximum of 30C.	The compliance department requested the services of an external company so that it could proceed to study temperature, lighting and particles.	41
Jul-19	Occupational Safety and Health	Working Environment	Lux levels were inadequate in several sections of the workplace	Provide appropriate lighting for all working sections.	The compliance department requested the services of an external company so that it could proceed to study temperature, lighting and particles.	41
Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for men.	Increase the number of toilets for men.		15
Jul-19	Occupational Safety and Health	Welfare Facilities	Soap was not available at the time of assessment.	Provide soap in the toilets.	A new operation process was implemented so that paper and soap are always available in the bathrooms. The cleaning staff is instructed to contact the HR office in case they run out of paper and soap.	29
Jul-19	Occupational Safety and Health	Health Services and First Aid	The factory does not systematically conduct health checks for workers during the first 3 months of hiring. .	Provide all workers with health within the first 3 months of employment	Factory is also performing its own medical checks for the workers to cover more workers.	15
Jul-19	Occupational Safety and Health	Health Services and First Aid	The factory does not systematically conduct free health checks for workers exposed to work related hazards. .	Provide workers who are exposed to work related hazards with free health checks at least twice a year.	Factory is also performing its own medical checks for the workers to cover more workers.	15

Jul-19	Occupational Safety and Health	Health Services and First Aid	The factory does not systematically conduct annual health checks for workers.	Perform free annual health checks for all workers.	Factory is also performing its own medical checks for the workers to cover more workers.	41
Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Have a permanent medical staff.	The factory has 3 doctor's visit per week.	41
Jul-19	Occupational Safety and Health	Emergency Preparedness	Evacuation routes were not marked near the packing area.	Mark the evacuation routes near the packing area of building 31.	The signs that are all over the factory were painted again. A painting plan was implemented for every 6 months.	29
Jul-19	Occupational Safety and Health	Emergency Preparedness	One emergency exit was locked during working hours.	Keep emergency exits unlocked during working hours and aisles unblocked.	The factory trained all the security personnel so that the emergency exits remain open during work time.	15
Jul-19	Occupational Safety and Health	Emergency Preparedness	One drill was performed for a 12 months period.	Conduct an evacuation drill every 6 months.	The factory does conduct an evacuation drill every 6 months. The factory implemented that the new compliance officer	15
Jul-19	Occupational Safety and Health	Regular Hours	The employer did not post the factory's working hours for all shifts including break time in one of the two buildings.	Post working hours in all buildings.	The management post the working hours in the two buildings.	35
Assessment April 2018						
Apr-18	Compensation	Paid Leave	Payments for non-working holidays are inaccurate.	Include overtime wages in the calculation of paid leave.	The payroll department already solved the problem with the payment.	

17-Apr-18	Compensation	Paid Leave	Sick leave payments are inaccurate.	Include the overtime wages in the calculation of sick leave.	The payroll department already solved the problem with the payment
17-Apr-18	Compensation	Paid Leave	Maternity leave payments are inaccurate.	Include overtime wages in the calculation of maternity leave.	Overtime wages are included in the calculation for maternity leave payment.
17-Apr-18	Compensation	Social Security and Other Benefits	Last payment of the employer's contribution to ONA was done in March 2018 for the month of September 2017.	Forward employer's contribution to ONA within the first 10 days of each month for the previous month.	All payments that the factory has to make have been made according to the agreement that exists between both parties.
17-Apr-18	Compensation	Social Security and Other Benefits	Last payment of the workers' contribution to ONA was done in March 2018 for the month of September 2017.	Collect and forward workers' contribution to ONA within the first 10 days of each month for the previous month.	All payments that the factory has to make have been made according to the agreement that exists between both parties.
17-Apr-18	Compensation	Social Security and Other Benefits	Last payment of the employer's contribution to OFATMA was done in April 2018 for the month of September 2017.	Forward employer's contribution to OFATMA on monthly basis.	According to the contract that exists the factory is up to date on all payments.
17-Apr-18	Compensation	Social Security and Other Benefits	Last payment of the workers' contribution to OFATMA was done in April 2018 for the month of September 2017.	Collect and forward workers' contribution to OFATMA on a monthly basis.	According to the contract that exists the factory is up to date on all payments.
17-Apr-18	Occupational Safety and Health	OSH Management Systems	The existing policy has not been developed in consultation with workers and their representatives.	Review the OSH policy in consultation with workers' representatives and also include law requirements pertaining to OSH.	

17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	An updated inventory was not available for chemicals and hazardous substances used in the workplace.	Update the inventory of chemical and hazardous substances regularly.	The factory updated its inventory and also placed it in the chemical warehouse in the washing areas.
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemicals found in several areas of the workplace.	Assign accountability to maintenance team and train workers in chemical handling procedures.	
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Storage areas were not adequately ventilated and flammable chemicals were not stored in a cool place.	Keep and store chemical substances in an adequate area.	The factory updated its inventory and also placed it in the chemical warehouse in the washing areas.
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDSs were available in the chemical room of building 32 where chemicals are stored.	Prepare and post MSDS for all the chemicals used in the factory. Train workers in chemical handling procedures.	MSDS updated and placed in the washing areas. Building 32 is closed.
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not isolate the use of chemicals such as Blow Out in the spot cleaning areas.	Train workers that are using chemicals and hazardous substances. Ensure the spot cleaning areas are well ventilated and isolated from the rest of the production floor.	All employees working in the area of laundry and chemicals have all their personal protective equipment Building 32 is closed.
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The is no eye wash station in the laundry room where chemicals and hazardous substances are used.	Install an eye wash station in the laundry room.	An eye wash station was installed in the washing area.
17-Apr-18	Occupational Safety and Health	Worker Protection	Management did not provide earplugs for workers in the generator room .	Provide earplugs for workers in the generator room.	Earplugs were placed in the room entrance of the electric generator

17-Apr-18	Occupational Safety and Health	Worker Protection	Some standing workers were not provided with foot rests or shock absorbing mats.	Provide foot rests or shock absorbing mats to standing workers in the packing area and quality section.	A survey was carried out to find out how many carpets were needed, subsequently an order was made for the purchase.
17-Apr-18	Occupational Safety and Health	Worker Protection	Electrical boxes are not properly maintained.	Ensure the electrical system is properly maintained. Ensure that sources of ignition are properly safeguarded.	The maintenance department proceeded to the immediate repair of the electrical boxes.
17-Apr-18	Occupational Safety and Health	Worker Protection	Safety warning sign was not posted on one electrical panel.	Post safety warning sign on the electrical panel in the Laundry room of building 31.	The sign was placed.
17-Apr-18	Occupational Safety and Health	Working Environment	Temperature levels exceeded the recommended 30 C in all sections of the workplace.	Keep temperature level below 30C.	The company hired a company to conduct temperature, lighting and particle studies.
17-Apr-18	Occupational Safety and Health	Working Environment	Level of lighting was inadequate in several sections of the workplace.	Ensure that the workplace is adequately lit.	The factory hired a company to do the studies of noise, temperature and lighting. Building 32 is now closed.
17-Apr-18	Occupational Safety and Health	Welfare Facilities	Soap was not available in the toilets in building 32 and 31.	Ensure that soap is available in all the toilets.	The maintenance team receive instruction to regularly check on the availability of the soaps and papers.
17-Apr-18	Occupational Safety and Health	Welfare Facilities	The eating area can only accommodate 50 percent of the workers.	Arrange the eating area to accommodate all the workers.	All dining room tables and chairs were fixed and painted.

17-Apr-18	Occupational Safety and Health	Health Services and First Aid	Factory does not provide health checks to workers exposed to work-related hazards.	Provide health checks twice a year for workers who exposed to work-related hazards.	The factory scheduled more than two Health checks for two workers who are exposed to work-related hazards. The two workers completed the second medical check ups in August 2018.
17-Apr-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Increase the number of nurses.	Since the company has reduced its workforce and operate with less 700 workers. The number of medical staff available in the factory is compliant with the labor Code.
17-Apr-18	Occupational Safety and Health	Health Services and First Aid	One first aid box was not accessible in the pressing section.	keep all first aid box accessible during the working time.	The people in charge of the key are working in the area where the first aid box is located. Their pictures are posted above the box, so the workers can identify who they are.
17-Apr-18	Occupational Safety and Health	Health Services and First Aid	Less than the 10 percent of the workforce is trained in first aid.	Train at least 10 percent of the workforce in first aid.	New operators were trained in first aid and also in fire prevention.
17-Apr-18	Occupational Safety and Health	Emergency Preparedness	Access to 1 fire extinguisher was obstructed by a board.	Ensure the workplace has an adequate firefighting system. Perform regular OSH assessment.	Global S.S is responsible to check the fire extinguisher on a regular basis. Internally, the compliance team is responsible to perform on a monthly basis.
17-Apr-18	Occupational Safety and Health	Emergency Preparedness	Less than the 10 percent of the workforce trained in firefighting.	Train at least 10 percent of the workforce in firefighting.	New operators were trained in the areas of first aid and fire prevention.

17-Apr-18	Occupational Safety and Health	Emergency Preparedness	The evacuation plan has not been updated to indicate the actual floor layout.	Update the evacuation plan in building 32 accordingly.	The evacuation has been updated to reflect the floor layout.	
17-Apr-18	Working Time	Regular Hours	The factory's working hours are not posted on the floor.	Post factory's working hours.	the weekly payment was placed on the floor.	



Factory: Interamerican Woven S.A.
Location: Port-au-Prince
Number of workers: 369
Date of registration: Oct-09
Date of last two Better Work assessments: Aug-18
 Aug-19

Advisory and Training Services

24-Sep-20	Training	Virtual Socially Responsible Transitioning.
22-Sep-20	Advisory meeting	Virtual meeting with management on risk assessment and COVID-19 protocol. Discussion was also on the Improvement plan, updates and challenges. Meeting with bipartite committee on workers' concerns. Virtual Hygiene and Prevention against COVID-19.
22-Sep-20	Training	Virtual seminar on Effective Communication.
17-Sep-20	Training	Virtual Sexual Harassment Awareness and Prevention.
15-Sep-20	Training	Virtual training COVID-19 Emergency Preparedness.
29-Jul-20	Training	Virtual discussion on the impact of the measures on workers livelihood.
24-Jun-20	PICC Meeting	Meeting with Management on the Improvement plan update. Virtual meeting with bipartite committee on practical impact of the mitigation measures in the factory.
24-Jun-20	Advisory meeting	
27-May-20	Training	Virtual Hygiene and Prevention against COVID-19.
5-May-20	Advisory meeting	Virtual meeting with management on OSH monitoring system during the COVID-19 crisis. Discussion was on daily checklist, role and responsibility of OSH committee members. Virtual factory tour performed with the assistance of the compliance officer. Factory to update to perform risk new risk assessment and include related control actions.
6-Mar-20	Advisory meeting	Management meeting on Improvement plan. Meeting with the compliance team to review the results of factory self assessment Factory tour with compliance manager and OSH committee members.
8-Feb-20	Training	Workers Knowledge Building Programme: Labor Law.
1-Feb-20	Training	Workers Knowledge Building Programme: Labor Law.
25-Jan-20	Training	Workers Knowledge Building Programme: Labor Law.
16-Jan-20	Advisory meeting	Management meeting on Updates and perspectives 2020. Management system review with head of compliance and Compliance officer. Factory tour to validate remediation.
28-Nov-19	Advisory meeting	Meeting with new compliance to train on the use of the portal and explain Better Work services.
21-Oct-19	Advisory meeting	Meeting with management to review the improvement plan and validate the remediation.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate COVID-19 protocol that includes all the relevant elements.	Develop an adequate COVID-19 protocol with all the relevant elements as per the Better Work Haiti guidelines.	Factory will review the protocol to include all necessary elements.	1
Assessment August 2019						
Aug-19	Compensation	Paid Leave	The factory only paid 6 weeks for maternity leave instead of 12 weeks.	Pay OFATMA employer's contribution. Collect and forward workers' contribution to OFATMA..		73
Aug-19	Compensation	Social Security and Other Benefits	Declaration of an underestimated payroll and late payment of contributions to OFATMA.	Pay OFATMA contribution for work related accidents for fiscal year 2018-2019.	The factory completed the payment for fiscal year 2018-2019. Factory paid 69% of the total amount for fiscal year 2019-2020. The remaining balance will be paid within the rest of the year.	73
Aug-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance. Pay employer's contribution to OFATMA.		73
Aug-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance. Collect and forward workers' contribution to OFATMA.		73
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemicals.	Label all chemicals used in the workplace.	The factory labelled all the containers in the pad print area and in the ink mixing area.	55
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS was not available for several chemicals and hazardous substances used in the workplace.	Ensure that MSDS is available where chemicals are used and stored.	Factory ensured that MSDS are available where chemicals are used and stored.	55

Aug-19	Occupational Safety and Health	Worker Protection	Management did not provide proper PPE to workers using chemical and hazardous substances.	Provide proper masks to workers in Pad Print and spot cleaning area.	Factory provided adequate masks to all workers exposed to hazardous substances.	23
Aug-19	Occupational Safety and Health	Worker Protection	Worker in the mechanic shop not using proper PPE. No documented evidence of training provided.	Train all workers on the safe use of dangerous machine. Provide evidence of training.	Factory provided training on the use of personal protective equipment.	36
Aug-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system.	Safeguard all electrical equipment. Ensure that maintenance is regularly done. Keep checklist updated for a proper monitoring.	Factory made proper corrections; junction boxes are enclosed in pressing area, breakers are labelled and incorrect electrical connection are eliminated.	58
Aug-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed the recommended limit of 30 C.	Maintain the temperature level to a maximum of 30 C.		55
Aug-19	Occupational Safety and Health	Working Environment	Noise levels were over 90 dB in cutting and packing.	Keep noise level below 90 dB.	A procedure has been written and we have a sound level meter and we regularly test the sound level on the floor.	23
Aug-19	Occupational Safety and Health	Working Environment	Insufficient lighting level in several sections of the workplace.	Ensure that light level is acceptable in all sections of the workplace.	Factory bought a measurement device to control the light level. Last measurements show that the light level in sewing, inspection, packing, cutting and pressing were acceptable.	36
Aug-19	Occupational Safety and Health	Working Environment	Dust observed in the electrical boxes. Fabric waste were also scattered around the workplace.	Maintain electrical equipment regularly. Keep log when doing check and control.	Dust was removed from the electrical boxes. Maintenance is done on a regular basis. No fabric waste were observed in inappropriate place.	18
Aug-19	Occupational Safety and Health	Welfare Facilities	Soap was not available in both male and female's toilets.	Ensure that soap is available during working hours.	The factory reviewed the process and implemented a log to ensure that proper check is done three time a day. Final control to be done by the compliance officer.	23

Aug-19	Occupational Safety and Health	Health Services and First Aid	Systematic health checks was not provided within the first three months of hiring.	Provide health checks to workers within the first three months of hiring.	The infirmary has an annual agenda for consultations and a monthly report made by the factory nurse. The medical checks are done systematically now by IW's doctor. Factory has not hired workers for the past 8 months.	23
Aug-19	Occupational Safety and Health	Health Services and First Aid	Factory does not provide workers with systematic annual health check.	Perform annual health check for all workers.	The infirmary has an agenda for consultations and a monthly report made by the factory nurse. The annual medical checks are done systematically now and Factory completed all the annual checks for 2020.	23
Aug-19	Occupational Safety and Health	Emergency Preparedness	Smoke detector wrongly placed outside the stock trim area.	Install a smoke detector in the stock trim area.	The factory has installed a smoke detector in the stock trim warehouse.	36
Aug-19	Occupational Safety and Health	Emergency Preparedness	Undercharged and improperly mounted fire extinguishers.	Check the fire extinguishers on a daily basis. Fix the under pressured fire extinguisher and properly mount the fire extinguisher in the generator room.	The factory fixed the extinguisher that had low pressure and properly mounted the one in the generator room.	55
Aug-19	Occupational Safety and Health	Emergency Preparedness	Escape routes are not clearly marked.	Mark all escape routes clearly.	Escape routes in buildings 10 and 5 are clearly marked.	23
Aug-19	Occupational Safety and Health	Emergency Preparedness	Escape route obstructed by fabrics and boxes.	Keep escape routes unobstructed during working hours.	Boxes were immediately removed. Management prepared a daily checklist to deal with the problem of blocked routes and emergency exits. The building managers has to	23
Assessment August 2018						
Aug-18	Discrimination	Interference and Discrimination	Termination of union leaders for invalid reasons.	Reinstatement of this union leader, with compensation for back pay.		

Aug-18	Compensation	Overtime Wages	Not all overtime hours are paid.	Pay overtime hours to workers who worked overtime. Inform workers that hours spent in bathroom after 4pm will not be compensated.	Workers have been informed that time spent between 4:00 and 4:25 PM using restrooms will not be compensated. Evidence was provided that workers are informed and accurately paid for all overtime hours worked.
Aug-18	Compensation	Paid Leave	Insufficient payment for maternity leave.	Register with OFATMA for health and maternity insurance.	IW is launching the process of registering its workers to OFATMA maternity and Health insurance. Management hopes to complete it before the end of the year.
Aug-18	Compensation	Social Security and Other Benefits	Improper calculation and late payment of employer's contributions to ONA.	Pay 6 percent of the worker's base salary to ONA for the employer contribution. Ensure the payment is on time as prescribed by the law.	The factory has adapted its method of paying ONA, starting October 1st 2018, to reflect exactly the presence of the workers instead of the 5-day week method which was adopted in an effort not to penalize the workers.
Aug-18	Compensation	Social Security and Other Benefits	Improper calculation and late payment of workers' contributions to ONA.	Pay 6 percent of the worker's base salary to ONA for worker contribution. Ensure the payment is on time as prescribed by the law.	The factory is now paying ONA on a monthly basis, for workers' contribution; 6% of their base salary, excluding their overtime pay, as stipulated in the Haitian labour code
Aug-18	Compensation	Social Security and Other Benefits	Insufficient employer contribution to OFATMA for work related accident.	Adjust the OFATMA payment for work related accident to 3% of the workers' base salary.	
Aug-18	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance.	The factory has forwarded all requested document to OFATMA for the workers' registration.
Aug-18	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Collect and forward the deductions to OFATMA for maternity and health insurance.	The factory has forwarded all requested document to OFATMA for the workers' registration.

Aug-18	Contract and Human Resources	Employment Contracts	The internal rules related to working time are less favourable than the worker's contracts.	Pay the overtime worked.	All overtime hours are properly reported and workers are duly paid for all overtime hours worked.
Aug-18	Contract and Human Resources	Contracting Procedures	Welding workers were not provided with proper PPE.	Provide proper PPE to workers when necessary.	The factory provided PPE to workers when necessary. Workers have to sign an awareness form to acknowledge the receipt of the equipment.
Aug-18	Occupational Safety and Health	OSH Management Systems	OSH policy has not been developed in consultation with workers' representatives.	Update the OSH policy in consultation with workers and their representatives.	IW's written OSH policy has been revised and signed by management and all members of OSH committee.
Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete inventory of chemicals and hazardous substances used in the workplace.	Assign clear responsibility to OSH compliance manager. Train OSH committee on chemical handling.	The OSH officer has been replaced and newly hired OSH officer will be properly trained to accurately perform all OSH-related duties. Training on chemical handling was completed.
Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unidentified containers of chemicals found in the workplace.	Identify all containers used in the workplace. Assign clear responsibility for the labelling of the chemical and hazardous substances.	All container used in the workplace are identified and labelled.
Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly stored.	Store chemical and hazardous substances properly.	Chemicals and hazardous substances are kept in an umbrageous area and an adequate cabinet is available to store all chemicals products.
Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS was not available for several chemical and hazardous substances used in the workplace.	Prepare and post MSDS for all chemical used in the workplace.	MSDS are available for all chemical used in the workplace.

Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station in the spot cleaning area was not operational.	Install eyewash station facilities near areas where chemical and hazardous substances are used.	Eyewash station in spot cleaning area has been repaired.	
Aug-18	Occupational Safety and Health	Worker Protection	Management did not provide earplugs for workers in the press section.	Provide earplugs to workers in the press section.	Earplugs are provided to workers in the press section.	
Aug-18	Occupational Safety and Health	Worker Protection	No evidence of training on safe use of machines.	Train workers on the importance of the guards installed on their machines.	Factory has conducted training on the importance of machine guards and workers have been informed of measures in place to reinforce discipline. Factory also has on ongoing training plan during the year.	
Aug-18	Occupational Safety and Health	Worker Protection	Standing workers were not provided with foot rests or shock absorbing mats and several chairs were missing backrest.	Provide chairs with backrests to all workers. Provide shock absorbing mats to standing workers.		
Aug-18	Occupational Safety and Health	Worker Protection	More than 30 percent of all machines in Building 30 were missing pulley guards.	Install the required safety guards on all sewing machines.	IW has a system in place to maintain the sewing machines. The factory is doing training on a more regular basis on the importance of the guards and will take measures to reinforce discipline.	
Aug-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical boxes.	Maintain and properly safeguard the electrical system.	The electrical system is properly maintained on a weekly basis. The wire of the pressing machine were properly covered within the week of the assessment visit.	
Aug-18	Occupational Safety and Health	Worker Protection	Several electrical panels were missing hazard signs.	Post hazard signs on the electrical panels.	Management has already ordered everything to set up the building to be compliant. Hazard signs have been posted on all electrical panels of building.	

Aug-18	Occupational Safety and Health	Working Environment	Temperature level exceeded the recommended 30 C.	Monitor the temperature level to a maximum of 30 C.	Additional fans have been installed throughout facility and temperatures are being monitored by an application.
Aug-18	Occupational Safety and Health	Working Environment	The noise level exceeded 90dB in the pressing section.	Keep the noise level down to below 90dB.	This was corrected the same day of the audit, as it was caused by a speaker next to the pressing area of Building 30 that was louder than acceptable. Now the noise level is within recommended
Aug-18	Occupational Safety and Health	Working Environment	Inadequate light levels.	Ensure that the light level is acceptable and complies with Better Work recommendation.	Factory has complied to this requirement. Bulbs with higher levels of luminosity have been installed in all sections mentioned above and levels have been monitored and kept in compliance.
Aug-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.	SONAPI has already come to the factory for assessment and will start building new bathrooms at the end of the month (November 2018).
Aug-18	Occupational Safety and Health	Welfare Facilities	Soap was not available in the men's toilets.	Ensure soap is available in all toilets.	At time of assessment, a bar of soap was available in the men's bathroom of building 10, however the liquid soap dispenser was broken. Management added new soap dispensers and replaced the broken one.
Aug-18	Occupational Safety and Health	Welfare Facilities	Eating area cannot accommodate all the workforce at once.	Arrange the eating area to accommodate all the workers.	SONAPI does provide and administer a general cafeteria facility that several workers chose not to use.

Aug-18	Occupational Safety and Health	Health Services and First Aid	Factory did not provide health checks to workers within the first three months of hiring.	Provide health checks within the first 3 month of hiring.	Management provided proof that 70 per cent of workers were provided health checks within the first 3 months of hiring.
Aug-18	Occupational Safety and Health	Health Services and First Aid	Factory did not provide health checks to workers exposed to work-related hazards.	Provide health checks to workers exposed to work-related hazards at least twice per year.	Factory completed all health checks for workers using hazardous materials or substances.
Aug-18	Occupational Safety and Health	Health Services and First Aid	Factory does not provide free annual health checks to workers.	Perform free annual medical check for all workers.	The factory decided to pay the yearly cost of the Health Cards and let OFATMA perform the health checks at its place.
Aug-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of medical staff.	Increase the number of nurses.	Factory employs 3 full-time nurses, 1 doctor present 3 times a week and on-call the rest of the week, and one supervisory doctor who visits frequently. With the current workforce, it represent a sufficient medical staff.
Aug-18	Occupational Safety and Health	Health Services and First Aid	Expired products found in one First Aid box.	Inspect first aid box on a regular basis. Remove and replace expired products.	The expired product was removed from the first aid box. A regular check is performed on a weekly basis to control the first aid box.
Aug-18	Occupational Safety and Health	Emergency Preparedness	No fire alarm system in building 5.	Install a fire alarm in building 5.	Fire alarm has been completely installed in building 5 and is fully functioning.
Aug-18	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were missing and some others were unidentified in several places.	Identify all available fire extinguishers.	All fire extinguisher are identified and regularly maintained.
Aug-18	Occupational Safety and Health	Emergency Preparedness	Evacuation plans not posted on the floor.	Post the evacuation plan in buildings 5 and 10. Update the evacuation plan to reflect the reality of the workplace.	Evacuation plans have been implemented and posted in both buildings 10 and 5.

Aug-18	Occupational Safety and Health	Emergency Preparedness	Emergency exit locked during working hours.	Keep emergency exit unlocked during the working time.	The exit was unlocked during the assessment visit.	
Aug-18	Occupational Safety and Health	Emergency Preparedness	One fire drill was conducted within a year.	Ensure that an emergency drill occurs every 6 months.	Emergency fire drills scheduled for the 27 of November 2018. Management will perform emergency drills every six months.	

Oct-19	Compensation	Paid Leave	Workers entitled to maternity leave payment received 6 weeks instead 12 weeks.	Register with OFATMA for maternity and health insurance.	18
Oct-19	Occupational Safety and Health	Social Security and Other Benefits	Employer contribution to ONA is based on the minimum wage instead of the base salary.	Calculate employer's contributions to ONA on worker's base salary.	12
Oct-19	Compensation	Social Security and Other Benefits	Workers' contribution to ONA is based on the minimum wage instead of workers' base salaries.	Calculate workers' contribution to ONA on worker's base salary.	12
Oct-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA maternity and Health insurance.	Register to OFATMA for maternity and health insurance and forward employer's contribution.	36
Oct-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA maternity and Health insurance.	Register to OFATMA for maternity and health insurance and forward workers' contribution.	36
Oct-19	Compensation	OSH Management Systems	The employer does not have a copy of the construction permits.	Ensure to have an available copy of the construction permits.	12
Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Containers of chemicals found with no proper labelling.	Label all chemicals and hazardous substances properly.	12
Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available in local language for several chemicals .	Translate MSDS into local language and post them where needed.	12

Oct-19	Occupational Safety and Health	Worker Protection	Management did not install the pulley guard on the collar cutting machines.	Install pulley guard on collar cutting machines.	12
Oct-19	Occupational Safety and Health	Worker Protection	Breakers from electrical panels did not have any labels. .	Label the breakers in the electrical panels.	18
Oct-19	Occupational Safety and Health	Working Environment	Temperature exceeded the recommended 30 C in all sections of the workplace.	Keep the temperature to a maximum of 30C or lower.	42
Oct-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Ensure that lighting level is adequate in the warehouse section.	18
Oct-19	Occupational Safety and Health	Health Services and First Aid	Employer did not pay OFATMA for the medical cards.	Pay OFATMA for the medical card (CDS) and coordinate with OFATMA to provide medical check for workers within their first . . .	12
Oct-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plan does not clearly define the evacuation path and escape routes.	Post an accurate evacuation map.	30
Assessment October 2018					
Oct-18	Compensation	Paid Leave	Workers entitled to maternity leave payment received 6 weeks instead 12 weeks.	Comply with the law and register in OFATMA maternity and health insurance.	

Oct-18	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA maternity and Health insurance.	Comply with the law and register in OFATMA maternity and Health insurance. Collect and forward the related deductions on a monthly basis.	The factory sent the registration form to OFATMA for maternity and health insurance in order to complete the process.
Oct-18	Contract and Human Resources	Employment Contracts	Several contracts did not include dates and signatures.	Ensure that all the workers contracts are signed and dated. Have a reliable process to ensure that all the workers file are properly documented. Assign a dedicated staff to follow up on the regularity of workers documents.	At end of 2018, management terminated all workers to submit new temporary contracts. All new contracts are signed by management and representative and concerned worker.
Oct-18	Occupational Safety and Health	OSH Management Systems	The OSH committee has been inactive.	Establish a functioning health and safety committee.	
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances used in the workplace did not specify locations and amount in storage.	Update the inventory with all the necessary information.	The management updated the chemical inventory during the assessment visit.
Oct-18	Occupational Safety and Health	Worker Protection	Entry point to electrical panels were not properly sealed. the generator was not properly grounded.	Sealed and safeguard the electrical panels located in the generator and compressor area. Ensure that the generator is grounded.	

Oct-18	Occupational Safety and Health	Working Environment	Temperature exceeded the recommended 30 C in all sections of the workplace.	Keep at an acceptable level, 30C or lower.	
Oct-18	Occupational Safety and Health	Working Environment	Light levels were inadequate in quality sections.	Ensure that the light levels are acceptable in the quality section.	
Oct-18	Occupational Safety and Health	Emergency Preparedness	Evacuation plan does not clearly define the evacuation path and escape routes.	Update the evacuation plan to include a clear evacuation path.	



Factory: MAS AKANSYEL S.A
Location: Caracol
Number of workers: 1111
Date of registration: Jun-17
Date of last two Better Work assessments: Jan-19 Jan-20

Advisory and Training Services

17-Jun-20	Training	Virtual COVID-19 Emergency Preparedness.
17-Jun-20	Advisory meeting	Virtual advisory to conduct training on emergency preparedness and discuss working hours on the new law in bipartite settings.
20-May-20	Advisory meeting	Virtual advisory session to discuss existing protocol and concrete covid-19 prevention steps by the factory to date.
2-Mar-20	Advisory meeting	Advisory visit to discuss recent assessment findings and conduct bipartite committee meeting.
29-Jan-20	Training	Workers Knowledge Building Programme: Labor Law
28-Jan-20	Training	Workers Knowledge Building Programme: Labor Law
28-Nov-19	Training	Workers Knowledge Building Programme: Labor Law
25-Nov-19	Advisory meeting	Advisory visit to conduct OSH tour, OSH committee minutes review, Boiler safety follow up, bipartite committee minutes review and compensation payments.
21-Nov-19	Training	Workers Knowledge Building Programme: Labor Law

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not keep registry of all workers who recorded temperatures above 38 C during COVID-19.	Keep records on temperatures above 38 C.		1
Assessment January 2020						
Jan-20	Compensation	Overtime Wages	Inadequate working hours.	Dialogue with worker representatives to establish factory working hours respecting 8 hours a day or 9 hours a day with an agreement.	Factory reached compromise with workers on normal working hours which are now limited to 40 hours.	9

Jan-20	Compensation	Paid Leave	Lunch break is not compensated.	Pay the lunch break as required by 3/8 law.	Lunch break is now paid.	6
Jan-20	Compensation	Social Security and Other Benefits	No evidence of the payment for OFATMA accident insurance for the previous fiscal year 2018-2019.	Pay OFATMA accident insurance for fiscal year 2019-2020.	Accident insurance for fiscal year is paid.	9
Jan-20	Compensation	Employment Contracts	The contract working hours are less favourable than the law.	Modify working hours to conform to 8 hours as regular working hours or 9 hours with an agreement.	#REF!	9
Jan-20	Contract and Human Resources	Employment Contracts	Internal regulations on working hours not matching the ones approved by ministry of labour.	Revise internal working rules, contracts to ensure that working hours are both aligned with 3/8 law.	#REF!	9
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete inventory of chemical products.	Track inventory of chemicals and hazardous substances used in the workplace and ensure it includes all the chemicals products currently in operations.	Chemical inventory is tracked and updated.	24
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unlabelled containers of chemical products found in the workplace.	Label all containers of chemicals and hazardous substances.		24
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available for some chemicals products found in the workplace.	Post MSDS for the chemicals used in the workplace at their respective locations.	Management has prepared and posted all MSDS.	18

Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash stations are not installed in several sections of the workplace.	Install eyewash station or stop using temporary storage space.	Temporary storage is eliminated.	6
Jan-20	Occupational Safety and Health	Worker Protection	The employer does ensure the safe use of PPE equipment by all workers.	Train all production personnel in the use of PPE, including but not limited to cutting and mechanic shop workers.		9
Jan-20	Occupational Safety and Health	Worker Protection	Several chairs without backrests were found in the workplace.	Ensure that workers are not using chairs without backrest.	Chairs without backrest were removed. Factory now provides chairs with proper backrest	6
Jan-20	Occupational Safety and Health	Worker Protection	Electrical boxes missing safety warning.	Post safety warning sign on all electrical boxes .		24
Jan-20	Occupational Safety and Health	Working Environment	Unacceptable temperature level in some sections of the factory.	Improve cooling system to maintain temperatures below 30C.		24
Jan-20	Occupational Safety and Health	Working Environment	Noise levels are not acceptable in some sections of the workplace.	Reduce noise levels to below 90DB & issue ear appropriate muffs.	Earplugs were distributed to all workers.	12
Jan-20	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free annual health checks to workers.	Pay OFATMA for the medical cards, engage with OFATMA to provide the medical checks.	Payment is current.	24

Jan-20	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Comply with the Haitian Labour Code; a factory of this size must have a permanent onsite medical service, with at least 6 nurses.	24
Jan-20	Occupational Safety and Health	Health Services and First Aid	First Aid boxes were missing some essential items.	Ensure adequate supplies in all first aid boxes including but not limited to Scissors, Cotton ball, Antiseptic.	24
Jan-20	Occupational Safety and Health	Health Services and First Aid	Less than the 10 percent of the workforce trained in first aid.	Train at least 10% of the worker population in first aid.	24
Jan-20	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were not properly installed and identified.	Install and properly identify all fire extinguishers.	24
Jan-20	Occupational Safety and Health	Emergency Preparedness	Electrical boxes missing safety warning.	Post proper warnings on all electrical boxes. Work with OSH committee members and supervisors for random monitoring	24
Jan-20	Occupational Safety and Health	Emergency Preparedness	Less than the 10 percent of the workforce trained on fire fighting equipment.	Train at least 10 percent of the workforce as recommended by Better Work.	18
Jan-20	Working Time	Regular Hours	Regular workhours exceed legal limits.	Set regular working hours at 8 hours or 9 hours daily with and agreement with workers.	12

Jan-20	Compensation	Social Security and Other Benefits	Late OFATMA payment for accident insurance.	Pay OFATMA accident insurance for fiscal year 2019-2020	Payment is current.	12
Jan-20	Compensation	Paid Leave	Lunch break is not compensated.	Pay the lunch break as required by 3/8 law.	Factory is now paying lunch break.	12
Assessment January 2019						
Jan-19	Compensation	Overtime Wages	Factory exceeded limits on normal working hours.	Modify working hours to conform to 8 hours as regular working hours or 9 hours with an agreement.	Policy was revised to conform with the legal limits on working hours.	
Jan-19	Compensation	Social Security and Other Benefits	Late OFATMA payment for accident insurance.	Ensure contribution to OFATMA for work-related accident insurance for the fiscal year is current as required.	Payment is current.	
Jan-19	Contract and Human Resources	Termination	Calculation of notice payment to terminated workers not following method prescribe in labor code.	Ensure notice payment to terminated workers are based on the average salary for the last 3 months as required by law not on the minimum wage.		
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete Chemical Inventory.	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used.	Started to Maintain Chemical Inventory & All the chemicals are included in that list.	
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemical products found in the workplace.	Label chemicals and hazardous substances including name in local language and hazard pictogram.	This issue has been corrected. All the chemicals are labelled properly & stored as per the standard.	

Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some of the chemicals used at the factory.	Identify dedicated person in OSH committee that ensures MSDS are available in local language for all chemicals.	Dedicated OSH officer was appointed.	
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Washing facility was not available near the spot cleaning area.	Provide washing facility to the spot cleaning areas and where all chemical and hazardous substance are used.		
Jan-19	Occupational Safety and Health	Worker Protection	Dusk mask provided was inappropriate for workers using chemical products.	Distribute appropriate mask to workers in the spot cleaning area to protect them against the risks of chemical inhalation.	The appropriate masks were distributed.	
Jan-19	Occupational Safety and Health	Worker Protection	No evidence of training records on the proper use of machines and personal protective equipment.	Conduct and keep evidence of training records with date and number of participants on the proper use of machines and personal protective equipment.	Factory performed training on PPE on June 2018.	
Jan-19	Occupational Safety and Health	Worker Protection	Shock absorbing mats not provided to standing workers.	Distribute shock absorbing mats to standing workers where appropriate.		
Jan-19	Occupational Safety and Health	Working Environment	Assessors measured the temperature levels above 30 C in all sections.	Improve cooling system to maintain temperatures below 30C.		
Jan-19	Occupational Safety and Health	Health Services and First Aid	Management provide medical checks twice a year for workers exposed to work related hazards.	Ensure that the factory is current with payments of health cards. Arrange with OFATMA to have 2 yearly medical checks for workers exposed to work related		

Jan-19	Occupational Safety and Health	Health Services and First Aid	Management did not arrange one annual medical check for all the workers.	Pay OFATMA for the health card. Arrange with OFATMA to provide annual medical check for all the workers.	
Jan-19	Occupational Safety and Health	Health Services and First Aid	Expired product found in first aid boxes.	Assign dedicated person from OSH committee to perform weekly checks of first aid boxes with factory nurse.	
Jan-19	Occupational Safety and Health	Health Services and First Aid	Less than the recommended 10 percent of the workforce trained in first aid.	Conduct first aid training for recommended 10 percent of the workforce.	The factory requested the training sessions from SONAPI.
Jan-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire alarm system.	Assign a person from the OSH committee to monitor the fire detection system.	This is monitored daily by the Assistant Compliance officer.
Jan-19	Occupational Safety and Health	Emergency Preparedness	Fire extinguishers are undercharged.	Assign a person from OSH committee for fire extinguisher monitoring (identification, mounting, pressurization).	A person has been assigned to monitor the fire extinguishers.
Jan-19	Occupational Safety and Health	Emergency Preparedness	Evacuation map not displayed on the floor with all necessary elements.	Post updated evacuation on the floor. Ensure that the updated maps display escape routes, exits and fire extinguishers.	Factory is scaling from smaller to larger sizes map, to post on the floor.
Jan-19	Occupational Safety and Health	Emergency Preparedness	Obstructed escape routes.	Keep evacuation routes unobstructed.	
Jan-19	Occupational Safety and Health	Emergency Preparedness	Inadequate storage of flammable materials.	Ensure proper storage of flammable materials.	This has been corrected & daily monitoring takes place by Head of Compliance.

Jan-19	Working Time	Regular Hours	Inadequate working hours.	Modify working hours to conform to 8 hours as regular working hours or 9 hours with an agreement.	A compromise has been reached on working hours and new schedule adopted by factory.	
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Oct-20	Occupational Safety and Health	Worker Protection	Cleaning and disinfection record is missing.	Develop a checklist to record daily cleaning and disinfection. Keep record in appropriate location.	Factory says that the cleaning record exists.	1
Oct-20	Occupational Safety and Health	OSH Management Systems	COVID 19 protocol is missing several key points.	Review the COVID 19 protocol to include the missing points.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	1
Assessment February 2020						
Feb-20	Working Time	Regular Hours	Regular work hours exceed the daily legal limit.	Ensure that management understand the new *3-8* law. Ensure that workers are aware of the regular work hours.	Factory is currently discussing this issue with the workers. They already had a meeting with the PICC members to present the facts.	22
Feb-20	Occupational Safety and Health	Emergency Preparedness	Insufficient quantity of fire drills performed within a one year period.	Ensure that Emergency preparedness plans are in place. Ensure that fire drill are conducted regularly.	Management has schedule a fire drill for the first week of May. A fire drill was performed on May 13th 2020.	22
Feb-20	Occupational Safety and Health	Emergency Preparedness	Obstructed emergency exits and escape routes.	Keep emergency exit readily accessible.	Management took action to remove tables from escape routes. Escape routes were clear when observed during virtual advisory visit.	22
Feb-20	Occupational Safety and Health	Emergency Preparedness	Evacuation map is missing the meeting point.	Update evacuation map. Post evacuation maps on the floor.	Management ordered the impression of new evacuation map	22
Feb-20	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguisher.	keep fire extinguishers accessible.	Action were taken at the time of assessment.	22

Feb-20	Occupational Safety and Health	Health Services and First Aid	Insufficient number of workers trained in first aid.	Develop a first aid training plan, targeting at least 10 percent of the workers. Implemented training plan in a timely manner. Keep record training activities.	Management has trained at least 10% of the working force.	22
Feb-20	Occupational Safety and Health	Health Services and First Aid	Restricted access to first aid boxes.	Keep first aid boxes readily accessible.	Action taken to ensure that employee with the key is readily available. First aid boxes are accessible.	22
Feb-20	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire additional nurses.		22
Feb-20	Occupational Safety and Health	Welfare Facilities	Soap was not readily available in the restrooms.	Define who is responsible to supervise the work of cleaner. Ensure that a checklist is available to make sure that toilets are checked periodically. Provide enough soap for all toilets.	Action taken to make sure that soap is readily available in toilets. Soap is now available in all toilets.	22
Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient quantity of toilets for women.	Increase the number of toilets are available for all workers, in accordance with the labor laws.		22
Feb-20	Occupational Safety and Health	Working Environment	Unacceptable levels of lighting in all sections of the buildings.	Review the lighting installation to ensure that workers are provided with sufficient light level in the various sections of the workplace	Factory has increase the number of light fixtures on the factory floors.	22
Feb-20	Occupational Safety and Health	Working Environment	Temperature are above Better Work's recommended level of 30C in all sections of the buildings.	Install proper cooling system to bring temperature level to an acceptable.	Factory install 30 new fans. BW cannot physically go to the factory to verify the temperature. We are putting the factory compliance for now.	22

Feb-20	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system.	Label all electrical beaker as required. Fix all damaged sockets and outlets.	During video tour, advisor observed that all circuit breaker were labelled.	22
Feb-20	Occupational Safety and Health	Worker Protection	Anti-fatigue mats were not available for all standing workers.	Provide standing mats to all workers. Remind workers to use standing mats.	Standing mats were provided to all workers.	22
Feb-20	Occupational Safety and Health	Worker Protection	Several workers were observed not using their machine's eye guards.	Establish a training plan for all workers. Train all workers on the proper use of eye guard . Keep record of training delivered.	Factory has provided training to all current employees on the use of machine eye guards. They agree that as they recruit more workers, training will be provided to them at the start of their employment.	6
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station not available where chemical and hazardous substances are being used.	Install eye wash stations where all chemical products are being used.	Eyewash station has been installed in building 53. Video tour confirm that is functioning.	22
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available in areas where chemical and hazardous substances are being used.	Store all chemical hazardous and substances in one location. Have MSDS available for all chemical products used in the workplace. Post MSDS where chemicals are being used.	Management emptied the laboratory room and posted a sign. Management has posted MSDS where chemicals and hazardous substances are used. MSDS are available for all chemical and hazardous substances.	22

Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Assessors found one unlabelled spot cleaning gun filled with thinner in the spot cleaning area.	Define who is responsible to handle chemical products upon receipt. Assign one person to manage the receipt and distribution of chemical products. Label all containers of chemical and hazardous substances.	During video tour, advisor observed that spot cleaning gun is properly labelled.	22
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of chemical and hazardous substances used in the workplace.	Update the inventory on a regular basis. Management needs to ensure that MSDS are available for all chemical products used in the workplace. Post MSDS where chemicals are being used.	Management provided an updated inventory for all products available in the workplace.	22
Feb-20	Occupational Safety and Health	OSH Management Systems	No evidence of assessments carried out on health and safety issues in the factory for the last twelve months.	Carry out regular assessment of health and safety issue in the factory. Document OSH Assessment and communicate results to workers.	Management has provided OSH assessment report for every month from May to September.	22
Feb-20	Contracts and Human Resources	Termination	Employer does not inform the Ministry of Labor upon terminating worker for unjustified absences, as required by the labor code.	Ensure MAST is informed about worker termination. Review management system.	HR personnel is now informed about the procedure and they are informing MAST of any firing or suspension.	22
Feb-20	Contracts and Human Resources	Contracting Procedures	Subcontracted workers are not provided proper personal protective equipment.	Develop a policy to ensure that all subcontractors are trained on the appropriate use of PPE. Make sure that all workers, including subcontractors are trained on the use of PPE. Make sure that PPE is provided to subcontracted workers	A policy was developed and approved by management. Now all subcontractors will receive a training on how to use their PPE. PPE will also be given to all subcontractors upon starting work at the factory.	22

Feb-20	Compensation	Social Security and Other Benefits	Payment to OFATMA for work related accident insurance is not done as per their agreement.	Obtain agreement letter from OFATMA, confirming that they have a payment plan. Make all payments based on said agreement.	Management obtain an agreement letter from OFATMA on April 15 2020. 1 payments were made on April 18th to satisfy the agreement	22
Feb-20	Compensation	Paid Leave	Workers are not properly compensated for the daily break.	Implement new *3-8* law. Pay workers for the daily break.	Meeting planed with the bi-partite committee members and workers' representatives to discuss the issue. Management plans to explain to workers that they have to pay for the daily break. Management also requested the presence of MAST to help explain the	40
Assessment April 2019						
Apr-19	Occupational Safety and Health	Emergency Preparedness	Inaccessible emergency exit door.	Keep emergency exits accessible, unobstructed, and/or unlocked during working hours, including overtime.	The factory hired a new manager for warehouse. He was informed of the security measures in the area, and Compliance Manager already had a meeting with him to explain the importance of following safety measures in case of an emergency. The compliance team is also monitoring on a regular	
Apr-19	Occupational Safety and Health	Emergency Preparedness	Obstructed escape route.	Keep all escape route clear and unobstructed.	The factory hired a new manager for warehouse. He was informed of the security measures in the area, and Compliance Manager already had a meeting with him to explain the importance of following safety measures in case of an emergency.	

Apr-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguisher.	Keep all fire extinguishers properly maintained and unobstructed.	The fire extinguisher in the packing area near the pressing section of building 53 was put in order. And the missing one was replaced. Now there is no missing extinguishers in all the facility and addition All the extinguishers every where in the floor area are free from any obstruction, and the compliance team check regularly. The compliance department discussed all the floor manager to help us to keep the extinguishers unobstructed.	
Apr-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of workers trained in first aid.	Train 10 percent of the workforce in first aid.	The factory trained 42 workers in first aid. More training are scheduled until the end of the year.	
Apr-19	Occupational Safety and Health	Health Services and First Aid	Restricted access to first aid boxes.	Replace the missing locks and ensure that all first aid kits are available.	The compliance team replaced the old the lock by a new one. Compliance team is doing regular checks.	
Apr-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Increase the number of medical staff.	The factory currently have 9 first aids team members, 4 full time nurses and 3 doctor's visits per week. And an contingency plan in case of an accident happened. However the HR and Compliance manager are thinking a way to comply with that issue.	

Apr-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets for women.	The factory is not ready to increase the current number of toilets due to lack of space. Also workers are not complaining about the number of toilets and there is no lines visible in the toilets during the working hours. The employer is keeping the current toilets clean and in good conditions.
Apr-19	Occupational Safety and Health	Working Environment	Unacceptable level of lighting in various sections of the workplace.	Keep adequate light levels in all sections.	The factory replaced the defective lights.
Apr-19	Occupational Safety and Health	Working Environment	Noise levels are unacceptable in the workplace.	Maintain the sound level under 90 Db.	The maintenance chief had repaired the speakers so the sound can be adjusted to required limits. The compliance manager did an internal assessment of the noise after the repairs and all areas were under 90 Db.
Apr-19	Occupational Safety and Health	Working Environment	Temperature are above Better Work's recommended level of 30C in all sections of the buildings.	Reduce the temperature in the workplace.	The factory repaired all the fans and purchased additional ones fusing area.
Apr-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system.	Keep all electrical panel clean and free of any combustible materials.	Electric panels are sealed and kept free and clean from any combustible materials. Electrical equipment are grounded.
Apr-19	Occupational Safety and Health	Worker Protection	Anti-fatigue mats were not available for all standing workers.	Provide fatigue mats to all standing workers.	Additional fatigue mats were purchased and provided to workers.

Apr-19	Occupational Safety and Health	Worker Protection	Personal protective equipment were not provided to all workers who needed them.	Provide training and missing PPE to workers working at height in the fabric warehouse.	Compliance team was provided them protection belts. They were also trained on how to use them.
Apr-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station not available where chemical and hazardous substances are being used	Install missing eye wash station.	The compliance, and the maintenance team were fixed all those issues, by building eyewash stations everywhere they need it.
Apr-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available for chemical and hazardous substances used in the workplace.	Post all required MSDS in local language.	The factory installed the missing MSDS.
Apr-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemical and hazardous substances found in the workplace.	Label all chemicals containers.	Unlabelled recipients have been tagged with names.
Apr-19	Occupational Safety and Health	Chemicals and Hazardous Substances	inaccurate inventory of chemical and hazardous substances.	Keep an updated inventory of all chemicals used in the factory.	The factory keeps an inventory of chemicals with all required information.
Apr-19	Occupational Safety and Health	OSH Management Systems	Hazard signs not posted where chemical and hazardous substances are stored.	Post hazard signs where required. Hire an OSH Officer for regular follow up on OSH issues.	The factory posted the required hazard signs in near the entrance of building 52.
Apr-19	Occupational Safety and Health	OSH Management Systems	OSH assessments and reporting are conducted without worker participation.	Conduct weekly assessments and prepare assessment reports. Keep reports in safe place.	An OSH manager and officer were hired they do weekly assessments and reports are available.
Apr-19	Freedom of Association and Collective Bargaining	Interference and Discrimination	Unlawful termination of union committee members.	Reinstate all eligible terminated union leaders. However the factory does not have new permanent position available at the moment due to lack of order.	2 out of 11 unions leaders were reinstated.



Factory: MGA Haiti S.A.
Location: Port-au-Prince
Number of workers: 1147
Date of registration: Oct-09
Date of last two Better Work assessments: May-18

Jun-19

Advisory and Training Services

15-Sep-20	Training	Virtual Occupational Safety and Health
12-Aug-20	Advisory meeting	Virtual advisory session to hold bipartite meeting with OSH committee.
26-Jun-20	Advisory meeting	Virtual Advisory visit to discuss HR issues during coved T9 with Bipartite Committee.
14-May-20	Advisory meeting	Virtual advisory visit to conduct video osha tour and discuss virtual training readiness.
11-Mar-20	Advisory meeting	Advisory visit to discuss termination payments calculations & to update improvement plan.
15-Nov-19	Advisory meeting	Advisory visit to discuss remaining OSH findings in the improvement plan and to interview workers on AUDIO SPOTS distributed by BWH.
23-Oct-19	Advisory meeting	Advisory visit to conduct portal training with new Compliance officer and OSH Tour to update progress on OSH non compliance points.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not keep registry of workers who recorded temperatures above 38 C.	Keep a record of all workers whose temperature was found above 38 C.		1
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not keep check list for disinfecting system as part of its COVID-19 prevention protocol.	Develop check list to be used for monitoring cleaning and disinfecting program of the COVID-19 protocol.		1
Assessment June 2019						
Jun-19	Compensation	Wage Information, Use and Deduction	Discrepancy in the payrolls reviewed for the last 3 months.	Ensure that information systems for working time and payroll are fully synchronized.	Factory corrected discrepancies between working time and payroll.	12
Jun-19	Compensation	Paid Leave	Factory only paid 6 weeks for maternity leave instead of 12 weeks.	Complete registration with OFATMA for maternity and health care.	Factory is registered with OFATMA for maternity and health.	28
Jun-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Complete registration with OFATMA.	Factory completed registration August 8th.	28

Jun-19	Occupational Safety and Health	OSH Management Systems	No evidence of an assessment of general occupational safety and health.	Develop OSH assessment schedule monthly with OSH committee and document OSH findings on template provided.	12
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete inventory of chemical products.	Update and monitor inventory for all products accordingly.	15
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unlabelled chemical containers found in the workplace.	Label all containers used in all areas of the factory as necessary.	15
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some chemical products.	Prepare and POST MSDS for all chemical products at the factory.	15
Jun-19	Occupational Safety and Health	Worker Protection	More than 20 percent of all sewing machine are missing eye guards and pulley guards.	Perform weekly inspections of machine guards according to monitoring and maintenance system. Documents inspections and repairs performed.	32
Jun-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical wiring and power generator.	Develop monitoring and maintenance system for electrical safety.	15
Jun-19	Occupational Safety and Health	Worker Protection	Missing safety warning signs on electrical panels.	Post safety warning signs on all electrical panels.	32
Jun-19	Occupational Safety and Health	Working Environment	Temperatures above recommended levels of 30 degree Celsius.	Install adequate push and pull systems to maintain temperature below 30C.	32
Jun-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Purchase better light bulbs reinforced by natural light penetration for better lighting.	32
Jun-19	Occupational Safety and Health	Welfare Facilities	The factory has insufficient functioning toilets.	Increase the number of functioning toilets, as required by Haitian laws.	32
Jun-19	Occupational Safety and Health	Welfare Facilities	Insufficient adequate eating area.	Increase seats in eating area or have multiple lunch periods.	32

Jun-19	Occupational Safety and Health	Health Services and First Aid	Factory is not providing initial medical checks systematically.	Ensure OFATMA performs medical checks for all personnel categories as needed.	Factory outsourced medical checks to OFATMA as per labor code.	24
Jun-19	Occupational Safety and Health	Health Services and First Aid	Factory is not providing medical checks for workers exposed to chemical products.	Provide medical checks to workers who are exposed to chemical and hazardous substances.	Factory outsourced medical checks to OFATMA as per labor code.	24
Jun-19	Occupational Safety and Health	Health Services and First Aid	Factory not performing annual medical checks for all workers.	Provide annual medical checks to all personnel categories as needed.	Factory outsourced medical checks to OFATMA as per labor code.	24
Jun-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Have a permanent onsite medical service, with at least 6 nurses.		32
Jun-19	Occupational Safety and Health	Health Services and First Aid	First aid box could not be opened because the key was not available.	Keep 2 sets of keys assigned to 2 different personnel within proximity of boxes.	2 sets of keys are assigned to different personnel within proximity of the boxes.	12
Jun-19	Occupational Safety and Health	Health Services and First Aid	Insufficient workers trained in first aid.	Ensure that at least 10% of the population is trained on first aid.		32
Jun-19	Occupational Safety and Health	Emergency Preparedness	Fire extinguisher in the fabric warehouse was overcharged.	Perform weekly checks of fire extinguishers. Ensure Proper charge with hired 3rd party .		32
Jun-19	Occupational Safety and Health	Emergency Preparedness	Inaccurate evacuation plan.	Update the evacuation plan to reflect exact lay out of factory.		32
Jun-19	Occupational Safety and Health	Emergency Preparedness	Obstructed escape route.	Work with OSH committee to ensure escape routes are not obstructed.		32
Jun-19	Occupational Safety and Health	Emergency Preparedness	Insufficient workers trained in fire fighting equipment.	Train at least 10% of the workforce in fire fighting equipment.		32
Jun-19	Working Time	Regular Hours	Insufficient mandatory break allowed to pregnant women.	Give 2 pauses of 30 minutes or 3 pauses of 15 minutes to pregnant women.	Pauses are given as required.	12

Jun-19	Working Time	Leave	Insufficient maternity leave for pregnant workers.	Ensure that the workers have at least 6 weeks before their due date and 6 weeks after as required by law.	Adequate maternity leave is given to workers.	24
Jun-19	Compensation	Wage Information, Use and Deduction	Inaccurate payroll records	Synchronized the information systems to properly compute the working time for the payroll.	Factory corrected discrepancies between working time and payroll.	12
Assessment May 2018						
May-18	Compensation	Paid Leave	Inaccurate payment of maternity leave.	Management is to re-engage and complete registration process with OFATMA for maternity and health in order to secure full benefit of 12 weeks for employees.		
May-18	Compensation	Social Security and Other Benefits	The factory has not yet registered with OFATMA for maternity and health insurance.	Management is to re-engage and complete registration process with OFATMA for maternity and health insurance.		
May-18	Contract and Human Resources	Termination	Inaccurate payment of annual leave to workers.	Ensure proper calculation of unused annual leave based on 125 day per month accumulation rate.	Annual leave is earned based on based on 125 day per month accumulation rate.	
May-18	Contract and Human Resources	Termination	Inaccurate payment of bonus to workers.	Calculate bonus payments upon termination based on 1/12 of worker's earnings for the current calendar year.	Workers terminated in July after recent assessment received 1/12th of total year to date gross earnings.	
May-18	Contract and Human Resources	Dialogue, Discipline and Disputes	Allegation of verbal abuse reported on foreign managers.	Schedule and complete training for managers and supervisors on verbal abuse. Assign person responsible to monitor behaviour.	No additional occurrences of verbal abuses have been reported.	
May-18	Occupational Safety and Health	OSH Management Systems	OSH committee is not functional.	Appoint new OSH officer. Resume regular meetings of OSH committee with documented minutes for newly elected OSH committee members in 2018 elections.		

May-18	Occupational Safety and Health	OSH Management Systems	Inaccurate record of payment made to OFATMA.	Develop adequate document management system that could be available at any time for necessary internal consultation and upon request by appropriate 3rd party.	Management maintains back up copies of accidents report submitted.
May-18	Occupational Safety and Health	OSH Management Systems	OSH policy was not developed in consultation with workers and their representatives.	Discuss OSH policy with newly elected bipartite committee members as soon as reasonably possible for inputs and suggestions. Document in meeting minutes and modify if necessary with top management signature.	
May-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete inventory and improper storage of chemical product .	Update and maintain a complete inventory of all chemicals used in factory premises with respective locations.	
May-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified container of chemical products found in the workplace.	Label all containers used in the workplace.	
May-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs were not available for chemical and hazardous substances found in the workplace.	Conduct inventory of all chemical products used in the spot cleaning and ensure all MSDS are available.	Last advisory visit confirms MSDS's are posted.
May-18	Occupational Safety and Health	Worker Protection	Proper PPE are not provided to all workers .	Provide proper personal protection equipment to all staff, including but not limited to earplugs, and proper masks.	
May-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels and outlet boxes.	Cover all electrical wires. Do not enclose electrical panels in flammable materials.	
May-18	Occupational Safety and Health	Worker Protection	One electrical panel was without appropriate safety warnings.	Post safety warnings on all electrical panels throughout the factory.	Safety warning is now posted.

May-18	Occupational Safety and Health	Working Environment	Workplace temperatures are above Better Work's recommended temperature level.	Use electrical exhaust fans or cooling system. Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis.	
May-18	Occupational Safety and Health	Working Environment	Insufficient lighting in some sections.	Explore and adopt lighting improvement measures accordingly to stay within recommendations.	
May-18	Occupational Safety and Health	Welfare Facilities	Eating area can accommodate only 50 percent of workforce.	Expand eating area for 100% of workers.	
May-18	Occupational Safety and Health	Health Services and First Aid	Workers do not receive any medical checks within the first three months of being hired.	Arrange systematic medical checks for newly hired workers.	
May-18	Occupational Safety and Health	Health Services and First Aid	No annual health checks was provided to workers.	Provide systematic medical checks for all workers on an annual basis.	
May-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Have a permanent onsite medical service, with at least 5 nurses and 3 doctors' visits per week.	
May-18	Occupational Safety and Health	Health Services and First Aid	One first aid box was obstructed by sewing tables.	Work with OSH delegates and ensure that first aid boxes are not obstructed.	No additional obstruction was recorded during advisory visits.
May-18	Occupational Safety and Health	Health Services and First Aid	Insufficient quantity of workers trained in first aid for the last twelve months.	Train at least 10 percent of the workforce on first aid once per year.	
May-18	Occupational Safety and Health	OSH Management Systems	Inadequate level of cleanliness and hygiene.	Provide more efficient cleaning equipment for factory floor. Consider usage of vacuums over broom sticks to prevent Dust from accumulating .	
May-18	Occupational Safety and Health	Worker Protection	The employer does not provide trolleys or carts for lifting and moving heavy or bulky loads.	Provides mechanical devices such as trolleys or carts for lifting and moving heavy or bulky loads.	

May-18	Occupational Safety and Health	Emergency Preparedness	Fire escape routes are not clearly marked.	Keep escape routes clearly marked for both buildings 11 and 17.	
May-18	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of electrical panels.	DO not enclose electrical panels flammable material.	None of the electrical panels in building 17 mechanic shop is enclosed in a wooden box.
May-18	Occupational Safety and Health	Emergency Preparedness	Several phones were charging in uncovered electrical outlets near flammable chemical such as thinner and blow out.	Store all chemical and hazardous substances away from potential sources of ignition.	

208 BETTER WORK HAITI - 21ST SYNTHESIS REPORT



Factory: Pacific Sports Haiti S.A
Location: Port-au-Prince
Number of workers: 1671
Date of registration: Oct-09
Date of last two Better Work assessments: Aug-18

Advisory and Training Services

3-Sep-20	Training	Financial Literacy.	
29-Jul-20	Advisory meeting	Virtual meeting with the compliance team to review: Employee contracts, Job description for the HR staff and organizational chart, payment upon termination, maternity leave and sick leave payment. Discuss about the OSH performance indicator. In addition, health card and medical checks for workers.	
15-Jul-20	PICC Meeting	Virtual meeting to present the management guidance for COVID-19.	
10-Jun-20	PICC Meeting	Virtual meeting with all PICC members, Nurses, and some supervisors to implement a system to fight against COVID-19 in the Factory.	
12-May-20	PICC Meeting	Virtual meeting with Management to set up a system to prevent and fight against COVID-19 in the Factory.	
6-May-20	Advisory meeting	Virtual meeting with the compliance officer to follow up on the improvement plan, welding procedure and chemical management procedure.	
5-Mar-20	Advisory meeting	To conduct interview with Unions members, OSH factory tour: worker protection, Review of the improvement plan and documentation review: Grievance mechanism, Disciplinary procedure, Chemical management procedure, Boni, Annual leave, ONA payment.	
18-Feb-20	PICC Meeting	To discuss OSH issues and review the improvement plan with all PICC members.	
15-Jan-20	PICC Meeting	To discuss about the training needs, objectives and priority for this new year in order to bring a better improvement in the factory.	
15-Jan-20	Advisory meeting	Factory tour: Emergency preparedness and worker protection. Documentation review: bonus and annual leave payment, Meeting with the compliance manager to review the OSH monitoring system in place, job description for the OSH officer and present the fire safety checklist.	
11-Dec-19	Advisory meeting	Factory tour to validate pending OSH issues, Review the grievance procedure and Disciplinary measure.	
24-Oct-19	Advisory meeting	OSH factory tour: emergency preparedness: Documentation review: Contracting procedures and termination. Review of the improvement plan.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMIEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have a checklist to record the daily cleaning and disinfection of the workplace.	Develop a checklist for the daily cleaning and disinfection of the workplace.		1
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Develop a protocol that includes a COVID-19 task force, hygiene procedures, entry and exit procedures and reporting Procedures.		1

Assessment July 2019

Jul-19	Occupational Safety and Health	Emergency Preparedness	Several aisles were obstructed by moving equipment and fabric materials.	Identify additional space for storing goods. Then Specify who conduct daily/ weekly checks.	26
Jul-19	Occupational Safety and Health	Emergency Preparedness	Inaccurate evacuation plan.	Update the evacuation plan and post it at the workplace.	14
Jul-19	Occupational Safety and Health	Working Environment	Insufficient lighting in the Workplace.	Ensure the lighting is adequate and adapted to worker's needs.	24
Jul-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C.	Use electrical exhaust fans or cooling systems. Ensure that the air-flow to and from the fans is not blocked.	88
Jul-19	Occupational Safety and Health	Worker Protection	Electrical breakers are not labelled.	Label all electrical breakers. Then include this aspect in the system of daily-weekly checks.	14
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Material Safety Data Sheets were not available for several chemicals and hazardous substance.	Assign a person in charge of receiving MSDS from supplier and verify that the MSDS has all the required sections.	26
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of oil.	Label all chemical and hazardous substances used in the workplace.	14
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of chemical products used in the workplace.	Assign a person responsible for updating the inventory of hazardous substances.	14

Jul-19	Compensation	Social Security and Other Benefits	The factory has not collected and forwarded workers' contributions to OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance. Then Collect and forward workers' contributions to OFATMA.	38
Jul-19	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance.	38
Jul-19	Compensation	Paid Leave	Maternity leave payment is inaccurate.	Register with OFATMA for maternity and health insurance.	14
Assessment August 2018					
Aug-18	Compensation	Overtime Wages	Workers are not compensated 50% above the normal wage for overtime hours worked.	Pay workers 50% above the normal wage for all ordinary overtime hours worked.	
Aug-18	Compensation	Social Security and Other Benefits	Workers' contribution to ONA is not submitted on time.	Collect and forward workers' contributions to ONA on time.	Payments are submitted within the 10 business days of each month for the previous month.
Aug-18	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is not forwarded on time.	Collect and forward employer's contribution to ONA on time.	Payments are submitted within the 10 business days of each month for the previous month.
Aug-18	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and Health insurance.	Register with OFATMA for maternity and health insurance services.	
Aug-18	Compensation	Social Security and Other Benefits	The factory has not Collected and forwarded workers' contributions to OFATMA.	Register with OFATMA. Collect and forward workers' contributions to OFATMA for maternity and health insurance services.	
Aug-18	Compensation	Termination	The payment for the notice period is based on the minimum wage.	Calculate the payment for the notice period on workers' average earnings.	Adjustment has been made in the payroll and the notice period is calculated on workers' average earnings.
Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available for all chemicals and hazardous substances used in the factory.	Identify a person responsible for chemical management. Prepare and post MSDS where chemicals are used.	

Aug-18	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was obstructed in the workplace.	Keep access to fire extinguishers unobstructed.	
Aug-18	Occupational Safety and Health	Emergency Preparedness	Escape routes in two buildings were not clearly marked.	Verify the evacuation plan and mark all the escapes route in the workplace.	The escape routes have been clearly marked.
Aug-18	Occupational Safety and Health	Emergency Preparedness	Obstructed aisles in some buildings.	Keep the aisles unobstructed during working hours, including overtime.	
Aug-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire additional medical staff.	
Aug-18	Occupational Safety and Health	Worker Protection	Workers assigned to the spot cleaning section were not using proper PPE.	Provide proper PPE to workers in the spot cleaning.	
Aug-18	Occupational Safety and Health	Worker Protection	Battery terminals in the generator room were missing the insulation cover.	Install the insulation cover and specify who conducts daily/weekly checks.	
Aug-18	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Improve the temperature levels in all sections.	
Aug-18	Occupational Safety and Health	Working Environment	Workplace lighting is below BW recommended limit in several sections.	Ensure the lighting is adequate and adapted to worker's needs.	The electrician is in charge of the regular maintenance of the light and the Compliance Staff is responsible to conduct regular measurement.



Factory: Palm Apparel S.A.
Location: Port-au-Prince
Number of workers: 1369
Date of registration: Jan-11
Date of last two Better Work assessments: Sep-18

Nov-19

Advisory and Training Services

25-Sep-20	Advisory meeting	To review the improvement plan : Compensation, emergency preparedness . Follow up on the management guidelines for COVID-19 and discuss about OSH indicators performance. Review the accident investigation procedure.			
17-Sep-20	Training	Effective communication.			
3-Sep-20	Training	Financial Literacy.			
22-Jul-20	Training	Virtual Socially Responsible Transitioning.			
16-Jul-20	Training	Virtual Socially Responsible Transitioning.			
8-Jul-20	Training	Hygiene and prevention against COVID-19.			
3-Jul-20	Training	Human Resources Management.			
12-Jun-20	Advisory meeting	Virtual advisory with the compliance team to follow up on COVID-19 protocol . Virtual OSH tour to verify pending issues and safety measures taken by the factory. Discuss with management about factory operations and bipartite committee status.			
17-Mar-20	Advisory meeting	Follow up with the HR Manager to review the improvement plan for cycle 15: Social security, chemical and hazardous materials, worker protection. Also, review the pending issues in cycle 14: Documentations review: Breast feeding break, and breaks for pregnant women.			
14-Feb-20	Advisory meeting	Meeting with the compliance team to review the improvement plan. Compensation : Social security and paid leave, Contract and HR: Contracting procedure, In addition, discuss about OSH issues, Welfare facilities, chemical management and hazardous substances and Worker protection.			
7-Feb-20	Training	Workers Knowledge Building Programme: Labor Law.			
6-Feb-20	Training	Workers Knowledge Building Programme: Labor Law.			
16-Jan-20	Training	Communication in the Workplace.			
16-Jan-20	Advisory meeting	Factory tour to validate pending OSH issues: worker protection. Meeting with the compliance team about better work portal.			
6-Dec-19	Advisory meeting	Meeting with the HR team about a strategy to strengthen the HR and OSH management systems. Review the improvement plan.			

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Review the COVID-19 protocol to include the missing points.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	1

Oct-20	Occupational Safety and Health	Worker Protection	The factory does not keep a copy of the daily cleaning and disinfection record.	Develop a checklist to record daily cleaning and disinfection. Keep record in appropriate location.	The factory cleans and disinfect all machines, equipment, and tools at least once per day.	1
Assessment November 2019						
Nov-19	Working Time	Regular Hours	The break time provided to workers is different from what is posted on the floor.	Post the proper break time in all buildings.	The human resources department has already posted the appropriate break time in all buildings.	11
Nov-19	Occupational Safety and Health	Working Environment	Workplace lighting is below BW recommended limit in different section.	Ensure the lighting is adequate and adapted to worker's needs.	The assistant manager of the maintenance department is in charge of the maintenance of the light.	42
Nov-19	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Use a push and pull-type ventilation. Provide or relocate windows in higher position.		25
Nov-19	Occupational Safety and Health	Worker Protection	Electrical boxes was missing the hazard signs.	Identify electrical installations requiring warning signs and post corresponding signs.	Hazard signs have been posted on all electrical panels.	25
Nov-19	Occupational Safety and Health	Worker Protection	Electrical installations are not properly maintained.	Keep all electrical panels closed and properly maintained.	Training has been provided to all electricians. A weekly check has been assigned.	25
Nov-19	Occupational Safety and Health	Worker Protection	Dust masks are not provided to workers.	Provide dust mask to all workers in the sewing line.	Management has provided dust masks to all workers.	25
Nov-19	Occupational Safety and Health	Welfare Facilities	Soap and paper were not available in 3 buildings.	Ensure that soap and paper are always available to workers.	Soap and paper are available. The OSH assistant is in charge of the verification.	11
Nov-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		42
Nov-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		25
Nov-19	Occupational Safety and Health	Health Services and First Aid	The annual checks provided to workers are not in line with the legal requirements.	Provide annual health checks at not cost to workers.		25

Nov-19	Occupational Safety and Health	Health Services and First Aid	The health checks are not provided to workers within the first three months of employment.	Provide free health checks to workers within the first three months of employment.	25
Nov-19	Occupational Safety and Health	Emergency Preparedness	Insufficient number of fire drills conducted during the year.	Conduct at least one emergency drill every six months.	11
Nov-19	Occupational Safety and Health	Emergency Preparedness	Exit routes and aisles are obstructed with boxes.	Identify a space to store finished goods and materials. Keep aisles and routes unobstructed.	11
Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguishers.	Ensure that access to fire extinguishers remain unobstructed in the workplace.	25
Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed and also non-functioning alarm system in the workplace.	Have a fire detection and alarm system suitable for the factory conditions.	11
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without chemical safety data sheets.	Prepare and post MSDS where chemicals are used.	43
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in different section of the factory.	Label all chemical and hazardous substances used in the workplace.	43
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of chemicals used in the workplace.	Assign a person responsible for updating the inventories of hazardous substances in the various locations where they are stored or used.	11
Nov-19	Contracts and Human Resources	Contracting Procedures	Sunday payment is not included in the regular payroll.	Include Sunday payment in the regular payroll.	11

Nov-19	Compensation	Social Security and Other Benefits	Collecting and forwarding of workers' contributions to OFATMA.	Collect 3 percent of workers' base salary and forward to OFATMA for maternity and health insurance.	Workers have been informed about the legal requirement. 3 percent of workers' basic salary are collected for maternity and health insurance.	43
Nov-19	Compensation	Social Security and Other Benefits	Late and inaccurate calculation of employer's contribution to OFATMA for maternity and health insurance.	Submit OFATMA payment for health and maternity insurance on a monthly basis. Calculate the 3 percent on workers' base salary.	The issues was discussed with the general manager and workers are informed about the legal requirements.	43
Nov-19	Compensation	Social Security and Other Benefits	The factory does not pay OFATMA for the CDS (Health Card) as the law requires.	Pay OFATMA for the health card and keep records of the salary statement.		11
Nov-19	Compensation	Social Security and Other Benefits	ONA's deduction collected and forwarded is not calculated on the workers' base salary.	Submit ONA payments on time, within the first 10 working days of each month for the previous month. Then calculate this amount based on workers base salaries.	The issue was discussed with the General manager. ONA deduction is now calculate on workers base salaries.	114
Nov-19	Compensation	Social Security and Other Benefits	Late and inaccurate calculation of workers' contributions to ONA.	Ensure that workers' contribution are collected and forwarded to ONA on time and calculate this amount based on workers' base salary.		114
Nov-19	Compensation	Paid Leave	Payment of sick leave is not based on average salary.	Include payment for work done on Sundays and payment for Special Prizes in the calculations of the average salary.	Sunday payment and special prizes are included in the calculations of the average salary.	11

Assessment July 2018

Jul-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers contributions for ONA.	Ensure that workers' contribution are collected and forwarded to ONA on time and calculate this amount based on workers' base salary instead of the minimum wage.	Workers' contribution are collected and calculate on the basic salary .	
Jul-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer's contributions for ONA.	Submit ONA payments on time, and calculate this amount based on workers base salaries instead of the minimum wage.		
Jul-18	Compensation	Social Security and Other Benefits	Payment of employer's contribution to OFATMA for the maternity and health insurance is inaccurate.	Forward 3 percent of workers' base salary to OFATMA for maternity and health insurance.	OFATMA payment for health and maternity insurance was submitted on a monthly basis and the deduction is based on 3 percent of workers basic salary.	
Jul-18	Compensation	Social Security and Other Benefits	Payment of workers' contribution to OFATMA for maternity and health insurance is inaccurate.	Deduct 3 percent of workers' base salary and forward to OFATMA for maternity and health insurance.	3 percent of workers' basic salary are collected for maternity and health insurance.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of oil and water being used in the workplace.	Label all chemical and hazardous substances used in the workplace.	The Health and Safety officer is conducts the regular checks on chemical safety.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs were not posted where chemicals are stored and used.	Prepare and post MSDS where chemicals are used.	The health and safety officer is in charge of receiving the MSDS. All chemicals hazardous used in the workplace have a MSDS.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not provide proper protective equipment in the spot cleaning area.	Ensure that PPE are available in the workplace.	The stain remover machines have been repaired and protective equipment has been distributed to workers.	
Jul-18	Occupational Safety and Health	Worker Protection	No proper dust masks provided to workers.	Provide dust Mask to workers in the sewing floor.	Management has provided dust mask to all workers.	
Jul-18	Occupational Safety and Health	Worker Protection	No evidence of training on the use of PPE and machines are available.	Conduct an additional training on the use of PPEs.		

Jul-18	Occupational Safety and Health	Worker Protection	Electrical panel was not properly maintained.	Close all electrical panels and maintain them properly.	The electrical panel has been fixed.	
Jul-18	Occupational Safety and Health	Worker Protection	Several electrical boxes are missing hazard sign.	Identify electrical installations requiring warning signs and Post corresponding signs.	Electrical installations have been identified and corresponding signs are posted.	
Jul-18	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Use a push and pull-type ventilation. Relocate windows in higher position.		
Jul-18	Occupational Safety and Health	Working Environment	Workplace lighting is below BW recommended limit in several sections.	Ensure the lighting is adequate and adapted to worker's needs.	Additional lights have been added on each floor.	
Jul-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilet.	Increase the number of toilets.		
Jul-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide annual medical checks for workers.	Provide free annual health checks at not cost to workers.	A physical examination of the workers was done by the factory doctor once a year.	
Jul-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide medical checks for workers within the first three months of hiring.	Provide free health checks to workers within the first three months of employment.	The factory has a new procedure in place where all workers received free health checks within the first three months of hiring.	
Jul-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide health checks for workers who are exposed to work-related hazards twice a year.	Provide free health checks twice a year to workers who are exposed to work related hazards.	Health check has been provided to workers exposed to work related hazards.	
Jul-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		
Jul-18	Occupational Safety and Health	Health Services and First Aid	Products are missing in all first-aid boxes.	Equip all first aid boxes and define responsibility for refilling them.	All first aid boxes have been equipped with the missing products.	
Jul-18	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was overcharged another one was not easily accessible.	keep access to fire extinguishers unobstructed. Specify who conduct daily and weekly checks.	Training has been conducted for the supervisors. The health and safety officer is responsible for the daily checks.	
Jul-18	Occupational Safety and Health	Emergency Preparedness	The evacuation plan is not accurate.	Update the evacuation plan.	The evacuation plan has been updated.	

Jul-18	Occupational Safety and Health	Emergency Preparedness	The escape routes were obstructed by boxes of finished goods and other materials in several buildings.	Identify a space to store finished goods and materials. Then assign someone to follow-up on a regular basis.	The Health and safety officer and the OSH committee members are responsible of the verification of the floors.	
Jul-18	Working Time	Regular Hours	Working time records are manually reported.	Have an accurate attendance recording system.	workers have been provided with a punching card and the attendance is link to the payroll.	
Jul-18	Child Labour	Child Labourers	Workers' files missing ID document with picture.	Improve the recruitment procedure to ensure that reliable documents and techniques are used to verify the age of workers.	All workers files have been reviewed and completed with the right ID.	



Factory: Premium Apparel
Location: Port-au-Prince
Number of workers: 1713
Date of registration: Sep-10
Date of last two Better Work assessments: Aug-18

Aug-19

Advisory and Training Services

29-Sep-20	Bipartite Committee Meeting	Virtual meeting about insufficient drinking water in the cafeteria, the toilets that are not functional and also purchase of blood pressure monitor and medicine for the medical staff.
3-Sep-20	Bipartite Committee Meeting	Virtual meeting about insufficient number of toilets, purchase of blood pressure monitor and medicine for the medical staff. New badge for employees.
7-Aug-20	Advisory meeting	Virtual meeting with the compliance team to review the chemical management procedure. Emergency preparedness related to COVID-19. Review the improvement plan and Key OSH performance indicators.
5-Aug-20	Training	Human Resources Management.
15-Jul-20	Training	Virtual Socially Responsible Transitioning.
8-Jul-20	Training	Hygiene and prevention against COVID-19.
3-Jul-20	Training	Human Resources Management.
5-Jun-20	Advisory meeting	Virtual meeting with the compliance team to review the accident investigation procedure and risk assessment. Review the improvement plan, the internal work rules and Virtual OSH tour.
22-May-20	Advisory meeting	Virtual meeting with the HR officer to discuss about equal treatment of trade unions committee members. Advises on the selection criteria of the workers which must be defined in consultation with the workers, and the rotation system as suggested by the ministry.
3-Mar-20	Advisory meeting	Support the compliance officer in the drafting of the first progress report. Documentation review: ONA deduction, OFATMA deduction, Annual leave and Bonus payment. Review and update the improvement plan. OSH factory tour.
28-Feb-20	Bipartite Committee Meeting	Meeting about the integration of other workers in the bipartite committee, awareness raising for the use of the suggestion boxes, first aid kits and housekeeping.
27-Jan-20	Training	Workers Knowledge Building Programme: Labor Law.
12-Dec-19	Training	Communication in the Workplace.
12-Dec-19	Advisory meeting	Meeting with the unions to explain sick leave and annual leave payments.
29-Nov-19	Bipartite Committee Meeting	Meeting about the following points: Encourage the participation of workers from Maton in the committee. Change the suggestion boxes and organize awareness sessions. Conduct awareness session about the first aid boxes. Improve the cleaning in the toilets near the factory entrance. Bulbs to replace on the floor.
29-Nov-19	Advisory meeting	Meeting with the compliance team : Employee contract, Sick leave. Documentation review: training records. Factory tour to validate pending issues.
25-Oct-19	Advisory meeting	Meeting with the compliance officer and session on the first progress. Review the improvement plan and pending OSH issues. Documentation review on regular hour: required breastfeeding brakes and brakes for pregnant women.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/ pandemic protocol related to COVID-19 in place.	Develop a protocol that include a COVID-19 task force, hygiene procedures, entry and exit procedures and reporting Procedures.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	1
Oct-20	Occupational Safety and Health	Worker Protection	The factory did not provide a copy of the daily cleaning and disinfection record.	Implement a checklist to record daily cleaning and disinfection. Keep record in appropriate location.	The factory kept records of the weekly cleaning and disinfection.	1
Jul-20	Freedom of Association and Collective Bargaining	Interference and Discrimination	Termination or non-renewal of worker's employment contracts due to union membership or activities.	Reinstate 41 terminated workers.		3
Assessment August 2019						
Aug-19	Working Time	Overtime	Workers have no flexibility to leave the facility during the mandatory overtime hour.	Review and modify the internal work rules.	The internal rules has been modified and approved by MAST.	39
Aug-19	Occupational Safety and Health	Welfare Facilities	The production floor is not clean.	Implement an housekeeping program that identifies and assigns responsibilities.		25
Aug-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C in all section.	Use electrical exhaust fans or cooling system. Make sure that all fans are well-maintained and regularly cleaned.		53
Aug-19	Occupational Safety and Health	Worker Protection	Electrical panels are not properly maintained.	Maintain electrical panels properly.	Electrical maintenance has been improved; the maintenance manager is in charge of the daily and weekly checks.	15

Aug-19	Occupational Safety and Health	Worker Protection	Management did not provide proper masks to workers using chemicals and hazardous substances.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.	Workers have been trained on chemical handling. Protective equipment has been distributed to workers.	37
Aug-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		40
Aug-19	Occupational Safety and Health	OSH Management Systems	Management did not provide construction/building permits .	Conduct a building safety inspection ensuring the security of the building.		15
Aug-19	Occupational Safety and Health	OSH Management Systems	The OSH committee does not conduct meetings on a monthly basis as stated in the OSH policy .	Schedule monthly meetings and keep meeting minutes. Make sure that workers' representatives have at least equal representation as the management.	The meeting took place every month and the minutes are kept. Management shared a list for the OSH committee that include 13 workers and 11 management	15
Aug-19	Occupational Safety and Health	Health Services and First Aid	Access to first aid box was obstructed by boxes.	Mark on the floor areas that should not be obstructed and specify who conduct daily weekly checks.	In the new layout the factory provide additional space for boxes storage.	15
Aug-19	Occupational Safety and Health	Health Services and First Aid	Less than 10 percent of the workforce including men and women were trained in first aid.	Train at least 10 percent of the workforce in first aid.	The factory has a system in place to monitor the number of trained workers.	50
Aug-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Increase the number of nurse.		107
Aug-19	Occupational Safety and Health	Health Services and First Aid	Annual medical checks not complete and consistent.	Provide free annual medical checks to all workers once a year as mentioned in the labour code.		107
Aug-19	Occupational Safety and Health	Emergency Preparedness	Insufficient number of fire drills per year.	Conduct at least 2 emergency drill per calendar year, one every 6 months.	The last fire drill was conducted in November and the one before that in July 2019. The drills are included in the annual plan and records are kept.	15
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station was not available in the spot cleaning area.	Provide eye wash bottles and specify who will conduct regular checks.	The eyewash station has been installed. The compliance officer has the responsibility to conduct the daily and weekly checks.	15

Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer does not have chemical safety data sheets for all the hazardous chemicals used in the workplace.	Keep MSDS for all hazardous chemicals used in the workplace.	All MSDS are displayed and readable by users.	43
Aug-19	Compensation	Social Security and Other Benefits	Inaccurate calculation of worker's contribution to OFATMA.	Ensure that 3 percent of workers' base salary are collected and forward to OFATMA for maternity and health insurance.		49
Aug-19	Compensation	Social Security and Other Benefits	Employer's contribution to OFATMA's does not include holiday and weekly rest day payment.	Submit OFATMA payment for health and maternity insurance on a monthly basis. Calculate the 3 percent based on workers base salary.		49
Aug-19	Compensation	Social Security and Other Benefits	Employer's contribution to OFATMA for work related accident is late.	Ensure that payment is made in a timely manner.		49
Aug-19	Compensation	Social Security and Other Benefits	Worker's deduction for ONA is inaccurate.	Submit ONA payments on time, then calculate this amount based on workers base salaries.		49
Aug-19	Compensation	Social Security and Other Benefits	Employer's deduction for ONA is inaccurate.	Ensure that workers' contribution are collected and forwarded to ONA on time and calculate this amount based on workers' .		49
Assessment August 2018						
Aug-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer contributions for ONA.	Ensure that employer' contribution are based on workers' base salaries then collected and forwarded to ONA on time.		
Aug-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers contributions for ONA.	Submit ONA payments on time and calculate this amount based on base salary instead of the minimum wage.		

Aug-18	Compensation	Social Security and Other Benefits	The statement of contribution to OFATMA for work related accident was not available.	Ensure that the amount declared to OFATMA for work related accident match the amount received by the workers for the previous fiscal year.	
Aug-18	Compensation	Social Security and Other Benefits	Employer's contribution to OFATMA for maternity and health insurance is inaccurate.	Forward 3 percent of workers' base salary to OFATMA for maternity and health insurance.	
Aug-18	Compensation	Social Security and Other Benefits	Workers' contribution to OFATMA for maternity and health insurance is inaccurate.	Collect and forward 3 percent of workers' base salary to OFATMA for maternity and health insurance.	
Aug-18	Contract and Human Resources	Employment Contracts	The employment contracts did not specify the terms and conditions of employment.	Employment contracts must also specify nature of work, working hours, rest periods, wage, place of work, term of employment.	The hours of work have been added to the contracts. The new contract is implemented.
Aug-18	Contract and Human Resources	Employment Contracts	The apprentice contracts are not registered and forwarded to the Manpower Branch of the Ministry of Labor as prescribed in the Haitian Labor Code.	Register the apprentice contracts to the Manpower Branch of the Ministry of labor as prescribed in the Haitian Labor Code.	The apprentice contracts was modified and approved by MAST.
Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Label all chemical and hazardous substances used in the workplace.	The factory has provided safety training to all workers and Supervisors are trained on chemicals handling.
Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not keep chemical safety data sheets for all hazardous chemicals used in the workplace.	Prepare and post MSDS where chemicals are used.	The compliance officer is in charge of weekly check and MSDS for all hazardous chemicals used in the work place are available.
Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not isolate the use of chemicals and did not install exhaust ventilation.	Improve maintenance of machines to avoid spots. Limit access of other workers to the chemical workplace .	The factory has added eight (8) cleaning stations with exhaust blowers and PPE.

Aug-18	Occupational Safety and Health	Emergency Preparedness	Missing, obstructed and overcharged fire extinguishers.	keep access to fire extinguishers unobstructed. Maintain fire extinguisher properly.	The compliance team is in charge of the monitoring.
Aug-18	Occupational Safety and Health	Emergency Preparedness	Escape routes blocked by boxes in the workplace.	Identify a space to store finished goods and materials. Then assign someone to follow-up on a monthly basis.	Meeting was held with the supervisors and the Floor Manager on their responsibility to keep the floor clear and organised.
Aug-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide health checks for workers who are exposed to work-related hazards twice a year.	Provide free health checks twice a year at not cost to workers who are exposed to work related hazards.	All workers using chemicals are receiving health checks.
Aug-18	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks within the first three months of hiring.	Perform free medical health checks to workers within the first three months of hiring.	Two additional doctors have been hired on a temporary basis, one is kept permanent.
Aug-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide annual medical checks for workers.	Provide free annual health checks at not cost to workers.	Two additional doctors have been hired on a temporary basis, one is kept permanent.
Aug-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required quantity of nurses as described in the labor code.	
Aug-18	Occupational Safety and Health	OSH Management Systems	The factory did not provide documented evidence of an internal assessment report for general occupational and health issues in the factory.	Conduct a general OSH assessment on a monthly basis.	The Compliance Coordinator is in charge of the internal OSH assessment and records are kept.
Aug-18	Occupational Safety and Health	OSH Management Systems	The employer did not submit records of work-related accidents and diseases to OFATMA.	Declare accidents to OFATMA on a monthly basis .	The accidents are reported to OFATMA on a monthly basis.
Aug-18	Occupational Safety and Health	OSH Management Systems	The OSH policy has not been developed in consultation with workers and their representatives.	Translate the OSH policy into the local language and consult with worker representatives to make necessary adjustment in	The document is translated and presented to workers during OSH meetings.
Aug-18	Occupational Safety and Health	Working Environment	The workplace is not clean.	Hire additional cleaners and clean more regularly.	New bags are being added to machines to automatically to receive trash

Aug-18	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C in all sections.	Use electrical exhaust fans or air conditioning. Ensure that the air-flow to and from the fans is not	Two (2) more exhaust fan and several fans have been installed.
Aug-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.	
Aug-18	Occupational Safety and Health	Welfare Facilities	Clorox and/or hand sanitizers were being provided to workers instead of soap.	Ensure that soap is available to workers need.	Management has provided liquid soap and appointed a person for the verification.
Aug-18	Occupational Safety and Health	Worker Protection	The employer did not provide foot rests or shock absorbing mats to standing workers.	Provide anti fatigue mats for standing workers	Management has provided new anti fatigue mats for standing workers .
Aug-18	Occupational Safety and Health	Worker Protection	Management did not provide proper mask to workers using chemicals and hazardous substances.	Provide proper mask to workers.	Management has provided proper mask to workers using chemicals in the inspection sections.
Aug-18	Working Time	Leave	Breastfeeding break is not systematically granted.	Give workers who are breast feeding children the required time for breastfeeding with full pay.	A meeting was held with the supervisors. Breastfeeding women are informed regarding their rights. A form has been implemented and communicated to the
Aug-18	Working Time	Overtime	The factory did not show evidence of consent from the workers to work overtime.	Use a form to request overtime from workers which includes the number of hours required and a space for worker signature.	The factory has modified the contract that has been approved by MAST and workers are informed about their rights.
Aug-18	Freedom of Association and Collective Bargaining	Interference and Discrimination	Termination or non-renewal of worker's employment contracts due to union membership or activities.	Reinstate the 9 terminated workers.	Only four workers are left. Negotiation for a solution is still taking place. Our last meeting was on July 12th 2019.
Aug-18	Freedom of Association and Collective Bargaining	Union Operations	The employer did not provide the trade unions the necessary access from one building to another.	Update the internal policies regarding freedom of association and allow union representatives to participate in union activities during non	



Factory: Quality Sewing Manufacturing S.A
Location: Port-au-Prince
Number of workers: 425
Date of registration: Oct-09
Date of last two Better Work assessments: Jul-18 Jul-19

Advisory and Training Services

7-Oct-20	Advisory meeting	Virtual meeting with management. Discussion was on remediation regarding the improvement plan. Discussion was also on access to care project status. Virtual meeting with bipartite committee on workers' concerns.
11-Sep-20	Advisory meeting	Virtual meeting with management. Discussion was on COVID-19 protocol and guidelines, social benefits status and September training calendar.
24-Jun-20	Bipartite committee meeting	Virtual meeting on the preventing measures applied in the factory and the related impact.
24-Jun-20	Advisory meeting	Virtual meeting with management on the improvement plan update. Virtual meeting with Bipartite committee on preventing measures applied by the factory.
22-Nov-19	Advisory meeting	Meeting with general manager on the remediation made. Management explained the challenges faced regarding the current political situation. Factory tour to validate remediation. PCCC meeting.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment April 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate checklist to monitor the cleaning and disinfection of the workplace.	Develop a checklist to record the daily cleaning and disinfection of the workplace.		1
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate COVID-19 protocol that includes all the relevant elements.	Develop an adequate COVID-19 protocol with all the relevant elements as per the Better Work Haiti guidelines.	Factory will review the protocol accordingly.	1
Assessment July 2019						
Jul-19	Compensation	Overtime Wages	Not all overtime hours were reported in the payroll records.	Pay overtime accordingly.		25
Jul-19	Compensation	Wage Information, Use and Deduction	Lack of accuracy of overtime hours.	Pay and report overtime according to the legal requirements.		15
Jul-19	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is late.	Pay employer's contribution to ONA on time.	Last payment made was for the month of August 2020.	43

Jul-19	Compensation	Social Security and Other Benefits	Worker's contribution to ONA is late.	Collect and forward workers' contribution to ONA on time.	Last payment made was for the month of August 2020.	43
Jul-19	Compensation	Social Security and Other Benefits	The employer pays 2 per cent of workers' minimum wage to OFATMA for maternity and health insurance.	Pay 3 per cent of workers' base salary to OFATMA for maternity and health insurance.	Last payment made was for the month of August 2020.	43
Jul-19	Compensation	Social Security and Other Benefits	The employer collects and forwards 2 per cent of workers' minimum wage to OFATMA for maternity and health insurance.	Collect and forward 3 per cent of workers' base salary to OFATMA for maternity and health insurance.	Last payment made was for the month of August 2020.	43
Jul-19	Contracts and Human Resources	Employment Contracts	Workers' contract did not specify hours of work and amounts of pay.	Add the working hours in workers contracts.		43
Jul-19	Occupational Safety and Health	OSH Management Systems	Management could not provide evidence of OSH assessment reports for the last 12 months.	Conduct OSH internal assessment in a regular basis.		105
Jul-19	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters.	Develop mechanism to ensure cooperation on OSH matters, by establishing an OSH committee.	The factory has an OSH committee.	24
Jul-19	Occupational Safety and Health	OSH Management Systems	Hazard signs were not posted near the sewing lines requiring workers to use protective equipment.	Post hazard signs where needed.		18
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals and hazardous substances was not available.	Keep an inventory for all chemicals used in the workplace.		105
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemicals found in the workplace.	Label all chemicals and hazardous substances used in the workplace.		105
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly stored.	Remove chemical from the sun. Store the chemicals and hazardous substances appropriately.		18
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available for several chemicals and hazardous substances.	Prepare and post MSDS in the areas where the corresponding chemicals are used and stored.		102
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye washing facilities were not available in sections where chemicals are used.	Install eye wash stations where chemicals are used.		24
Jul-19	Occupational Safety and Health	Worker Protection	Several workers were not using the safety guards installed on their machines. No evidence of training provided were available.	Provide training on the safe use of sewing machines. Keep records of training provided in that regard.		106

Jul-19	Occupational Safety and Health	Worker Protection	About 30 per cent of all sewing machines in the main building were missing finger guards, eye guards and pulley guards.	Equip the machines with their necessary guards.	105
Jul-19	Occupational Safety and Health	Worker Protection	Improper maintenance of power generator and electrical system.	Ensure that the generator is grounded and circuit are safeguarded in non combustible material. Identify the breakers in the electrical panel and ensure that electrical maintenance is done regularly.	33
Jul-19	Occupational Safety and Health	Worker Protection	Electrical panels were missing hazard signs.	Post hazards signs where needed.	24
Jul-19	Occupational Safety and Health	Working Environment	Workplace temperature exceeded 30 C in all working section.	Maintain the workplace temperature at 30C or lower.	105
Jul-19	Occupational Safety and Health	Working Environment	Noise levels exceeded 90 db.	Maintain the noise level to below 90 dB.	18
Jul-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace was insufficient.	Ensure that light levels are appropriate in all working sections.	45
Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number toilets for women.	105
Jul-19	Occupational Safety and Health	Welfare Facilities	Soap was not available in men's toilets.	Provide soap in all toilets.	25
Jul-19	Occupational Safety and Health	Welfare Facilities	The eating area can accommodate 40 per cent of workers.	Arrange the eating area to accommodate all the workers.	105
Jul-19	Occupational Safety and Health	Health Services and First Aid	Health check was not provided to workers within the first three months of hiring.	Provide health checks to workers within the first three months of hiring.	79
Jul-19	Occupational Safety and Health	Health Services and First Aid	Free health checks was not provided to workers exposed to work-related hazards.	Provide health checks to workers exposed to work-related hazards at least twice a year.	24
Jul-19	Occupational Safety and Health	Health Services and First Aid	Free annual health checks was not provided to all workers.	Arrange free annual medical checks for workers.	77
Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of medical staff.	Contract one doctor and one additional nurse.	105

Jul-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire alarm in the main building. Fire alarm system not installed in the cutting building.	Keep fire alarms unobstructed. Install fire alarm in the cutting building.	47
Jul-19	Occupational Safety and Health	Emergency Preparedness	Obstructed and improperly mounted fire extinguisher found in some areas of the workplace. Missing fire extinguisher in others.	Mount fire extinguishers properly. Add a fire extinguisher on the mezzanine floor. Identify fire extinguishers in the cutting building.	47
Jul-19	Occupational Safety and Health	Emergency Preparedness	The evacuation plan is missing the location of fire extinguishers. Evacuation plan not posted in the mezzanine.	Identify the location of the fire extinguishers in the evacuation map. Ensure that mezzanine has an evacuation plan. Post an evacuation plan in the cutting building.	65
Jul-19	Occupational Safety and Health	Emergency Preparedness	Last fire drill was conducted in November 2018, and the one before that, in May 2018.	Conduct 1 fire drill every 6 months.	89
Jul-19	Occupational Safety and Health	Emergency Preparedness	Evidence of risk assessment was not available.	Develop an emergency preparedness procedures. Perform regular risk assessment.	18
Jul-19	Working Time	Regular Hours	Pregnant workers are not allowed to take two extra breaks.	Provide two additional breaks to pregnant women.	24
Assessment July 2018					
Jul-18	Compensation	Overtime Wages	Overtime hours not reported in the payroll records and not compensated.	Report and compensate all overtime hours worked.	
Jul-18	Compensation	Wage Information, Use and Deduction	Inaccuracy of time records.	Ensure that time record system is accurate.	
Jul-18	Compensation	Paid Leave	Calculation for sick leave was not based on average daily earnings during the previous 3 months of work.	Calculate sick leave payment based on average daily earnings during the previous 3 months of work.	
Jul-18	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is late.	Pay employer's contribution to ONA on time.	
Jul-18	Compensation	Social Security and Other Benefits	Worker's contribution to ONA is late.	Pay worker's contribution to ONA on time.	

Jul-18	Compensation	Social Security and Other Benefits	Payment for OFATMA work related accident was overdue.	Complete the payment for OFATMA work related accident.	
Jul-18	Compensation	Social Security and Other Benefits	The employer only pays 2 per cent of workers' minimum wage to OFATMA for maternity and health insurance.	Forward 3 percent of worker's base salary to OFATMA maternity and health insurance as employer's contribution.	
Jul-18	Compensation	Social Security and Other Benefits	Factory collected 2 per cent of workers' minimum wage for OFATMA maternity and health insurance.	Collect 3 percent of worker's base salary for OFATMA maternity and health insurance as workers' contribution.	
Jul-18	Contract and Human Resources	Employment Contracts	Worker's contract is missing hours of work and amounts of pay.	Include the hours of work and the payment amount in the workers' contracts.	
Jul-18	Occupational Safety and Health	OSH Management Systems	OSH assessment reports are not performed on a regular basis.	Perform OSH assessments on a regular basis.	
Jul-18	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters.	Conduct regular meeting on OSH.	
Jul-18	Occupational Safety and Health	OSH Management Systems	OSH policy is not signed by top management and was not developed in consultation with workers' representatives.	Update the OSH policy in consultation with worker representatives.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances was not available.	Keep a complete and accurate inventory of chemicals and hazardous substances used in the workplace is available.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified bottles of chemicals and hazardous substances found in the workplace.	Identify all containers of chemical and hazardous substances used in the workplace.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances are improperly stored.	Store the chemical and hazardous substances in an adequate location.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were unavailable for several chemicals used in the workplace.	Prepare and post MSDS for all chemical and hazardous substances used in the workplace.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye washing facilities were not available in sections of the workplace where chemicals are used.	Install eye wash stations in all areas where chemical and hazardous substances are used or stored.	

Jul-18	Occupational Safety and Health	Worker Protection	Proper personal protective equipment are not provided to all workers.	Provide the necessary personal protective equipment to workers as needed.	
Jul-18	Occupational Safety and Health	Worker Protection	There is no evidence of training provided to workers to properly use personal protective equipment and machines.	Train the workers on the use of personal protective equipment and machine. Keep adequate training records.	
Jul-18	Occupational Safety and Health	Worker Protection	Foot rests or shock absorbing mats are not provided to all standing workers.	Provide foot rests or shock absorbing mats to standing workers.	The factory provided shock absorbing mats to the standing workers.
Jul-18	Occupational Safety and Health	Worker Protection	About 30 per cent of the sewing machines were missing finger guards, eye guards and pulley guards.	Equip all the sewing machines with the necessary guards.	
Jul-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system.	Maintain the electrical wiring and cable system. Cover all the electrical panels.	
Jul-18	Occupational Safety and Health	Worker Protection	Several electrical panels in both buildings were missing hazard signs.	Post the hazard signs on the electrical panels.	
Jul-18	Occupational Safety and Health	Working Environment	Temperature exceeded the recommended limit of 30 C.	Keep the temperature level at 30C or lower.	The factory has installed two new exhaust fans.
Jul-18	Occupational Safety and Health	Working Environment	Inadequate light levels in various sections of the workplace.	Provide adequate lighting level is in all sections.	The factory has installed new lights bulbs in the sewing lines.
Jul-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets base on the workforce.	
Jul-18	Occupational Safety and Health	Welfare Facilities	Soap was not available in the men's toilets.	Provide soap in the men's restroom.	Management instructed the maintenance team to them inform whenever soap or paper is missing in the toilets.
Jul-18	Occupational Safety and Health	Welfare Facilities	The eating area can accommodate only 30 per cent of workers.	Arrange the eating area to accommodate all the workforce.	The factory has enlarged the eating area and provides more benches.
Jul-18	Occupational Safety and Health	Health Services and First Aid	Health checks was not provided to workers within the first three months of hiring.	Arrange free health checks for workers within the first three months of hiring.	

Jul-18	Occupational Safety and Health	Health Services and First Aid	Health checks was not provided to workers exposed to work-related hazards.	Provide free health checks twice a year, to workers exposed to work-related hazards.	
Jul-18	Occupational Safety and Health	Health Services and First Aid	Free annual health checks was not provided to workers.	Arrange free annual health checks for workers.	
Jul-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of medical staff.	Hire full medical staff with 8 nurses and 3 doctor's visits per week.	
Jul-18	Occupational Safety and Health	Health Services and First Aid	Expired products found in one first aid box.	Remove the expired products from the first aid box. Ensure that they are adequately equipped.	The expired product was removed during the assessment. Maintenance of the first aid boxes is under the responsibility of the nurse who does a check on a regular basis.
Jul-18	Occupational Safety and Health	Health Services and First Aid	Less than 10 per cent of the workforce trained in first aid.	Train an adequate number of the workforce in first aid.	
Jul-18	Occupational Safety and Health	Emergency Preparedness	There was no fire alarm system in some sections of the workplace.	Install a fire alarm in the cutting building.	
Jul-18	Occupational Safety and Health	Emergency Preparedness	Obstructed and unidentified fire extinguisher found in some areas of the workplace. Missing fire extinguisher in others.	Install a fire extinguisher near the mechanical workshop. Identify all the fire extinguishers.	The factory has installed a fire extinguisher in the mechanical workshop.
Jul-18	Occupational Safety and Health	Emergency Preparedness	Less than the 10 per cent of the workforce trained in fire fighting equipment.	Train an adequate number of workers in fire-fighting equipment.	
Jul-18	Occupational Safety and Health	Emergency Preparedness	The evacuation plan is not accurate.	Post an evacuation plan in the cutting department. Update the evacuation plan displayed in the main building.	
Jul-18	Occupational Safety and Health	Emergency Preparedness	One drill performed per year.	Conduct one drill every 6 months.	
Jul-18	Working time	Regular Hours	Extra breaks not provided to pregnant workers.	Provide additional breaks to pregnant women.	
Jul-18	Working time	Regular Hours	Several workers worked regularly beyond the time posted on their time cards.	Install a reliable attendance system.	

Jul-18	Working time	Regular Hours	Factory's working hours not posted in the cutting building.	Post factory's working hours inside the workplace.		
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Factory: S&H Global S.A.
Location: Arrondissement du Trou du Nord
Number of workers: 9434
Date of registration: Jul-12
Date of last two Better Work assessments: Jun-18

May-19

Advisory and Training Services

28-Sep-20	Training	COVID-19 training for Doctors & Nurses in Factories.
22-Sep-20	Training	Virtual Hygiene and Prevention against Covid-19.
17-Sep-20	Training	Virtual seminar on Effective Communication.
16-Sep-20	Training	Virtual Webinar on Covid-19 Human Resources Management (HRM).
4-Sep-20	Training	Virtual Sexual Harassment Awareness and Prevention in Spanish.
4-Sep-20	Training	Virtual Sexual Harassment Awareness and Prevention (POSH).
3-Sep-20	Training	Virtual Sexual Harassment Awareness and Prevention (POSH).
28-Aug-20	Training	Virtual Sexual Harassment Awareness and Prevention in Spanish.
21-Aug-20	Training	Virtual Sexual Harassment Awareness and Prevention in Spanish.
13-Aug-20	Training	Virtual Sexual Harassment Awareness and Prevention in Spanish.
15-Jul-20	Advisory meeting	Virtual advisory meeting with management on Sexual Harassment investigation and other pending complaints. Factory is currently undergoing its own investigation. Bipartite meeting with on sexual Harassment.
25-Jun-20	Training	Virtual training COVID-19 Emergency Preparedness.
10-Jun-20	Bipartite committee meeting	Discussion was on the mitigating measures and PPE for medical staff.
10-Jun-20	Advisory meeting	Virtual Bipartite meeting with Management on UTE non compliance report and S&H response to it. Discussion was also on the increase of the trade unions complaints. Virtual meeting with bipartite committee on preventing measures.
27-May-20	Training	Virtual Hygiene and Prevention against Covid-19.
7-May-20	Advisory meeting	Virtual advisory meeting with management on worker's contract, termination and how to safeguards jobs. Discussion was also on trade union' complaint (UTL) regarding suspension and terminations procedures.
27-Apr-20	Advisory meeting	Discussion with management on OSH monitoring system for the COVID 19 crisis. Management will issue a contingency protocol. Discussion also was on upcoming mass layoffs due to lack of order. Factory will set up objectives criteria upon terminations. Virtual meeting with union members transportation concerns.
17-Mar-20	Advisory meeting	Virtual meeting with management on pending concerns and action to be taken. The discussion was on late incident involving protective masks. Discussion was on different scenario regarding eventual factory closure.
7-Feb-20	Training	Workers Knowledge Building Programme: Labor Law
6-Feb-20	Training	Workers Knowledge Building Programme: Labor Law
31-Jan-20	Advisory meeting	Workshop with compliance officers on risk assessment. Meeting with PICC members on perspective 2020. Final recommendation made to management.
31-Jan-20	Training	Workers Knowledge Building Programme: labor Law.

30-Jan-20	Advisory meeting	Meeting with representatives of the 5 unions on challenges and issues in their respective module. Meeting with management on perspectives 2020.
30-Jan-20	Training	Workers Knowledge Building Programme: Labor Law
28-Jan-20	Training	Workers Knowledge Building Programme: Labor Law
4-Dec-19	Advisory meeting	Meeting with representatives of the 5 unions on challenges and issues in their respective module. Meeting with management on specific cases such as Sexual harassment rumours, and bribery rumours. Final recommendation made to management. Factory tour to validate the remediation.
3-Dec-19	Advisory meeting	Bipartite meeting on formulating and reporting problems. Factory tour Module 2 and 5 to validate the remediation. Workers interview from several department.
2-Dec-19	Advisory meeting	Meeting with management on challenges and concerns. Meeting with executive union committee members. on challenges, concerns and success of 2019.
28-Nov-19	Training	Workers Knowledge Building Programme: Labor Law
19-Nov-19	Training	Workers Knowledge Building Programme: Labor Law
4-Nov-19	Training	Preventing and Addressing Sexual Harassment training for management and supervisors.
11-Oct-19	Training	Supervisory skill training.
4-Oct-19	Training	Preventing and Addressing Sexual Harassment training for management and Supervisors.
1-Oct-19	Training	Boiler Safety training.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH management system	The factory does not have an adequate COVID-19 protocol that includes all the relevant elements.	Develop an adequate COVID-19 protocol with all the relevant elements as per the Better Work Haiti guidelines.	Factory will review the protocol accordingly.	1
Assessment May 2019						
May-19	Discrimination	Gender	One sexual harassment case was reported involving one female worker.	Strengthen the policy on the prevention of sexual harassment by clearly identifying the forbidden misconducts and the scale of sanctions. Train all supervisory line in the Respectful workplace program. Activate an awareness campaign on factory's internal sexual harassment policy regarding the confidentiality and the protection of the victim.	Factory conducted an investigation. The 2 Central American managers apologized to the worker, while promising her not to have such behaviours which can cause prejudice to her person. They received a warning letter and received compliance training before signing the warning letter. Furthermore all staff including foreign workers, managers and all workers in general received training on Preventing sexual harassment in the workplace.	27

May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of chemicals and hazardous substances used in the workplace.	Include the storage location of the chemicals used when stored in different places. Train a person to be responsible for the chemical management system.	The inventories were all well organized and separated to better control the use of the products. Training were provide to the workers that area use chemical and hazardous substances.	27
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled container of solvent found. Primary containers written in Korean language.	Label all containers in local language.	Containers of chemical products are well labelled in creole in all storage sections.	57
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper storage of chemical and hazardous substances.	Store the chemical in an appropriate location. Monitor the location closely and take appropriate action when necessary.	The storage of chemicals are made by type and separated according to their level of flammability and in a well-ventilated space. Factory installed some thermometer to control the level on temperature permanently.	17
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without material safety data sheets.	Post MSDS in area where chemical are used and stored.	All these chemicals have their own MSDS posted in the using section and storage area.	17
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station was not available in the chemical warehouse.	Install eye washing station where chemicals and hazardous substances are used and stored.	All the chemical storage section are equipped with all necessary as required, sand box, eyes wash station . Training received form Better Work on Hazard management risk and control.	17
May-19	Occupational Safety and Health	Worker Protection	Workers were not provided adequate personal protective equipment.	Provide adequate personal protective equipment to workers in the boiler room, maintenance department and in the welding workshop.	All the personal protection equipment has been procured and handed over to the workers in all the necessary areas.	57
May-19	Occupational Safety and Health	Worker Protection	Hazard signs missing on one electrical panel.	Post hazard signs on all electrical panel.	All electrical panels were revised and all hazard sign were posted correctly.	17

May-19	Occupational Safety and Health	Working Environment	Temperature levels exceeded 30 C in all working sections.	Keep the temperature at 30C or lower in all sections.	The main gates are all open widely during the working hours to ease the entrance of air in the buildings, while mechanics are fixing the broken extractors.	33
May-19	Occupational Safety and Health	Working Environment	The noise level in some areas of the workspace exceeded 90 dB.	Maintain the noise level below 90 dB in all sections.	The volume of the device is kept down to a reasonable level; a poster is put next to the device as a reminder to the person in charge, to keep the volume low. Earmuffs are provided to workers in the noisy areas.	57
May-19	Occupational Safety and Health	Working Environment	Light levels were insufficient in various sections of the workspace.	Ensure that light levels are appropriate in all working sections.	Light bulbs that did not provide sufficient lights were replaced. Some spot lights are installed in the buildings.	17
May-19	Occupational Safety and Health	Welfare Facilities	Soap was not available in the men's bathroom of 3 buildings.	Provide soap in men's bathroom.	Soap is available in the bathroom and posters are displayed in the bathrooms to raise workers awareness regarding the use of soap.	27
May-19	Occupational Safety and Health	Welfare Facilities	Changing facilities were not accessible to warehouse Workers.	Post communication materials on the floor regarding the use of the shower.		17
May-19	Occupational Safety and Health	Health Services and First Aid	Incomplete health checks for workers within the first three months of employment.	Provide free health check for workers within the first three months of employment.	Factory performed internally medical checks for all workers.	21
May-19	Occupational Safety and Health	Health Services and First Aid	Incomplete health checks for workers exposed to work-related hazards.	Provide health check for workers exposed to work-related hazards at least twice a year.	Factory performed medical checks for all workers internally.	18
May-19	Occupational Safety and Health	Health Services and First Aid	Incomplete health checks for workers.	Provide free annual medical check for all workers.	Factory performed medical checks for all workers internally.	21
May-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Increase the number of nurses as required by law.	Nurses' position have been relocated back again into the factory's medical field.	33

May-19	Occupational Safety and Health	Health Services and First Aid	There were no first aid kits in one of the buildings.	Install first aid kits in all areas where there are workers. Remove and replace all expired products.	Medication management is strengthened in order to have all the drugs available and to ensure that the drug inventory is updated. All expired drugs have been replaced.	33
May-19	Occupational Safety and Health	Emergency Preparedness	No alarm system had been installed in one of the buildings. The alarm system did not work correctly in another building.	Install an alarm system in the new building, where workers are performing a daily task.	The fire safety system has been installed in factory 8. Close monitoring is done in order to maintain the conformity status.	33
May-19	Occupational Safety and Health	Emergency Preparedness	The evacuation plans did not show the meeting points. One exit sign and two emergency lights on 2 exits were missing.	Display the meeting point in the evacuation plan. Mark the emergency exit door. Conduct an OSH assessment for the building used temporarily as a warehouse.	Assembly points are included all evacuation maps. Emergency exits are identified. Missing emergency lights were put in place.	30
May-19	Occupational Safety and Health	Emergency Preparedness	Evacuation routes obstructed with fabrics. Emergency exits locked during overtime hours.	Keep evacuation routes unobstructed. Ensure that a minimum of 2 exits doors are open near the area where workers are performing overtime.	More training for internal security guards. There are more agents available for overtime, and all exits are identified and always stays open during working hours.	27
May-19	Occupational Safety and Health	Emergency Preparedness	4 buildings only conducted one emergency drill during the last 12 months.	Conduct an emergency drill at least every 6 months.	Facilities 1-2-3 and 4 are performing their evacuation simulation just after the BWH evaluation in July of this year.	27
Assessment June 2019						
Jun-18	Occupational Safety and Health	Worker Protection	Obstructed electrical panel in one building; Exposed wires and electrical installations enclosed in a wooden box.	Ensure that electrical installation are adequately safeguarded. Replace the wooden box by an adequate material/cover.	All exposed wires were covered and well maintained so that they did not obstruct or cause any danger in the workplace. Electrical panels are no longer obstructed and are enclosed in proper boxes.	
Jun-18	Occupational Safety and Health	Worker Protection	Exit signs were not posted in the maintenance building.	Perform regular internal assessment on OSH compliance points. Train the maintenance team on OSH compliance points. Install exit sign in the maintenance building.	Exits signs and emergency lights were installed in the maintenance building. Maintenance personnel received training on OSH compliance point and Better Work provided OSH training on September 2018.	

Jun-18	Occupational Safety and Health	Welfare Facilities	Paper and soap were not available in the men's bathroom.	Provide soap and paper in the men's bathroom.	Soap and paper were immediately restocked in the toilets, and this issue was corrected during the assessment.	
Jun-18	Occupational Safety and Health	Health Services and First Aid	Factory does not provide health checks for all workers within the first three months of employment.	Provide free health checks to workers within the first three months of employment.	Medical checks for workers have been duly done. The compliance department will thoroughly check all worker's file to confirm they have received the above requirement.	
Jun-18	Occupational Safety and Health	Health Services and First Aid	Documented evidence of medical checks were not available in workers files or factory clinic.	Facilitate annual medical checks for workers before the end of 2018. Ensure that an agenda is set up internally to perform medical check-ups. Properly document internal check ups performed.	The factory performed health checks and edited certificates to record each workers' medical yearly visit.	
Jun-18	Occupational Safety and Health	Gender	Factory failed to follow the factory zero tolerance policy relating to Sexual Harassment misconduct.	Ensure that all modules respect the zero tolerance policy. Ensure that all employees working in the HR department and the supervisory lines of each module receive the HR training. Review the zero tolerance policy and consult workers representatives on issues related to Sexual Harassment.	Factory carried out an investigation regarding these workers and they were sanctioned. All workers and employers received a full-course Compliance Training regarding Zero Tolerance Policy and Sexual Harassment prevention including middle and top management.	
Jun-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire a adequate number of medical staff.	The nurses that were performing office administrative tasks have been reassigned to the medical staff.	
Jun-18	Occupational Safety and Health	Health Services and First Aid	One expired product found in one first aid box.	Remove the expired product. Check the medical supplies regularly. Assign accountability to ensure proper follow up is done.	The expired bottle of peroxide was replaced with a new one. Nurses inside the factories are assigned to check for any missing drugs or expired chemicals that needed replacement weekly.	

Jun-18	Occupational Safety and Health	Health Services and First Aid	Less than 10 percent of the workforce trained in first aid.	Train at least 10% of the workforce in first aid.	A training was carried out on September 2018. In order to prevent this issue from re-occurring, it is planned to carry out first aid trainings internally every 3 months.
Jun-18	Occupational Safety and Health	Emergency Preparedness	No smoke detector was installed in the fabric warehouse of one module.	Install a smoke detector in the module. Perform regular maintenance of the fire-fighting equipment.	Smoke detectors have been installed accordingly in the mentioned area. Monthly maintenance are done.
Jun-18	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were obstructed and one fire extinguisher was found with a pressure gauge broken.	Keep fire extinguishers unobstructed and inspect them on a regular basis. Maintain fire extinguisher regularly.	All fire safety equipment have been unobstructed during the assessment. Additionally, all FCO's and supervisors now have a daily checklist routine with this regard.
Jun-18	Compensation	Paid Leave	Maternity leave payment was paid based on the minimum wage and not based on the average earnings.	Review the payment system to ensure the data is accurate. Train the relevant people that are entering the data.	The HR Secretary who introduced the digits wrongly was given an in depth training. The compliance department carried out in-depth self audits regarding maternity leave to double check all payments.
Jun-18	Contract and Human Resources	Dialogue, Discipline and Disputes	Incidents of physical and verbal abuse against workers.	Ensure that line supervisor and managers are aware and committed to respecting the Zero Tolerance policy in place. Follow the grievance policy, the HR procedures and dispute resolution policy in place.	The washing manager was given both verbal and written warning. A compliance training was carried out for all expat managers. Factory also strengthened our internal auditing system and grievance methodology.
Jun-18	Occupational Safety and Health	Emergency Preparedness	Less than the 10 percent of the workforce in trained in firefighting.	Train at least 10% of the workforce in firefighting. Strengthen training methods internally. Discuss with top management regarding training schedule.	Training was carried out on September 2018. Factory plans to carry out training internally every 3 months.
Jun-18	Occupational Safety and Health	Emergency Preparedness	Evacuation plans were not updated.	Update the evacuation maps.	All evacuation maps have been updated and posted.

Jun-18	Occupational Safety and Health	OSH Management Systems	OSH Policy has not been developed in consultation with workers and their representatives.	Review the OSH policy in consultation with worker representatives in the bipartite committees.	Management reviewed the OSH policy in consultation with workers representative on August 2018.	
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Several chemicals are not included in the inventory. the inventory does not include all the locations.	Review the chemical inventory and include all the chemical and hazardous substances that are used in the workplace.	The chemical inventory list has been systemized therefore updating the inventory will be effectively done by all departments.	
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemicals and hazardous substances found in the workplace.	Label all containers of chemicals and hazardous substances. Perform internal audit on a regular basis. Assign accountability for OSH matters.	The factory has purchased stickers that have been attached to all chemical drums and containers. The compliance department will carry out self-audits regarding chemical use and storage each month for every module.	
Jun-18	Occupational Safety and Health	Emergency Preparedness	Evacuation routes were obstructed by boxes in the packing area of two modules.	Keep the evacuation routes unobstructed. Assign a person to monitor such issues.	The factory repainted the evacuation routes. Compliance officers and supervisors have a daily checklist to assess emergency preparedness.	
Jun-18	Occupational Safety and Health	Emergency Preparedness	Fire drills were not conducted every 6 months in all buildings.	Conduct fire drills twice a year. Schedule an agenda to perform drills in each module. Document the related evidences.	The company has conducted an additional emergency drill that has been monitored by SONAPI.	
Jun-18	Occupational Safety and Health	Working Environment	The workplace temperature exceed the recommended 30 C.	Maintain temperature level at 30C or lower. Perform internal inspections on a regular basis.	Management cleaned and inspected all the water cooling systems installed in the factories to lower temperatures. Mechanics checks all cooling systems on a monthly basis.	

Jun-18	Occupational Safety and Health	Working Environment	The noise level exceed the recommended 90 db. in the sewing section in one building.	Maintain noise level below 90 db. Perform internal inspections on a regular basis.	Management has reduced the volume of the music inside the work place and the IT team has set a limit to the music volume in all modules. Workers who work in the pressing section were provided with ear plugs.
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals were not stored properly and the storage areas were not adequately ventilated.	Store chemical in the appropriate place. Have written procedures on the use of chemicals. Train chemical users on the handling of chemical.	Chemicals were moved to the Chemical room and this issue was immediately corrected during the assessment.
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available for several products and some were in a foreign language.	Prepare MSDS in local language and post where chemicals are used and stored.	All MSDS have been posted in all departments where chemical are used and stored. MSDS have been translate into French.
Jun-18	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Ensure that light levels are adequate in all sections.	The factory uses LED light bulbs and all light bulbs were installed again in order to achieve the recommended Lux. Mechanics will check LED light bulbs and lightning equipment monthly.
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The Eyewash stations in the mechanical workshop of one module was not functioning.	Install eyewash station in areas where chemical are used. Fix the eyewash station in the mechanical workshop.	The factory immediately repaired the defective eye wash. Daily checks are performed to ensure that eye wash stations are always full and operational.
Jun-18	Occupational Safety and Health	Worker Protection	Proper masks were not provided to workers in the spot cleaning area.	Provide adequate PPE to workers in the spot cleaning areas. Assign accountability to supervisor and factory compliance officer to monitor the availability of PPE. Train spot cleaning workers on the use PPE.	The factory provided adequate masks to workers and conducted training for all workers in this section.

Jun-18	Occupational Safety and Health	Worker Protection	Inadequate personal protective equipment in the mechanic workshop in one building.	Provide adequate and necessary PPE to workers.	The Compliance department has conducted numerous Trainings related to the use of PPEs to all workers.	
Jun-18	Occupational Safety and Health	Worker Protection	Standing workers were not provided with foot rests or shock absorbing mats in two buildings. Some chairs were missing back rest.	Perform regular OSH audits in each module. Train Factory compliance office on the supply requisition procedures. Provide foot rests or shock absorbing mats to standing workers. Provide chairs with backrest to workers.	Standing mats have been stuck onto the floor for standing workers and supervisors have been given the duty of checking if any additional workers need standing mats. New chairs with back rests are provided to workers.	

Factory: S&H Global Washing 7

Location: Caracol

Number of workers: 976

Date of last two Better May-19

Work assessments :

Advisory and Training Services

22-Sep-20	Training	Hygiene and prevention against COVID 19.
16-Sep-20	Training	Human Resources Management.
4-Sep-20	Training	Sexual harassment awareness and prevention.
28-Aug-20	Training	Sexual harassment awareness and prevention.
21-Aug-20	Training	Sexual harassment awareness and prevention.
13-Aug-20	Training	Sexual harassment awareness and prevention.
5-Aug-20	Advisory meeting	Meeting with the compliance team to review the chemical inventory management procedure, OSH performance indicator and emergency preparedness procedure.
29-Jun-20	Bipartite Committee Meeting	Virtual meeting with the bipartite committee on prevention measures for COVID 19 and validation of the pending issues on the improvement plan.
29-Jun-20	Advisory meeting	Session with the compliance team regarding the established procedures for COVID 19 and priorities.
25-Jun-20	Training	Emergency preparedness.
2-Jun-20	Advisory meeting	Meeting with the compliance team to review the procedure on COVID-19 . Review the improvement plan, OSH self assessment and chemical management procedure.
27-May-20	Training	Hygiene and prevention against COVID 19.
6-Feb-20	Bipartite Committee Meeting	Meeting to evaluate the training needs for the factory.
6-Feb-20	Advisory meeting	Documentation review: OSH monitoring system, termination procedure. OSH factory tour: worker protection. Management meeting to discuss about the findings.
29-Jan-20	Training	Workers Knowledge Building Programme: Labor Law
3-Dec-19	Advisory meeting	Session on boiler safety with the compliance team. Interview with Breast feeding women. Documentation review: Working time.
2-Dec-19	Bipartite Committee Meeting	Meeting to review Better work compliance point and conduct the self diagnosis.
2-Dec-19	Advisory meeting	OSH factory tour to validate pending issues on worker protection. Interview with pregnant women

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMIEDIATION EFFORTS	MONTHS
Assessment October 2020						

Oct-20	Occupational Safety and Health	Worker Protection	Factory does not have appropriate checklist to monitor the cleaning and disinfection process related to COVID 19.	develop a checklist to record daily cleaning and disinfection Keep record in appropriate location.	1
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Develop a protocol that include a COVID-19 task force, hygiene procedures, entry and exit procedures and reporting Procedures.	1
Assessment March 2020					
Mar-20	Occupational Safety and Health	OSH Management Systems	The factory does not effectively communicates and implements OSH policies and procedures.	Post names of OSH committee members.	7
Mar-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate emergency preparedness procedure.	The emergency procedure should include the following aspect: Accounting for all employees after an evacuation.	7
Mar-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate hazard/risk management and control procedure.	Develop a risk management and control procedure.	7
Mar-20	Occupational Safety and Health	Emergency Preparedness	Less than 10 percent of the workforce is trained to use firefighting equipment.	Train at least 10 percent of the workforce in the use firefighting equipment.	7
Mar-20	Occupational Safety and Health	Health Services and First Aid	Less than 10 percent of the workforce is trained in first aid.	Train at least 10 percent of the workforce in first aid.	7

Mar-20	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C in all section.	Use electrical exhaust fans or cooling system .	The extractors have been repaired. All exhaust fans are correctly in use.	17
Mar-20	Occupational Safety and Health	Worker Protection	The employer has not effectively trained and encouraged workers to properly use personal protective equipment and machines.	Train workers on the proper use of PPE and machines.	Training has been conducted and this aspect is included in the daily checks.	7
Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer has not effectively trained workers who work with chemicals and hazardous substances.	Conduct an additional training to train all workers on chemical hazard pictograms .	Additional training on chemical hazard pictograms has been conducted for all workers..	7
Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer does not have chemical safety data sheets for all the hazardous chemicals used in the workplace.	Keep chemical MSDS for all hazardous chemicals used in the workplace.	All MSDS have been posted in all chemical using and storing departments.	17
Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled.	Label all chemical and hazardous substances used in the workplace.	All chemical containers have been properly labelled in Creole so that the chemical inside the bottles truly reflect their content.	17
Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not maintain a complete inventory of hazardous chemicals used in the workplace .	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used.	The chemical inventory has been updated and all chemicals can be traced, and followed-up through the use of the document.	7
Mar-20	Occupational Safety and Health	OSH Management Systems	Assessment of general occupational safety and health in the factory was not available.	Have someone in charge of conducting general occupational safety and health issues.	Self-audit are held monthly. These self-audits are kept and saved in the Compliance department.	7

Assessment May 2019

May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Label all chemical and hazardous substances used in the workplace.	The worker in charge of material warehouse is responsible for the labelling of all chemicals.
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available for all chemicals used in the workplace.	Translate and post MSDS where chemicals are used.	The Compliance team is responsible to verify that all MSDS have the required sections all the hazardous products used in the workplace have MSDS.
May-19	Occupational Safety and Health	OSH Management Systems	No instruction sheets and operation procedures for the machines were available or displayed.	Post standard operation procedures in the workplace and inform workers about the procedures.	The Compliance Department has developed and posted a SOP.
May-19	Occupational Safety and Health	Working Environment	Noise level exceed the recommended limit of 90 dB in some sections.	Provide adequate personal protective equipment (PPE) that control the noise at the worker.	Management lowered the volume of all devices and workers are provided with earplugs.
May-19	Occupational Safety and Health	Working Environment	The factory floor was wet.	Hire additional cleaners and clean more regularly.	New workers were hired and the company has signed a new contract with an external cleaning company.
May-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Hire the required medical staff.	
May-19	Occupational Safety and Health	OSH Management Systems	The evacuation maps are missing the assembly point.	Update and post the evacuation map.	The evacuation map has been updated and posted.
May-19	Occupational Safety and Health	Working Environment	Temperature exceed the recommended limit of 30 C in Washing department.	Improve roof insulation and Install exhaust fan or cooling systems.	

248 BETTER WORK HAITI - 21ST SYNTHESIS REPORT



Factory: Sewing International S.A.
Location: Port-au-Prince
Number of workers: 1937
Date of registration: Oct-09
Date of last two Better Work assessments: May-18 Aug-19

Advisory and Training Services

10-Jul-20	Training	Virtual Preventing and Addressing Sexual Harassment and Abuse.
7-Jul-20	Training	Virtual Effective Communication in the Workplace.
28-May-20	Advisory meeting	Virtual advisory meeting to discuss COVID-19 protocol, technological resources for virtual services and compensation findings.
14-Feb-20	Advisory meeting	Conducted advisory session with factory closing previous findings from past 4 improvement plans.
4-Dec-19	Advisory meeting	Advisory visit to verify OSH non compliance resolutions and to have bipartite union/ management meeting.
8-Nov-19	Advisory meeting	Advisory visit to update Improvement plan and discuss PRI.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not keep a record of training provided for the prevention of COVID-19.	Provide documentation of any training during induction, refresher provided to management and/or workers on COVID-19 prevention.		1
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not keep a registry for persons who have a body temperature above 38 C.	Keep a registry for all persons who present a temperature of 38C and above.		1
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not have appropriate checklist to monitor the cleaning and disinfection procedures.	Elaborate checklist to better monitor the cleaning and disinfection procedures in place.		1

Assessment August 2019

Aug-19	Compensation	Overtime Wages	Overtime worked after 4 pm without prior approval is not compensated.	Ensure that management is clear and transparent with respect to the conditions of overtime hours and post	Management posts and actively enforce overtime hours allowed.	10
Aug-19	Compensation	Wage Information, Use and Deduction	Overtime hours worked without prior authorization are not recorded and compensated properly.	Compensate all overtime hours worked at a 50% premium.	Overtime are paid according to labor code.	10
Aug-19	Compensation	Social Security and Other Benefits	Improper calculation of employer's contribution to ONA.	Calculate employers' contribution to ONA on workers' base salary and ensure timely payment.		50
Aug-19	Compensation	Social Security and Other Benefits	Improper calculation of workers' contribution to ONA.	Pay workers' portion of ONA contributions on base salary and ensure timely payment.		50
Aug-19	Compensation	Social Security and Other Benefits	Inaccurate salaries reported to OFATMA and late payments.	Report accurate salaries and respect payment deadlines with OFATMA.		50
Aug-19	Compensation	Social Security and Other Benefits	Inaccurate payment of worker's deduction sent to OFATMA.	Ensure correct amount of base salary deductions ultimately get transferred to OFATMA for payment. Investigate discrepancy to prevent future recurrences.		50
Aug-19	Occupational Health & Safety	Worker Protection	Sub-contracted workers using mechanical equipment without proper personal protective equipment.	Ensure that all appropriate personal protective equipment is available prior to the performance of a given task by sub-contracted workers.	Factory purchased PPE and distributed to all workers.	24

Aug-19	Contract and Human Resources	Dialogue, Discipline and Disputes	Alleged verbal abuse by general supervisor.	Provide training to general supervisor. Monitor behavior for possible written warning on future recurrences.	Management removed general supervisor from the communication team.	22
Aug-19	Occupational Health & Safety	Chemicals and Hazardous Substances	Chemical containers are not labelled.	Label all containers used in the workplace.	Containers were labelled and a monitoring systems is ensured by compliance team.	34
Aug-19	Occupational Health & Safety	Chemicals and Hazardous Substances	MSDS was not available for some products in the mechanic workshop.	Maintain and POST MSDS for all chemicals in use.	Employer took immediate actions to post the missing MSDS.	34
Aug-19	Occupational Health & Safety	Chemicals and Hazardous Substances	No evidence of actions taken by management to control and oversee workers' exposure to chemicals.	Take proper measures to isolate use of blow out as to minimize exposure of surrounding workers.		34
Aug-19	Occupational Health & Safety	Worker Protection	Inadequate masks provided to workers using chemicals and hazardous substances.	Provide appropriate masks to workers in the spot cleaning area.	Masks have been distributed.	16
Aug-19	Occupational Health & Safety	Worker Protection	Several workers using chairs without backrests.	Ensure chairs with adequate back rests are used as appropriate for the operation being performed.	Factory removed chairs without backrest. Factory provided chairs with proper backrest to all workers.	22
Aug-19	Occupational Health & Safety	Working Environment	Temperature over BW recommended 30 C.	Use electrical exhaust fans or cooling system. Monitor workplace temperature on a regular basis.	Factory purchased additional fans to reduce temperature.	50

Aug-19	Occupational Health & Safety	Working Environment	Noise levels are unacceptable in the workplace.	Provide ear muffs to workers in that section if noise cannot be controlled below 90DB. Perform random noise level measurements.	Ear muffs were provided.	16
Aug-19	Occupational Health & Safety	Working Environment	The level of lighting in the workplace is unacceptable.	Consider the replacement of lightbulbs according to manufacturers recommendations, position stations so as not to block the natural light penetration.		66
Aug-19	Occupational Health & Safety	Welfare Facilities	Insufficient toilets for men and women.	Increase the number of toilets.		66
Aug-19	Occupational Health & Safety	Welfare Facilities	The eating area can only accommodate about 25 percent of the workers.	Explore measures to provide enough space for all the workers.		66
Aug-19	Occupational Health & Safety	Health Services and First Aid	Insufficient number medical personnel.	Increase the number of medical staff as required by the labour code.		56
Aug-19	Occupational Health & Safety	Health Services and First Aid	Latex gloves found expired in first aid boxes.	Perform weekly monitoring of first aid boxes. Remove and replace all expired products.	Boxes are monitored consistently by compliance teams at least 3 times a week.	24
Aug-19	Occupational Health & Safety	Emergency Preparedness	Obstructed fire alarm.	Perform random OSH tour to ensure no obstruction of fire fighting equipment system.	No obstruction of fire alarm during recent advisory visits.	34

Aug-19	Occupational Health & Safety	Emergency Preparedness	Escape routes were obstructed by boxes of fabrics in the warehouse.	Assign monitoring tasks at the supervisors level to ensure that escape routes are not obstructed.	No obstruction of evacuation routes during recent visits.	34
Aug-19	Occupational Health & Safety	Emergency Preparedness	Assessors noticed rechargeable electric lamps wrapped with fabric strap.	Ensure that electrical appliances are not wrapped with flammable materials.	Ensured by factory through compliance team monitoring.	34
Aug-19	Working Time	Regular Hours	Breastfeeding break are not provided to women during regular work hours.	Allow the breastfeeding women to take their break during regular working hours.	Breaks are given and enforced by factory.	18
Aug-19	Working Time	Leave	Insufficient annual leave given to workers.	Ensure that workers enjoy 15 days of annual leave as required.	Factory gives 15 days of annual leave to all workers.	12
Aug-19	Compensation	Overtime Wages	Inaccurate attendance records.	Ensure that workers are accurately clocking in their time worked. Post maximum allowed overtime by	Workers' time is accurately recorded with new attendance tracking system.	18
Assessment May 2018						
May-18	Freedom of Association	Interference and Discrimination	Lack of transparency of overtime hours recorded and compensated by the factory.	Clarify limit of overtime hours and the formula for payments in factory internal working rules. Inform workers of their right to refuse overtime.	Overtime hours have been clarified with workers, hours are posted.	
May-18	Compensation	Overtime Wages	Wage deductions, such as loan, made by the employer exceeding 1/6 of workers monthly earnings.	Ensure that wage deductions, such as loan, made by the employer do not exceed 1/6 of workers' monthly earnings	Deductions do not exceed 1/6 of worker salary.	

May-18	Compensation	Wage Information, Use and Deduction	Overtime hours worked without prior authorization are not recorded and compensated properly.	Clarify limit of overtime hours and the formula for payments in factory internal working rules. Ensure that time records of all overtime hours worked are recorded in the payroll and compensated.	
May-18	Compensation	Wage Information, Use and Deduction	Inaccurate payment of employer's contribution made to ONA.	Ensure employer's contributions for ONA are 6% of the worker's base salary as required by the Haitian Labour	
May-18	Compensation	Social Security and Other Benefits	Inaccurate deduction of worker's contribution for ONA.	Ensure workers' contributions for ONA are 6% of the worker's base salary as required by the Haitian Labour	
May-18	Compensation	Social Security and Other Benefits	Agreement to pay work-related accident insurance in four monthly instalments not current.	Follow instalment agreements approved by OFATMA and make payments according to expected deadlines.	
May-18	Compensation	Social Security and Other Benefits	Contribution to OFATMA for maternity and health insurance is 2% of the minimum salary.	Ensure the employer's contribution to OFATMA for maternity and health insurance is based on 3% of workers' base salary as	
May-18	Compensation	Social Security and Other Benefits	The factory is collecting 2% of minimum salary for OFATMA maternity and health insurance.	Ensure the workers' contribution to OFATMA for maternity and health insurance is based on 3% of workers' base salary as	

May-18	Compensation	Social Security and Other Benefits	Incorrect calculation method for indemnity payment upon termination.	Compute average earnings based on days actually worked not including holidays and weekly rest days.	
May-18	Contract and Human Resources	Termination	Incorrect calculation of bonus payments by factory.	Verify that payroll system is programmed to respect correct formula and pay correct amount for termination bonus.	
May-18	Contract and Human Resources	Termination	Procedures for worker terminations were not properly followed.	Ensure application of the legal requirements related to termination of contracts under the article 42 of the labour code. Follow MAST recommendation for the reinstatement of the five union leaders.	Union leaders accepted termination settlements over reinstatement.
May-18		Dialogue, Discipline and Disputes	OSH policy was not developed in consultation with workers and their representatives and was not signed by top management.	Enter into consultation with workers and their representatives on existing OSH policy for possible input and/or modification. Ensure that it is signed by top management.	OSH policy was discussed with and signed by bipartite committee.
May-18	Occupational Health & Safety	OSH Management Systems	Incomplete inventory of chemical products.	Ensure that all chemicals currently in use are tracked and included in the daily inventory.	Inventory is kept current as requested.
May-18	Occupational Health & Safety	Chemicals and Hazardous Substances	Missing MSDS for some products in the chemical room.	Obtain and post the MSDS in local language for all chemicals stored or eliminate use in production.	MSDS were posted as requested.

May-18	Occupational Health & Safety	Chemicals and Hazardous Substances	Management does not isolate the use some of chemicals products.	Management to control and oversee workers' exposure to chemicals and hazardous substances. Ensure isolation of such chemicals.	
May-18	Occupational Health & Safety	Chemicals and Hazardous Substances	Workers are not trained on the proper use of PPE.	Train workers on proper health and safety procedures.	Workers were trained accordingly.
May-18	Occupational Health & Safety	Chemicals and Hazardous Substances	Management did not provide all workers with personal protective equipment.	Provide helmet, face shield, safety glasses, gloves, aprons for workers in the welding workshop.	All appropriate personal protective equipment were provided.
May-18	Occupational Health & Safety	Worker Protection	Chairs without backrest in use by workers on floors.	Ensure workers are provided with chairs with proper backrest.	
May-18	Occupational Health & Safety	Worker Protection	25% of all sewing machines were missing pulley guards. 90 % of tape machines were missing belt guards.	Install all the required safety guards on all sewing machines.	
May-18	Occupational Health & Safety	Worker Protection	Uncovered electrical boxes with exposed electrical wires in the compressor room.	Ensure electrical boxes are properly covered with no combustible materials.	All electrical boxes are covered.
May-18	Occupational Health & Safety	Worker Protection	Workplace temperatures exceeded Better Work's recommendation of 30 C.	Use electrical exhaust fans or cooling system. Ensure that the air-flow to and from the fans is not blocked. Make sure that all fans are well-maintained and regularly cleaned.	Factor purchased additional fans.

May-18	Occupational Health & Safety	Working Environment	Insufficient level of lighting in some sections.	Specify who is in charge of regular maintenance of the lighting system and replace defective ones. Conduct regular measurement & compare with BW recommended limit.	
May-18	Occupational Health & Safety	Working Environment	Insufficient number of toilets available for men and women.	Increase the number of toilets.	
May-18	Occupational Health & Safety	Welfare Facilities	Inadequate level of cleanliness and hygiene	Provide more efficient cleaning equipment to assigned personnel for hygienic maintenance of factory floor.	
May-18	Occupational Health & Safety	Welfare Facilities	The eating area can only accommodate about 25 percent of the workers.	Consider expansion of eating area or adoption of different lunch breaks as production can allow, to accommodate available eating space.	
May-18	Occupational Health & Safety	Health Services and First Aid	Factory did not complete annual medical health checks to all workers.	Develop more aggressive schedule of medical checks for all the workers and ensure completion by next annual evaluation.	Medical checks are conducted.
May-18	Occupational Health & Safety	Health Services and First Aid	Insufficient medical personnel.	Have a permanent onsite medical service, with at least 10 nurses and 3 doctor's visits per week.	
May-18	Occupational Health & Safety	Emergency Preparedness	Evacuation plan not updated to include all necessary elements.	Update evacuation plan to include all required elements.	Evacuations plans are current with all required elements.

May-18	Working Time	Overtime	Workers had worked more than 80 hours of overtime during that trimester.	Reduce the number of overtime hours.	Overtime hours have been clarified with workers, hours are posted.	
May-18	Freedom of Association and Collective Bargaining	Interference and Discrimination	Improper dismissal and termination of union committee members.	Comply with all recommendations of the task force including but not limited to reinstatement.	Unions officers settled with factory expressing their desire not to return.	

Nov-19

Virtual Occupational Safety and Health.

25-Sep-20	Training	Virtual Occupational Safety and Health.
15-Jul-20	Virtual advisory meeting	Virtual Advisory with bipartite committee to discuss to COVID-19 protocol, maternity leave payment and sick leave payment
13-May-20	Virtual advisory meeting	Virtual advisory to conduct OSH tour with compliance manager.
27-Apr-20	Advisory meeting	Virtual Advisory visit to obtain current operation status amid COVID-19.
8-Apr-20	Advisory meeting	Virtual advisory session to discuss factory safety measures according to MINISTRY OF HEALTH requirements to reopen.
8-Jan-20	Advisory meeting	Advisory visit to discuss 2019 accomplishments, remaining and emerging new challenges.
7-Nov-19	Advisory meeting	Advisory visit to conduct OSH tour, meeting with union representatives and portal updates/ audit readiness.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate checklist to monitor the system.	Keep check list on monitoring system for COVID-19.		1
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate has COVID-19 protocol with all the required elements.	Elaborate Handling procedure of suspected cases inside the factory in writing.		1
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not keep a registry for all persons who present a temperature of 38C and above.	Develop and Share registry with BWH advisor.		1
Assessment November 2019						

Nov-19	Compensation	Paid Leave	Inaccurate sick leave payments.	Identify workers and provide full payment by end of Q3.	3
Nov-19	Compensation	Wage Information, Use and Deduction	Salary adjustments not automatically recorded in payroll system.	Keep one payroll system.	12
Nov-19	Compensation	Social Security and Other Benefits	Factory calculates employer's contributions to ONA based on the minimum wage instead of the base salary.	Discuss legal requirements with the General Manager. Submit ONA payments on time, within the first 10 working days of each month for the previous month. Calculate this amount based on workers base salaries instead of the minimum wage.	24
Nov-19	Compensation	Social Security and Other Benefits	Factory calculates workers' contributions to ONA based on the minimum wage instead of the base salary.	Discuss legal requirements with the General Manager. Submit ONA payments on time, within the first 10 working days of each month for the previous month. Calculate this amount based on workers monthly base salaries instead of the minimum wage.	24
Nov-19	Compensation	Social Security and Other Benefits	The factory calculates employer's contribution to OFATMA maternity and health insurance based on the minimum wage instead of the base salary.	Discuss legal requirements with the General Manager. Inform workers about the legal requirements. Ensure that 3 percent of workers' base salary are collected and forward to OFATMA for maternity and health insurance.	24

Nov-19	Compensation	Social Security and Other Benefits	The factory calculates workers' contributions to OFATMA maternity and health insurance based on the minimum wage instead of the base salary.	Discuss legal requirements with the General Manager. Inform workers about the legal requirements. Ensure that 3 percent of workers' basic salary are collected and forward to OFATMA for maternity and health insurance.	24
Nov-19	Contract and Human Resources	Termination	The employer failed to notify the Ministry of Labour of the employee's dismissal as required under Article 42 of the labour code.	Complete Training on Haitian labor law. Update internal policy and procedures on terminations to include proper notification to labour ministry as appropriate	12
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory.	Monitor list of chemicals purchased by the factory. Update list as necessary to include all chemicals.	24
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemical and hazardous substances found in the workplace.	Conduct daily and or weekly monitoring. Train personnel on importance of using properly labelled containers. Provide standard labelled containers for usage.	24
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No material safety data sheet were available for some chemicals products.	Keep material safety data sheet for chemicals products such as WD-40, general purpose grease, Spray paint, laundry detergent, Oil and Mist spray 2000.	24
Nov-19	Occupational Safety and Health	Working Environment	Unacceptable temperatures level at the workplace.	Use push/pull systems of fans or install cooling system to maintain temperatures below 30 C.	24

Nov-19	Occupational Safety and Health	Welfare Facilities	Assessors did not find soap in the men's toilet.	Perform daily and weekly monitoring by the OSH committee. Report each instance of NC to Compliance officer. Follow up with adequate supply of soap as necessary.	OSH committee is active and now all the toilet items are in place.	12
Nov-19	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks to workers within the first three months of hiring.	Pay for OFATMA health cards. Ensure follow up with OFATMA to deliver medical exams within 90 days of hiring.		24
Nov-19	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free annual health checks to workers.	Pay for OFATMA health cards. Follow up with OFATMA to carry out medical checks.		24
Nov-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Comply with the Haitian Labour Code, ensure that a factory of this size have a permanent onsite medical service, with at least 6 nurses and 3 doctor's visits per week.		24
Nov-19	Occupational Safety and Health	Health Services and First Aid	Missing products in first aid boxes.	Ensure that all first aid boxes include all necessary products; including but not limited to: Scissors, Alcohol, Gauze pad Antibiotic.	All the First Aid materials are their in the place and every alternate days Nurses are monitoring and refilling the missing medical items.	18
Nov-19	Occupational Safety and Health	Emergency Preparedness	Fire extinguisher was obstructed and undercharged.	Conduct daily and or weekly monitoring ensuring proper pressurization & clearance from obstruction.		24

Nov-19	Occupational Safety and Health	Emergency Preparedness	One emergency exit was closed during working hours.	Keep emergency exit doors open during working hours.	Now all the Exit doors are opened and securities are in place.	18
Nov-19	Occupational Safety and Health	Emergency Preparedness	Unsafe use of pressing iron.	Train workers on the use of pressing iron.	Training is given to all the employees who are working with ironing.	18
Nov-19	Compensation	Social Security and Other Benefits	Inaccurate ONA contributions.	Discuss legal requirements with the General Manager. Submit ONA payments on time, within the first 10 working days of each month for the previous month. Calculate this amount based on workers base salaries instead of the minimum wage.		24
Nov-19	Compensation	Wage Information, Use and Deduction	Salary adjustments not automatically recorded in payroll system.	Keep one payroll system.		12
Assessment October 2019						
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some chemicals.	Provide MSDS for all chemicals or hazardous substances used in the workplace.	MSDS is displayed where the Chemical products has been used and stored.	
Oct-18	Compensation	Social Security and Other Benefits	The factory calculates employer's contribution to ONA based on the minimum wage instead of the base salary.	Calculate employer's contributions to ONA based on 6% of base salary as defined in the Haitian labour code.		
Oct-18	Compensation	Social Security and Other Benefits	The factory calculates worker's deduction for ONA based on the minimum wage instead of the base salary.	Calculate workers' portion of contributions to ONA based on 6% of base salary as defined in the Haitian labour code.		

Oct-18	Compensation	Social Security and Other Benefits	Amount declared to OFATMA was less than the total amount of salaries effectively paid to workers for the fiscal year 2016-2017.	Declare to OFATMA the total amount of salaries effectively paid to workers for the fiscal year.	
Oct-18	Compensation	Social Security and Other Benefits	The factory calculates employer's contribution to OFATMA maternity and health insurance based on the minimum wage instead of the base salary.	Calculate employer's contribution to OFATMA for maternity and health insurance base on 3% of workers' base salary.	
Oct-18	Compensation	Social Security and Other Benefits	The factory calculates workers' contribution to OFATMA based on the minimum wage instead of the base salary.	Calculate workers' portion of contribution to OFATMA for maternity and health insurance base on 3% of workers' base salary.	
Oct-18	Contract and Human Resources	Dialogue, Discipline and Disputes	Supervisors used inappropriate and abusive language toward the workers.	Include issue as zero tolerance policy in internal rules. Establish investigation procedures on verbal abuse. Communicate results to concerned parties. Participate in training on proper training workplace communication.	Verbal abuse and all other forms of abuse are labelled as zero tolerance issue in the policy. Included in grievance and investigating procedures. Protocol of reporting to concerned parties. Training on industrial relations conducted.
Oct-18	Occupational Safety and Health	OSH Management Systems	Occupational safety and health assessment reports were only available from September 2017 to May 2018.	Perform regular internal assessments and include the following elements: Fire safety issues and training provisions. In addition, the employer should consult with the workers during the assessment and also inform them of the results.	Fire safety issues added to the form. OSH committee members are consulted and informed of the results.

Oct-18	Occupational Safety and Health	OSH Management Systems	Work related accidents were not submitted to OFATMA on a monthly basis.	Assign person responsible to submit OFATMA work related accidents on a monthly basis. Include in factory OSH internal assessments to verify consistency.	Accidents are reported on a monthly basis.	
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory.	Assign persons responsible for updating inventories of hazardous substances in the various locations where they are stored or used. Include all chemicals used in the workplace in the central inventory. Specify who is in charge of maintaining one central inventory for the company. Define who will be responsible for checking if the inventory is	Dedicated person to track and monitor chemical inventory has been selected.	
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified chemical containers in the workplace.	Identify all containers used in the workplace. Assign clear responsibility for the labelling of the chemical and hazardous substances.		
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available for chemicals and hazardous substances use in the workplace.	Identify MSDS for all chemical products used in production and ensure availability in local language where such products are being used.		
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	There was no eyewash station in the welding workshop.	Install eyewash station where chemicals are being used including but not limited to the welding shop.	Welding has been discontinued.	

Oct-18	Occupational Safety and Health	Worker Protection	Some chairs provided to workers in the school section and packing area were missing back rest.	Provide chairs with proper backrest to all workers.	
Oct-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels and junction boxes.	Seal all entry point of electrical panels. Cover all junction boxes.	
Oct-18	Occupational Safety and Health	Worker Protection	Electrical panel missing hazard sign.	Post hazard signs on all electrical panels including but not limited to one located in the boiler room.	
Oct-18	Occupational Safety and Health	Working Environment	Unacceptable temperatures at the workplace for some sections.	Use push/pull systems of fans or install cooling system to maintain temperatures below 30 C.	
Oct-18	Occupational Safety and Health	Working Environment	Inadequate lighting level at some sections.	Explore & install better light bulbs, consider repositioning work stations to capture more of the natural light if possible.	
Oct-18	Occupational Safety and Health	Welfare Facilities	Insufficient toilets.	Have 8 functioning toilets for men and 68 functioning toilets for women as indicated in the Haitian labour code.	
Oct-18	Occupational Safety and Health	Welfare Facilities	Eating area can accommodate approximately 30 percent of its workforce at once.	Increase capacity of eating area.	
Oct-18	Occupational Safety and Health	Health Services and First Aid	Pregnant workers are not allowed additional break as described by the law.	Ensure that pregnant women benefit from additional breaks as required by the law.	

Oct-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Comply with the Haitian Labour Code and hire a permanent onsite medical service, with at least 6 nurses and 3 doctor's visits per week.	
Oct-18	Occupational Safety and Health	Health Services and First Aid	Missing products in all first aid boxes.	Designate a member of the OSH committee to perform inventory of all first aid boxes. Adopt a frequency for inventory checks. Ensure that items inventory list is inside each first aid box.	
Oct-18	Occupational Safety and Health	Emergency Preparedness	Training area is not reflected in the current evacuation plan.	Update current plan to match actual lay out of factory floor including but not limited to training area.	
Oct-18	Occupational Safety and Health	Emergency Preparedness	Locked emergency exits during work hours.	Keep emergency exits and escape routes unblocked during working hours.	
Oct-18	Occupational Safety and Health	Emergency Preparedness	Insufficient number of fire drills.	Perform fire drills at least twice yearly. Fire drills were conducted in May 2019, August 2019. Other Fire drill planned for November 2019.	

Oct-20	Occupational Safety and Health	OSH management	The factory does not have an adequate COVID-19 protocol that includes all the relevant elements. In addition, the existing protocol is written in Spanish.	Develop an adequate COVID-19 protocol with all the relevant elements as per Better Work Haiti's guidelines. Translate the protocol in local language.	Factory will review the protocol accordingly.	1
Assessment July 2019						
Jul-19	Compensation	Social Security and Other Benefits	Late payment of employers' contribution to OFATMA for maternity and health insurance.	Pay OFATMA within the first 10 business days of the next month for the previous month.	Contribution to OFATMA maternity and health insurance is being paid within the first 10 business days.	15
Jul-19	Compensation	Social Security and Other Benefits	Late payment of workers' contribution to OFATMA maternity and health insurance.	Pay OFATMA within the first 10 business days of the next month for the previous month.	Contribution to OFATMA maternity and health insurance is being paid within the first 10 business days.	15
Jul-19	Contracts and Human Resources	Termination	Improper termination of pregnant worker.	Train the Human resources officer. Have a checklist to file termination document in a consistent manner.	Pregnant woman was rehired immediately. Facility trained all Human Resources Manager. Procedures and regulations are being followed.	15
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemicals found in the workplace.	Label all containers of chemical products used in the factory.	Oil containers were properly labelled in the mechanic shop. Thinner container was removed from trim stock. Thinner container in the spot cleaning room was properly identified. Water tank in the boiler room is in process of identification.	15
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete MSDS, missing standard information on chemical for several products.	Provide MSDS with complete information where the chemical products are used and stored.	Complete MSDS for Thinner, alkal, K7M were already posted.	15

Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	One non functional eye wash station.	Fix non functional eye wash station in the chemical warehouse.	The eye wash station is already fixed. water pressure is ok.	15
Jul-19	Occupational Safety and Health	Worker Protection	Management did not provide proper masks to spot cleaning workers.	Provide protective equipment to workers using chemicals and hazardous substances.	All workers in all working sections are provided with PPEs. Facility restrict the access to that area.	85
Jul-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical equipment and installations.	Perform regular maintenance of all electrical equipment and installations.		100
Jul-19	Occupational Safety and Health	Working Environment	Temperature exceeded 30C in all working sections.	Keep the temperature level at 30C or lower.		23
Jul-19	Occupational Safety and Health	Working Environment	Noise levels exceeded 90 db.	Keep noise level below 90 dB.		15
Jul-19	Occupational Safety and Health	Working Environment	Level of lighting was insufficient in several sections.	Increase light level in the sewing, pressing and cutting section.		23
Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for women.		15
Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Add more nurses.		100
Jul-19	Occupational Safety and Health	Health Services and First Aid	One first aid box obstructed by a trolley. Keys were not available to open another first aid box.	Keep first aid boxes unobstructed and readily accessible during working hours.	Facility ensured that all first aid kits remained unobstructed at all time. Facility ensured to have two persons in charged of first aid kits.	23
Jul-19	Occupational Safety and Health	Emergency Preparedness	Access to three fire extinguishers was obstructed by boxes.	Keep firefighting equipment unobstructed and readily accessible.	Facility took immediate action. all fire extinguishers are free of obstructions.	15

Jul-19	Occupational Safety and Health	Emergency Preparedness	The evacuation plan was not posted in the mezzanine. The escape routes in the mezzanine were not clearly marked.	Mark the escape routes in the mezzanine area. Post the evacuation plan in the mezzanine area.	Evacuation plan for the mezzanine building # 41 is already designed. It will be posted shortly. Evacuation routes for the same building were already painted. Emergency light near the pressing section was relocated as per Better Work recommendation	15
Jul-19	Occupational Safety and Health	Emergency Preparedness	A rechargeable lamp wrapped with a black bag in the mezzanine.	Ensure that possible sources of ignition are properly safeguarded. Perform an internal OSH assessment for the new facility	Rechargeable lamp wrapped with black bag was removed immediately.	15
Jul-19	Working Time	Leave	Workers were provided less than 15 days of annual leave.	Provide 15 days of annual leave to all workers after 1 year of service		18
Assessment May 2018						
May-18	Occupational Safety and Health	OSH Management Systems	Employer has not developed any mechanism to ensure cooperation on OSH matters.	Establish an OSH committee and develop the OSH priorities and procedures jointly with the committee.	The factory has an active OSH committee. Meeting are being carry out on a monthly basis.	
May-18	Occupational Safety and Health	OSH Management Systems	OSH policy is not signed by top management.	Update the OSH policy with the participation of the worker representatives. Have the policy signed by management and worker representatives.	The OSH Policy has been presented and explained to the OSH committee. Both workers and management representatives signed the policy	
May-18	Occupational Safety and Health	Worker Protection	Gloves were not provided to workers in the mechanic shop.	Provide gloves and other necessary PPE to the workers in the mechanic shop. Train workers to use the provided PPE.	Workers at the mechanic shop were provided with gloves.	
May-18	Occupational Safety and Health	Worker Protection	Standing workers in some sections of the workplace did not have shock absorbing mats.	Provide shock absorbing mats to standing workers.	All workers in standing position were provided with standing mats at building 43.	

May-18	Occupational Safety and Health	Worker Protection	Electrical box was poorly maintained.	Maintain the electrical installations regularly.	Electrical box's internal wiring and interrupters at the mechanic shop were properly covered with a transparent, protective material to avoid electrical shock hazard. Maintenance personnel was properly trained to keep it in place at all times.	
May-18	Occupational Safety and Health	Working Environment	Temperature exceeded 30C in several sections of the workplace.	Keep the temperature level to a maximum of 30 C.		
May-18	Occupational Safety and Health	Working Environment	The level of lighting was inadequate in some section of the workplace.	Ensure that light level is adequate the pressing section.	Factory installed additional lamps.	
May-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of medical staff.	Have a permanent medical staff with 6 nurses and 3 doctor's visit per week.		
May-18	Occupational Safety and Health	Health Services and First Aid	Listed items missing in the first aid box.	Have adequate first aid box available for the workers with necessary products.	Facility ensured that the content of 1 first aid kit in building 42 matches with the items included in the check list. Alcohol, scissor and forceps were added.	

Location: Port-au-Prince

Number of workers: 759

Date of registration: Feb-18

Date of last two Better Jul-18 Sep-19

Work assessments:

3-Sep-20	Training	Financial literacy.
13-Aug-20	Training	Sexual harassment awareness and prevention.
30-Jul-20	Training	Bipartite committee.
29-Jul-20	Training	Emergency preparedness
16-Jul-20	Training	Human Resources Management.
8-Jul-20	Advisory meeting	Virtual OSH tour on emergency preparedness. OSH meeting to start with the self diagnosis. Documentation review: Bonus upon termination.
25-Jun-20	Training	Emergency preparedness.
21-May-20	Advisory meeting	Meeting with HR officer to conduct a virtual OSH Factory tour and provide guidance on daily Discuss the emergency plan for COVID-19. Review the improvement plan and employee co
12-Mar-20	Advisory meeting	Factory visit to discuss improvement & bipartite committee functioning.
12-Mar-20	Advisory meeting	Factory visit to discuss improvement & bipartite committee functioning.
21-Nov-19	Training	Workers' Rights & Responsibilities.
21-Nov-19	Advisory meeting	Factory visit to conduct training on workers rights and responsibilities.
6-Nov-19	Advisory meeting	Advisory visit to update progress on improvement plan and bipartite committee functioning

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						

Oct-20	Occupational Safety and Health	Worker Protection	Factory does not have appropriate checklist to monitor the cleaning and disinfection process related to COVID 19.	Implement a checklist to record daily cleaning and disinfection Keep record in appropriate location.	1
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Develop a protocol that include a COVID-19 task force, hygiene procedures, entry and exit procedures and reporting Procedures.	1
Assessment September 2019					
Sep-19	Working Time	Leave	Insufficient annual leave provided to workers.	Ensure that workers enjoy the 15 annual leave days.	13
Sep-19	Occupational Safety and Health	Emergency Preparedness	Obstructed Escape routes.	Reinforce monitoring responsibilities with lines supervisors.	19
Sep-19	Occupational Safety and Health	Emergency Preparedness	Escape routes are not clearly marked.	Complete new layout for floor and follow up with adequate marking of factory floor	19
Sep-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguishers.	Reinforce monitoring responsibilities with line supervisors and OSH committee members.	13
Sep-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Hire the required medical staff.	27

Sep-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilet according to the Haitian Labor Code.	Increase the number of working toilets as per the Labor Code	27
Sep-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Replace bulbs on a regular schedule according to manufacturers instructions. Clean light fixtures regularly.	27
Sep-19	Occupational Safety and Health	Working Environment	Noise levels are unacceptable in the workplace.	Provide adequate personal protective equipment (PPE) that control the noise at the worker.	27
Sep-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C.	Ensure that the air-flow to and from the fans is not blocked.	27
Sep-19	Occupational Safety and Health	Worker Protection	Electrical panels was not properly maintained.	Ensure electrical panel are without combustible materials and exposed wires	13
Sep-19	Occupational Safety and Health	Worker Protection	The employer did not provide foot rests or shock absorbing mats to all standing workers.	Provide standing mats to all standing workers.	27
Sep-19	Occupational Safety and Health	Worker Protection	Management did not provide proper PPE to all workers.	Provide proper masks to all workers in the spot cleaning section, safety belts and proper cap to workers working at heights	27
Sep-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Label all containers and dispose unused containers in a timely manner.	27

Sep-19	Contracts and Human Resources	Employment Contracts	Temporary workers did not know their terms of employment.	Issue temporary contracts with fully disclosed terms of employment going forward to all temporary workers.	Factory policy has been modified to be in compliance.	13
Sep-19	Compensation	Minimum Wages/Piece Rate Wages	Management keep a separate payroll for temporary workers who are paid on a weekly basis.	Integrate temporary workers into punch system. Then, ensure that recorded working hours flow into master payroll.	Temporary workers with time cards are linked directly to the master payroll.	13
Assessment July 2018						
Jul-18	Working Time	Contracting Procedures	Subcontractors were not using proper PPE.	Have proper procedures for the mandatory use of PPE including for sub-contractor.	Maintenance department already have appropriate PPE for workers.	
Jul-18	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters.	Establish an effective functioning of OSH committee with a balanced representation of male and female.	The OSH committee is active and functioning.	
Jul-18	Occupational Safety and Health	OSH Management Systems	The OSH policy was not developed in consultation with workers and their representatives.	Consult with worker representatives to make necessary adjustment in the policy.	Management held discussion on the policy with OSH representatives.	

Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper inventory control of chemical and hazardous substances.	Assign a person responsible for updating inventory of hazardous substances where they are stored or used.	Facility already assigned a person responsible for updating, maintaining and checking inventories of hazardous substances.
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Label all chemicals and hazardous substances used in the workplace.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not keep chemical safety data sheets for all hazardous chemicals used in the workplace.	Identify and translate all relevant MSDS into local language and post them accordingly	MSDS are available for all chemicals and hazardous substances.
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station is not available where chemicals and hazardous substances are stored.	Provide cleansing materials where chemicals are used and stored.	Facility already stopped storing any chemical substances in that place.
Jul-18	Occupational Safety and Health	Worker Protection	Workers had not been provided with earplugs.	Distribute proper personal protective equipment to workers to control noise level.	Earplugs have been distributed.
Jul-18	Occupational Safety and Health	Worker Protection	More than 30 percent of workers were not using the eye guards.	Train workers to use the provided PPE when necessary.	Workers were trained on the importance of the use of machinery guards. Management is monitoring on a daily basis.
Jul-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels.	Cover and seal all electrical panels.	All panels are covered with metal.
Jul-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels.	Identify electrical installations requiring warning signs.	The hazards signs were posted and are being monitored.

Jul-18	Occupational Safety and Health	Working Environment	Temperatures in all sections exceeds Better work recommended level of 30 C.	Use a push and pull-type ventilation or cooling system.	
Jul-18	Occupational Safety and Health	Working Environment	Inadequate lighting in some sections.	Install LED lighting to bring luminosity to higher levels.	
Jul-18	Occupational Safety and Health	Welfare Facilities	Insufficient toilet according to the Haitian Labor Code.	Increase the number of toilets for men and women.	
Jul-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel according to the Labor Code.	Hire the required medical staff.	
Jul-18	Occupational Safety and Health	Emergency Preparedness	Smoke detectors are not installed where flammable materials are stored.	Install and properly maintain smoke detectors.	Facility already installed smoke detector.
Jul-18	Occupational Safety and Health	Emergency Preparedness	Unidentified fire extinguishers.	Communicate the necessity for tags to supplier and ensure they are placed in a timely manner.	All fire extinguishers have tags.
Jul-18	Occupational Safety and Health	Emergency Preparedness	The evacuation plan is not updated.	Update evacuation plan of both buildings.	Evacuation plans for both building are already updated and posted.
Jul-18	Working time	Regular Hours	Factory's working hours are not posted on the floor.	Post working hours on information board.	working hours have been posted on information board.



Factory: The WILLBES Haitian III S.A
Location: Port-au-Prince
Number of workers: 737
Date of registration: Sep-10
Date of last two Better Work assessments: Jun-18

Aug-19

Advisory and Training Services

22-Oct-20 Advisory meeting

Virtual management meeting with management on COVID-19 protocol's review. Discussion was also on pending request meeting from trade Union. Virtual bipartite meeting on workers' concern specifically the raise of the minimum wage.

29-Sep-20 Advisory meeting

Virtual meeting with management to review management system document following the trainings. Virtual bipartite meeting on communication in the workplace (follow up session).

30-Jul-20 Training

Virtual Bipartite Committee

29-Jul-20 Training

Virtual training COVID-19 Emergency Preparedness.

16-Jul-20 Training

Virtual Webinar on COVID-19 Human Resources Management (HRM).

25-Jun-20 Training

Virtual training COVID-19 Emergency Preparedness.

10-Jun-20 Advisory meeting

Virtual meeting with management on the MCI notes including the 30% rotation basis. Factory was recommended to work on a protocol on mitigating the spread of COVID-19 within the factory. Bipartite committee meeting on preventing measures applied.

6-Apr-20 Advisory meeting

Virtual meeting with management on benefits and compensation during special authorisation. Discussion was also on preventing measure to mitigate the spread of the epidemic. Best practices sheets and information were shared with the management.

17-Jan-20 Advisory meeting

Meeting with management to discuss on updates and perspectives for the year. Discussion with OSH compliance team regarding 2019 challenges. Factory tour to validate remediation.

15-Oct-19 Advisory meeting

Meeting with management to discuss on the general updates. Factory to validate remediation. Organization of PICC election.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH management system	The factory does not have an adequate COVID 19 protocol that includes all the relevant elements. In addition, the existing protocol is written in Spanish.	Develop an adequate COVID 19 protocol with all the relevant elements as per Better Work Haiti's guidelines. Translate the protocol in local language.	Factory will review the protocol accordingly.	1
Assessment August 2019						
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory for chemical products is not accurate.	Ensure that the chemical inventory include all chemicals used in the workplace.	Chemical inventory was properly updated. All chemical products were included in the chemical inventory.	27
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified bottle containing machine oil.	Identify all containers of chemical products used in the workplace.	All chemical containers were properly labelled in local language.	41

Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Gallons containing diesel fuel were being stored in the generator room.	Store the chemical in a more appropriate place.	Gallon of diesel fuel was removed from the generator room. All chemical substances area stored at the chemical warehouse.	15
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Material Safety Data Sheets (MSDS) were missing for compressor oil and engine oil.	Keep complete and accurate MSDS for all chemicals used in the workplace.	MSDS for compressor oil and machine oil were posted at the required places.	51
Aug-19	Occupational Safety and Health	Worker Protection	Workers are not using available personal protective equipment.	Provide gloves where required. Train workers on the use personal protective equipment.	Workers were advised to properly use their PPE when performing their duties. HR Manager will monitor their usage on a daily basis .	15
Aug-19	Occupational Safety and Health	Worker Protection	Electrical panel does not have the proper warning signs.	Post proper warning signs on all electrical panels.	Floor marking was already painted.	41
Aug-19	Occupational Safety and Health	Working Environment	The temperature level exceeded 30C in several sections.	Keep the temperature level at or below 30C.		15
Aug-19	Occupational Safety and Health	Working Environment	The level of lighting was insufficient in several sections.	Ensure the light level is appropriate in all working sections.		41
Aug-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for the female workforce.		106
Aug-19	Occupational Safety and Health	Health Services and First Aid	Factory does not provide systematic annual health checks to all workers.	Follow up with OFATMA to perform the annual checks.	Factory paid the health card (CDS)for all the workers and follows up with OFATMA for the medical checks. Factory provides itself medical checks to the workers.	15
Aug-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire two more nurses.		106
Aug-19	Occupational Safety and Health	Emergency Preparedness	Undercharged and improperly mounted fire extinguishers.	Maintain the fire extinguishers regularly.	Facility took immediate action about this issue. Three fires extinguishers were properly charged and mounted.	27
Assessment July 2018						
Jun-18	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is Late.	Pay ONA within the first 10 working days of each month.	Management ensured that ONA payment is done between the first 10 working days of each month.	

Jun-18	Compensation	Social Security and Other Benefits	Worker's contribution to ONA is Late.	Pay ONA contributions within the first 10 working days of each month for the previous month.	Payment is regularly done between the first 10 working days of each month.
Jun-18	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters.	Have a functioning OSH committee and hold regular OSH committee meetings.	Facility has records of OSH assessment on a monthly basis. Osh committee regularly meets on a monthly basis.
Jun-18	Occupational Safety and Health	OSH Management Systems	The factory has a written OSH policy that is not signed by top management.	Consult workers representatives on any change related to OSH policy. Have both, management and worker representatives sign the policy.	The factory has an OSH policy signed by top management. The OSH policy was communicated to workers representative who signed the policy.
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory does not include all the hazardous substances used in the workplace.	Keep an accurate inventory that includes all chemicals and hazardous substances used in the workplace.	All chemical used at the facility are included in the chemical inventory.
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemicals.	Label all containers used in the workplace. Train relevant workers on chemical handling.	All chemical containers were properly labelled such machine oil and diesel tank.
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available in some sections of one building were chemicals are used.	Post MSDS for all chemicals and hazardous substances used in the workplace.	Facility ensured to have MSDS for chemical product such as Al-Con 200.
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	There is no eye wash station in some areas where chemicals and hazardous substances are used.	Install eye washing facilities in the area where chemicals and hazardous substances are used.	Facility decided to remove chemical from this area.
Jun-18	Occupational Safety and Health	Worker Protection	Machines missing pulley guards.	Replace the missing pulley guards on the machines.	Facility ensured to install pulley guards on required machines.
Jun-18	Occupational Safety and Health	Worker Protection	Exposed wires in uncovered electrical panel. Uninsulated battery terminals.	Maintain the electrical installations regularly. Ensure the electrical installation remain unobstructed.	The electrical panel with exposed wires in the mezzanine was properly covered.
Jun-18	Occupational Safety and Health	Worker Protection	One electrical panel found missing appropriate safety warnings.	Post hazard sign on all electrical panel.	Electrical control panel at the mezzanine was provided with warning sign.
Jun-18	Occupational Safety and Health	Working Environment	Level of lighting is inadequate in some sections of the workplace.	Ensure the light level is appropriate in all working sections.	Internal audits are performed regularly to ensure that the light level is appropriate.

Jun-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for women.	
Jun-18	Occupational Safety and Health	Health Services and First Aid	The factory does not provide systematic health checks to workers within the first three months of hiring.	Arrange free health checks for workers within the first three months of hiring.	HR Manager was properly trained. Systematic health checks to workers is provided within the first three months of hiring.
Jun-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of onsite medical staff.	Have a permanent onsite medical staff of 4 nurses and 3 doctor's visits per week.	
Jun-18	Occupational Safety and Health	Health Services and First Aid	Expired product found in two first aid boxes.	Inspect the first aid boxes on a regular basis and replace all expired products.	Expired products such as Pro-Dovidine in 2 first aid boxes were removed immediately. Facility will ensure to inspect all first aid kits on a weekly basis.
Jun-18	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of fire fighting equipment.	Maintain the fire fighting equipment on a regular basis.	Management installed a well maintained fire extinguisher in the material warehouse and another in cutting department.
Jun-18	Occupational Safety and Health	Emergency Preparedness	Evacuation plans have not been updated.	Update the evacuation plan accordingly. Include the mezzanine and the indication for the escape routes.	Evacuation plan is ok for the factory. A separate evacuation plan was added to the mezzanine.
Jun-18	Working Time	Regular Hours	The factory's working hours for all shifts including break time were not posted by the employer.	Post the working hours including break time inside the workplace.	Working time and break time is posted inside the workplace.
Jun-18	Working Time	Leave	The policy on the breastfeeding break is not fully applied.	Give the appropriate break time to breastfeeding workers systematically.	HR Manager was properly trained. When returning from maternity leave, female workers are entitled to 1 hour per day to breastfeed. A contentment form is signed as evidence of their will.

Factory:	The Wilibes Haitian S.A (HT - Print Shop)
Location:	Port-au-Prince
Number of workers:	90
Date of registration:	Feb-18
Date of last two Better Work assessments:	Jul-18
	Jul-19

Jul-19

4-Sep-20	Advisory meeting	OSH factory tour to validate pending issues, Documentation review such as : Job Description for OSH officer, OSH self assessment, Accident investigation procedure, Management guideline for COVID 19, Grievance mechanism procedure. Worker perception Survey template.
3-Sep-20	Training	Financial literacy.
14-Aug-20	Bipartite Committee	Meetir Bipartite meeting to review BW service model and start with the self diagnosis process.
30-Jul-20	Training	Bipartite committee.
29-Jul-20	Training	Emergency preparedness.
28-Jul-20	Training	Emergency preparedness.
16-Jul-20	Training	Human Resources Management.
15-Jul-20	Advisory meeting	Meet with the OSH committee and work on the self diagnosis, documentation review: Document checklist. Session on OSH self assessment and Matrix of Key osha responsibilities.
25-Jun-20	Training	Emergency preparedness.
8-May-20	Advisory meeting	Virtual meeting with the HR assistant to review the improvement plan : Medical staff and medical checks for workers. Review the OSH monitoring system s, Internal work rules , HR performance indicators.
12-Feb-20	Advisory meeting	OSH factory tour to verify worker protection and chemicals management systems in place. Meeting with the OSH committee to discuss about the training needs and documentations review such as: employee contract, annual leave and bonus, training records, Social security payments.
13-Dec-19	Advisory meeting	To organize the election for the bipartite committee, then have a meeting with the candidates.
6-Nov-19	Advisory meeting	OSH Factory tour to verify pending issues . Documentation reviews: Training records and inventory of chemicals and files of terminated workers.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2020						

Oct-20	Occupational Safety and Health	Worker Protection	Factory does not have appropriate checklist to monitor the cleaning and disinfection process related to COVID 19.	Develop a checklist to record daily cleaning and disinfection Keep record in appropriate location.	1
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Develop a protocol that include a COVID-19 task force, hygiene procedures, entry and exit procedures and reporting Procedures.	1
Assessment July 2019					
Jul-19	Working Time	Leave	The factory provided 13 days of annual leave to workers with 1 year of service instead of 15 days.	Provide workers the required time for annual leave.	15
Jul-19	Occupational Safety and Health	Emergency Preparedness	Undercharged fire extinguishers.	Keep all fire extinguishers are properly maintained unobstructed.	27
Jul-19	Occupational Safety and Health	Emergency Preparedness	Smoke detectors have not been installed where flammable materials are stored.	Install a fire detection and alarm system where chemicals are used and stored.	15
Jul-19	Occupational Safety and Health	Health Services and First Aid	Medical staff is not available for the night shift.	Hire the required medical staff.	27
Jul-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed 30 c in all section.	Ensure that the air-flow to and from the fans is not blocked.	27
Jul-19	Occupational Safety and Health	Worker Protection	Electrical wires and outlet are not properly maintained.	Insulate the exposed electrical wires and install cover on all electrical outlets.	15

Jul-19	Occupational Safety and Health	Worker Protection	The proper masks are not provided to workers.	Provide proper masks to workers.	Workers have been trained and received the proper PPE.	15
Jul-19	Occupational Safety and Health	OSH Management Systems	The inventory of chemicals and hazardous products does not specify the approximate amounts in storage.	Assign a person responsible for updating inventories of hazardous substances in the various locations where they are stored or used.	The facility has assigned a person responsible for updating the inventories of hazardous substances in various location where chemical are stored.	31
Assessment March 2018						
Mar-18	Compensation	Wage Information, Use and Deduction	Late payments of employer's contribution to ONA.	Submit ONA payments on time and calculate this amount based on workers' base salary.	The facility ensured that ONA payments are submitted on time. Calculation is being done based on workers' basic salary.	
Mar-18	Compensation	Wage Information, Use and Deduction	The workers' contributions to ONA were overdue.	Deduct workers' contribution for ONA on the base salary and submit payment to ONA on a monthly basis.	The facility ensured that workers' contributions to ONA are submitted on time.	
Mar-18	Compensation	Wage Information, Use and Deduction	Overtime hours were not reported and compensated.	Ensure that the payroll records include regular hours worked, total overtime hour worked and any other period of time for which premium paid is required.	The Punch system has been reviewed. Day and night shifts have been corrected.	
Mar-18	Contracts and Human Resources	Employment Contracts	Written employment contracts do not specify the terms and conditions of employment.	Review the employment contract, specify the nature of the work to be performed, the amount to be paid, the place and the date of the conclusion of the contract.	Working contract form has been reviewed. Position, date, salary are included.	

Mar-18	Contracts and Human Resources	Termination	Payment upon termination is based on the minimum salary.	Ensure that termination payments are based on average earnings as required instead of the minimum salary.	Management ensured that termination payments are based on average earnings.
Mar-18	Occupational Safety and Health	OSH Management Systems	Assessment of general occupational safety and health in the factory was not available.	Conduct a general OSH assessment on a monthly basis.	The factory appointed a safety and health officer and the general assessment is conducted on a monthly basis.
Mar-18	Occupational Safety and Health	OSH Management Systems	There are no mechanisms in place to ensure cooperation between workers and management on OSH matters.	Set up an OSH committee. Assign someone to prepare the agenda and lead the OSH meetings on a monthly basis.	The OSH committee is active. Meeting minutes are kept on a monthly basis.
Mar-18	Occupational Safety and Health	OSH Management Systems	The Written OSH policy was not developed in consultation with workers and their representatives.	Translate the policy into the local language. Then, consult with worker representatives to make necessary adjustment in the policy.	Written OSH policy has been developed in consultation with workers and their representatives.
Mar-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Assign a person responsible for updating inventories of hazardous substances in the various locations where they are stored or used.	The factory has already assigned a person responsible for updating chemical inventories. The Health and safety officer is responsible to verify if the inventory is updated.
Mar-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Label all chemicals and hazardous substances used in the workplace.	The factory has already assigned a person responsible to monitor all chemical recipients and ensure that all chemical containers are properly labelled.

Mar-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available for all chemicals used in the workplace.	Translate and post MSDS where chemicals are used.	Facility has already assigned a responsible person for chemical management. MSDS are reviewed and posted in local language.	
Mar-18	Occupational Safety and Health	Worker Protection	Standing workers are not provided anti fatigue mats.	Provide anti fatigue mats to all standing workers. Provide sufficient break during which workers can sit down.	Management ensured to provide to all workers anti fatigue mats.	
Mar-18	Occupational Safety and Health	Worker Protection	Safety warnings are not posted in the workplace.	Post safety warnings on all electrical panels.	Health and Safety officer has been assigned to conducts monthly checks on all electrical panels.	
Mar-18	Occupational Safety and Health	OSH Management Systems	Workplace temperature exceeds 30 c in pressing, packing and quality sections.	Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis.		
Mar-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		
Mar-18	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguisher.	Keep all fire extinguishers properly maintained and unobstructed.	The Health and safety coordinator ensured that all fire extinguishers are free of obstruction.	
Mar-18	Working Time	Regular Hours	Working time records did not reflect the hours actually worked.	Have an accurate attendance recording system.	The attendance system has been reviewed. Day and night shifts have been corrected.	

Mar-18	Working Time	Regular Hours	The factory's working hours is not posted.	Display on the information board the working hours for the night shifts.	Working hours for night and day shifts have been posted.
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As a partnership between the International Labor Organization and the International Finance Corporation, a member of the World Bank Group, Better Work brings together various groups - governments, global brands, plant owners, trade unions and workers - to improve Work in apparel industry and make the sector more competitive.

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