



23rd 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. 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. In addition, 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-third report under the HOPE legislation to be published in April 2021 and delayed publication to July 2021; 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 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 each factory’s progress 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 from producers who – even after assistance has been provided – fail to come into compliance with the core labor standards and national labor law that is 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, particularly 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 also took 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.



The outbreak of COVID-19 and security concerns had tremendous impacts on the Haitian garment sector and workers in the sector in 2020 and 2021. These will be elaborated in Section 1.3 Impact of COVID-19 and the Section III Country Context.

1.2 Haiti Apparel Industry at a glance in numbers



39

FACTORIES
THE PROGRAMME



53,410

WORKERS
(63% WOMEN)



7

FREE ZONES
HOSTING 90%
OF TEXTILE



988 Million

APPAREL EXPORTS
IN USD MILLIONS (83%
OF NATIONAL
EXPORTS)



26

BRANDS AND
RETAILERS



14

BETTER WORK
HAITI STAFF



+10

YEARS IN HAITI
- SINCE 2009



22

INDUSTRY
COMPLIANCE
REPORTS



By 2022, 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.

As of September 2021, the number of workers in the garment factories registered with Better Work stood at 53,410.

According to the data published by the US Department of Commerce Office of Textiles and Apparel (OTEXA), the Haitian textile industry exported approximately USD 988 million worth of products to the United States from October 2020 to September 2021, representing an increase of 29 percent comparing the same period of the previous year after the significant drop in 2020 due to the pandemic.

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)
 - ◆ Ministry of Economic and Finance (MEF)
 - ◆ Office of the State Secretary for the Integration of People with Disabilities (BSEIPH)
 - ◆ Association of Haitian Industries (ADIH)
 - ◆ Private Sector Economic Forum (PSEF)
- All Trade unions active in the garment sector (11)
- ◆ 26 brand and retail partners



1.3 IMPACT OF COVID-19 ON WORKERS IN THE APPAREL SECTOR

Beyond firm-level impact, the worker survey conducted by Better Work Haiti shed light on the impact on workers and their families. Between June and July 2021, Better Work Haiti conducted another round of the workers' surveys to follow up on the survey in November 2020 to understand the impact of the COVID-19 pandemic on the workers, approximately six months after the arrival of the first case in Haiti. The June 2021 survey was conducted with approximately 1,500 workers who had participated in the previous survey to find out the changes that had occurred in their lives (if any), since November 2020. Among the respondents, 62% were female, and 23% of them were married. The survey covered the same themes that were covered in the last survey, and used the same questionnaire and methodology. The questions covered a wide range of topics, including their financial situation, their concerns, and their outlook on the future as well as their mental and physical health.

Worker characteristics

A total of 1,511 workers completed Better Work's survey in both November 2020 and June 2021. The following provides a snapshot on the background of these workers:

62%

are female

33

average age

23%

are married

2/3

have completed
secondary level of
education

81%

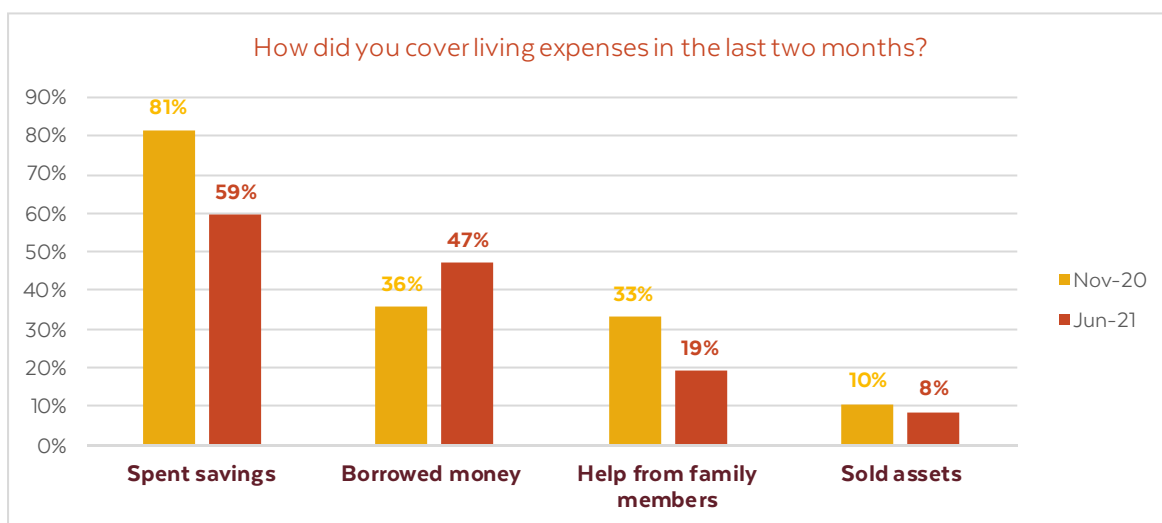
are the main
breadwinner in
their family





1.3.1 Working hours and take-home pay have stabilized in 2021 following COVID-19 production disruptions in 2020, but financial insecurity among workers remains a major concern.

- ◆ In November 2020, two-thirds of workers said they had experienced some sort of work disruption, such as a temporary suspension, in the past 30 days. The percentage of workers reporting similar disruptions decreased substantially by the second round survey, suggesting a stabilization of production and employment in 2021. One in five workers reported working hours had increased in the past 30 days.
- ◆ The average monthly pay reported by workers was 7,400 gourdes (\$76). Among workers who have maintained their employment, the level of reported take-home pay remained stable over the previous six months.
- ◆ Yet stability in levels of nominal wages can mask financial hardship. Half of workers reported “financial stress” as a concern in the 2021 survey round. Even as this reflects a high proportion of the workforce, it has lessened from the 60 percent of respondents who reported “financial stress” as a concern in 2020.
- ◆ The figure below helps illustrate how financial stress can manifest in workers’ lives. Fifty nine percent of workers spent down savings to cover living expenses in 2021. While this is down from the 81 percent of workers who reported the same in 2020, it coincides with a higher percentage of workers who are borrowing money (47 versus 36 percent), which could suggest personal savings are depleting. As in 2020, macroeconomic dynamics prompting rising food prices are also likely contributing to workers’ financial stress.





1.3.2 Individuals who left their jobs since last year experienced worse outcomes.

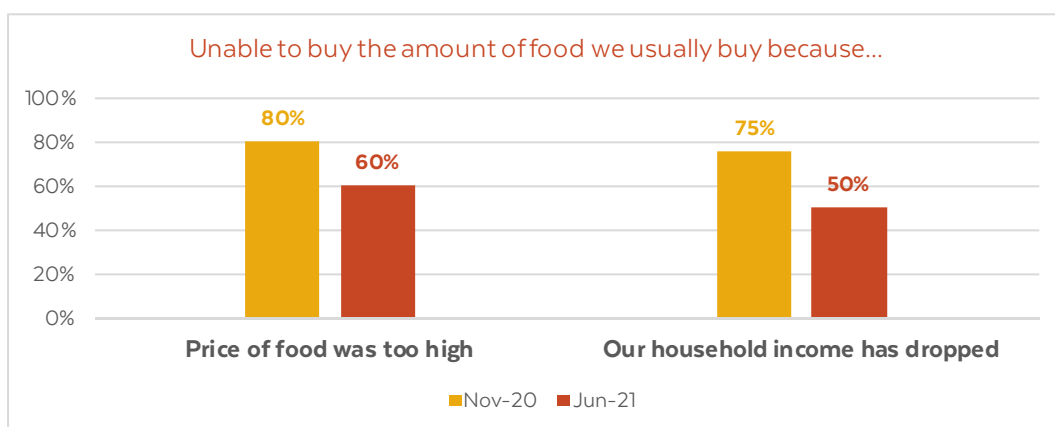
- ◆ Even though garment workers are facing financial challenges, those who left their garment sector jobs tended to face even starker problems. Ten percent of the sample, or 161 of workers surveyed, had left their job in the six months following November 2020. Seventy six percent of the workers who left their job since November 2021 were not working for pay in the week preceding the survey. Half of those not working are actively searching for a new job. When asked about making ends meet during their period of not working, respondents by and large report to be sustaining themselves with savings or support from relatives, with no respondents mentioning government social protection benefits. A majority of the workers who left their job in the past six months report lower income from all sources relative to when they held their garment job. Given the lower levels of productive employment reported among those who left their garment sector jobs, it is not surprising their incomes have deteriorated.
- ◆ The most common reason cited for leaving a job was because of being fired or laid off, due to the fact that factories lost contracts during this period. However one-third of those who left their job stated that they decided to quit, which could point to job dissatisfaction. Among those who choose to quit, workers cited health-related concerns, poor working conditions, and low salaries as the most common reasons for leaving.





1.3.3 Food security remains a prominent concern among garment workers and their dependents.

While the most immediate pressures from COVID-19 restrictions – such as mobility restrictions, closures of markets, and food shortages – have abated in 2021, the majority of workers are still facing food insecurity. Echoing 2020, 80 percent of workers surveyed in 2021 say they and family members have had to reduce the number of meals or the portion of each meal at some point in the immediate past. This has largely persisted since the first survey round in 2020. Compared to 2020, a lower percentage – yet still 60 percent – of workers cite prohibitively high food prices as a problem to meet their nutrition needs. This remains the number one reason cited by workers to explain their reduction in food intake, followed by reduction in household income.



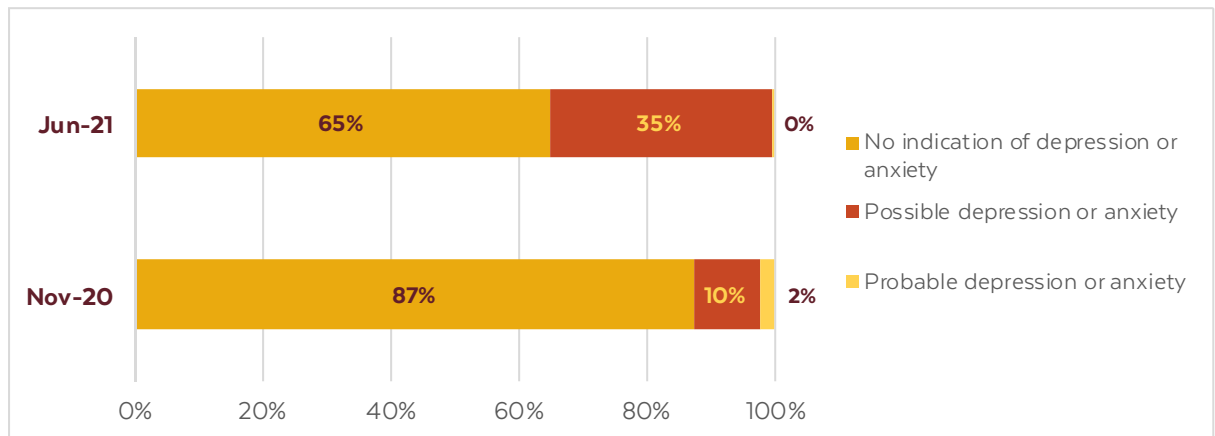
Asked about other concerns, nearly 80 percent of workers cite personal safety concerns during their commute to work. Instability in the country was a common concern mentioned in the course of the survey interviews.

1.3.4 Workers' self-reported health and well-being have deteriorated since 2020.

- ◆ Better Work Haiti incorporated standardized questions measuring mental well-being, which covered areas such as optimism about the future, ability to cope with



problems, and feelings of connectedness with others¹. After establishing appropriate cut-off scores to analyse the responses of workers, a deteriorating trend emerges, with the percentage of workers classified as at risk for possible or probable depression or anxiety rising from 12 to 35 percent.



- ♦ A large drop-off in the self-reported physical health of workers also appears to have occurred from 2020 to 2021. Whereas in the first survey round 79 per cent of workers cited their physical health as “good” or “very good,” the corresponding proportion for 2021 drops to just 38 per cent of workers. These results on workers’ mental and physical health would seem to be consistent with the financial and food security-related stresses workers have reported.

This survey exercise in 2021 following the experiences of 1,500 current and former garment workers in Haiti shows that despite gains made in workplace stability following production disruptions in 2020 related to COVID-19, many current and former workers face significant hardships related to household finances and basic needs. Moreover, the unique nature of the data set Better Work Haiti has created in elevating these insights from workers can also enable further research to understand better the drivers of outcomes for workers in the sector. The program is working on several dissemination materials such as a video infographic, a press release in local newspapers and online, including on social media, with the aim to provide insights into the working conditions and business conditions in the sector and to call the attention of the stakeholders to challenges and issues identified by the survey.

¹ A set of seven questions was used with permission from the Short Warwick Edinburgh Mental Wellbeing Scale (SWEMWBS) © NHS Health Scotland, University of Warwick and University of Edinburgh, 2008, all rights reserved.



Section III: Highlights of the reporting period April– November 2021

COUNTRY CONTEXT

Long before the coronavirus, Haiti faced enormous economic hardship. The GDP growth was -1.7% in 2019, -3.3% in 2020 and -1.8% in 2021. The recent assassination of President Moïse and the ensuing political unrest, gang activities and associated instability in the country have exacerbated the already fragile Haitian economy.

The assassination of President Jovenel Moïse on July 7th sent shockwaves to the people of Haiti. The interim government, headed by President Ariel Henry, has been working on multiple fronts including the investigation of the assassination, the response and recovery from the magnitude 7.2 earthquake which hit the country on 14 August 2021, as well as the improvement of the security situation against gang crimes. The timing of national and local elections is yet to be determined.

The armed gangs seem to operate at will, disrupting activities in some parts of the capital, including public and commercial transport, which has affected the delivery of fuel and caused fuel shortages throughout the country. This disruption has in turn affected business operations in general and particularly in the textile sector that depends heavily on the use of diesel to power the factories. The situation was so dire during the months of July and August that some factories could not receive raw materials or export finished goods and some even closed their doors temporarily. As mentioned in the previous sections, in the worker's survey commissioned by BWH, nearly 80 percent of surveyed workers cited personal safety concerns during their commute to work.

While the country continues to deal with last year's impact of the COVID-19 pandemic on the economy, there was a reported increase in new COVID infections. According to the latest information posted by the World Health Organization (WHO), as of the end of November, there were 25,351 cases of COVID-19 infections in the country and 746 deaths. Furthermore, the vaccination rate remains low at approximately 0.56% of the population has been fully vaccinated. (<https://covid19.who.int/table>)



On the economic front, the value of the Haitian Gourdes compared to the US dollar continued to decrease. At the end March 2021, the average exchange rate was about 80 Haitian Gourdes for one US dollar. In September 2021, the Central Bank of Haiti (Banque de la Republique d'Haiti) reported the average exchange rate at 97.40 Gourdes for one US dollar. It should be noted that the actual exchange rate at the local banks are usually higher. In addition, there is a scarcity of US dollars in the official market.

Spotlight on Social Protection

There are two main actors operating under the leadership of the Ministry of Social Affairs and Labor (MAST) that provide social security protection services to workers in the textile sector, namely The Office for Work, Health and Maternity Insurance (OFATMA) and National Office for Old-Age Insurance (ONA). OFATMA is a government-run insurance provider that provides health services to workers when they are sick as well as provides annual medical check ups to participating workers. Both workers and employers contribute 3 percent of the workers average salary to the agency, on a monthly basis, to cover worker's healthcare needs. The employer contributes an additional 3 percent of the workers average salary for coverage of work-related accidents. It also provides long-term disability payments to workers who are injured or unable to work for an extended period of time.

The other government-run agency is the ONA, which covers the retirement fund for all workers in the country. Similarly to the contribution for OFATMA, both employers and workers contribute an equal six percent to the fund. In general, workers are eligible to collect their pension dues after contributing during 240 months and after completing their 55th birthday. The agency also provides different types of loans to contributing workers, based on a percentage of the amount they have already contributed to the fund. Workers often complain that it is very difficult for them to receive any loans from the available programs.

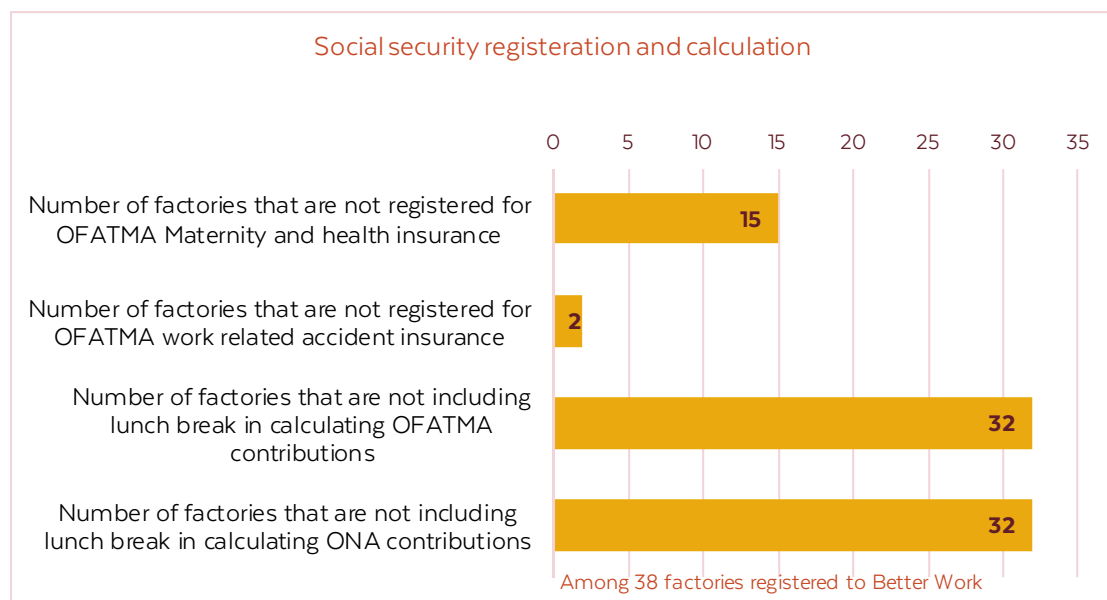
Both agencies have received criticism from employers and workers in the textile sector for lacking adequate services. There have been insufficient access to services due to different reasons. In some cases, factories do not register themselves for social security schemes. Many factories do not collect workers' contributions or pay their contributions correctly, or in some cases, they collect workers' contributions but do not transfer them to ONA or/and OFATMA resulting non-registration of workers to the list of beneficiaries. There are also cases where OFATMA's list of beneficiaries are not updated on time or correctly. In those cases, workers cannot access the services they should be entitled to. It should be also



noted that the follow-up by the government agencies to ensure factories' registration and to collect unpaid contributions has not been sufficient.

According to a recent analysis by Better Work based on the data collected during regular factory assessments, there are 15 factories that are not registered for maternity and health insurance. Among this group, there are 2 factories that have not registered with OFATMA for work-related accident insurance either. There are also additional revenues that are lost because of faulty calculation of the average daily salary which does not include the payment for the lunch break, as required by the 2017 law related to the workday. In fact, during this reporting period, 24 factories were found to be non-compliant with their contributions to the social security system. However, there are a total of 32 factories in the program that do not include the lunch break payment in the calculation of the daily average salary and thus do not include this payment in the amount submitted to the social security services. (Please see tables below)

Compliance Question	The number of factories found non-compliant (N=27)	NC Rate by Question
Does the employer collect and forward workers' contributions to ONA?	24	89%
Does the employer collect and forward workers' contributions to OFATMA?	24	89%
Does the employer pay 3% of workers' basic salary to OFATMA for maternity and health insurance?	24	89%
Does the employer pay the required employer contribution to ONA?	24	89%
Does the employer pay 3% of workers' salary to OFATMA for work-related accident insurance?	18	67%
Does the employer pay workers their annual salary supplement or bonus?	16	59%



The issue of non-compliance on social security benefits, which is recurrent in the Haitian textile sector has attracted the attention of the United States Congress in recent months. In a letter sent to various brand manufacturers in November of 2021, the US House Ways and Means Committee expressed its concerns that many of the factories operating in the sector are not complying with their obligations to contribute to the social security system. The representatives of the House Ways and Means Committee are asking the manufacturers to take leadership to ensure that their suppliers comply with the requirement of the laws by paying by contributing to the social security system as they should. The association of Haitian Industries (ADIH) sent a letter to its members, exhorting them to comply with the laws and to quickly take action to solve any pending issues they may have with ONA and OFATMA.



In February 2020, the government and social partners adopted a National Social Protection and Promotion Policy (PNPPS)². This policy results from a participatory and inclusive process initiated in Spring 2016 at the official launch of the Sectorial Table on Social Protection (TSPS) based on the “social re-foundation” pillar of the Strategic Plan for the development of Haiti. The PNPPS defines the main functions of social protection and social promotion. The PNPPS aims by 2040 to reduce poverty, inequalities, and economic, social, and institutional injustices to build just social citizenship where the holders of rights to social protection and promotion see their rights realized and their ability to live the desired life improved. The guiding principles define the principles to be taken into account in the PNPPS and the conditions necessary to achieve its objectives. These principles are universality, equity, equality between the individuals, solidarity in the financing, adequacy of benefits, subsidiarity and participation, coherence of policies, adaptation, an obligation of means, and results.

In May/June 2021, a joint Virtual Mission of the UN System in Haiti to support the implementation of the “Politique nationale de protection et promotion sociales (PNPPS)” took place in Port-au-Prince, Haiti. The objective of one UN “virtual” mission to Haiti was to coordinate among agencies and support the implementation of the policy by the Haitian actors. The key UN agencies involved are WFP, ECLAC, PAHO/WHO, UNDP, UNICEF and the ILO. The main governmental counterparts are the MAST, Ministry of Planning and External Cooperation (MPCE) and the Ministry of Economy and Finance (MEF). The UN Resident Coordinator designated the country team economist to be the leader of a UN team of representatives of the agencies.

Following several rounds of discussions between Better Work Haiti and the directors of ONA and OFATMA, it was agreed that an Inter-sectoral commission, composed of representatives from ONA, OFATMA, MAST, The Association of Haitian Industries and representatives of workers will be revitalized, to address the non-compliance issues in the sector. The commission, which was launched in 2018 and renewed in 2019, will work on a plan to harmonize the activities of ONA and OFATMA, make a revised proposal to the new Minister of MAST, and outline a series of actions that must take place to improve the

² <https://www.social-protection.org/gimi/gess/RessourcePDF.action;jsessionid=bDiAHTV0ceriETiFXlw7uxKdmpvOXPLDlqam5d4x21olWFD-Gbgw!1750948109?id=57284>



performance of the social security actors. The commission will submit a proposal to monitor the number of workers in the sector on a monthly basis, taking into consideration the fluctuations that are constantly occurring. A special unit will be put in place to compile all the data on the workers' socio-demographic profile, including their health condition. This information will be shared with the relevant authorities, including the Association of Employers (ADIH) and the Office of the Labor Ombudsperson (BMST). The inter-sectoral commission will work on the modalities to bill and collect the payment from the employers in a more efficient manner as well as the penalties for non-payment of the invoices in a timely manner. They will also make a proposal regarding the measures to be considered by factories in the event of the non-availability of ONA and OFATMA services.

The commission will further propose a plan to establish a permanent registration process of all workers to the social security database and in the case of those workers who do not have a national ID card, they will work with the competent authorities, namely the National Office for Identification (ONI) to provide them with a national ID card. The commission will work with the employers and the union to ensure that they respect their obligations towards the social security actors.





Section IV: Compliance situation in the Haitian garment industry

The overall trend of non-compliances in the Haitian garment industry

This section presents an overview of the non-compliance findings in 27 participating factories, which were assessed at least twice before November 2021. Better Work Haiti conducted hybrid assessments and hybrid advisories during this period with the support of inspectors from the Ministry of Labor. During the hybrid assessments and hybrid advisories, labor inspectors visited factories on site and Better Work staff support them remotely. The factories' improvement plans were verified virtually through requests for documentation during advisory services and conversations with bipartite committee members, including workers and management. The charts present non-compliance findings for the 27 assessed factories during the reporting period, 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.

The highest non-compliance rates in the industry were in occupational safety and health (OSH). Persistent non-compliance issues in compensation (social security, as described in the earlier section) and OSH (Chemicals management, Emergency preparedness, and Health service and first aid) 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 overall trend of non-compliances in the Haitian garment industry

96%

Non-compliance on **emergency preparedness remains high**. Under this cluster, non-compliances on having adequate fire-fighting equipment (74%), keeping emergency exits accessible, unobstructed, and unlocked during working hours (78%) are also key challenges to be addressed.

96%

Non-compliance on **chemical and hazardous substance management** remains high at 96%. The non-compliance on storing the chemicals properly is relatively low at 22%, but 81% of factories were found non-compliant on properly labeling them.

96%

Non-compliance on social security and other benefits remains high at 96% as detailed in the previous section.

59%

Factories found non-compliant on at least one question under the Employment contracts cluster, but no factories found non-compliant on the question asking the workers to have contract



During this reporting period, Better Work Haiti noted two new allegations on core labor standards violations during assessments. One FOA case falls in the interference and discrimination compliance point, for failure to pay the minimum daily salary to union members who were suspended. The second case relates to six union leaders who were dismissed on the basis for failure to wear a mask during work hours. The factory only provided documentation for only one out of those six workers. The details of those cases are described in Section V: Core labor standards non-compliance findings.

The overall rate of non-compliance continues to be high in the Occupational Safety and Health cluster, particularly emergency preparedness and chemicals and hazardous substances. The data reveals that factories have made a greater effort to train workers in the use, maintenance and storage of chemical substances. For example, the non-compliance rate on the specific questions related to the monitoring and prevention of exposure to chemical and hazardous substances is at 19% and the non-compliance rate in term of training is at 22%. The non-compliance rate on storing the chemicals properly continues to be relatively low at 22%. The questions concerning inventory documentation, labeling of containers of hazardous substances and the availability of material safety data sheet still present a high rate of non-compliance, which affect the overall rate of non-compliance in the OSH cluster.

The rate of non-compliance in the emergency preparedness also remains high at 96% for this reporting period. The data reveals that employers have properly informed and prepared workers for emergencies in the workplace, with a non-compliance rate of just 7%. Non-compliance regarding accessible, unobstructed, or unlocked emergency exits during working hours, including overtime stands at 78% during this reporting period. During the last reporting period, 12 out 13 factories or 92% were non-compliant on the availability of adequate fire-fighting equipment. For this period, the report on 27 factories assessed demonstrated a non-compliance rate of 74%.

One of the main problems with the non-compliance issues in OSH is because most of the factories do not have a dedicated compliance officer. The compliance officers usually have several other responsibilities within the organisation and therefor fail to pay attention to all the details related to OSH. The issues are usually corrected after the assessment, however regular follow ups are not done to ensure that they issue do not reoccur. We regularly advise the factories to have a dedicated compliance officer to oversee all OSH related issues. We



have also proposed an individual plan to each factory, to improve OSH compliance. The objective was to develop and carry out specific activities which involves management and workers representatives from factories, to significantly reduce the most recurrent OSH non-compliances.

In the compensation cluster, the highest rates of non-compliance persist in the compliance point of Social Security and Other Benefits (96%). The data present a slight increase in the rate of non-compliance due to the fact that we are reporting on more than double the number of factories that were assessed during the last reporting period. Twenty four factories assessed have have been cited for non-compliance on collecting and forwarding workers' contributions to OFATMA and ONA and paying employers' contributions. The non-compliance is consistently high in this area due to the fact that several factories have not subscribed to the maternity and health insurance which OFATMA is offering since December 2016, while others are making the payments late. Twenty factories are in non-compliance for collecting and forwarding workers' contributions to OFATMA on time.

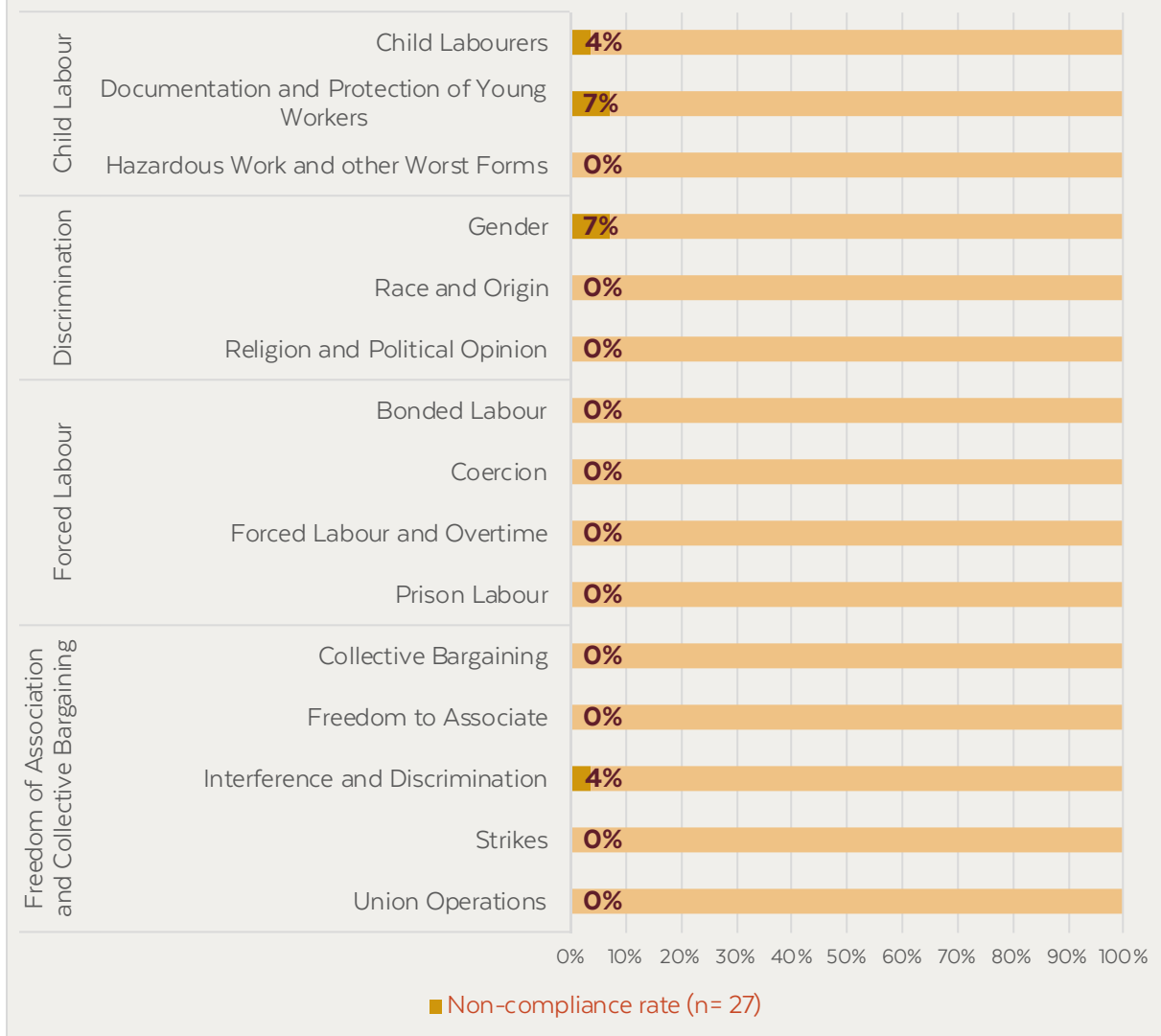
In addition, 24 factories have also been non-compliant for workers' and employers' contributions to ONA (pension funds), respectively. Among these, the majority of non-compliances identified relate to late payments of these contributions. The Haitian Labour Code requires that payments (6 percent of the basic salary to be paid by employees and 6 percent of the employers' basic salary) are being made within the first 1 working days of each month for the previous month.

The data reveals that 20 assessed factories do not count the break time in the normal working time, in accordance with article 3 of the law on the organization and regulation of working time over the duration of 24 hours divided into three shifts of eight hours. In accordance with the provision of the same article, the break time will be at least half an hour and must be fully remunerated, regardless of its duration. This will lead to non-compliance findings for all factories who do not pay for the break time and the resulting mandatory contributions.

Better Work Haiti's actions on those points are elaborated in Section VI: Better Work key activities and response to COVID-19.

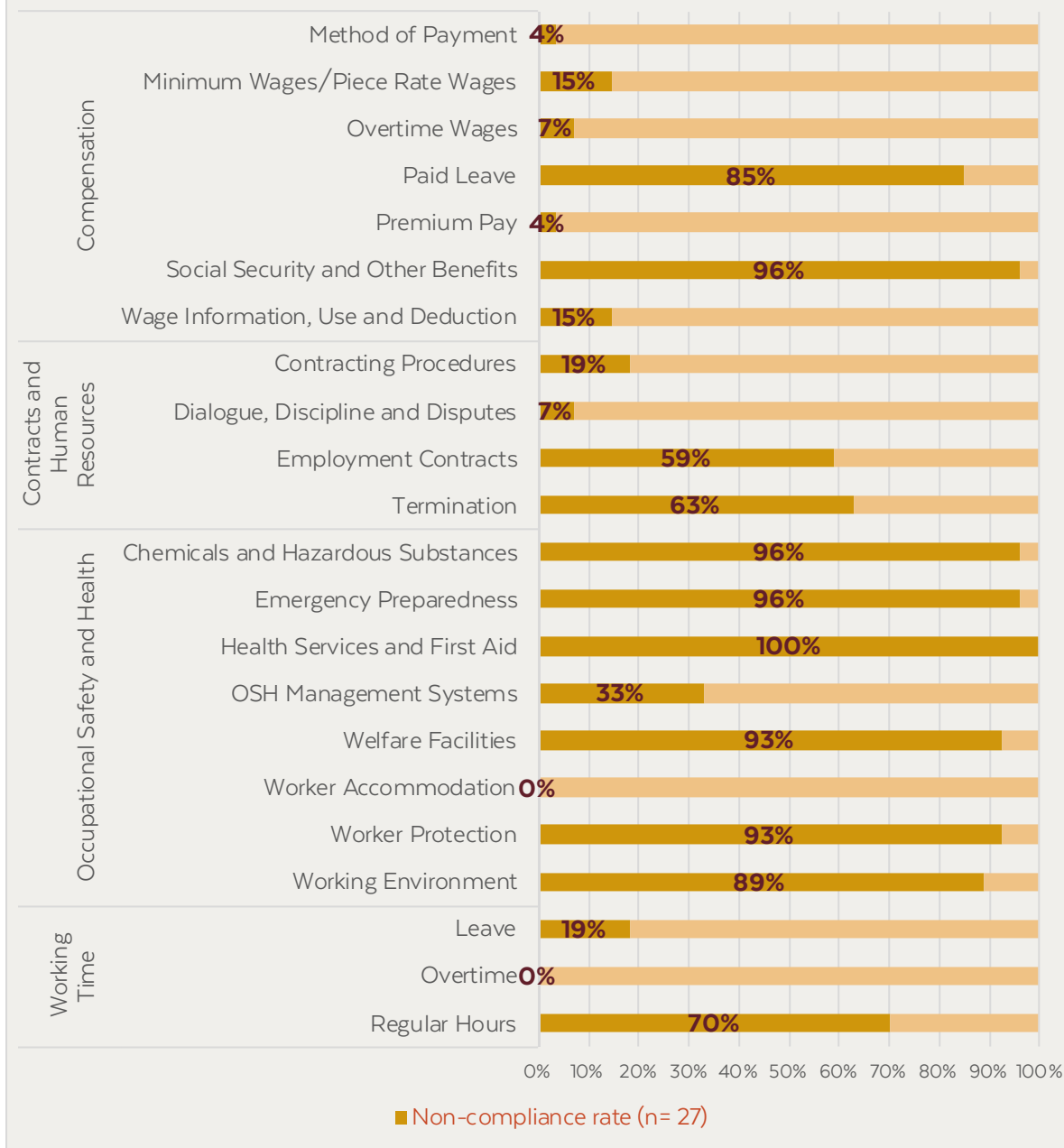


Non-compliance rates by Compliance Point - Feb 2021 - Nov 2021 (Core Labour Standards Clusters)





Non-compliance rates by Compliance Point - Feb 2021 - Nov 2021 (National Law Clusters)





Section V: Core labor standards non-compliance findings of the reporting period (April 2021 – November 2021)

During this reporting period, Better Work Haiti noted two non-compliances on the core labor standards during the assessments; One factory was cited for union interference and discrimination and the other received a non-compliance under the child labor cluster, on documentation and protection of young workers. Improvements were made for factories that were found non compliant in the previous reporting period. For example, in one factory, all the pregnant women were reinstated in July 2021 and they were paid their maternity payment based on 100 percent of their average salary.

Factory 1

During this reporting period, Factory 1 was found in non-compliance for two separate cases of anti-union discrimination. Documentation review as well as workers' interviews revealed that the factory did not pay the minimum wage to two union leaders who were suspended for union activities on October 1st, 2021. Management said they did not know those two workers were part of the union.

In the second case, the factory fired six union leaders. However, management could not provide the files of five of them to the assessors. Management provided documentation for one of the six union leaders, who was dismissed because of her refusal to use the face mask. However, the management did not provide the zero tolerance protocol in place for face mask. Despite advice from Better Work, the factory management had not reinstated those 6 six union leaders at the time of reporting.

Factory 2

This factory was cited in non-compliance under documentation requirements related to child labour, because assessors found three employment records that were missing identification cards or birth certificates. These three workers confirmed that it was during the assessment visit that the Management awarded them a contract. The HR manager simply explained that these workers were temporary workers.

Assessors did not see any workers who appeared to be underage. The remainder of the employment records with Government issued IDs indicated that workers were above



minimum age requirements. Workers and management interviews confirmed that workers were above the legal working age.





Section VI: Better Work key activities during the reporting period

Better Work is committed to supporting workers, employers, and government partners in the garment sector despite the disruptions caused by the COVID-19 pandemic and political instability. Better Work Haiti has been supporting factories and workers on crucial health and safety issues and engaging government, employers, workers and their organizations to enhance social dialogue. In addition, we continued to engage with the government, particularly the labor inspection division of the Ministry of Labor, to ensure the sustainability of the program's core services activities.

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

At the beginning of 2021, Better Work Haiti started to conduct in-person assessments in factories in the North East. The restrictions imposed due to the pandemic and the security situation gave the program an opportunity to adapt and try new approaches. Better Work Haiti used a combination of full virtual advisory services as well as a hybrid model whereby the inspectors from the Ministry of Social Affairs and Labor (MAST) are onsite at the factories while a Better Work advisor participates remotely. In these cases, the advisor prepares an agenda for the visit and discusses it with the labor inspectors prior to the visit to ensure the consistency of the services. The same approach is used to perform the regular factory assessment, which also contributes to the sustainability of Better Work's core services activities as well as building the capacity of the inspectors from MAST.

During this reporting period, Better Work Haiti, through its trainers as well as through its collaboration with ILO HIV&AIDS, also delivered 40 trainings sessions to 33 factories in Port-au-Prince as well as the Northeast. The trainings covered a range of topics including Occupational Safety and Health, Human Resource Management during COVID 19, Hygiene and Prevention against COVID 19, Sexual Harassment Awareness and Prevention, Emergency Preparedness during COVID 19, Workplace Cooperation and Communication and Socially Responsible Transitioning. 1464 workers, women, union leaders, stakeholders and management staff participated, including 750 women. In addition, one virtual session on the them Understanding Gender was conducted for MAST and BMST and another hybrid



session on the same topic, Understanding Gender, was conducted for the Intersyndical Committee of Haitian Women (CISFH). The objective of the training was to raise awareness about gender based discrimination in the workplace and how it can affect performance and productivity.

COVID-19 Training

Better Work Haiti continues to support its constituents by delivering advisory services and training with a focus on the prevention of COVID-19. During these advisory services, Better Work staff review factories' existing COVID-19 protocols and make suggestions to improve them. During this reporting period, 9 factories and 52 participants took part in a training on Socially Responsible Transitioning during COVID-19, to help them in the event that they have to reduce their workforce. The objective of this training was to ensure participants had a broad understanding of effective processes for managing retrenchment, and to ensure social responsibility during transition at the factory level. The training also highlights the role of stakeholders to effectively support retrenchment.

OCCUPATIONAL SAFETY AND HEALTH

Given high non-compliance on OSH, Better Work Haiti continued to work on this topic, often linking the COVID-19 specific challenges to pre-existing issues. Training and seminars are delivered on OSH, chemical management, COVID-19 Emergency Preparedness and Hygiene and Prevention against COVID-19. Ninety eight participants from 18 factories participated in OSH training and improved their understanding on typical OSH issues and solutions to implementing and improving OSH management practices.

With specific focus on emergency preparedness, the COVID-19 Emergency Preparedness training was attended by 159 participants from 13 factories. Participants gained practical knowledge on definition, types and core elements of emergency preparedness to make improvements in their workplaces and to develop effective accident investigation procedures.

While factories are increasing their participation in the various trainings offered by Better Work, the implementation of the learned materials has been slow. Factory managers have cited several factors that have prevented them from fully embracing the advice of Better Work. The change in behavior is often accompanied with an investment in personnel and



factories sometimes complain that their budget does allow them to increase the size of the workforce. They also complain that floor production managers are most concerned about completing production and does not pay enough attention certain issues. Better Work needs to adapt its training material to focus more on behavioural changes, to address those persistent non-compliance issues.

GENDER

During this reporting period, Better Work Haiti provided eight training sessions to 18 factories, for workers, managers, supervisors, and union leaders on the prevention of sexual harassment in the workplace. In total 319 participants attended these sessions, including 44 supervisors and 39 middle managers.

Participants in these trainings have expressed better understanding of the different forms of sexual harassment that may occur in the workplace. However, in discussions that take place during the training sessions, they often reflect on the difficulties to deal with the issue, given its sensitive nature. They feel that more workers need to be trained on the topic in order to have a greater impact. Better Work Haiti needs to monitor the impact of the training either through surveys at the factory level, to gauge the workers understanding of the issue and through the number of cases reported to factory managers and Better Work Haiti.

Better Work Haiti continued its collaboration with the project ILO/AIDS by providing training to combat the stigmatism of HIV in the sector from May to August 2021. During the various training sessions, a total of 328 people participated, including 240 females and 88 males. The objective of the training was to strengthen the knowledge of workers on HIV/AIDS and the principles of non-stigmatization and non-discrimination. Better Work Haiti also invited the representatives of the Laborombudsman office and the Tripartite Commission for the Implementation of HOPE II (known as the HOPE Commission or by its French acronym, CTMO-HOPE) to participate in a virtual training on gender, in which five women and seven men participated.

During the 16 days of activism against Gender-based Violence in November and December, Better Work Haiti supported factories by reviewing training materials on the prevention of sexual harassment that factories had prepared to deliver to their workers. According to documentation received from factories, they provided in-house training to a total of 920 employees including 400 women and 520 men. Better Work also provided advice and



guidelines to factories that developed their own awareness raising materials which were posted in the factory to raise awareness about gender-based violence.

Better Work also supported the Inter-Union Committee of Haitian Women (CISFH), whose mission includes advocating and promoting respect for the rights of Haitian women at work, particularly those in the textile industry. Better Work Haiti conducted a training for CISFH members to enhance their understanding and awareness about the relevance of gender-equality in the workplace.- Better Work also provided a training on basic computer skills to members of CISFH at the request of the CISFH leadership to help them increase their basic computer skills, so they can prepare their own documents to train their members.

Workshop on Action against Violence and Harassment in the World of Work with focus on Gender-Based Violence in the garment sector.

In June 2019, the ILO adopted a new Convention and Recommendation to combat violence and harassment in the world of work, following the process to set new international standards, which had started in 2015. At the national level, more and more Haitian women in the garment have come forward to break their silence on sexual harassment, confirming that Haiti is not exempt from incidences of sexual harassment though people barely report it.

The ILO/NORMS office in Costa Rica in collaboration with Better Work Haiti organized a workshop on C190 December 10th, 2021.

In this context, the workshop was organized with the following objectives:

- ♦ Enhance the understanding of key stakeholders on progress made, challenges, lessons and good practices in preventing and addressing violence and harassment in the world of work with focus on gender-based violence and harassment.
- ♦ Enhance the understanding of key stakeholders on the new framework for action towards the elimination of violence and harassment in the world of work in line with C190 and R206.
- ♦ Identify key areas of action by constituents in the Haitian garment sector to better prevent and address violence and harassment in the world of work with focus on gender-based violence.



- ◆ Promote collaboration and exchange of information among stakeholders, in order to better understand the challenges at stake and implement targeted and effective policies.

The event brought together representatives of government, workers' and employers' organizations, national Non-Governmental Organizations (NGOs) and laborombudsman staff.

COLLABORATION WITH EMPLOYERS

Better Work Haiti continued to work with the employers to find solutions to address persistent non-compliance issues on social security payments by identifying issues and through convening stakeholders (please see the earlier section on "Spotlight on Social Security").

Another key area of collaboration with employers is on the COVID-19: Call to Action in the Garment Industry. Shortly after its launch a little over a year ago, Better Work Haiti initiated a round of discussions with the national stakeholders to inform them about this global initiative. Through a series of bilateral and tripartite meetings, the representatives of the workers' associations and the representatives of the employers' association worked together to develop a National Action Plan. In September 2021, the National Action Plan was finally agreed upon and all parties signed the engagement document in which they agreed to do the following.

- ◆ Facilitate inspections on compliance with standards related to Covid-19 issued by the Government for the reopening of the textile industry.
- ◆ Negotiate any dispute through the mediation and arbitration mechanisms provided by Haitian law in order to preserve the continuity of production and jobs and the income of all concerned;
- ◆ Promote an inclusive, sustainable and resilient, people-oriented recovery to emerge from the COVID-19 crisis, as specified in the resolution of the International Labor Organization in response to COVID-19;
- ◆ Promote the compliance of all employers with regard to social benefits (ONA, OFATMA);
- ◆ Set up a bipartite commission for the management of the "National Call to Action" program



The document also outlined the responsibilities of each of the signatory parties and the representatives of the Employers association for its part agreed to the following:

- ◆ Promote compliance with standard measures of prevention against of COVID-19 by member companies of The Association des Industries d'Haiti (ADIH) following the guidelines of the Ministry of Public Health and Population (MSPP).
- ◆ Work with the members of ADIH in the textile sector and other stakeholders at the national level to develop a vision for the sector and make recommendations to the government for the recovery, growth of the sector and economic development in general.
- ◆ Work with trade unions in the textile sector to make recommendations to the government on decisions to be taken for the retention and growth of employment in the textile sector.

The representatives of the workers' association for its part agreed to the following:

- ◆ Promote compliance with standard measures of prevention against of COVID-19 by member companies of The Association des Industries d'Haiti (ADIH) following the guidelines of the Ministry of Public Health and Population (MSPP).
- ◆ Work with the members of ADIH in the textile sector and other stakeholders at the national level to develop a vision for the sector and make recommendations to the government for the recovery, growth of the sector and economic development in general.
- ◆ Work with trade unions in the textile sector to make recommendations to the government on decisions to be taken for the retention and growth of employment in the textile sector.

In addition to the above, the employers' association through their representatives agreed that they will negotiate for the establishment of a letter of credit system for some factories, at 1%/year or 0% cost to establish their production supply pipelines.

COLLABORATION WITH TRADE UNIONS

March 5h, 2021, in collaboration with ILO NORMS department and MAST, Better Work Haiti held a virtual workshop on FOA and for all trade union cells at the factory and trade



union leaders. The objectives of the workshop were threefold: (1) to promote the ILO Guidelines; (2) to examine any problematic areas/issues in promoting the Guidelines in the garment sector in Haiti by reviewing the recommendation of C87 C98 and the gaps in the Haitian labor law; and (3) to arrive at some strategies/recommendations for improved social dialogue in the garment sector in Haiti.

In September of 2021, Better Work Haiti held a meeting with several union federations such as, Groupement Syndicale des Travailleurs-euses du Textile pour la Réexportation d'Assemblage (GOSTTRA), Confederations des Travailleurs Haitiens (CTH), Confederations des Travailleurs du Secteur Publique et Prive (CTSP), Sendika Ouvriye Tekstil ak Abiman-Batay Ouvriye (SOTA-BO) and Centrale Nationale des Ouvriers Haitiens (CNOHA), to update them on the activities of the Program and to discuss workers representative's concerns regarding industrial relations problems at the factory level. The union leaders said factory managers often fail to respond to their requests for meetings, which deprives them of the opportunity to discuss the issues affecting the relationship between employers and employees. The union representatives took the opportunity to request Better Work Haiti's support to develop and disseminate social awareness messages targeting workers on issues such as industrial relations, maternity leave requests and general labor laws.

With the ITUC affiliates, during this period in collaboration with ACTRAV, BWH reviewed training modules on FOA and collective bargaining to be delivered for the garment sector and replicated in other sectors. A firm was retained to provide training to the representatives of the workers and the employers, regarding the different dimensions of international labor standards related to freedom of association and collective bargaining in the context of respect for these standards by the company and workers. The ultimate objective of this consultancy is to produce a policy of freedom of association and collective bargaining in the textile sector. The training module will also focus on industrial relations for employers and workers, with the aim of improving working conditions and the quality and competitiveness of the company, through social dialogue. The trainings module has been developed and the trainings was scheduled to be delivered in November 2021 in Port-au-Prince and the North East. Activities planned were delayed because of the social political situation in country and scheduled for the first quarter of 2022.

During this reporting period, Better Work also provided training on the theme of understanding Gender to the Confederation des Travailleurs Haitien (CTH) and The



Confederation des Travailleurs des Secteurs Publics Privés (CTSP) in which 55 people including 49 women took part.

COLLABORATION WITH THE GOVERNMENT

Better Work continued to provide logistical support to the Ministry of Social Affairs' Labor Inspectorate division to perform inspection services in the garment sector as well as other sectors where necessary. As a result, the labor Inspectorate division was able to conduct a total of ten inspection visits, as well as deliver inspection reports to eight textile factories in Port au Prince and the Northeast and four follow-ups visits. One inspection visit was also conducted for a security company.

In September 2021, Better Work Haiti provided logistical support to the Office of the Ombudsperson (BMST) to visit factories in the Northeast, in the Caracol Industrial park. During their one-week long mission, the representatives of the Office of the Ombudsperson visited all three textile factories where they held meetings with factory managers as well as union leaders to follow up on a range of issues including but not limited to union persecution, strikes, and payment to the social security system. They investigated multiple complaints received from the workers' organisations in the Caracol Park and coordinated with factories and trade unions in mediating workplace disputes.

Better Work Haiti is currently working with the Office of the Ombudsperson to develop a dynamic complaint management mechanism that will allow collecting, tracking and processing conflict remediation among stakeholders more efficiently and transparently. The program is currently supporting the Ombudsman Office in implementing an appropriate web-based case management platform which should be ready to production by first half of 2022.

Wage digitization of Garment Worker Salaries in Haiti

In collaboration with IFC CIO project, to advance the program sustainability strategy workshops were held with the governor of the Haitian Central Bank (BRH) and its senior staff to discuss significant infrastructure challenges in Haiti that need to be addressed for digital wages to be provided to garment workers.

Since the launch of the technical steering committee in January 2021, the Creating Investment Opportunities (CIO) project has provided hands-on support to the industry



through tailored market intelligence and transactional support to increase business opportunities for manufacturers in Haiti.

The Governor of Central Bank confirms his support to the Apparel Sector which is important because of its contribution to the balance of payment (1st export of goods and 2nd earning of foreign currencies) and its capacity to create job rapidly. BRH is open to work on the development of this sector in the context of monetary policy and macroeconomic stability. It adopts one instrument to promote creation of free zones; its impact is limited due to the socio-politic context. In addition, he also announced the Implementation of Digitalization: BRH is progressing in the execution of the financial inclusion strategy.

Next steps:

- ♦ BRH will consider the importance of this issues for creation of jobs in the Apparel Sector. They will give it a priority in their agenda of implementation of the financial inclusion strategy. It assures its implication in the agenda of reforms developed for this sector.
- ♦ A financial education program must be designed for the workers of the Apparel sector. BRH will examine this with the unit in charge of the implementation of its strategy. It will include the workers of the Apparel Sector among the target groups of this strategy
- ♦ Composition of a task force to facilitate the e-payment of workers in the Apparel Sector: BRH will send us in 48 hours the name of its representative.

Upon discussions with representatives from the Ministry of Commerce and Industries (MCI) Better Work Haiti noticed that the Ministry is lacking in terms of statistical data that could help the Government of Haiti in developing a strategy to promote the textile sector and to expand the range of products that could be offered by suppliers in Haiti. There are no instruments or tools to analyze other information and data collected by Better Work Haiti and the Office of the Labour Ombuspersion for the Textile sector such as the volumes and values per product recorded in the system.

Recent analysis conducted by the Better Work Haiti team have shown that statistical data is unreliable to assess the fulfillment of certain obligations contained in the HOPE and HELP law. The statistical data are available and recorded are not used for economic and prospective analysis. To this end, Better Work Haiti has contracted the services of a consultant to help develop a system of complementary indicators affecting, and linking if



possible, social and economic data in terms of jobs, income, gender and export amount.

The consultant will produce the following documents:

- ♦ Inventory of available statistics data and a processing system according to the needs of users and stakeholders
- ♦ Guide for collecting and processing production and export statistics
- ♦ Guide for collecting and processing labor statistics
- ♦ Recommendations for the organization, implementation and monitoring of the indicator system.

The consultant will also work to develop a Buyer Attraction System with the objective to provide Better Work Haiti with a tool allowing it to respond to requests for exportable offers and to provide reliable information to those entities that are interested in the Haitian garment sector. The development of this tool will be done using the inventory of statistical data, to establish a baseline for products covered by the Hope Law. A survey will be conducted among producers to assess their capacities and interests for the products requested by Better Work's buyer partners, that are not yet produced in Haiti. The activities of this stage will benefit from the expertise accumulated by Better Work in its relations with buyers and in the other countries where it is active.

PROMOTING SOCIAL DIALOGUE

In April 2020, the ITUC and IOE issued a joint statement for a Call to Action for the global garment industry. Organisations endorsing this statement commit to take action to protect garment workers' income- health and employment and support employers to survive during the COVID-19 crisis- and to work together to establish sustainable systems of social protection for a more just and resilient garment industry.

ILO Haiti in coordination with the regional office in Costa Rica played a key role to support the national working group in Haiti with constructive dialogue. Bilateral meetings were held with workers organisations in the garment sector, the employers and the Haitian government. After weeks of intense discussions, the employers and workers' organisation have developed and signed a joint statement with special needs they see in the garment sector. The joint statement from the national working group might have taken longer than expected to find a plausible consensus with all parties, but the process to a mature dialogue for the garment industry was innovative.



Social dialogue played a crucial role for responding to the challenges of the pandemic in Haiti. By involving all stakeholders in the garment sector, the process of social dialogue offered the possibility to take into account different concerns and points of view. The mutual respect and trust that were built through this process made it easier to reach balanced solutions, which are supported by all constituents in this exercise. As social tensions were replaced with shared compromises, crises such as the pandemic can be handled in much more effective.

Better Work Haiti held a work session in collaboration with the Office of the Ombudsperson, with representatives of the Association des Industries d'Haiti (ADIH) and several factory managers, to discuss the law referred to as the 3*8 law that was promulgated in September 2017. One of the main changes in the law is that it eliminated payment for Sunday rest day and made the lunch break an integral part of the workday, which must be compensated. When the lunch break is not compensated, the factory is found in non-compliance with several points related to compensation (including social insurance payments), which factory managers often contest. The objective of the meeting was to discuss the law in regard to ILO conventions, particularly ILO convention 1 (Hours of work), 14 (Weekly rest), 30 (Hours of Work (Commerce and Offices)) and 106 (Weekly Rest (Commerce and Offices)). The participants also discussed how the law could affect working conditions in the industry. The discussions prompted new questions and different concerns raised by the suppliers. MAST and BWH will continue to deliver informational sessions to provide the necessary guidance in order to help factories in addressing any related compliance issues.



125

**Virtual advisory sessions to
39 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.



40

**Training sessions to 33
factories (51.2% women)**

Better Work Haiti delivered 40 training sessions on 10 topics to 33 factories in Port-au-Prince and the Northeast. A total of 1464 workers and management staff, 750 were women, and 724 were men, were trained on COVID-19 preventive measures and responses, sexual harassment prevention, emergency preparedness, understanding gender as well as socially responsible transitioning.



Factories in Detail

LIST OF FACTORIES

Below is the list of factories that Better Work Haiti has assessed 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 April 2020 and November 2021)

	<u>Factory Name</u>
1.	BrandM Apparel Haiti - AM1, AM2, AM3
2.	Caribbean Island Apparel
3.	Centri Group SA
4.	Class International Holdings LTD
5.	Cleveland Manufacturing S.A.
6.	Dignerion Manufacturing SA
7.	Everbright Headwear
8.	Everest Apparel Haiti S.A.
9.	Fairway Apparel S.A.
10.	GO HAITI
11.	H4H S.A
12.	Haiti Premier Apparel S.A.
13.	HANSAE HAITI S.A
14.	Horizon Manufacturing S.A.



15.	LIFE S.A.
16.	MAS AKANSYEL S.A
17.	MBI HAITI S.A
18.	MD Industries
19.	MGA Haiti S.A.
20.	PACIFIC SPORTS HAITI S.A.
21.	Palm Apparel S.A.
22.	Premium Apparel
23.	Quality Sewing Manufacturing S.A.
24.	S&H Global 1-6
25.	S&H Global Washing 7
26.	Sewing International S.A.
27.	Superior Sourcing
28.	The Willbes Haitian S.A (HT - Print Shop)
29.	The Willbes Haitian S.A (HT-2B)
30.	The Willbes Haitian S.A. (HT-2/2A)
31.	The Willbes Haitian S.A. (HT-3)
32.	Uniwell Apparel, LLC.
33.	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, and 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.³ 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 complete list of compliance points and issues listed in Better Work's compliance assessment methodology section. 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:

- ◆ 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 has elapsed since the non-compliance was first identified at this factory.

³ <https://betterwork.org/home/bwh-our-services/>



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.

One company received a non-compliance in the child labor cluster during this period, although Better Work Haiti did not find any child laborers in the factory. However, 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.

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 allegedly accused workers were involved in the 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 of the fired workers be reinstated to their positions without any penalties.





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 24, 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) provide assistance to the Government of Haiti in order to strengthen its capacity in the process of inspection of facilities.

Finally, Haiti needed to develop a mechanism for ensuring that all producers benefiting from the HOPE II trade preferences participated in the TAICNAR program. This was referred to in the legislation as the Technical Assistance Improvement and Compliance Needs Assessment and Remediation (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 set forth 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 training 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 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 to strengthen the Ministry's capacities 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 emphasizes the capacity building of all tripartite constituents – Government, employer, and worker organizations – as part of the sustainability efforts of the Better Work program.



The HOPE II law specifies which information needs to be included in the biannual reports published by the TAICNAR program regarding the reporting requirements. See the 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 is on continuous learning and improvements working with factories on root causes underlying repeated non-compliance issues.

Since 2015, a factory cycle no longer starts with an assessment on which advisory services afterward were built in the initial approach. Instead, under the revised Better work service delivery model, the cycle now starts with approximately 100 days of advisory services. With its bipartite Committee, the factory 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, focusing on enabling the bipartite Committee to address issues listed in the improvement plan. The improvement plan includes issues that the factory has self-diagnosed and identified during the Better Work assessment. In addition, 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 completed and released directly by factories. The Better Work factory reports consist of the assessment report 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 and in-factory dialogue, continuous learning, and 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 five months after the start of the cycle. This report includes progress made to date on all self-diagnosed issues and 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 progress reports 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 and the areas of dialogue and learning encompass the criteria that need to be satisfied before a factory can be qualified for “stage two.” 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 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. 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 the 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 broadly 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 the country has ratified. 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
		A 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.
Discrimination ⁴	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.

⁴ 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	Termination or retirement (gender and/or marital status).
		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 parks).
		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)



Freedom of Association and Collective Bargaining	Forced Labor and Overtime	Forced overtime under threat of penalty
	Prison Labor	Prison laborers
	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	The 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 are 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.
		Payment for weekly rest days.
	Premium Pay	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.
		Reductions in workforce size or suspensions due to changes in operations
Occupational Safety and health	Chemicals and Hazardous Substances	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.
		Fire-fighting equipment.
		Marking or posting of emergency exits and/or escape routes in the workplace.
		The number of emergency exits.



		Periodic emergency drills.
		Safeguarding possible sources of ignition
		Storage of flammable materials
		Training workers to use the fire-fighting 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 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 severe 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.

CALCULATING NON-COMPLIANCE & PUBLIC REPORTING

In public synthesis reports, Better Work reports 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. With respect to 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. In addition, 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.⁵ Information is gathered through various sources and techniques, including document review, observations on the factory floor, and interviews with managers, workers union representatives, bipartite committee members, or other

⁵ Better Work Haiti Compliance Assessment Tool (CAT) including their legal references can be accessed here: http://betterwork.org/haiti/?page_id=1731



relevant witnesses. Finally, 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 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 in their workplaces with people who are not well known. In addition, 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. Together with other activities led by Better Work, Haiti has created 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 and 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 unionists 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. Some issues are, therefore, not always easy to confirm. 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 share them at any given time of the year. During the assessment at a particular factory, specific questions can be asked about any case previously raised, and information may therefore enter the assessment report.



The assessment usually visits 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 develop an improvement plan that includes points 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 and 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. Still, it 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. Like other countries, it is one of the most sensitive and most difficult issues to detect during factory assessments. As a result, 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. Furthermore, 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.



Annex 4. Factories Findings

Advisory and Training Services

30-Nov-21	Virtual advisory meeting	Advisory visit to update improvement plan.
27-Oct-21	Training	Webinar on Intercultural Communication in the Textile Industry.
6-Oct-21	Virtual advisory meeting	Virtual Advisory visit with the participation of some union representatives to discuss the following: Creation of a bipartite Committee. Review and update Improvement plan. Discussion with union representatives regarding payment of lunch break.
8-Sep-21	Virtual advisory meeting	Virtual advisory to discuss the following: Review and update the improvement plan. Plan to create a bipartite committee. Discuss the preparation on PRI.
5-Aug-21	Virtual advisory meeting	Summary of the virtual advisory Virtual meeting with OSH committee to discuss about: The implementation method to solve the bill denominations issue. Meeting with the factory management to: Review the improvement plan. Finally, a factory tour between BW, the compliance of the factory and the MAST inspector to check all the corrections already made by the factory.
4-Jun-21	Virtual advisory meeting	Summary of the advisory visit: Virtual meeting with the bipartite committee to discuss: - The new improvement plan - Root causes and necessary corrective actions - Possible training which can help the factory to improve the OHS cluster
5-May-21	Training	Meeting with the factory management on: How to solve compensation problems mainly on Pay ONA and OFATMA Finally, a factory tour to check all the corrections already made by the factory.
2-Mar-21	Virtual advisory meeting	Virtual training Covid-19 Emergency Preparedness. First Virtual advisory visits to discuss the following: 2020 Achievement · 2021 Perspectives and priorities · Training Plan for 2021 · Pending issues on Improvement plan Update on Union representation
14-Oct-20	Virtual advisory meeting	Virtual advisory visit to discuss COVID-19 protocol, Termination under Article 42 and Improvement Plan Progress

Assessment	Compliance Cluster	Compliance Point	Details of Non Compliance	Improvement Priorities	Remediation Efforts	Months
Assessment March 2021						

Mar-21	Working Time	Leave	Inaccurate maternity leave to pregnant workers.	The factory needs to register for OFATMA maternity and health insurance and ensure that workers are given 12 weeks of paid maternity leave.	A meeting was made between the park administration and OFATMA about the registration of all factories around of the park. we are waiting for the confirmation of the protocol agreement between the park and OFATMA to finish with the process.	8
Mar-21	Working Time	Leave	Inaccurate Annual leave to workers.	The factory needs to provide workers with 15 days vacation after one year of service, as mandated by the labor laws.	The company had an agreement with some workers due to an emergency of production to work some more days after the vacation, The company pays them according to the labor code 1.5. The problem we didn't inform MAST about this agreement. Next time we will write a protocol where both parties sign and accept to work few days after the vacation and send it to MAST for approval.	8
Mar-21	Working Time	Regular Hours	Inaccurate attendance record.	The factory needs to implement the use of the punch system to record worker's attendance	The punch system is in function now. all workers can punch correctly.	8
Mar-21	Working Time	Regular Hours	Factory did not give two break of 30 minutes to pregnant workers.	Provide additional breaks to pregnant women.	The factory will develop a policy for maternity and inform all pregnant workers about their rights in the factory. Human resources will be in charge of monitoring this policy.	27
Mar-21	Occupational Safety and Health	Emergency Preparedness	Insufficient workers trained in the use of fire-fighting equipment.	The factory needs to provide fire safety training to at least 10 percent of the workforce.	The factory has provided first aid training to 245.	27
Mar-21	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least 2 emergency drill per year.	Conduct emergency fire drill at least every six months.	In the compliance calendar, we plan to make a fire drill in June 2021 and another one on December 2021.	8
Mar-21	Occupational Safety and Health	Emergency Preparedness	Emergency exit was not adequately identified and aisles are obstructed.	All exits should be properly identified and all aisles should be unobstructed.	The factory: - have removed the exit sign and change the layout of this area. - rectified the problem of blocked aisles	8
Mar-21	Occupational Safety and Health	Emergency Preparedness	Unmarked escape, missing and outdated evacuation map. map.	All escape routes should be clearly marked. The evacuation maps should be redone and posted on the work floor.		27

Mar-21	Occupational Safety and Health	Emergency Preparedness	Fire extinguishers were not properly maintained and some areas were missing fire extinguishers.	Provide adequate firefighting equipment and Ensure regular maintenance is done.	All fire extinguishers are correctly inspected by American fire every month. The compliance officer makes a daily check to ensure all fire extinguishers are well inspected. The factory makes sure that all fire hoses are accessible and in good condition.	27
Mar-21	Occupational Safety and Health	Emergency Preparedness	Smoke detectors and alarm have not been installed in the trim warehouse.	The factory needs to install fire detection system in all areas of the workplace.		27
Mar-21	Occupational Safety and Health	Health Services and First Aid	Insufficient number workers trained in first aids.	Train at least 10% of the workforce in first aids	The factory has been provided first aid training to 248.	27
Mar-21	Occupational Safety and Health	Health Services and First Aid	Missing supplies in first aid boxes.	Inspect and replenish the first aid boxes regularly.	The factory has already assigned a person to monitor first aid boxes. They updated the inventory list by removing all analgesic acetaminophen; due to COVID-19, the factory is not providing any pills to workers.	8
Mar-21	Occupational Safety and Health	Health Services and First Aid	The factory does not have an onsite medical facilities and staff as required by art. 478 and 479 of the labor code.	Ensure that medical services are available during working hours including during night shift.	The industrial park has an onsite medical facility as required by the law on Free Zone.	27
Mar-21	Occupational Safety and Health	Health Services and First Aid	Free annual medical checks was not provided to workers.	Arrange free annual medical checks for all workers.	A meeting occurred between the park administration and OFATMA about the registration of all factories around of the park. we are waiting for the confirmation of the protocol agreement between the park and OFATMA to finish with the process.	27
Mar-21	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.	The medical checks for workers exposed to work-related hazards has been carried out.	27
Mar-21	Occupational Safety and Health	Health Services and First Aid	Health checks was not provided to workers within the first three months of hiring.	Provide health checks to workers within the first three months of hiring.	A meeting occurred between the park administration and OFATMA about the registration of all factories around of the park. we are waiting for the confirmation of the protocol agreement between the park and OFATMA to finish with the process.	27

Mar-21	Occupational Safety and Health	Welfare Facilities	Eating area is not adequate to accommodate the entire workforce.	The factory needs to find an additional eating area to accommodate workers.		27
Mar-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		27
Mar-21	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure the lighting is adequate and adapted to worker's needs.		8
Mar-21	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable.	Monitor the temperature level and maintain it under 30 C inside the workplace.		27
Mar-21	Occupational Safety and Health	Worker Protection	Social distance is not respected on the factory.	Ensure that 1.5 meter of distance is respected within the workplace.		8
Mar-21	Occupational Safety and Health	Worker Protection	Hazard warning signs missing on electrical panels.	Post hazard signs on all electrical panels.	The electrician has properly maintained the electrical panels by adding the hazard signs.	27
Mar-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system of the factory.	Ensure that all electrical panel are properly maintained.	The electrician has properly maintained the electrical panels.	8
Mar-21	Occupational Safety and Health	Worker Protection	The printing machines are missing pulley guards.	The factory needs to ensure that all machine have the proper safety guards.		27
Mar-21	Occupational Safety and Health	Worker Protection	Several chair without backrests in the sewing areas and standing mats were not available to all workers.	The factory needs to provide chairs with backrest to all workers, tables with footrest or shock absorbing mats to standing workers.		27
Mar-21	Occupational Safety and Health	Worker Protection	The factory did not provide appropriate PPE to all workers.	The factory needs to provide proper PPE to all workers using chemical products.		27
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash stations are missing in two areas of the workplace.	The factory needs to install eyewash station in all areas where chemical products are used.		27
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not provide training for workers and supervisors using chemicals in the spot cleaning area.	The factory needs to provide chemical safety training to all workers and supervisors that are using chemical products.	Training was provided to all workers using chemical products, including supervisors.	27

Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not have appropriate spot cleaning area.	The factory needs to have an isolated area for spot cleaning and ensure that the vacuum machine are working properly. They also need to provide DDE for all workers in the		27
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available in local language for all chemicals used in the workplace.	Translate MSDS in the local language and post them where chemical products are		27
Mar-21	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.		27
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Update inventory of chemicals and hazardous substances in the workplace.		8
Mar-21	Occupational Safety and Health	OSH Management Systems	The factory does not record and submit work-related accidents to OFATMA monthly.	The factory needs to record and submit work related accidents to OFATMA on a monthly basis.		27
Mar-21	Contract and Human Resources	Termination	The factory does not provide the number workers terminated files requested.	The factory need to keep an accurate filing system so requested documents can be submitted in a timely manner.	Factory explained that the files are kept in the CODEVI administration building. They will request copies of all file.	8
Mar-21	Contract and Human Resources	Employment Contracts	The factory does not have an internal work rules approved by the Ministry of Labor.	The factory need to develop the internal regulations and submit the document to the Ministry of Labor for approval.		27
Mar-21	Contract and Human Resources	Employment Contracts	Apprentice contracts were not approved as legally mandated.	Management needs to submit the apprentice contract to the Ministry of Labor for Approval.		27
Mar-21	Compensation	Social Security and Other Benefits	Inaccurate annual salary supplement or bonus payments.	Calculate annual salary supplement or bonus payment based on worker's average earnings		8
Mar-21	Compensation	Social Security and Other Benefits	The factory is not affiliated to OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance and submit employer's contribution regularly.		27

Mar-21	Compensation	Social Security and Other Benefits	The factory is not affiliated with OFATMA for maternity and insurance.	Register with OFATMA for maternity and health insurance. Collect and forward workers' contribution to OFATMA regularly.		27
Mar-21	Compensation	Social Security and Other Benefits	No proof of payment to OFATMA for work related accident for the fiscal year 2020-2021.	The factory needs to make the payment of AFTMA accident insurance on time and keep the records.	Factory submitted roof of payment to OFATMA for work related accident insurance.	27
Mar-21	Compensation	Social Security and Other Benefits	ONA's deduction collected on workers is inaccurate and payments are made late consistently.	Include the lunch break payment in the calculation for workers contribution and forward on time to ONA.		27
Mar-21	Compensation	Social Security and Other Benefits	The calculation of ONA is inaccurate and payments are made late consistently.	Include the lunch break payment in the calculation for workers contribution and forward on time to ONA.		27
Mar-21	Compensation	Paid Leave	The factory pays workers incorrectly for all types of paid time leave and lunch break is not compensate.	The factory needs to pay all types of leave based on worker's average earnings by including the lunch break payment.		8
Mar-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the daily lunch break accurately to all workers.		27
Mar-21	Compensation	Paid Leave	Inaccurate payment for maternity leave.	The factory needs to register with OFATMA for maternity and health insurance. The factory also need to pay for the lunch break.		27
Mar-21	Compensation	Paid Leave	Inaccurate sick leave payment.	Calculate the annual leave on worker's daily average earnings by including the lunch break payment.		27
Mar-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average earnings by including the lunch break payment.		8

Mar-21	Compensation	Wage Information, Use and Deduction	Inaccurate Payroll records.	Ensure that accurate information regarding the hours worked are displayed in the payroll.		27
Mar-21	Compensation	Minimum Wages/Piece Rate Wages	Sometimes workers do not receive full payment due to the bank, which is not sending sufficient bill denomination.	Management needs to make sure that the payroll is done accurately.		27
Assessment October 2019–October 2020						
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.		
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.		
Oct-19	Working Time	Regular Hours	Factory does not provide weekly rest to workers.	Ensure that workers enjoy a weekly rest day.		
Oct-19	Occupational Safety and Health	Emergency Preparedness	Insufficient workers trained in the use of fire-fighting equipment.	Ensure that at least 10% of workers are trained in fire fighting	American fire to come and deliver training for workers.	
Oct-19	Occupational Safety and Health	Emergency Preparedness	Smoke detectors and alarm have not been installed in the trim warehouse.	Ensure trim warehouse building has smoke detectors and alarm.		
Oct-19	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable.	Monitor the temperature level and maintain it under 30 C inside the workplace.		
Oct-19	Occupational Safety and Health	Worker Protection	During the factory tour, assessors several sewing machines without pulley guards.	Develop monitoring and proper maintenance schedule for sewing machines.		
Oct-19	Occupational Safety and Health	Worker Protection	Several chair without backrests in the sewing areas and standing mats were not available to all workers.	Ensure all chairs in usage meet ergonomics requirements including but not limited to proper		
Oct-19	Occupational Safety and Health	Worker Protection	The factory did not provide appropriate PPE to all workers.	Make respective PPE's available to all workers as needed.		

Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash stations are missing in two areas of the workplace.	1. Install EYEWASH station in mechanic shops where workers are using said chemicals.	Compliance officers are in discussion with management for the purchase and installation of eyewash.	
Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not provide training for workers and supervisors using chemicals in the spot cleaning area.	Monitor and restrict access to spot cleaning areas for trained and authorized workers only.	Compliance is actively monitoring and enforcing access to spot cleaning area to only the 3 workers trained for chemicals.	
Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not have appropriate spot cleaning area.	Properly Isolate spot cleaning area from rest of worker population. Install proper exhaust system for removal of vapors 3.Ensure only assigned workers are using chemical equipment.	Exhaust System Installed. Area is isolated by a fence that separates spot cleaning area from other sections.	
Oct-19	Occupational Safety and Health	OSH Management Systems	The factory does not record and submit work-related accidents to OFATMA monthly.	Submit work related accidents to OFATMA on a monthly.		
Oct-19	Contract and Human Resources	Employment Contracts	The factory does not have an internal work rules approved by the Ministry of Labor.	Ensure that factory internal working rules are approved by the Ministry of Labor as required.		
Oct-19	Compensation	Social Security and Other Benefits	The factory is not affiliated with OFATMA for maternity and insurance.	Register with OFATMA for maternity and health insurance. Collect and forward workers' contribution to OFATMA regularly.		
Oct-19	Compensation	Social Security and Other Benefits	No proof of payment on the name of the factory was available at the time of the evaluation visit.	Ensure timely payments are made on behalf of the new factory to OFATMA for work related accident.		
Oct-19	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay lunch break as required by the law of September 2017.		
Oct-19	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Ensure Saturday and Sunday payments are included in the average earnings for maternity leave. Complete registration with OFATMA for maternity and health.		
Oct-19	Compensation	Paid Leave	Inaccurate sick leave payment.	Ensure Saturday and Sunday payments are included in the average earnings for sick leave.		

Oct-19	Compensation	Wage Information, Use and Deduction	Inaccurate Payroll records.	Ensure that all payroll compensation items are consolidated, reported and paid through 1 master payroll.		
Oct-19	Compensation	Social Security and Other Benefits	The calculation of ONA is inaccurate and payments are made late consistently.	Revise the payment procedures to ensure that the employer contribution to ONA is paid accurately and on time. Communicate the new procedures to all relevant parties.	Management is reviewing with the legal department on the interpretation of the law and the payment of the one.	
Oct-19	Compensation	Social Security and Other Benefits	ONA's deduction collected on workers is inaccurate and payments are made late consistently.	Revise the payment procedures to ensure that the workers contribution to ONA is accurate and forwarded on time. Communicate the new procedures to all relevant parties.	The administrative department is working with the legal department to review the payment of the ONA based on the minimum salary.	
Oct-19	Contract and Human Resources	Contracting Procedures	Apprentice contracts were not approved 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.		
Oct-19	Occupational Safety and Health	OSH Management Systems	Management could not provide evidence of OSH assessment reports for the last 12 months.	Conduct an assessment of general occupational safety and health (OSH) issues in all buildings. Inform workers of the results of the assessment.	BrandM's compliance department performs internal health and safety audits in factories. There is an OSH committee that helps to inform the workers.	
Oct-19	Occupational Safety and Health	Health Services and First Aid	Insufficient workers trained in first aids.	Train at least 10% of the workforce in first aids.	Evidence of 47 workers from AM2 were trained in First Aids in the last 12 months, which represents a 2.56% of the total workforce. Coordinating more trainings about First Aids.	
Oct-19	Occupational Safety and Health	Health Services and First Aid	The factory does not have an onsite medical facilities and staff as required by art. 478 and 479 of the labor code.	Increase the number of nurses to meet the legal requirements.		
Oct-19	Occupational Safety and Health	Health Services and First Aid	Free annual medical checks was not provided to workers.	Provide annual medical checks for all workers.	CODEVI administration works on this issue together with the health department so that the medical check-ups are done to all workers.	

Oct-19	Occupational Safety and Health	Health Services and First Aid	Free health checks was not provided to workers exposed to work-related hazards.	Provide medical checks to workers exposed to work related hazards twice a year.	Management shared a list of 278 workers who are supposed to receive special medical checks related to hazards. However, this list only state 274 spirometry and 4 audiometry's.	
Oct-19	Occupational Safety and Health	Health Services and First Aid	Health checks was not provided to workers within the first three months of hiring.	Provide medical checks within the first three months of hiring for all new workers.	CODEVI administration works on this issue together with the health department so that the medical check-ups are done to all workers.	
Oct-19	Occupational Safety and Health	Welfare Facilities	Eating area is not adequate to accommodate the entire workforce.	Increase the eating areas available for workers.	We have different lunch times to prevent people from having places to sit and eat.	
Oct-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets to meet the legal requirements.	The management is creating a plan to solve the problem.	
Oct-19	Occupational Safety and Health	Worker Protection	Assessors observed missing hazard signs on electrical panels in 2 buildings. Management said that signs are available and will be posted as soon as possible.	Install proper hazard signs on all the electrical panels.	Proper hazard signs have been posted in the electrical panels.	
Oct-19	Occupational Safety and Health	Emergency Preparedness	The escape route need to be clearly marked and the evacuation map is outdated.	Post updated evacuation plans for all buildings.	Evacuation plan updated and properly posted.	
Oct-19	Occupational Safety and Health	Emergency Preparedness	During the factory tour EAs, noticed aisles obstructed with fabrics in several buildings.	Keep all emergency exits and aisles unobstructed and easily accessible. Educate the employee's about 5's.	It has been reduced the aisles obstructed and the process will be monitored.	
Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available in local language for all chemicals used in the workplace.	Keep chemical safety data sheets for all hazardous chemicals used in the workplace. Ensure that MSDS are in local language and posted in all areas where these substances are used or stored in the workplace.	AM2 put all MSDS in local language available at the different areas.	
Oct-19	Occupational Safety and Health	Worker Protection	The factory did not provide appropriate PPE to all workers.	Provide all required PPEs in all buildings. Educate about the properly use and the importance of using PPE.	Management have an action plan together with human resources for employees to use PPE. Proper masks were provided for spot cleaning workers.	

Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Ensure that all chemicals and hazardous substances used in the workplace are properly labelled.	Labels corresponding to the chemical containers were placed.	
Oct-19	Occupational Safety and Health	Emergency Preparedness	Fire extinguishers were not properly maintained.	Ensure that all fire extinguishers are properly maintained and unobstructed.	Internal audits are carried out on a monthly basis to ensure all extinguishers are in proper conditions. A certified external company inspect fire extinguishers also on a monthly basis.	



Factory: Centri Group S.A.
Location: Arrondissement de Port-au-Prince
Number of workers: 417
Date of registration: Oct-18
Date of last two Better Work assessments: Jul-19 Feb-21

Advisory and Training Services

26-Nov-21	Virtual advisory meeting	Virtual meeting with the OSH committee on how to better prevent accidents at work. Virtual OSH tour on emergency preparedness and chemical management. Meeting with the compliance team to validate pending issues on the improvement plan and review the payment upon termination. Provide guidance on how to resolve industrial conflicts.
15-Oct-21	Virtual advisory meeting	Virtual meeting with the OSH committee on COVID 19 and implementation of the bipartite committee. Meeting with union leaders on general OSH issues and the work stoppage. Meeting with the HR Manager to review the last payroll.
6-Aug-21	Training	Virtual training on emergency preparedness
6-Aug-21	Virtual advisory meeting	Virtual OSH tour on Emergency preparedness, chemical management and PPE. Meeting with the compliance team to review the improvement plan and Payroll records.
10-Jun-21	Virtual advisory meeting	Meeting with the OSH committee to follow up on COVID-19 protocol and emergency preparedness. Virtual OSH tour to verify Chemicals management and labelling. Document review: Disciplinary measure. Review and update the improvement plan and complete the first Progress report.
5-May-21	Virtual advisory meeting	Virtual meeting to review the OSH policy and establish OSH priorities. Meeting with the compliance team to review the improvement plan. Present the Matrix of key OSH responsibilities. Documents review: Internal work rules and FOA policy.
7-Apr-21	Virtual advisory meeting	To present the assessment result and discuss about the training needs with the bipartite committee. Meeting with the compliance team to review the last assessment report and identify the root causes. Short training session on the first progress Report.
5-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98.
14-Oct-20	Virtual advisory meeting	Virtual Advisory to review & discuss termination payment calculations [boni, conge, pre-avis] on files over the last 90 days.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2021						
Feb-21	Occupational Safety and Health	Worker Protection	The factory check all workers and visitors body temperature upon entry but does not keep a registry for all persons who present a temperature of 38C and above.	Assign someone to update the registry and Keep records of temperature of 38 C and above.	A check list has been created to register worker with temperature over 38 degree C.	13

Feb-21	Occupational Safety and Health	OSH Management Systems	The factory does not have a checklist to record the daily cleaning and disinfection of the workplace and it is not included in the COVID protocol of the factory.	Implement a checklist to records the daily cleaning.	A checklist has been implemented by the factory.	13
Feb-21	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Review and update the COVID-19 Procedure.	The compliance team reviewed the COVID-19 protocol to comply with the suggestions.	13
Feb-21	Occupational Safety and Health	Worker Protection	The batteries terminals in the generator room were not covered.	Train workers on electrical hazards. Install insulation cover.	Insulation cover has been installed on the battery terminals. The daily checklist has been updated.	9
Feb-21	Occupational Safety and Health	Worker Protection	Workers who are working at heights do not have PPE. As well most workers do not use their masks to prevent the risks of exposure to COVID-19.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.	The Stock keeper is in charge of providing and renewing the PPEs.	9
Feb-21	Occupational Safety and Health	Welfare Facilities	The water test results revealed the presence of colonies after 48 hours up to 65/ml.	Request information from the supplier on the specifications and Provide safe drinking water to workers.	The factory management decided to have another supplier. The Compliance manager is in charge of the monthly water test.	9
Feb-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		28
Feb-21	Occupational Safety and Health	OSH Management Systems	The factory does not record and submit work related accidents to OFATMA on a monthly basis.	Assigns someone to records and submit work related accidents on a monthly basis.	The work related accidents are sent to OFATMA each month starting from march 2021.	9
Feb-21	Occupational Safety and Health	Health Services and First Aid	Less than 10 percent of the workforce trained in first aid.	Provide additional training on first aid.	Additional training has been conducted.	9
Feb-21	Occupational Safety and Health	Health Services and First Aid	Two first aids boxes are missing supplies.	Equip the first aid boxes and define who is responsible to check them. Have a daily-weekly check list.	The first aid Boxes has been equipped. The Compliance manager is in charge of the verification on a daily basis.	9

Feb-21	Occupational Safety and Health	Health Services and First Aid	Onsite medical facilities and staff is insufficient.	Hire the required medical staff.		28
Feb-21	Occupational Safety and Health	Health Services and First Aid	Annual medical checks are not provide to all workers.	Provide health checks at not cost for workers.	The health cards has been paid for the fiscal year 2019-2020. OFATMA came on February 2021 for the medical check.	28
Feb-21	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.	The Medical check has been conducted on February 2021. The Next medical check is scheduled for August 2021.	28
Feb-21	Occupational Safety and Health	Health Services and First Aid	Management did not share evidence that medical checks were provided to workers in their first three months of hiring.	Pay the CDS and provide free health checks to workers.	The Payment for the fiscal year 2020-2021 has been done.	28
Feb-21	Occupational Safety and Health	Emergency Preparedness	The last fire drill was conducted in July 2020, and the one before that, in November 2019	Conduct at least 2 emergency drill per calendar year every 6 months	2 emergency drill has been conducted for the past 12 months.	9
Feb-21	Occupational Safety and Health	Emergency Preparedness	Evacuation routes is obstructed during working hours.	Provide more trainings to worker and provide additional space for storage	A training has been prepared to remind the importance of having the routes free of obstruction.	28
Feb-21	Occupational Safety and Health	Emergency Preparedness	The escape routes are not clearly marked. The meeting point need to be relocated and the evacuation plans should be updated to accurately reflect the layout of the building	Update the evacuation map. Then Paint evacuation arrows and signs on the factory floor.	The evacuation arrows has been painted. Yellow line has been painted to show exit path way.	9
Feb-21	Occupational Safety and Health	Emergency Preparedness	one fire extinguisher was undercharged in the forklift machine.	Provide adequate firefighting equipment.	A daily checklist has been implemented to verify the condition of the equipment.	9
Feb-21	Occupational Safety and Health	Emergency Preparedness	Fire detection and alarm system is not synchronized.	Have a fire detection and alarm system suitable for the factory conditions.	The Alarm system has been verified and is working well. A weekly check list has been implemented for the verification	9
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The eyewash station was not available in the mechanic shop where chemicals are used	Provide eye washing station or eye wash bottles where chemicals are used	Two eye wash stations have been installed.	28

Feb-21	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.	28
Feb-21	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 containers in use have been labeled.	28
Feb-21	Contract and Human Resources	Employment Contracts	The factory has an internal work rules approved by the Ministry of Labor. However, the break time and payroll time, are not included in the internal work rules.	Include the break time and payroll time in the internal work rules.	The update has been done in the Internal work rules.	9
Feb-21	Contract and Human Resources	Employment Contracts	The factory's internal security officer did not receive the entire annual leave after one year of service.	Have an agreement with the workers and request authorization from MAST.	The factory has an agreement with the internal security agent to receive their Annual leave in a different period.	9
Feb-21	Compensation	Social Security and Other Benefits	The factory did not provide proof of salary statements to OFATMA for the payment of the fiscal year 2020-2021 work related accident insurance.	Discuss legal requirement with the company General Manager. Ensure that payment is made in a timely manner	The factory is affiliated with OFATMA for accident insurance and made the payments for the fiscal year 2020-2021.	9
Assessment July 2019						
Jul-19	Occupational Safety and Health	OSH Management Systems	The factory check all workers' and visitors' body temperature upon entry however it 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.		
Jul-19	Occupational Safety and Health	OSH Management Systems	Factory did not provide training documentation and/or awareness 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.		
Jul-19	Occupational Safety and Health	OSH Management Systems	The factory does not have a checklist to record the daily cleaning and disinfection of the workplace and it is not include in the COVID protocol of the factory.	Implement a checklist to records the daily cleaning.		

Jul-19	Occupational Safety and Health	Emergency Preparedness	Insufficient number of workers trained in fire fighting.	Conduct fire fighting training for 10% of the workforce.	Training was done on November 29, 2019	
Jul-19	Occupational Safety and Health	Emergency Preparedness	At the time of factory tour, assessors observed that the escape route were obstructed by an inspection table.	Ensure that escape routes are not obstructed.		
Jul-19	Occupational Safety and Health	Emergency Preparedness	Although the factories have enough fire extinguishers, assessors observed that 5 fire extinguishers were not properly charged (2 missing pressure and 3 overcharged), 1 fire extinguisher is missing on the floor.	Ensure that number of fire extinguishers is sufficient and are properly charged	The factory has contracted a company who is in charge of the monthly service of the extinguishers.	
Jul-19	Occupational Safety and Health	Health Services and First Aid	The factory provides first aid training. However, the total number of workers trained in first aid is less 10 percent of the workforce as recommended by Better Work.	Ensure that 10% of the workforce are trained in FIRST AID.	Training was done on November 29, 2019	
Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Have a permanent onsite medical service with at least 2 nurses.		
Jul-19	Occupational Safety and Health	Health Services and First Aid	Management did not share evidence that annual medical checks were provided to workers.	Coordinate with OFATMA to conduct medical checks annually for workers.	The factory paid OFATMA for work related accident and is therefore responsible for medical checks.	
Jul-19	Occupational Safety and Health	Health Services and First Aid	Management did not share evidence that medical checks were provided to workers exposed to work related hazards.	Provide medical checks to workers exposed to work related hazards as prescribed in the labor code.	The factory paid OFATMA for work related accident and is therefore responsible for medical checks.	
Jul-19	Occupational Safety and Health	Health Services and First Aid	Management did not share 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	The Factory paid OFATMA for work related accident and is therefore responsible for medical checks.	
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 the all the toilets.		

Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilet.	Build additional toilets to meet the required amount of toilets for men and women.	The factory has built additional toilets to meet the requirement.	
Jul-19	Occupational Safety and Health	Working Environment	The light levels are insufficient.	Increase the luminosity in the pressing area.	The pressing section has been relocated.	
Jul-19	Occupational Safety and Health	Worker Protection	Hazard signs was missing on electrical panel in the generator room and mechanic room.	Identify all the Electrical panel	The hazard signs on the electrical panel have been posted.	
Jul-19	Occupational Safety and Health	Worker Protection	Electrical wires are not properly maintained.	Ensure circuit breakers, wires and boxes are adequately covered.	The factory has reinforced the internal OSH audit.	
Jul-19	Occupational Safety and Health	Worker Protection	The factory did not share records of any training for workers on proper use of personal protective equipment.	Ensure availability of PPE for workers as necessary. Conduct and document training delivered internally by the factory on provided PPE.	The trainings on PPE has been conducted by the factory.	
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station is not available where chemicals are used.	Ensure installation of the eye wash and provide training on proper utilization.	The new eyewash has been installed and all the employees working in the cleaning station received the training on proper utilization.	
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Evidence of training on chemical was not available.	Insure that we have the proof that all the employees using the chemical product are trained.	Training on chemical management has been conducted.	
Jul-19	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.	
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The propane Gas tank on the forklift machine had no labeling indicating chemical classification, hazards and safety precautions.	Identify the propane Gas tank in the Forklift machine	The Propane Gas Tank has been properly labelled.	
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemical is incomplete.	Include all the products in the inventory and specify the location where chemicals are stored in the factory.	The factory kept a monitoring systems in place.	

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.	Continuously send the report to the OFATMA.	On a monthly basis the factory send the report to Obama.	
Jul-19	Occupational Safety and Health	OSH Management Systems	The employer did not perform an evaluation of general occupational safety and health issues in the workplace.	Conduct regular meetings with the committee and keep records of the minutes	The factory identify the bipartite members who will be representing the management of the company.	
Jul-19	Occupational Safety and Health	OSH Management Systems	The employer did not perform an evaluation of general occupational safety and health issues in the workplace.	Put in place a Compliance department to conduct the OSH self assessment.	The factory has recruited a health and safety officer and also we have now a HR and compliance Director who are both performing self assessment.	
Jul-19	Contract and Human Resources	Dialogue, Discipline and Disputes	No documents were shared to support the disciplinary sanctions or firing. Such document does not exist yet.	keep written records of each worker's disciplinary sanctions, warnings, sanctions and the reasons and dates they occurred.	factory keep written records of each worker's disciplinary sanctions, warnings, sanctions and the reasons and dates they occurred.	
Jul-19	Contract and Human Resources	Employment Contracts	Although the written contracts specify the terms and conditions of employment. Several were not signed by the workers and were missing other specifications such as workers ID and employer's representative signature.	Ensure all elements of contracts are included and signed (ID, signatures, hours of works, nature of work etc..)	The factory has inspected sample of 30 contracts. All elements are included.	
Jul-19	Compensation	Social Security and Other Benefits	Payroll records and workers list sent to OFATMA revealed that the employer does register 63 out of 382 management staff and production workers for maternity and health insurance.	Ensure that workers are enrolled as required within the limits of the 3 months.	246 WORKERS ARE NOW REGISTERED. Factory performs registration after probation. Its an ongoing process.	
Jul-19	Compensation	Social Security and Other Benefits	Payroll records and workers list sent to OFATMA revealed that the employer does register 63 out of 382 management staff and production workers for maternity and health insurance.	Ensure registration of workers into OFATMA for maternity and health insurance based on agreed upon date in the factory internal working rules.	FACTORY enrolled workers as they complete their probation period.	

Jul-19	Compensation	Social Security and Other Benefits	The factory contribute 3% of workers' salary to OFATMA for work related accident. However, only the payment was made after the deadline prescribed in the invoice.	Honor Timely Payments to OFATMA according to installment agreements.	The factory has paid the total amount Requested by OFATMA.	
Jul-19	Compensation	Wage Information, Use and Deduction	The attendance sheets are manually reported by line supervisors. Consequently, the corresponding payments may not reflect real working hours.	1. Pay overtime hours worked with 50% premium as required 2. Adopt a digital system where workers can self record times worked.	The finger print system will be link to the payroll.	
Jul-19	Child Labour	Documentation and Protection of Young Workers	Assessors did not see any workers who appeared to be underage. However, employer failed to provide for several workers, appropriate employment records with Government issued IDs indicating that workers were above the minimum age requirement.	1. Confirm government issued identification at the beginning of the recruitment process 2. Conduct monthly checks of random worker files to verify compliance.	The factory has changed the recruitment policy to require ID at the beginning of the process.	



Factory: Caribbean Island Apparel
Location: Port-au-Prince
Number of workers: 2839
Date of registration: Aug-13
Date of last two Better Work assessments: Mar-20 Nov-21

Advisory and Training Services

01-Oct-21	Advisory meeting	Discussion with management on ONA and OFATMA payment status. Discussion was also on the impact of fuel shortage on factory activities.
01-Sep-21	Advisory meeting	Discussion with management on improvement plan and Factory updates. Meeting with PICC members on different concerns.
25-May-21	Advisory meeting	Meeting with management to discuss the status of issues in the improvement plan and preventive measures against Covid 19. Bipartite meeting to address worker's concerns about Covid 19.
22-Apr-21	Training	Sexual Harassment Awareness and Prevention
26-Jan-21	Advisory meeting	Meeting with management and bipartite committee to review the factory's performance for 2020, advisory plan for 2021, priorities and perspectives.
07-Oct-20	Advisory meeting	Meeting to discuss social security payments, worker terminations and training on the handling of chemical products.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment November 2021						
Nov-21	Occupational Safety and Health	Emergency Preparedness	Obstructed aisles in building 14 of the factory.	Keep aisles free of any obstruction.		
Nov-21	Occupational Safety and Health	Emergency Preparedness	Unmarked escape routes.	Mark all evacuation routes.		25
Nov-21	Occupational Safety and Health	Health Services and First Aid	No first aid boxes available in building where workers are present.	Install at least one first aid box in each Building.		
Nov-21	Occupational Safety and Health	Health Services and First Aid	Insufficient doctor's visit.	Have a permanent onsite medical service, with at least 3 doctor's visits per week.		
Nov-21	Occupational Safety and Health	Welfare Facilities	Insufficient toilets for women and men.	Provide adequate number of toilets for men and women.		32
Nov-21	Occupational Safety and Health	Working Environment	Insufficient level of lighting.	Ensure adequate light levels in all production areas.		32
Nov-21	Occupational Safety and Health	Working Environment	Inadequate temperature levels.	Keep temperature at an acceptable level in all production areas.		39
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Spot cleaning section where chemical products are used, is too close to the sewing section.	Isolate the use of chemicals in the workplace.		25
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical inventory was not accurate and did not include all chemicals used in the workplace.	Update the chemical inventory accordingly.		

Nov-21	Contracts and Human Resources	Employment Contracts	The factory's internal work rules does not include the payroll date and time.	Edit the internal work rules and add payroll date and time.		
Nov-21	Contracts and Human Resources	Employment Contracts	Payment notice upon termination does not include lunch break payment.	Pay the lunch break and include it in the calculation of all payments.		25
Nov-21	Compensation	Social Security and Other Benefits	The calculation for annual salary supplement or bonus does not include the lunch break payment.	Pay the lunch break and include it in the calculation of all payments.		
Nov-21	Compensation	Social Security and Other Benefits	Employer contribution to OFATMA is based on the minimum salary and does not include the lunch break payment.	Pay OFATMA on time and payment should be based on basic salary including the lunch break payment.		25
Nov-21	Compensation	Social Security and Other Benefits	Workers' contribution to OFATMA is based on the minimum salary and does not include the lunch break payment.	Pay OFATMA on time and payment should be based on basic salary including the lunch break payment.		25
Nov-21	Compensation	Social Security and Other Benefits	The employer pays OFATMA 2 percent of the estimated salary for the fiscal year instead of 3 percent as prescribed by law.	Pay 3 percent of workers' salary to OFATMA for accident insurance.		19
Nov-21	Compensation	Social Security and Other Benefits	Late and inaccurate payment for worker's contributions to ONA.	Pay ONA on time and payment should be based on basic salary including the lunch break payment.		31
Nov-21	Compensation	Social Security and Other Benefits	Late and inaccurate payment for employer's contributions to ONA.	Pay ONA on time and payment should be based on basic salary including the lunch break payment.		31
Nov-21	Compensation	Paid Leave	Incorrect payment for annual leave, Sick leave and maternity leave.	Pay the lunch break and include it in the calculation for all payments.		
Nov-21	Compensation	Paid Leave	Lunch break is not compensated.	Pay the lunch break and include it in the calculation for all payments.		
Nov-21	Compensation	Paid Leave	Maternity leave payment does not include the lunch break payment.	Pay the lunch break and include it in the calculation for all payments.		
Nov-21	Compensation	Paid Leave	Sick leave payment does not include the lunch break payment.	Pay the lunch break and include it in the calculation for all payments.		
Nov-21	Compensation	Paid Leave	Annual leave payment does not include the lunch break payment.	Pay the lunch break and include it in the calculation for all payments.		38

Assessment March 2020-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.		
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.		
Oct-20	Occupational Safety and Health	Worker Protection	Internal training records of on COVID-19 was not available.	Share training records with BWH advisors.		
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.	
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.		
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.		
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.	
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.		
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.		
Mar-20	Occupational Safety and Health	Working Environment	Inadequate temperature levels.	Ensure adequate temperatures based on BW guidelines considering various push & pull systems.		
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.	
Mar-20	Occupational Safety and Health	Worker Protection	Missing guard on some sewing machines.	Install all the required safety guards.	Missing guards were replaced.	
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.	

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.		
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.	
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.	
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.		
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.		
Mar-20	Compensation	Paid Leave	Lunch break no compensated according to the law.	Compensate lunch break as required by the law of September 2017.		



Factory: Cleveland Manufacturing S.A.
Location: Arrondissement de Port-au-Prince
Number of workers: 1969
Date of registration: Jul-16
Date of last two Better Work assessments: Feb-20 Nov-21

Advisory and Training Services

22-Oct-21	Advisory meeting	Virtual OSH tour: Emergency preparedness, chemical management systems, personal protective equipment. Meeting with breastfeeding and pregnant women. Documentations review: Payroll, training records, HR management systems.
5-Aug-21	Training	Virtual training on HIV/AIDS.
6-Jul-21	Advisory meeting	Virtual OSH Tour: Emergency preparedness, chemical management. Meeting with Union representative on freedom of association. Meeting with the compliance team to verify the improvement plan and follow up on Social Security issues.
18-Jun-21	Training	Virtual training on Emergency Preparedness.
7-May-21	Training	Virtual training on Workplace Cooperation & Communication.
6-May-21	Training	Virtual training on Sexual Harassment Awareness and Prevention .
5-May-21	Training	Virtual training on Covid-19 Emergency Preparedness.
28-Apr-21	Training	Virtual OSH Event workshop.
26-Apr-21	Advisory meeting	Virtual meeting with the compliance team to review the improvement plan. Document review: COVID-19 policy, accident investigation, risk assessment. Virtual OSH tour on emergency preparedness and meeting with the OSH committee.
5-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98.
4-Mar-21	Training	Virtual Webinar on Covid-19 Human Resources Management (HRM).
3-Mar-21	Training	Virtual training on Covid-19 Emergency Preparedness.
22-Jan-21	Advisory meeting	Virtual meeting with the compliance team to review the improvement plan: Compensation, working environment, health services, COVID 19 policy. Meeting with the OSH committee to discuss the objective of the committee and some possible roles.
6-Nov-20	Advisory meeting	Virtual meeting with HR to review payment upon terminations, breaks for pregnant women and breastfeeding women, validate pending issues on the Improvement Plan. Virtual tour to verify OSH issues.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment November 2021						
Nov-21	Working Time	Leave	Workers received 12 days of annual leave instead of the 15 days as prescribed by law.	Provide 15 days of annual leave to workers after one year of service.		1
Nov-21	Working Time	Regular Hours	The hours worked on Sunday are not computed nor displayed in the payroll.	Ensure that all working hours are displayed in the payroll.		1

Nov-21	Working Time	Regular Hours	The regular working hours are from 7:00 AM to 4:00 PM (including a 1 hour daily break), (6) days per week, which is equivalent to 9 hours per day and 54 hours per week.	Revise the internal regulations and make sure that the regular hours do not exceed 48 hours per week.		1
Nov-21	Occupational Safety and Health	Emergency Preparedness	Source of ignition not properly safeguarded.	Provide additional training to workers on electrical hazards. Display picture of electrical hazards on the floor.		57
Nov-21	Occupational Safety and Health	Emergency Preparedness	Obstructed exit doors and escape routes.	Remind supervisors about their responsibility to enforce OSH in their area. Review and update the internal audit procedure.		21
Nov-21	Occupational Safety and Health	Emergency Preparedness	Escape routes not clearly marked in one building.	Paint evacuation arrows and yellow lines on the floor to show the exit pathway. Specify who conducts additional daily/weekly checks.		21
Nov-21	Occupational Safety and Health	Emergency Preparedness	Two fire extinguishers were obstructed and not readily accessible.	Set up additional workshop for workers. Review and update the internal audit procedure.		42
Nov-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire additional medical staff to have at least 10 nurses for the current workforce.		21
Nov-21	Occupational Safety and Health	Health Services and First Aid	Workers did not received an annual health check performed by OFTAMA as prescribed by law.	Discuss the legal requirements with the General Manager Pay the health cards. Provide free annual health checks to all workers.		57
Nov-21	Occupational Safety and Health	Health Services and First Aid	Newly hired workers have not received the health cards nor a free health check within the first 3 month of hiring.	Pay the health cards. keep record of the invoice received from OFATMA for work related accident. Ensure that workers received the health cards within the first 3 month of hiring.		21
Nov-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilet to have at least one toilet for every 25 men and one toilet for every 15 women.		21

Nov-21	Occupational Safety and Health	Working Environment	Workplace is not kept free of dust and used material are scattered around.	Have in place a housekeeping plan.		1
Nov-21	Occupational Safety and Health	Working Environment	Light level is insufficient in several sections.	Increase the light level to reach 300 lux in Pressing section, 500 lux in Sewing, cutting, packing. 750 lux in trimming, Inspection section.		1
Nov-21	Occupational Safety and Health	Working Environment	Workplace temperature exceed 30 C in all buildings.	Increase the ventilation with additional fans. Conduct regular measurement of temperature & compare with threshold value.		57
Nov-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical wiring system.	Display picture of electrical hazards. Include this aspects in the daily and weekly checks. Perform regular maintenance of electrical system.		57
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The spot cleaning area, where chemicals are used, does not have an adequate eye wash station.	Review and update the internal audit procedure. Install an eye wash station near the spot cleaning area.		1
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabeled containers of chemical and hazardous substances found in the workplace.	Provide additional training for workers and supervisors. Review and update the internal audit procedure. Label all containers.		57
Nov-21	Contracts and Human Resources	Termination	The payment calculation for the annual bonus does not include the lunch break payment.	Pay the lunch break and include the payment in the average salary.		1
Nov-21	Contracts and Human Resources	Termination	The payment for unused paid annual leave upon termination does not include the lunch break payment.	Pay the lunch break and include the payment in the average salary.		1
Nov-21	Contracts and Human Resources	Termination	The payment for the applicable notice period does not include the lunch break payment.	Pay the lunch break and include the payment in the calculation of the notice period.		1
Nov-21	Contracts and Human Resources	Employment Contracts	Several workers did not receive a copy of the contract.	Provide a contract to all employees.		21

Nov-21	Compensation	Social Security and Other Benefits	The payment calculation for the annual salary supplement or bonus does not include the lunch break payment.	Pay the lunch break and include the payment in the annual salary supplement or bonus.		1
Nov-21	Compensation	Social Security and Other Benefits	The factory collects less than 3 percent of the workers' basic salary for workers contributions. Furthermore, it does not forward the contribution to OFATMA for maternity and health insurance on time.	Pay the lunch break and Forward worker's contribution to OFATMA within the first 10 business days of the next month for the previous month.		57
Nov-21	Compensation	Social Security and Other Benefits	Factory started to pay the employer's contribution to OFATMA for maternity and health. However, at the time of the assessment visit, only one payment had been made on September 2021 for the month of August 2021.	Pay the lunch break and Forward employer contribution to OFATMA within the first 10 business days of the next month for the previous month.		57
Nov-21	Compensation	Social Security and Other Benefits	The factory did not share the initial invoice that could allow the assessors to check if these amounts correspond to the amount to be paid for the fiscal year 2020-2021 and if the payment was finalized.	Keep records of the invoice received from OFATMA. Pay OFATMA work related accident on time.		57
Nov-21	Occupational Safety and Health	Social Security and Other Benefits	The employer does not forward the collected contribution to ONA on a monthly basis.	Pay the lunch break and Forward worker's contribution to ONA within the first 10 business days of the next month for the previous month.		57
Nov-21	Occupational Safety and Health	Social Security and Other Benefits	The employer contribution to ONA is not calculated on workers' average salary and does not include the lunch break payment.	Pay the lunch break and Forward employer contribution to ONA within the first 10 business days of the next month for the previous month.		57
Nov-21	Compensation	Paid Leave	The factory did not pay annual leave, Sick leave, maternity leave and the daily break correctly.	Pay the lunch break and include it in the calculation of annual leave, sick leave, maternity leave.		1
Nov-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the lunch break.		1

Nov-21	Compensation	Paid Leave	Workers received 6 weeks of maternity leave payments instead of the 12 weeks prescribed by the law.	Discuss legal requirements with the General Manager. Pay the lunch break and include the it in the calculation of the maternity leave payment		1
Nov-21	Compensation	Paid Leave	Sick leave payments are based on average daily earnings. However, the calculation does not include the lunch break payment.	Discuss legal requirements with the General Manager. Pay the lunch break and include it in the calculation of sick leave.		1
Nov-21	Compensation	Paid Leave	The daily break is not compensated and not included in the calculation of the annual leave payment.	Discuss legal requirements with the General Manager Pay the lunch break and include it in the calculation of annual leave.		1
Assessment October 2020-February 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.	
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.	
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.	
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.	
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 .	

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.		
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.	
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.	
Feb-20	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		
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 .	
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.	
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.		
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.	
Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		
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.	

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 .	
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	
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.	
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.	Chairs with proper backrest have been provided to workers	
Feb-20	Occupational Safety and Health	Worker Protection	The employer did not provide employees with all necessary personal protective clothing and equipment to workers working at height .	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.	The company Provides PPE to all workers.	
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.	
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.	
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.	
Feb-20	Occupational Safety and Health	OSH Management Systems	Workers in the stock room did not used 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.	
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 .		

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.	
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		
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.		
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.		
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.		
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.		
Feb-20	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Register with OFATMA for maternity and health insurance.		
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.	



Factory: Digneron Manufacturing SA
Location: Arrondissement de Croix des Bouquets
Number of workers: 1576
Date of registration: Oct-18
Date of last two Better Work assessments: May-19 Feb-21

Advisory and Training Services

27-Oct-21	Training	Virtual Webinar on Intercultural Communication in the Textile Industry.
9-Sep-21	Virtual advisory meeting	Meeting with management to review the improvement plan. Meeting with committee on current security situation and its impact on the working conditions and ways to prevent absenteeism.
11-Aug-21	Training	Virtual Negotiation Skills.
30-Jul-21	Virtual advisory meeting	Discussion with management on the Improvement plan and remediation needed to complete the NC points. Recommendation made for improvements on social dialogue.
26-May-21	Virtual advisory meeting	Virtual management meeting on the improvement plan. Factory to finalize the progress report. Virtual bipartite meeting to discuss workers' concern regarding OFATMA and the second wave of COVID19.
22-Mar-21	Virtual advisory meeting	Virtual advisory meeting with management on newly released improvement plan. Discussion on road map to identify priorities post evaluation.
5-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98.
22-Jan-21	Virtual advisory meeting	Virtual meeting with management on factory's improvement. Virtual meeting with bipartite committee on achievement and successes of bipartite committee.
15-Dec-20	Virtual advisory meeting	Virtual meeting with management on 2020 performance and perspective for 2021. Virtual meeting with bipartite committee on 2020 successes and challenges.
25-Nov-20	Virtual advisory meeting	Virtual meeting with management on factory's improvements. Virtual meeting with bipartite committee on achievement and successes of bipartite committee.
10-Sep-20	Virtual advisory meeting	Virtual meeting with management on Compensation. Bipartite meeting on Self diagnosis. Meeting with trade union on social dialogue inside Digneron.
11-Sep-20	Training	Virtual Hygiene and Prevention against Covid-19.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2021						
Feb-21	Compensation	Method of Payment	Salary payment made 5 days after the payday and also the payment is made very late on that day until 6pm.	Pay workers' salary on time.	A new calendar has been established. The factory will monitored the new system for effectiveness.	13

Feb-21	Compensation	Social Security and Other Benefits	Employer's deduction to ONA is consistently submitted late.	Pay within the first 10 business days of the next month for the previous month.	The factory hired a firm to complete this task of forwarding the payment to the competent authorities. The payments are made within the first 10 business days of the next month for the previous month.	35
Feb-21	Compensation	Social Security and Other Benefits	Worker's deduction to ONA is consistently submitted late.	Pay within the first 10 business days of the next month for the previous month.	The payment is made within the first 10 business days of the next month for the previous month. Factory has contracted an external firm to execute the payment on time.	35
Feb-21	Compensation	Social Security and Other Benefits	Proof of payment for OFATMA accident insurance is unavailable at the time of the assessment visit.	Complete the payment for fiscal 2020-2021. Ensure that CDS is included in the invoice. Pay the health card.(CDS)	The factory has sent letter to OFATMA asking for the invoice.	35
Feb-21	Compensation	Social Security and Other Benefits	Employer's contribution for OFATMA maternity and health payment is consistently submitted late.	Ensure that the monthly payment is made within the 10 first working days of the following month.	Factory made the payment within the 10 first working days of the following month. Factory has contracted an external firm to execute the payment on time.	35
Feb-21	Compensation	Social Security and Other Benefits	Workers deduction to OFATMA is consistently submitted late.	Ensure that the monthly payment is made within the 10 first working days of the following month.	The payment is made within the 10 first working days of the following month.	35
Feb-21	Contract and Human Resources	Employment Contracts	Internal work rules are missing the working hours.	Update the internal work rules to include the working hours.		12
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unlabeled chemicals found in the workplace.	Label all the chemical used in the factory.	All containers were properly label at the time of the assessment visit. An awareness session was organized following the assessment visit with the workers using chemicals.	35
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical storage room was inside the premise with no appropriate ventilation.	Store the chemical in appropriate conditions.	The chemical room has been relocated outside the premises and the room is now properly ventilated surrounded by a fence wall.	35
Feb-21	Occupational Safety and Health	Worker Protection	Electrical wires were not properly installed in the cafeteria.	Ensure that electrical wires are safeguarded in the cafeteria.	The electrical wire was removed during the assessment visit.	35

Feb-21	Occupational Safety and Health	Worker Protection	Two electrical panels were missing hazard signs.	Place hazard signs on all electrical panels.	Management post warning signs on the electrical panels.	35
Feb-21	Occupational Safety and Health	Worker Protection	Measures to ensure 1.5 meter of distance were not effectively implemented.	Ensure that 1.5 meter of distance is respected on the production floor and during lunch break.	Audio spot are broadcasted on the floor every 30 minutes on safety measures regarding Covid-19. Disciplinary measures are taken when workers refuse to follow the safety measures.	17
Feb-21	Occupational Safety and Health	Worker Protection	Factory does not keep a register for people who presented a temperature of 38 C and above.	Keep a register for all people who present a temperature of 38 C and above.		17
Feb-21	Occupational Safety and Health	Welfare Facilities	Eating area cannot accommodate all the workers.	Have an eating area facility that can accommodate the workers with a social distance of 1.5 meters.		31
Feb-21	Occupational Safety and Health	Health Services and First Aid	Factory does not provide a health checks to workers within the first three months of hiring.	Provide free health checks to workers within the first three months of hiring.		31
Feb-21	Occupational Safety and Health	Health Services and First Aid	Factory does not provide health each to workers exposed to work -related hazard.	Ensure that workers exposed to work-related hazard receive a health check every 6 months.		31
Feb-21	Occupational Safety and Health	Health Services and First Aid	Factory does not provide annual health check to all the workers systematically.	Provide free health check to all workers annually.		31
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire sufficient medical staff to comply with the requirements of the labor code.		31
Feb-21	Occupational Safety and Health	Emergency Preparedness	Shipping area is missing a smoke detector.	Install a smoke detector in the shipping area.		31
Feb-21	Occupational Safety and Health	Emergency Preparedness	Some fire extinguishers are missing the inspection tag.	Ensure that all fire extinguishers have an inspection tag that indicates the inspection dates.	All fire extinguishers have their inspection tag and are properly maintained.	31
Feb-21	Occupational Safety and Health	Emergency Preparedness	The evacuation plan reflected the previous floor layout.	Update the evacuation map to reflect the current floor layout. Ensure that the shipping area is properly marked.	The shipping area floor is properly marked.	31

Feb-21	Occupational Safety and Health	Emergency Preparedness	Escape routes blocked by equipment in packing and shipping area.	Ensure that the aisles remain unobstructed.	Factory provided training to managers in charge, to sensitize them on the risk attached to that. OSH manager is monitoring the situation closely to avoid such issue to reoccur with daily check and consistent reminder.	13
Feb-21	Occupational Safety and Health	Emergency Preparedness	One fire drill conducted in 2020.	Conduct one fire drill every 6 months.	Last fire drill was conducted in April 2021. Factory has conducted 2 fire drill for the year.	13
Feb-21	Occupational Safety and Health	Emergency Preparedness	Less than 10 percent of the workforce trained in fire fighting equipment.	Ensure that 10 percent of the workforce is trained every year in fire fighting.	Firefighter provided the training in April 2021. Gildan has also trained in fire fighting equipment in May 2021. In total, more than 10 percent of the workforce is trained in fire fighting.	13
Feb-21	Working Time	Regular Hours	Attendance system was inaccurate.	Ensure that the attendance system is accurate.	The bug in the system has been fixed. The attendance is now reflecting accurate timesheets.	13
Feb-21	Working Time	Leave	Workers did not receive 15 days of leave after one year of service.	Ensure that workers are entitled to 15 days of annual leave after on year of service.		35

Assessment October 2020- May 2019

Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate Covid 19 protocol.	Factory should include the following in its protocol: •A COVID 19 task force. •Hygiene procedures (Cleaning of workstation, cleaning of machines and tools, and receiving an delivery of supplies). •Reporting Procedures (Method for workers and supervisors to report issues related to COVID 19 to management and government health official). •Handling procedure of suspected cases (Isolation room; PPE; hand washing station; gloves, disposable shoe covers; isolation gown and cap). •Factory should keep a registry for all workers who present a body temperature 38C and above.		
May-19	Working Time	Leave	Workers not entitled to 15 days of leave after one year of service.	Ensure that workers receive 15 days of annual leave after completing 1 year of service.	Annual leave will be done according to the law, all workers entitled to 15 days will receive it.	
May-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	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.	
May-19	Occupational Safety and Health	Health Services and First Aid	Documentation was unavailable in worker's files to confirm the annual checks.	Facilitate free health annual checks for the workers.	The factory provides the free health checks to the workers.	
May-19	Occupational Safety and Health	Health Services and First Aid	Documentation was unavailable in worker's files to confirm medical check provided to workers within their first 3 months of hiring.	Ensure that workers receive a medical check 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.	

May-19	Occupational Safety and Health	Welfare Facilities	Soap was not available at the time of 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.	
May-19	Occupational Safety and Health	Working Environment	Temperature level exceeded 30 C in all sections.	Ensure that temperature level is kept to a maximum of 30 degree 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.	
May-19	Occupational Safety and Health	Worker Protection	Electrical wires were not properly installed in the cafeteria.	Remove the electrical wire.	We removed the connection the same day.	
May-19	Occupational Safety and Health	Worker Protection	No proper mask was available for workers working with Chemicals.	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.	
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The use of chemicals are 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 mask are provided to spot cleaning workers.	
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals is incomplete.	Ensure to have inventory for all chemicals used in the factory.	Chemical management and purchasing make a system when chemical are ordered, it will be the chemical management doing the delivery to ensure that all chemicals purchase will be in the inventory. All the chemical are listed in the master inventory.	
May-19	Occupational Safety and Health	OSH Management Systems	Management could not provide evidence of consultation with workers in doing OSH assessments and of informing workers of the results.	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.	
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 November 2020. On February 2021, factory paid the Month of December 2020.	

May-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of worker'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 reached an agreement with OFATMA to pay the arrears. Factory submitted the proof of payment until the months November 2020. On February 2021, Factory paid the deductions for the months of December 2020.	
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 that evidence of any agreement with OFATMA.	Payment for fiscal year 2018-2019 completed . Payment for fiscal year 2019-2020 completed	
May-19	Compensation	Social Security and Other Benefits	Employer's contributions to ONA are made 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. On February 2021, Factory sent the proof of payment for November and December 2020.	
May-19	Compensation	Social Security and Other Benefits	Worker's contributions to ONA are made 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. On February 2021, factory sent the proof of payment for November and December 2020.	



Factory: Everest Apparel Haiti S.A.
Location: Arrondissement du Trou du Nord
Number of workers: 2,157
Date of registration: Jan-18
Date of last two Better Aug-19 Mar-21
Work assessments:

Advisory and Training Services

29-Nov-21	Bipartite Committee	Meeting to validate the improvement plan, discuss about standards for the transportation system and training for foreign managers.
29-Nov-21	Virtual advisory meeting	Virtual OSH tour on emergency preparedness. Meeting with the compliance team to review and update Better Work portal, Follow up on Sexual harassment policy, FOA policy, Annual leave and boni.
14-Oct-21	Virtual advisory meeting	Meeting with the compliance team to validate pending issues in the improvement plan. Meeting with worker's representatives. Meeting with HR officer team to provide guidance on HR KPI and discuss allegation of sexual harassment.
4-Aug-21	Virtual advisory meeting	Virtual OSH tour: Personal Protective equipment, emergency preparedness, COVID-19 measure. Meeting with Line supervisors and union representatives on General concerns about factory operations, physical abuse case and MAST report. Follow up on strike announcement. Meeting with the compliance team to review: grievance records and factory payroll.
9-Jun-21	Bipartite Committee	Meeting to review the persistence findings, the payroll system and the internal work rules.
26-May-21	Bipartite Committee Meeting	Meeting to present the last assessment report and workplace cooperation.
21-May-21	Training	Virtual Workers' Rights & Responsibilities.
20-May-21	Training	Virtual Training on Socially Responsible Transitioning.
12-May-21	Training	Virtual Training on Sexual Harassment Awareness and Prevention for supervisors.
11-May-21	Training	Virtual Training on Sexual Harassment Awareness and Prevention for workers
7-May-21	Training	Training on Workplace Cooperation & Communication.
6-May-21	Training	Virtual Training on Sexual Harassment Awareness and Prevention.
5-May-21	Training	Virtual Training on Covid-19 Emergency Preparedness.
28-Apr-21	Training	Virtual OSH Event Workshop.
21-Apr-21	Training	Virtual Training on Hygiene and Prevention against Covid-19.
5-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98.
4-Mar-21	Training	Virtual Industry Seminar on Covid-19 Human Resources Management (HRM).
3-Mar-21	Training	Virtual Training Covid-19 Emergency Preparedness.
26-May-21	Virtual advisory meeting	Review and update the improvement plan: Training records, chemical management. Follow up on workers' complaint
12-Feb-21	Virtual advisory meeting	Meeting with Management to discuss about the annual leave, Access card to the toilets, equal treatment of workers and meeting with trade unions
22-Jan-21	Bipartite Committee Meeting	Meeting to review accomplishments and emerging new challenges, then identify training needs.
21-Jan-21	Virtual advisory meeting	Meeting with trade unions about interference and temporary suspension. Meeting with the compliance team about temporary suspension, Internal work rules and annual leave. Review of the improvement plan.
23-Nov-20	Virtual advisory meeting	Meeting with Everest management to discuss about the FOA policy.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2021						
Mar-21	Occupational Safety and Health	Emergency Preparedness	The total number of workers trained in fire-fighting is less 10 percent of the workforce.	Provide additional training in fire fighting equipment.	Training sessions has been provided after the assessment.	8
Mar-21	Occupational Safety and Health	Emergency Preparedness	The aisles were obstructed in one building.	Provide additional space for storing goods and rearrange the floor.	Instructions have been provided to security guards and workers. The daily and weekly checks have been updated.	8
Mar-21	Occupational Safety and Health	Emergency Preparedness	The factory did not have any annual reports produced by a certified company on the maintenance of fire-fighting equipment.	Ensure that the maintenance of fire-fighting equipment is conducted by a certified company.		8
Mar-21	Occupational Safety and Health	Emergency Preparedness	The factory has an alarm system that is not easy to use and only 50% of workers trained in the use of firefighting can use it.	Develop a procedure about the alarm system and train all workers.	The training has been conducted and an SOP has been displayed on the factory floor.	41
Mar-21	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 additional training on first aid.	Training sessions have been provided after the assessment.	8
Mar-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.	The factory hired additional nurses and doctor and has the required medical staff.	8
Mar-21	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW's recommended limit of 30 C.	Install additional fans. Conduct regular measurement of temperature & compare with threshold value.		8
Mar-21	Occupational Safety and Health	Worker Protection	The factory does not keep a registry for all persons who present a temperature of 38C and above.	Verify all workers' and visitors' body temperature upon entry. Keep a registry for all persons who present a temperature of 38c and above.	The factory is monitoring workers' temperature on a daily basis.	8

Mar-21	Occupational Safety and Health	Worker Protection	The social distance is not respected on the floor during working hours as well as during entry and exit.	Ensure the social distance is respected during working hours.		8
Mar-21	Occupational Safety and Health	Worker Protection	One electrical box was obstructed in a storage room.	Train supervisors and workers about electrical hazards & the need to report hazards.	The workers are trained on electrical hazards.	29
Mar-21	Occupational Safety and Health	Worker Protection	The factory did not provide PPE to all workers.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.		8
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station was not available in the Chemical room of one building.	Provide eye washing station or eye wash bottles. Train workers on its use.	Responsibilities have been assigned. Eye wash bottles are available.	41
Mar-21	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.	Specify who is in charge of receiving MSDS from supplier. Verify the MSDS has the needed elements.	Responsibilities have been assigned and the MSDS are posted.	41
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Define who control the chemical container upon receipt from supplier and control the label. Define who is entitled to pour chemicals in other recipients and label them.	Responsibilities have been assigned, and all containers are labelled.	41
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals did 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.	The general chemical inventory has been updated and all chemicals name are included.	41
Mar-21	Occupational Safety and Health	OSH Management Systems	No mechanisms to ensure cooperation between workers and management on OSH matters.	Have an OSH committee in place. Conduct meetings on a monthly basis and keep records.	The factory has an OSH committee in place. All meeting minutes are registered.	27

Mar-21	Contract and Human Resources	Dialogue, Discipline and Disputes	Workers have been bullied, harassed and subjected to humiliating treatment.	Provide additional trainings to supervisors and security guards Conduct regular self-assessment to check awareness.	Training sessions are scheduled for all supervisors.	27
Mar-21	Contract and Human Resources	Termination	The employer did not comply with legal requirements before reducing the size of the workforce due to accident resulting in an immediate work stoppage.	Have an agreement with workers who are unlawfully dismissed. Reinstate the terminated workers.		8
Mar-21	Contract and Human Resources	Termination	The calculation for the payment of annual salary supplement upon termination does not include the lunch break payment.	Discuss legal requirements with the General Manager. Pay the lunch break. Include payment of the lunch break in annual salary supplement upon termination.		8
Mar-21	Contract and Human Resources	Termination	The calculation for unused paid annual leave payment upon termination does not include the lunch break payment.	Discuss legal requirements with the General Manager. Pay the lunch break. Include payment of the lunch break in the annual leave upon termination.		8
Mar-21	Contract and Human Resources	Termination	The calculation of the payment for the applicable notice period does not include the lunch break payment.	Discuss the legal requirements with the General Manager. Pay the lunch break. Include the lunch break payment in the calculation of notice period.		8
Mar-21	Compensation	Wage Information, Use and Deduction	The employer pays workers their salary supplement. However, the calculation of the basic salary does not include the lunch break payment.	Discuss the legal requirements with the General Manager Ensure that workers' salary supplement include the lunch break payment		8
Mar-21	Compensation	Social Security and Other Benefits	The lunch break payment is not included in the calculation of Workers' contributions to OFATMA to OFATMA.	Discuss the legal requirements with the General Manager Include the lunch break payment in workers' contribution to OFATMA.		8

Mar-21	Compensation	Social Security and Other Benefits	The lunch break payment is not included in the calculation of employer's contributions to OFATMA to OFATMA.	Discuss legal requirements with the General Manager. Include the lunch break in the contribution to OFATMA.	8
Mar-21	Compensation	Social Security and Other Benefits	The lunch break payment is not included in the calculation for the payment of OFATMA work related accident insurance.	Send to OFATMA the salary statement which reflects the factory payroll. Include the lunch break payment in the payroll.	27
Mar-21	Compensation	Social Security and Other Benefits	workers' contributions for social insurance funds to ONA does not include the lunch break payment.	Discuss legal requirements with the General Manager. Pay the lunch break. Include the lunch break payment in workers' contributions to ONA.	8
Mar-21	Compensation	Social Security and Other Benefits	Employer's contributions for social insurance funds to ONA does not include the lunch break payment.	Discuss legal requirements with the General Manager. Pay the lunch break. Include the lunch break payment in the contribution sent to ONA.	8
Mar-21	Compensation	Paid Leave	Payment for leave and breaks is not accurate.	Discuss legal requirements with the General Manager. Pay the lunch break. Pay sick leave and maternity leave on daily average earnings.	41
Mar-21	Compensation	Paid Leave	The lunch breaks is not compensated in the payroll.	Discuss legal requirements with the General Manager and Pay the lunch break.	8
Assessment August 2019					
Aug-19	Occupational Safety and Health	Worker Protection	The factory has a system in place for regular cleaning of the workplace. However the factory does not have a system to disinfect the workplace.	Implement a checklist to record daily cleaning and disinfection. Keep record in appropriate location.	

Aug-19	Occupational Safety and Health	OSH Management Systems	The factory has a COVID 19 protocol in place. However it is missing the following: •Handling procedure of suspected cases (Isolation room; PPE; hand washing station; gloves, disposable shoe covers; isolation gown and cap).	The factory needs to 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.	
Aug-19	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least 2 emergency drill per year in building 3.	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.	
Aug-19	Occupational Safety and Health	Emergency Preparedness	4 emergency exit doors were locked during working hours in building 3.	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.	
Aug-19	Occupational Safety and Health	Emergency Preparedness	The evacuation arrows were not labelled to lead to an emergency exit.	Paint evacuation arrows and signs.	The evacuation arrows are labelled to lead to the emergency exit.	
Aug-19	Occupational Safety and Health	Emergency Preparedness	Fire detection and alarm system was not available in one building.	Have a fire detection and alarm system suitable for the factory conditions.	Fire detection and alarm systems are available in all buildings.	
Aug-19	Occupational Safety and Health	Health Services and First Aid	The employer did not ensure that there are a sufficient 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.	
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	
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	
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.	

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.	
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye wash facility was 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	
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDSs 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.	
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals stored in the workplace are not properly labelled.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.	All recipients are properly labelled with at least a pictogram and hazard sign.	
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 responsible persons 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.	
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.	
Aug-19	Contract 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.	
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.	

Aug-19	Compensation	Paid Leave	The calculation of average earnings for sick leave and maternity leave payments did not include incentives paid for attendance and effectiveness as required.	Include incentives paid for attendance and 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.	
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.	
Aug-19	Compensation	Paid Leave	The calculation of average earnings for sick 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 sick leave payments.	



Factory: LIFE S.A.
Location: Port-au-Prince
Number of workers: 65
Date of registration: Jun-15
Date of last two Better Work assessments: Oct-19 Sep-21

Advisory and Training Services

Aug-21	PICC Meeting	Meeting with committee regarding factory's concerns.
Jun-21	Advisory meeting	Meeting to discuss updates on the improvement plan, factory roadmap and how to strengthen OSH procedures.
May-21	Advisory meeting	Virtual advisory meeting on Improvement plan updates. Discussion was also on the road map. Factory to strengthen OSH procedures and share with advisor.
Apr-21	Training	Virtual OSH Event Workshop
Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
Mar-21	Advisory meeting	Meeting to review the improvement plan and to discuss the role and responsibilities of the bipartite committee
Oct-20	Advisory meeting	Meeting to discuss issues related to social benefit payments and the financial situation of the factory. Review of Covid 19 protocol and OSH management guidelines.
Apr-21	Training	OSH Event Workshop

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment September 2021						
Sep-21	Occupational Safety and Health	Emergency Preparedness	The factory did not take steps to control potential sources of ignition.	Ensure to take necessary measures to control risk and hazard within the workplace.		3
Sep-21	Occupational Safety and Health	Emergency Preparedness	Several aisles leading to an emergency exit were obstructed by tables in the sewing lines.	Ensure that the evacuation routes and aisles remained unobstructed.		3
Sep-21	Occupational Safety and Health	Health Services and First Aid	No evidence of medical checks performed within the first 3 months of hiring were available.	Pay OFATMA for the medical card (CDS) and coordinate with OFATMA to provide medical check for workers within their first three months.		22
Sep-21	Occupational Safety and Health	Welfare Facilities	The factory has not conducted a water test on a monthly basis by a certified laboratory.	Ensure the drinking water is tested on a monthly basis by a competent laboratory.		3

Sep-21	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Provide adequate lighting in all sections of the factory.		28
Sep-21	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.		52
Sep-21	Occupational Safety and Health	Worker Protection	The workers and visitors body temperature are not checked upon entry in a systematic way. No registry for body temperature of 38C and above.	Check all workers and visitors body temperature upon entry in a systematic way and keep a registry for all persons who present a temperature of 38C and above.		3
Sep-21	Occupational Safety and Health	Worker Protection	The social distance is not respected in all sections of the factory, as well as during entry and exit.	Monitor that the 1.5 meter social distancing recommendation is respected in all sections of the factory, as well as during entry and exit.		3
Sep-21	Occupational Safety and Health	Worker Protection	One electrical panel without safety warnings posted near the clinic.	Post safety warnings where necessary.		3
Sep-21	Occupational Safety and Health	Worker Protection	Assessors noticed circuit breakers were not identified in an electrical panel near the clinic.	Identify all circuit breakers.		
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station was not available in the chemical warehouse where chemicals are stored.	Install eye wash station in the chemical warehouse.		3
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not provide training to workers on chemical products handling.	Provide training on safe use of chemical and hazardous substances to workers.		3
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical substances were not properly stored.	Ensure that Chemical substances are properly stored and storage room are adequately ventilated.		3
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	2 unlabeled containers of Diesel fuel found in the Generator room.	Label all chemicals and hazardous substances properly.		22

Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Factory does not maintain a chemical inventory listing all the chemicals used including their locations.	Update the inventory of chemicals accordingly.		3
Sep-21	Occupational Safety and Health	OSH Management Systems	The employer did not provide any document that covers the structural safety or stating that the building is safe.	Provide permits or documents on building's structural safety.		3
Sep-21	Occupational Safety and Health	OSH Management Systems	The factory did not record work related accidents and submit them to OFATMA on a monthly basis.	Record the work related accidents and submit them to OFATMA on a monthly basis.		3
Sep-21	Occupational Safety and Health	OSH Management Systems	The safety and health committee was not functional.	Factory should have an effective Health and safety committee.		3
Sep-21	Occupational Safety and Health	OSH Management Systems	No reports on general occupational safety and health were available for the last 12 months.	Ensure that a general OSH assessment is conducted on monthly basis and duly recorded for review purposes.		3
Sep-21	Contract and Human Resources	Termination	The annual leave upon termination. is not calculated on the daily average salary.	Pay the annual based on the average daily salary.		3
Sep-21	Compensation	Social Security and Other Benefits	The factory has not collected and forwarded workers contributions to OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance and forward workers' contribution.		46
Sep-21	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance and forward workers' contribution.		46
Sep-21	Compensation	Social Security and Other Benefits	The payments OFATMA for accident insurance for the fiscal year 2020-2021 were made in January 2021 instead of December 2020.	Pay the contribution within the deadline indicated in the invoice.		3
Sep-21	Compensation	Social Security and Other Benefits	Factory does not collect nor forward workers' contributions to ONA on a monthly basis .	Collect and forward workers' contribution on a monthly basis.		15

Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to ONA is not submitted on a monthly basis.	Forward employer's contribution to ONA on a monthly basis.		15
Sep-21	Compensation	Paid Leave	The annual leave payment is not calculated based on the daily average earning.	Ensure that the annual leave payment is on the daily average earning.		3
Assessment October 2020- October 2019						
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.	8
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.	Have a checklist to record the daily cleaning and disinfection of the workplace.		25
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.		12
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.		43
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.		43
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.		12
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.		19

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.	All containers of chemicals are labelled.	19
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.	Chemical MSDS are now available in local language.	19
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.		19
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.		49
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.		25
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 three months.		19
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.		37



Factory: Go Haïti S.A
Location: Port-au-Prince
Number of workers: 944
Date of registration: Apr-16
Date of last two Better Work assessments: Dec-19 Sep-21

Advisory and Training Services

24-Nov-21	Advisory meeting	Virtual meeting with the OSH committee to present the last assessment report. Virtual OSH tour on worker protection, Health services and first aid. Meeting with the compliance team to update the improvement plan: provide guidance on HR performance indicator, OSH performance indicator and explain the 3*8 laws.
24-Aug-21	Training	Virtual training on Emergency Preparedness.
30-Jul-21	Advisory meeting	Virtual meeting with the compliance team to follow up on employee contract, Covid 19 measure, ONA and OFATMA payment, chemical inventory and OSH self assessment. Virtual OSH tour: electrical safety, emergency preparedness.
12-May-21	Training	Virtual training on Sexual Harassment Awareness and Prevention for Supervisors.
28-Apr-21	Training	Virtual OSH Event Workshop.
29-Apr-21	Advisory meeting	Virtual meeting with the compliance team to validate the improvement plan: Notice of termination, Payment for unused paid annual leave upon resignation or termination. Annual salary supplement or bonus upon termination. Virtual OSH tour on worker protection, Meeting with union representatives on workplace cooperation.
4-Mar-21	Advisory meeting	Virtual meeting with the OSH committee : Perspective for this cycle, Points to improve and support from BW
24-Nov-20	Advisory meeting	Virtual meeting to follow up on pending OSH issues, meeting with the OSH committee, meeting with the compliance team to review files of terminated workers and payment upon termination. Validate the improvement plan.
2-Oct-20	Advisory meeting	To review and update the improvement plan, conduct session on Key OSH responsibilities.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment September 2021						
Sep-21	Working Time	Regular Hours	The regular working is equivalent to 9 working hours per day and 54 hours per week.	Modify the internal work rules and ensure the regular working hours do not exceed 48 hours per week.		2
Sep-21	Occupational Safety and Health	Emergency Preparedness	The total number of workers trained in fire-fighting is less than 10 percent of the workforce.	Provide additional training in fire fighting equipment. Have a system in place to monitor trained workers.		2

Sep-21	Occupational Safety and Health	Emergency Preparedness	The last fire drill was conducted in September 2021 and the one before that, in January 2020.	Conduct at least 1 emergency drill every six months. Insert the drills in the OSH annual training plan. Keep records of the drill.		2
Sep-21	Occupational Safety and Health	Emergency Preparedness	Obstructed aisles.	Remind supervisors about their responsibility to enforce OSH in their area. Specify who conduct daily weekly checks.		23
Sep-21	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of fire extinguishers.	Ensure regular maintenance. Specify who conducts regular checks to make sure that the equipment is in place and functioning.		2
Sep-21	Occupational Safety and Health	Health Services and First Aid	The total number of workers trained in first aid is less than 10 percent of the workforce.	Provide additional training in first aid. Have a system in place to monitor trained workers.		2
Sep-21	Occupational Safety and Health	Health Services and First Aid	Insufficient number of readily accessible first aid boxes/supplies in the workplace.	Equip first aid box and define responsibility for refilling it.		23
Sep-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire 1 additional nurse.	The factory has the number of medical staff for the current workforce.	2
Sep-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Built additional toilets in order to have at least 35 functioning toilets for women and 17 functioning toilets for men.		59
Sep-21	Occupational Safety and Health	Working Environment	Workplace lighting is insufficient in all sections.	Install additional light. Specify who is in charge of regular maintenance of the lights.		2
Sep-21	Occupational Safety and Health	Working Environment	The temperature in the workplace exceed Better Work's recommendations of 30 C.	Install additional fans. Specify who is in charge of regular maintenance of the fans.		2

Sep-21	Occupational Safety and Health	Worker Protection	During the factory tour assessors observed several chairs without backrest in the workplace.	Provide chair with backrest to worker in the workplace.		23
Sep-21	Occupational Safety and Health	Worker Protection	Proper PPE was not provided to workers using chemical and hazardous substances or doing heavy lifting.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.		23
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The eye wash station was not functional during the assessment visit.	Improve effectiveness of eyewash station or provide eye wash bottles.		2
Sep-21	Compensation	Wage Information, Use and Deduction	The annual salary supplement or bonus does not include the lunch break payment.	Ensure that workers' salary supplement include the lunch break payment.		2
Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to OFATMA maternity and health insurance is late and does not include the lunch break payment.	Include the lunch break payment in the contribution to OFATMA.		34
Sep-21	Compensation	Social Security and Other Benefits	The employer does not forward workers' contributions to OFATMA on time and it does not include the lunch break payment.	Include the lunch break payment in workers' contribution to OFATMA- Forward workers' contribution to OFATMA on time.		34
Sep-21	Compensation	Social Security and Other Benefits	The factory paid OFATMA accident insurance for the fiscal year 2020-2021 late.	Pay OFATMA on time.		2
Sep-21	Compensation	Social Security and Other Benefits	Workers' contribution to ONA is late and does not include the lunch break payment.	Include the lunch break payment in workers' contributions to ONA.		48
Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to ONA is late. Moreover, the calculation of the basic salary does not include the lunch break payment.	Include the lunch break payment in the contribution sent to ONA. Ensure Payments are made within the first 10 business days of the next month for the previous month.		48

Sep-21	Compensation	Paid Leave	The factory did not pay annual leave, Sick leave, maternity leave and the daily break correctly as the lunch break is not compensated.	Pay the lunch break. Pay annual leave, sick leave and maternity leave based on average daily earnings.		2
Sep-21	Compensation	Paid Leave	The lunch breaks is not compensated in the payroll.	Pay the lunch break. Pay annual leave, sick leave and maternity leave based on average daily earnings.		2
Sep-21	Compensation	Paid Leave	The eligible workers are receiving 12 week of maternity leave payment from OFATMA. However, the calculation does not include the lunch break payment.	Pay the lunch break and ensure the lunch break payment is included in the calculation for maternity leave payment.		2
Sep-21	Compensation	Paid Leave	The factory pays 15 days for sick leave. However, the calculation does not include the lunch break.	Ensure the calculation for sick leave include the lunch break payment.		2
Sep-21	Compensation	Paid Leave	The annual leave payment is not calculated on worker's average daily earnings and the lunch break payment is not included in the calculation.	Pay the lunch break then Pay the annual leave based on average daily earnings.		2
Assessment October 2020 and December 2019						
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.	The factory cleans and disinfect all machines, equipment, and tools at least once per day.	8
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.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	8
Dec-19	Occupational Safety and Health	Emergency Preparedness	Emergency exits were closed during working hours.	Keep the emergency exits unlocked during working hours.	The factory make it a rule not to closed the emergency Exits.	17

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.	The evacuation lines and arrows have been painted.	17
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.	The first aid boxes have been filled and responsibility has been assigned.	17
Dec-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		53
Dec-19	Occupational Safety and Health	Working Environment	Combustible materials like fabric waste, cardboard and paper were scattered in the workplace.	Clean workplace regularly.		17
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.	Warning signs have been posted.	17
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.	All circuit breakers are labelled to indicate their purpose.	17
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.		17
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.		17
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.	A person is assigned to update the inventory of hazardous substances in the various locations where they are stored or used.	17
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.	The doctor of the factory is in charge to submit the accident record on a monthly basis.	17

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.		17
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.	A new Human Resources manager has been hired.	17
Dec-19	Contracts and Human Resources	Employment Contracts	Unequal treatment of workers with similar contract.	Modify the terms of workers' contract.		17
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.		28
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.		28
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.		42
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.		42
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.	Changes have been made in the payroll system.	17
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.	The payroll system has been installed on 2 servers and the system is operational.	17



Factory: H4H S.A
Location: Port-au-Prince
Number of workers: 709
Date of registration: Aug-17
Date of last two Better Work assessments: Feb-20 Nov-21

Advisory and Training Services

28-Oct-21	Bipartite Committee Meeting	Discussion with the management to update the Improve plan. The discussion regarding worker who complained about unjustified dismissal. Bipartite meeting where workers expressed their concern regarding the transportation and the insecurity in the PaP.
2-Jul-21	Bipartite Committee Meeting	Meeting with PICC members. Discussion was mainly on Maternity payment and disciplinary measures (impact of security situation and transportation on workers' absenteeism).
30-Jun-21	Virtual advisory meeting	Virtual meeting with management on Compensation and OSH issues. Factory to develop SOP on better communication with current workers and trade union and also with terminated workers on pending issues. Factory to participate in workplace communication training and grievance mechanisms.
26-May-21	Virtual advisory meeting	Virtual meeting with management on Status of ONA and OFATMA payment. The discussion was also on work stoppage that occurred on May 2021. Management to share evidence of agreements and payment to the social security entities.
20-Apr-21	Virtual advisory meeting	Virtual meeting with management on termination of the president of the union. Discussion was also on IP follow up. Factory to forward proof of remediation. Bipartite meeting was on the workers' current concerns: ID cards and bathrooms.
3-Mar-21	Training	Virtual training Covid-19 Emergency Preparedness.
2-Mar-21	Virtual advisory meeting	Virtual meeting with management on compensation/payment notice and on termination cases of union leaders. Virtual bipartite meeting on compensation. The discussion was about the taxes deduction and the pre payroll notice.
29-Jan-21	Virtual advisory meeting	Virtual meeting with management on factory status and advisory priorities. Virtual bipartite meeting on expectations for 2021.
10-Dec-20	Virtual advisory meeting	Virtual meeting with on strike that occurred on December 7, 2020 and step taken to remediate the concerns. Virtual bipartite meeting on expectations for 2021.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment November 2021						
Nov-21	Working Time	Regular Hours	Inaccurate attendance record.	Use a punch system to record work hours and make sure that all work hours including overtime are recorded.		
Nov-21	Working Time	Regular Hours	Pregnant women are not allowed to take their additional breaks as required by law.	Update the policy for pregnant women. Allow them to take their additional breaks as required by law.		

Nov-21	Occupational Safety and Health	Emergency Preparedness	Fire drills are not conducted every six months as recommended.	Conduct a fire drill at least twice a year. Keep record of the fire drills.		43
Nov-21	Occupational Safety and Health	Emergency Preparedness	Obstructed aisles.	Keep all aisles unobstructed.		
Nov-21	Occupational Safety and Health	Emergency Preparedness	Alarm system does not function properly.	Ensure that the alarm system is functioning loud enough so it can be heard everywhere in the factory.		
Nov-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Hire more nurses to comply with the requirements of the labor code.		
Nov-21	Occupational Safety and Health	Health Services and First Aid	No evidence of annual medical checks were present in worker's files.	Provide free annual medical check for all workers.		43
Nov-21	Occupational Safety and Health	Health Services and First Aid	No evidence of medical checks for workers exposed to work-related hazards were present in worker's files.	Provide free medical checks twice a year, to all workers who are exposed to chemical and hazardous substances.		
Nov-21	Occupational Safety and Health	Health Services and First Aid	No evidence of medical checks performed within the first 3 months of hiring were present in worker's files.	Provide Free medical checks to all workers, within the first three months of hiring.		
Nov-21	Occupational Safety and Health	Welfare Facilities	The eating areas do not have the capacity to accommodate all workers.	Provide an eating area that can accommodate all workers. Ensure that the social distancing measure of 1.5 meter can be respected.		43
Nov-21	Occupational Safety and Health	Welfare Facilities	Water test is not conducted from the proper source.	Factory must take the water sample for the test from the exit point at the water cooler.		
Nov-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Factory needs to increase the number of toilets needed to comply with the labor law.		43
Nov-21	Occupational Safety and Health	Working Environment	Insufficient light level in various sections of the workplace.	Ensure that light level is adequate in all sections.		43

Nov-21	Occupational Safety and Health	Working Environment	Temperature levels are above the recommended limit in all sections of the factory.	Provide a cooling system to ensure that temperature levels do not exceed 30C, as recommended by Better Work.		43
Nov-21	Occupational Safety and Health	Worker Protection	The factory does not check all workers and visitors body temperature upon entry in a systematic way.	Develop a policy to check all workers' and visitors' body temperature systematically. Keep a registry of all persons who present a body temperature of 38C or above.		17
Nov-21	Occupational Safety and Health	Worker Protection	The factory did not take the appropriate measures to respect workers' physical and social distancing.	Take the necessary measure to respect the social distance of 1.5M, as recommended.		
Nov-21	Occupational Safety and Health	Worker Protection	Improper maintenance of power generator. Improper maintenance of electrical wiring system.	Perform regular maintenance of power generator and electrical wiring system. Keep records of maintenance work performed.		
Nov-21	Occupational Safety and Health	Worker Protection	Proper PPE is not provided to all workers in the factory.	Provide proper PPE to all workers as needed. Monitor the workers to ensure that PPE are used to prevent injuries.		
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash stations are not installed in all sections where chemical and hazardous substances are used.	Install eye wash stations or eye wash bottles in all sections where chemical and hazardous substances are used.		
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not provide training to workers on chemical handling products.	Provide training to all workers who are handling chemical and hazardous substances. Provide them with proper PPE.		
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical Safety Data Sheets (MSDS) were missing for several chemical and hazardous substances found in the workplace.	Post MSDS were chemicals and hazardous substances are used. MSDS must be in local language.		43
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabeled containers of chemical and hazardous substances found in the workplace.	Label all chemicals and hazardous substances properly.		43

Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of chemical and hazardous substances used in the workplace.	Keep an accurate inventory of all chemical and hazardous substances used in the workplace, including quantities available and storage location.		43
Nov-21	Occupational Safety and Health	OSH Management Systems	Interview with management confirmed that the general assessment reports were not available during the assessment visit.	Perform a general OSH assessment on a regular basis and keep records of the assessment so they can be available when needed.		43
Nov-21	Contract and Human Resources	Termination	Unused paid leave are not calculated based on the average daily salary.	Calculate all paid leave based on the average daily salary. Lunch break payment must be included in the calculation.		43
Nov-21	Compensation	Contracting Procedures	The assessors noted during the assessment visit that the security officers were not paid 50 percent above the minimum wage for overtime worked.	Pay all worker 50 percent above the minimum wage for all overtime hours worked.		
Nov-21	Compensation	Social Security and Other Benefits	The employer collected but did not forward workers' contributions to OFATMA on a monthly basis.	Pay OFATMA contribution on time. Payment must be made within the first 10 working days of the current month, for the previous month.		43
Nov-21	Compensation	Social Security and Other Benefits	The employer contribution to OFATMA is calculated on the basic salary.	Pay OFATMA contribution on time. Payment must be made within the first 10 working days of the current month, for the previous month.		43
Nov-21	Compensation	Social Security and Other Benefits	OFATMA work related accident insurance payment is late.	Pay OFATMA Work related accident insurance on time every year. Submit a salary statement with the payment and keep invoice from OFATMA.		43
Nov-21	Compensation	Social Security and Other Benefits	The employer collects but does not forward workers' contributions to ONA on a monthly basis.	Pay ONA on a monthly basis, by the 10th working day of the current month, for the previous month.		43

Nov-21	Compensation	Social Security and Other Benefits	The employer contribution to ONA is submitted late.	Pay ONA on a monthly basis, by the 10th working day of the current month, for the previous month.		43
Nov-21	Compensation	Paid Leave	Annual leave payment is not accurate because it is not calculated on the daily average earnings as required by the law.	Calculate annual leave payment based on the average daily salary. Lunch break payment must be included in the calculation.		43
Nov-21	Compensation	Paid Leave	The annual leave payment is not calculated based on worker's average daily earnings.	Calculate annual leave payment based on the average daily salary. Lunch break payment must be included in the calculation.		43
Nov-21	Compensation	Wage Information, Use and Deduction	Attendance system does not accurately reflect the total hours worked.	Provide an attendance system that records all working hours accurately. Ensure that all hours worked, including overtime are properly reflected in the payroll.		
Nov-21	Compensation	Overtime Wages	Assessors were unable to verify if the employer pay worker 50 percent above the normal wage for ordinary overtime.	Provide an attendance system that records all working hours accurately. Ensure that all hours worked, including overtime are properly reflected in the payroll.		
Assessment October 2020- February 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate checklist to monitor cleaning and disinfection in the workplace.	Develop a checklist to monitor the system in place.		6
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.		6
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.		34
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.		34

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.		34
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.	The factory completed payment up to September 2019.	34
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.	The factory completed payment up to September 2019.	34
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.	Management explained the terms of the contract while providing an original copy.	19
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..		34
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals products were not properly labelled.	Label all chemicals and hazardous substances properly.	Management used new containers that were properly labelled for the SO-32 machine oil.	34
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper storage of dangerous chemical.	Store chemicals and hazardous substances in an appropriate location.		34
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 where chemicals and hazardous substances are used.	MSDS were posted in the mechanic shop at the time of the assessment visit.	34
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.		34
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.		34

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.		34
Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for the workforce.		34
Feb-20	Occupational Safety and Health	Welfare Facilities	Several hand washing facilities were missing soap.	Provide soap in the hand washing facilities.	The factory has appointed a person to monitor the availability of soap.	19
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.	OFATMA started to provide the medical checks.	34
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.		19
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.	Management shared proof that another drill was performed on December 2019.	34
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.		19
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.	19
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..		19



Factory: Haiti Premier Apparel S.A.
Location: Port-au-Prince
Number of workers: 1080
Date of registration: Sep-16
Date of last two Better Work assessments: Nov-19 Nov-21

Advisory and Training Services

24-Sep-21	Bipartite committee meeting	Meeting with the Bipartite committee on the self diagnosis process.
24-Sep-21	Advisory meeting	Virtual meeting with breast feeding and pregnant women on working hours. Meeting with the compliance team to review the improvement plan: Social security, Covid 19 Procedure. Session on HR management systems.
27-Aug-21	Training	Virtual training on Emergency Preparedness.
30-Jun-21	Bipartite committee meeting	Virtual meeting on Grievance mechanism.
30-Jun-21	Advisory meeting	Session with the compliance team on Boiler Safety.
21-May-21	Advisory meeting	Virtual OSH tour : Emergency preparedness. Meeting with the compliance team to validate pending issues on the improvement plan. Document reviews: Water test, training records, annual leave, sick leave.
21-May-21	Bipartite committee meeting	Meeting to explain how to develop a grievance procedure, then verify improvements in terms of emergency preparedness, protective equipment and chemical management inventory.
9-Apr-21	Advisory meeting	Meeting with the bipartite committee. Documentation review : Internal work rules, compensation, OSH policy and COVID-19 policy.
9-Apr-21	Bipartite committee meeting	Meeting to review the committee priorities and training needs.
3-Dec-20	Advisory meeting	Virtual advisory meeting with management to explain how to implement an OSH monitoring system and regular checks.
5-Nov-20	Advisory meeting	Virtual advisory meeting with management. Discussion was on updates and concerns. Virtual bipartite to discuss an accident that happened in front of the factory's gate.
2-Oct-20	Advisory meeting	Virtual meeting with Management to follow up on ONA and OFATMA. Meeting with the bipartite committee on leave and to validate the improvement plan. Virtual meeting with union on social dialogue inside of the factory.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment November 2021						
Nov-21	Working Time	Regular Hours	Pregnant women do not have additional systematic breaks.	Develop a procedure for additional breaks.		1
Nov-21	Working Time	Regular Hours	The regular working hours are from 7:00 AM to 3:30 PM (6) days per week, which is equivalent to 8 hours per day and 51 hours per week.	Revise the internal regulations and make sure that the regular hours do not exceed 48 hours per week.		1

Nov-21	Occupational Safety and Health	Emergency Preparedness	Improper location of a power outlet, right below an eyewash station.	Relocate power outlet in a proper location or relocate eye wash station.	Training has been conducted.	1
Nov-21	Occupational Safety and Health	Emergency Preparedness	The escape routes are not clearly marked in all the buildings.	Paint evacuation arrows and yellow lines on the floor to show the exit pathway.	The floor has been repainted.	25
Nov-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire additional medical staff to have at least 6 nurses for the current workforce and 3 doctor's visit per a week.		53
Nov-21	Occupational Safety and Health	Health Services and First Aid	workers have not received appropriate annual health checks as prescribed by the law.	Discuss the legal requirements with the General Manager. Pay the health card. Provide free annual health checks to all workers.		53
Nov-21	Occupational Safety and Health	Health Services and First Aid	Newly hired workers do not received the health cards within the first 3 month of hiring.	Discuss the legal requirements with the General Manager. Pay the health cards.		1
Nov-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for men and women.	Increase the number of toilets to have at least one toilet for every 25 men and one toilet for every 15 women.		53
Nov-21	Occupational Safety and Health	Working Environment	Light level is insufficient in all sections.	Increase the light level to reach 300 lux in Pressing section, 500 lux in Sewing, cutting, packing. 750 lux in trimming, Inspection section.		53
Nov-21	Occupational Safety and Health	Working Environment	Workplace temperature exceed 30 C in all sections.	Increase the ventilation with additional fans. Conduct regular measurement of temperature & compare with threshold value.		1
Nov-21	Occupational Safety and Health	Worker Protection	Visitor's body temperature is not checked consistently.	Check all workers and visitors temperature at the entrance keep a registry for people presenting a temperature of 38 C and above.	The factory has implemented a registry for people presenting a temperature above 38 C.	1
Nov-21	Occupational Safety and Health	Worker Protection	Several sewing machines were missing the finger guards.	Develop a maintenance plan and install guards on all dangerous moving parts of machines and equipment.		1
Nov-21	Occupational Safety and Health	Worker Protection	Several chairs were missing back rest and several others were in poor condition.	Include this aspect in the daily and weekly checks. Provide chairs with backrest to all workers.		1

Nov-21	Occupational Safety and Health	Worker Protection	Proper personal protective equipment are not provided to all workers.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.		53
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabeled containers of chemical and hazardous substances found in the workplace.	Develop a policy on chemical management and include this aspect in the daily and weekly checks. Label all containers of chemical products.		25
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	incomplete and Inaccurate inventory of chemical and hazardous substances.	Develop a chemical management policy. Review and update the inventory regularly.		31
Nov-21	Contracts and Human Resources	Termination	The calculation of workers' bonus payment upon termination does not include the lunch break payment.	Discuss legal requirements with the General Manager and pay the lunch break.		1
Nov-21	Contracts and Human Resources	Termination	The calculation of unused paid annual leave payment upon termination does not include the lunch break payment.	Discuss legal requirements with the General Manager and pay the lunch break.		1
Nov-21	Contracts and Human Resources	Termination	The calculation of the applicable notice period payment does not include the lunch break payment.	Discuss legal requirements with the General Manager and pay the lunch break.		1
Nov-21	Contracts and Human Resources	Employment Contracts	Workers' contracts do not include all the necessary elements of a written contract such as nature of work, benefit and employer's signature.	Review all contract to include the necessary elements. Provide an employment contract to all workers.		1
Nov-21	Compensation	Social Security and Other Benefits	The calculation for the annual salary supplement or bonus does not include the lunch break payment.	Discuss legal requirements with the General Manager, pay the lunch break and include it in the calculation for the annual salary supplement.		1
Nov-21	Compensation	Social Security and Other Benefits	The employer does not collect and forward workers contribution to OFATMA for maternity and health insurance.	Pay the lunch break. Register with OFATMA for maternity and health insurance. Collect and forward workers contribution to the social security institution.		53

Nov-21	Compensation	Social Security and Other Benefits	The employer does not contribute 3 percent of workers' basic salary to OFATMA for maternity and health insurance.	Discuss legal requirements with the General Manager, pay the lunch break and contribute 3 percent of workers' basic salary to the social security institution.	53
Nov-21	Compensation	Social Security and Other Benefits	The factory has not shared proof of payment to OFATMA for work-related accident insurance for the fiscal year 2020-2021.	Pay OFATMA work related accident on time.	63
Nov-21	Compensation	Social Security and Other Benefits	Worker's contributions to ONA are not submitted on time consistently and do not include the lunch break payment.	Pay the lunch break and Forward worker's contribution to ONA within the first 10 business days of the next month for the previous month.	32
Nov-21	Compensation	Social Security and Other Benefits	Employers contributions to ONA are not submitted on time consistently and do not include the lunch break payment.	Pay the lunch break and Forward employer contribution to ONA within the first 10 business days of the next month for the previous month.	32
Nov-21	Compensation	Paid Leave	The factory did not pay annual leave, Sick leave, maternity leave and the daily break correctly.	Pay the lunch break and include it in the calculation of annual leave, sick leave and maternity leave.	1
Nov-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the lunch break.	1
Nov-21	Compensation	Paid Leave	Workers are paid 6 weeks of maternity leave when they are entitled to 12 weeks of payment.	Register with OFATMA for maternity and health insurance and pay the lunch break. Ensure that workers receive 12 weeks of payment for maternity leave.	47
Nov-21	Compensation	Paid Leave	The calculation of payment for sick leave does not include the lunch break payment.	Pay the lunch break and include it in the calculation of sick leave.	1
Nov-21	Compensation	Paid Leave	The daily break is not compensated and included in the calculation of the annual leave payment.	Pay the lunch break and include it in the calculation of annual leave.	1

Assessment October 2020 - November 2019

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.	The company is reviewing the COVID-19 policy.	
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.		
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.		
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.		
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.		
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.		
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.		
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.		
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.	Factory listed all the chemicals used in the workplace and included them in separated chemical inventory depending on their purpose.	
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper labelling of chemical products containers.	Label the chemical containers properly.	Training has been provided and containers are properly labelled.	

Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper storage of chemical and hazardous substances.	Store chemicals in a appropriate location.		
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.	All MSDS are translated and posted where chemicals are used and stored.	
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.	PPE have been provided to workers.	
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.	Management replaced damaged mats. All standing workers are provided with mats.	
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.		
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.		
Nov-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets available for women.	Increase the number of toilets available for women.		
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.	
Nov-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Increase the number of nurse to seven.		
Nov-19	Occupational Safety and Health	Emergency Preparedness	Unmarked escape routes.	Repaint the escapes routes.	The factory repainted the escape routes within the sewing floors.	
Nov-19	Occupational Safety and Health	Emergency Preparedness	Improper storage of flammable products.	Store the chemical in an appropriate and safe place.		



Factory: HANSAE HAITI S.A
 Location: Port-au-Prince
 Number of workers: 2678
 Date of registration: Jan-17
 Date of last two Better Work assessments: Jun-19

Feb-21

Advisory and Training Services

1-Sep-21	Virtual advisory meeting	Meeting with management on new union committee SOTA. Discussion on legal requirements. EA recommend factory to request a meeting with new committee.
21-Aug-21	Training	Virtual HIV/AIDS
2-Jul-21	Virtual advisory meeting	Meeting with management on improvement plan and social dialogue as a new union committee sent a notification to the management. Meeting with PICC meeting on new committee and social dialogue.
25-May-21	Training	Virtual Learning Seminar on Chemical Management System.
13-May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Middle Management.
12-May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Supervisors.
11-May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Workers.
5-May-21	Training	Virtual training Covid-19 Emergency Preparedness.
7-Apr-21	Virtual advisory meeting	Virtual meeting with the management on Road map and priorities and review of assessment exit meeting. Virtual bipartite meeting on recruiting procedures, grievance handling and rules for committee members.
11-Mar-21	Virtual advisory meeting	Virtual meeting with management to discuss risk register and preventive action. Virtual bipartite committee meeting with pregnant women to discuss Access to care services and feedbacks.
5-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98.
4-Mar-21	Training	Virtual Webinar on Covid-19 Human Resources Management (HRM).
3-Mar-21	Training	Virtual training Covid-19 Emergency Preparedness.
16-Feb-21	Virtual advisory meeting	Virtual meeting with management to discuss 2020 performance and advisory priority and roadmap 2021. Bipartite committee meeting where management and workers' representative share their concerns on issues that needs immediate attention such as OFATMA cards, OSH issues and leave passes.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2021						
Feb-21	Occupational Safety and Health	Emergency Preparedness	Evacuation drills were not performed twice a year.	Conduct an emergency drill every 6 months.	The evacuation drill was conducted on March 6, 2021	29
Feb-21	Occupational Safety and Health	Emergency Preparedness	Emergency doors are not accessible (locked) during working hours.	Keep emergency exits unlocked during working hours.	- Emergency doors unlocked - Evacuation plan elaborated - Workers are trained.	13
Feb-21	Occupational Safety and Health	Emergency Preparedness	Evacuation map does not reflect the layout of the building.	Update the evacuation map to reflect the layout of the building.	Evacuation map available and route are marked.	23
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire more nurses to comply with the labor code.	2 two more nurses were hired.	29
Feb-21	Occupational Safety and Health	Working Environment	Temperature exceeded the recommended level of 30C in all sections of the workplace.	Ensure that the temperature levels do not exceed 30 C in all production department.	Cooling system issues has been addressed. For all section the temperature level is in compliance with the requirement.	35
Feb-21	Occupational Safety and Health	Worker Protection	Workers' body temperature checks are not done consistently during entry and re-entry after the lunch break.	Systematically check all worker's body temperature upon entry and re-entry.	a system of body temperature checking implemented upon entry, re-entry and after lunch break.	18
Feb-21	Occupational Safety and Health	Worker Protection	Gloves were not available in the mechanic shop.	Provide gloves to mechanic shop workers.	The compliance team already provided the gloves to the mechanic shop and the workers are trained on the use of PPE.	13

Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash stations are not installed in several areas where chemical and hazardous substances are used.	Ensure that eye wash stations are available where chemical and hazardous substances are used or stored.	Factory already installed all the eyes wash station and training have been provided to the workers.	13
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without safety data sheets.	Ensure safety data sheets are available for all chemicals in used in the workplace. MSDS must be in local language.	The compliance team elaborated the MSDS and set up new inventory process. Workers involved in chemical were trained on May 2021.	35
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabeled containers of chemical and hazardous substances found in the workplace.	label all containers of chemical and hazardous substance used in the workplace.	The Compliance team already identified the container, also a training on chemical handling was provided on May 2021 to the workers at the boiler room.	35
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical inventory did not include the name of all chemicals used in the workplace.	Keep an accurate inventory.	The chemical list is completed and updated. The compliance team is implementing a system, using the purchase list to update the chemical inventory list.	29
Feb-21	Contract and Human Resources	Contracting Procedures	Working contract for nurses does not include the salary.	Include the agreed salary on nurses' contract.	The HR Team already corrected all the contract.	13
Feb-21	Contract and Human Resources	Employment Contracts	The internal work rules are missing the working hours, break time and payment time.	Ensure that internal rules and regulation cover working hours, break time and payment time and is approved by MAST.	We sent a letter with our operation hour policy, and it is approved by MAST.	13
Assessment October 2020- June 2019						
Oct-20	Occupational Safety and Health	Worker Protection	Missing record for training and/or awareness conducted on the measures adopted to prevent the risks of exposure to COVID 19.	Provide content, participant list and dates of trainings provided.	Hansae Haiti S.A keep a registry for all persons who present at the facility . Please refer to the attached registry for all persons who present at the facility with their respective temperature .	
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 a registry for all persons who present a temperature of 38C and above	Factory record workers' daily temperature on a register and do a proper follow up for all persons who present a temperature of 38C and above.	
Jun-19	Contract and Human Resources	Termination	Unfair termination of workers.	Reinstatement with back pay of the remaining 25 terminated workers.	Management met with the union representatives and reached an agreement since the 25 terminated employees and the union request the termination payment, and not the return. The 25 workers received their termination benefits and confirmed on a signed statement that they were That they were satisfied with the monetary compensation received for the breach of contract with the factory.	

Jun-19	Contract and Human Resources	Termination	Two pregnant women terminated without prior notification to Ministry of Labor.	First case, the employee gave a death threat to her supervisor through her husband at the entrance of the industrial zone after she was suspended. After such threatening, there was meeting between the worker and HR team she accepted to be terminated. During the whole process, she had not notified her pregnancy to factory. The Second case, factory recognized her pregnancy through hospital certificate for miscarriage dated on May 22 which was 1 day later than the termination decision date and submitted this certificate to company on May 23 to get the hospital cost through health insurance. Annual leave was not requested by employee, but BW assessor misunderstood doctor's certificate to take 15 days of rest as annual leave and wrote on the report wrongly. Both cases HR team did not know they were pregnant women because they did not hand in the certificate. To prevent similar cases in the future, factory will enhance its procedures like below; 1. The factory HR has implemented a monitoring system which will require the factory to follow the correct step of sending notifications to the local labor bureau(MAST) before termination of workers including pregnant workers. 2. Factory team will use the checklist for dual controls by two members of HR management staff to ensure compliance with said procedures in case of employee termination. 3. Factory will offer reinstatement to both workers if they desires. 4. Factory has made a notice for benefits toward pregnant workers and informed to all the employees so that pregnant employees could voluntarily notify to factory's HR team in early pregnancy.	1. The factory already reinstated the two pregnant women and all off-work day have been paid. Brutus Venette and Cherestal Vanette start again to work on 9/9/2019. 2. Factory has made termination procedure and checklist not to miss notifying to local labor office before termination workers including pregnant workers. 3. Factory posted notice for benefits toward pregnant workers and informed to all the employees this notice : Any women who feel any symptoms of pregnancy, please check your private doctor and bring the certificate at the clinics to benefits all this advantage. • Breaking hours. • Maternity leave. • Transfer to another workstation in case of discomfort. • Prenatal training. • Chair provided to pregnant women in standing position as needed 4. Factory trained pregnant about their benefits and also reminded them about the importance of brining the medical certificates. 5. Factory conducted training for supervisors and HR personnel on labor code requirements related to pregnant termination.	
Jun-19	Contract and Human Resources	Leave	About 300 workers did not received the required 15 days of annual leave after one year of service.	Factory will provide full annual leave to workers in 2019.	Executive manager is working on with factory managers to make an accurate line schedule so that we can finish on time.	
Jun-19	Working Time	Regular Hours	The regulars hours are over 48 hours.	1. Factory will discuss with BW team to keep old law on working hour. 2. If factory could not keep the old working hour policy, factory will revise working hour and break time like below; 1) Modify normal working hours from 7 am to 3 pm including a paid lunch break. 2) Compensate 3 pm-4 pm as overtime.	A meeting with the Better work advisor is in process.	
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Leak of diesel observed in the boiler room in one building.	1. Conduct OSH assessment on a regular basis 2. Have maintenance team fix leakage.	1. The pipes carrying the diesel into the boiler was fixed to stop the leakage by the maintenance team.	
Jun-19	Occupational Safety and Health	Emergency Preparedness	One fire drill conducted on a yearly period.	1. Establish a calendar of planned fire drills for all modules 2. Communicate plan at all levels of management 3. Follow up and execute drills every six months as required.	1. Factory conducted fire drills on July 30th 2019.	
Jun-19	Occupational Safety and Health	Emergency Preparedness	During the factory tour assessors noticed the following issues: - Evacuation routes were obstructed by several trolley of fabrics in the packing area of building 1 - Escape route were not accessible in the packing area of building 50 Management indicated that it would trace evacuation routes in the packing area and ensure that access remains free.	1. Factory has removed all obstacles from aisles of building 1 and 50. 2. Factory has developed procedures to include OSH committee members in ensuring routes are cleared. 3. Factory will conduct daily random checks to ensure that routes are free.	The compliance team already meet with the OSH committee members to discuss preventive action regarding obstruction of aisles routes .	
Jun-19	Occupational Safety and Health	Emergency Preparedness	At the time of the assessment visit, assessors found that the evacuation plan did not show the location of the assembly area in building 1.	1. The administration immediately updated the evacuation plan. 2. If there any change in factory layout, factory management team will inform to the relevant teams to make evacuation map as well as compliance team. 3. Factory's compliance team will monitor the evacuation maps if it reflects latest layout.	The executive manager take the commitment to inform the compliance team for any change at the evacuation Map .	

Jun-19	Occupational Safety and Health	Emergency Preparedness	During the assessment visit assessors observed that several fire extinguishers were not properly mounted. Access to a fire extinguisher was obstructed by boxes in the mechanic warehouse of building 1. In addition three fire extinguishers were overcharged in the same building and two fire extinguishers were not identified in building 21.	1. The factory has placed the brackets and properly placed all fire extinguishers on them. The factory has also removed all obstacles around fire extinguishers Regarding overcharged fire extinguishers, the factory has replaced all overcharged ones with new ones. 2. The factory compliance team will check all workshops to make sure all fire fighting equipment are free from obstacles and ensure all fire extinguishers are properly charged through weekly check.	Regular factory tours is done, to check fire extinguishers pressure .	
Jun-19	Occupational Safety and Health	Health Services and First Aid	Assessors' observations and statements by management staff and workers confirmed that the factory has 4 nurses and 3 Doctor's visit. To comply with the Haitian Labour Code, a factory of this size must have a permanent onsite medical service, with at least 10 nurses.	1. The administration will hire more nurses during this year to comply with the Haitian labor code, and will continue to hire more nurses according to the numbers of workers at the facility or in case of expansion.	We have hired 3 nurses already on 16-July and 2-Sep.	
Jun-19	Occupational Safety and Health	Worker Protection	Worker's interview revealed despite a note from the doctor of the factory who recommended to allocate to a pregnant woman another workstation, the employer did not offer different work to the pregnant woman. In addition, two pregnant women were exposed to high temperatures coming from the hot stamping machine without proper PPE. Management said they will follow up on these issues.	1. Factory will follow doctor recommendation and transfer pregnant women to adequate workstation. 2. Factory will complete internal training addressing safety and health risks to pregnant or nursing workers according to Art. 328, 330(c) of the Labour Code	The factory immediately re-assigned the pregnant worker to other sections and the factory also provided PPE for all those workers who operates how stamping machines. The factory has posted a notice for benefit for pregnant worker so that pregnant workers could inform to HR team in earlier stage and could work in safety environment.	
Jun-19	Occupational Safety and Health	Welfare Facilities	At the time of the assessment, soap was not available in the men's bathroom of building 50. Management said they have liquid soap in stock so they will ensure that soap are available.	1. The administration team has distributed liquid soap at each bathroom on a weekly basis to avoid any shortage and cleaners will refill the soap in case of shortage. 2. A checklist have been elaborated and posted at the toilets area for control on daily basis by the compliance team.	We already starting to check on daily basis with check-list at the bathroom area for control on the cleanliness, liquid soap shortage, non functional toilets ,etc.	
Jun-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is not acceptable: Building 50 Sewing section- 311 Lux Quality section- 1559 Lux Packing section- 183 Lux Building 1 Sewing section- 492 Lux Quality section- 1481 Lux Better Work recommends a minimum of 300 lux for this section: Pressing section Better Work recommends a minimum of 500 lux for these sections: Sewing, cutting, packing Better Work recommends a minimum of 750 lux for these sections: Trimming, Inspection	1. Factory will install more lamps at the requested area. 2. Factory QA factory evaluation team will check with mobile lux meter to monitor the lux monthly as requested by Better Work for each section.	The illumination monitoring report is already done as requested by Better Work each section are included. Maintenance team will get the quotation of material (additional light)	
Jun-19	Occupational Safety and Health	Working Environment	Assessors measured the workplace temperatures as follows: At 11:00 Am Building 50 Outside temperature was 33.3 C Quality section- 32.8 C Packing section - 31.6 C Sewing section - 32.6 At 1:30 Pm Building 1 Sewing section- 28.2 Quality section - 28.6 Better work recommends a temperature below 30 C	1. The maintenance team has been fixed the temperature as requested by Better work to be maintained not to exceed 30°C. 2. For preventive action the compliance team will monitor 4 times a day the temperature for any adjustment by the temperature change.	The temperature monitoring report is already in use , and the compliance team will monitor 4 times a day . -Luminosity was measured in lines 30 and 22 of building 1; in the packing section and, lines 7, 14 of building 50. All were above 500 LUX - Temperatures were below 30 C in the quality, packing and sewing sections of building 50. Please note that measurements were taken at 11:30 am during the cooler month of December. Factory needs to ensure sustainability of workplace temperature during hotter periods; (APRIL-AUGUST).	

Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	During the factory tour several hazardous chemicals were found without chemical safety data sheets. These substances included: WD 40, leak seal, ink solution, lubricant clipper blade lube in the mechanic accessories room of building 1. In the same building MSDS were missing for FH 2000 in the spot cleaning, also for KP4 and clipper blade lube in the mechanic workshop. Management said it would take measures to post MSDS for all chemicals in use.	1. Factory has re-posted all missing MSDS. 2. Factory compliance team will regularly monitor and make sure all MSDS are posted for all chemical products. 3. Factory compliance team also trained all workers handling chemical products regarding labeling issue. 4. Factory will make sure all labels do not get damaged and make sure to replace them in case they are ripped off. 5. For preventive action : Factory has added MSDS column on the Chemical inventory list to track all chemical to be with MSDS.	The MSDS column has been already added to the chemical inventory list .	
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	During the factory visit, assessors noticed two unlabeled container of machine oil, one in the chemical warehouse of building 50 and the other one in the mechanic workshop of building 21 . Also, assessors observed an unlabeled container of KP4 in the mechanic workshop of building 1. Management stated that labels would be placed shortly.	1. Factory has re-posted all missing MSDS. 2. Factory compliance team will regularly monitor and make sure all MSDS are posted for all chemical products. 3. Factory compliance team also trained all workers handling chemical products regarding labeling issue. 4. Factory will make sure all labels do not get damaged and make sure to replace them in case they are ripped off. 5. For preventive action : Factory has added MSDS column on the Chemical inventory list to track all chemical to be with MSDS.	The MSDS column has been already added to the chemical inventory list .	
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory keeps an inventory of chemicals. However, at the time of the assessment visit, the chemical inventory did not include the name of all chemicals used in the workplace such as : Neutralizador, Mastic, motor Oil, Boiler water treatment, BCT 200, Gasoline, Thinner, water for battery. Management said that chemicals are stored in different locations and the person in charge of the main inventory was absent.	Factory has updated the new chemical inventory list, for preventive action : 1- All purchase of chemical must notify to the chemical warehouse supervisor and Compliance manager 2 -All MSDS should be available before the delivery of the chemical to be aware of the method of transportation . 3 -During the delivery the chemical warehouse supervisor and compliance officer have to labelled all the chemical and provide onsite training to the workers 4-All chemical purchased and stocked must have an inventory an proper MSDS .	The factory updated the new chemical inventory list, the implementation of preventive action is in progress.	
Jun-19	Occupational Safety and Health	Social Security and Other Benefits	The factory completed a payment to OFATMA for work-related accident. However, the payment was made after the deadline given to the factory. Furthermore, the amount paid was different than the one displayed on the original invoice. Management explained that they communicated with OFATMA of a mistake in the initial invoice. The factory failed to provide OFATMA's response regarding the accuracy of the invoice at the time of the assessment visit.	1. HR manager already communicated to OFATMA the mistake on the initial issues and waiting the evidence from OFATMA. 2. For preventive action a follow up monitoring system will be implemented including : elaboration of a checklist with the schedule of payment, a reminder before 2 days for the OFATMA payment, invoice verification.	HR Manager visited to the office of OFATMA on 20-Aug for follow up the documents. cause of the insecurity at the street , he planned next week to visit OFATMA. However as of Sep 21, factory still couldn't get the corrected pay slip from OFATMA.	
Jun-19	Compensation	Wage Information, Use and Deduction	Management and workers confirmed that in December 2018, nearly 300 workers came to work for 4 days, after the official departure date on annual leave and were paid on the last day on Saturday, December 22nd upon strong request from workers to pay by cash. The company kept separate payroll to record the hours worked which were not carried forward to the next payroll made in January 2019. The management has promised to integrate this information in the payroll for inclusion in the next payment of the bonus and annual leave.	1. Factory is recommended to conduct training on the Transparency and 1 accurate record" to factory manager and supervisors. 2. Factory will ensure that workers enjoy 15 full days of vacation for calendar year going forward. In order to facilitate the effective implementation of the provisions on paid leave, the administration will keep and monitor every month these record: a) the date of entry into service of its staff and the duration of paid annual leave to which each employee is entitled b) the date on which each employee benefited from her annual leave c) the remuneration received by each employee for the duration of annual leave;	Executive manager is working on with factory managers to make an accurate line schedule so that we can finish on time. The record on paid leave is already in use by the management 1. Company has made a commitment letter to keep only 1 accurate record for transparency. 2. Factory top managements also discussed with the factory managers to make an accurate line schedule so that no need to work on annual leave days. 3. The administration will keep monitor the relative records every month to ensure transparency.	



Factory: Horizon Manufacturing S.A.
Location: Port-au-Prince
Number of workers: 425
Date of registration: Sep-09
Date of last two Better Work assessments: Jul-19 Sep-21

Advisory and Training Services

Sep-21	Advisory meeting	Meeting with management on improvement plan. Meeting with union committee on pending concerns.
Jul-21	Advisory meeting	Discussion with management on improvement plan status. Discussion was also on specific complaints received from workers to verify the remediation and employer's version.
May-21	Advisory meeting	Meeting with trade unions SOTA and GOSTTRA to discuss working conditions at the factory. Discussions about payment for social security benefits, factory's financial situation and OSH priorities.
Apr-21	Advisory meeting	Meeting to discuss improvement plan and remediation. Discussion was also on decreased orders and plan to reduce the workforce. Discussion with union member regarding the factory's financial situation.
Mar-21	Advisory meeting	Meeting regarding improvement plan and evidences to be sent by factory. Discussion regarding strike that occurred in February and documents to be shared by the factory.
Jan-21	Advisory meeting	Meeting to discuss advisory plans for 2021, priorities and timeline for remediation.
Nov-20	Advisory meeting	Meeting with factory on improvement realized, challenges and opportunities.
Oct-20	Advisory meeting	Meeting with management on the Covid 19 protocol, virtual training and the factory's technological challenges. Discussions with GOSTTRA union members regarding communication problems with the factory.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2021						
Sep-21	Working time	Regular Hours	No additional breaks for pregnant workers.	provide pregnant women with the additional legal breaks, as mandated by law.		3
Sep-21	Occupational Safety and Health	Emergency Preparedness	Less than 10 percent of the workforce trained in fire fighting.	Ensure to have 10 percent of the workforce trained on the use of firefighting equipment.		3
Sep-21	Occupational Safety and Health	Emergency Preparedness	Workers interviewed revealed that they were unaware of the current risks at the factory and were not prepared to respond to workplace emergencies.	Conduct the fire drill on due time and post the emergency evacuation procedure on the floor.		3

Sep-21	Occupational Safety and Health	Emergency Preparedness	The factory did not take steps to control potential sources of ignition.	Fix the diesel leak in the boiler room. Post warning signs where necessary and have adequate written procedures for the boiler room.		3
Sep-21	Occupational Safety and Health	Emergency Preparedness	No fire drill conducted during the past 12 months.	Conduct a fire drill every six months.		25
Sep-21	Occupational Safety and Health	Emergency Preparedness	The alarm system was not working.	Ensure that the alarm system is properly working.		3
Sep-21	Occupational Safety and Health	Health Services and First Aid	The total number of workers trained in first aid is less than 10 percent of the workforce.	Train 10 percent of the workforce in first aid.		3
Sep-21	Occupational Safety and Health	Health Services and First Aid	Three first aid boxes were missing medical supplies.	Ensure that first aid boxes have necessary items.		3
Sep-21	Occupational Safety and Health	Health Services and First Aid	No medical checks were not performed for workers.	Provide free health check to all workers once a year.		51
Sep-21	Occupational Safety and Health	Health Services and First Aid	No medical checks for workers exposed to chemical and hazardous substances.	Provide free health check twice a year to workers who are exposed to chemical and hazardous substances.		25
Sep-21	Occupational Safety and Health	Health Services and First Aid	No medical checks performed within the first 3 months of hiring.	Ensure that newly hired workers receive the health card and a health check within the first 3 months of hiring .		25
Sep-21	Occupational Safety and Health	Welfare Facilities	The eating areas do not have the capacity to accommodate all workers.	Ensure that the eating area can accommodate all the workers with the distance requirements.		3
Sep-21	Occupational Safety and Health	Welfare Facilities	The water test was not performed on a monthly basis by a certified laboratory.	Conduct a water test on a monthly basis. Have the water coolers cleaned on a regular basis.		3
Sep-21	Occupational Safety and Health	Welfare Facilities	Paper and soap are not available at all times in the workspace.	Provide soap and paper to workers during the working time.		39

Sep-21	Occupational Safety and Health	Welfare Facilities	Insufficient toilets for women.	Have a sufficient number of toilet for women.		25
Sep-21	Occupational Safety and Health	Working Environment	The electrical cable for the lights on the sewing floor are covered with dust. The fans are dirty with dust. The toilets are filled with pieces of fabrics in very bad conditions.	Ensure to clean the workplace on a regular basis.		3
Sep-21	Occupational Safety and Health	Working Environment	Lux levels were inadequate in several sections of the workplace.	Provide appropriate lighting for all working sections.		51
Sep-21	Occupational Safety and Health	Worker Protection	No body temperature checks upon entry in a systematic way. Factory does not keep a registry for all persons who present a temperature of 38C and above.	Check all workers and visitors body temperature upon entry in a systematic way and keep a registry for all persons who present a temperature of 38C and above.		
Sep-21	Occupational Safety and Health	Worker Protection	Workers' physical and social distance is not respected in all sections of the factory, as well as during entry and exit.	Ensure that the 1.5 meter of distance is respected in all sections of the factory, as well as during entry and exit.		3
Sep-21	Occupational Safety and Health	Worker Protection	60 percent of the sewing machines were missing eye guards and finger guards.	Equip all the sewing machines with their necessary guards.		3
Sep-21	Occupational Safety and Health	Worker Protection	20 percent of standing workers in quality section were not provided with foot rests or shock absorbing mats.	Provide foot rests or shock absorbing mats to all standing workers.		3
Sep-21	Occupational Safety and Health	Worker Protection	The employer has not provided necessary personal protective equipment to all workers.	Provide necessary personal protective equipment to workers in the mechanics' shop, in the generator and compressor rooms and in the boiler room.		51
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not provide training to workers on chemical handling products.	Provide training on chemical handling to workers using and exposed to chemical and hazardous substances.		3

Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Spot cleaning area is not isolated, thus exposing sewing workers to the chemical vapor.	Ensure that spot cleaning area has proper condition to prevent unnecessary exposure of workers to chemicals.		3
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without chemical safety data sheets.	Have safety data sheets are available for all hazardous and chemical products where they are used and stored.		51
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper storage of chemical and hazardous substances.	Chemicals should be stored in a properly ventilated area.		3
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	unlabeled containers of chemical and hazardous substances found in the workplace.	Label all containers of chemical and hazardous substances used and stored in the workplace.		3
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Factory does not maintain a chemical inventory listing all the chemicals used including their locations.	Keep an inventory of all chemicals used in the workplace and make the list available to all relevant people.		51
Sep-21	Occupational Safety and Health	OSH Management Systems	The factory did not record work related accidents and submit them to OFATMA on a monthly basis.	Record work related accidents and submit them to OFATMA on a monthly basis.		25
Sep-21	Occupational Safety and Health	OSH Management Systems	The safety and health committee was not functional.	Establish an effective OSH committee to discuss and address OSH related matters.		25
Sep-21	Occupational Safety and Health	OSH Management Systems	No reports on general occupational safety and health were available for the last 12 months.	Conduct general OSH assessment on a monthly basis and record it for review purposes.		32
Sep-21	Contract & Human Resources	Termination	The annual salary supplement upon termination does not include the lunch break payment.	Pay the lunch break and include the payment in the calculation of the annual salary supplement upon termination.		3
Sep-21	Contract & Human Resources	Termination	The annual leave upon termination does not include the lunch break payment.	Pay the lunch break and include the payment in the calculation of the annual leave upon termination.		3

Sep-21	Contract & Human Resources	Termination	The notice period payment does not include the lunch break payment.	Ensure that lunch break payment is included in the calculation of the notice period payment.		3
Sep-21	Compensation	Social Security and Other Benefits	The annual salary supplement or bonus does not include the lunch break payment.	Include the lunch break payment in the calculation of the annual salary supplement or bonus.		3
Sep-21	Compensation	Social Security and Other Benefits	The employer collected but did not forward workers' contributions to OFATMA on a monthly basis and does not include the lunch break payment.	Collect and forward workers' contributions to OFATMA on time, within the 10th working days of each month. Include the lunch break payment in the calculation of the average salary.		51
Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to OFATMA does not include the lunch break payment.	Ensure that employer contribution to OFATMA is made on time. Include the lunch break payment in the calculation of the average daily salary.	In February 2021 Horizon manufacturing reached an agreement with OFATMA for the payment of a debt over a period of 4 months from February 2021 to May 2021. The factory made a first payment in February 2021, then a second payment in March 2021 on debt including the payment for the month of February 2021. The third payment took place in April 2021 according to the agreement and the last payment in July. Management argued that while the factory paid the debt to OFATMA the regular month was also paid. However. No other proof of payment was available for the year 2021. The receipts provided do not indicate that the monthly payments were included.	51
Sep-21	Compensation	Social Security and Other Benefits	The factory has not completed the payment of for the fiscal year 2019-2020 to OFATMA for accident insurance.	Ensure that the contribution to OFATMA for accident insurance is made on time. Factory should also document any agreement concluded with OFATMA on that regard.		51
Sep-21	Compensation	Social Security and Other Benefits	The employer collects but does not forwards workers' contributions to ONA on a monthly basis.	Collect and forward workers' contributions on time within the 10 days of each month. Include the lunch break payment in the calculation of the average daily salary.		51

Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to ONA is not calculated on the average daily salary. Furthermore, the calculation does not include the lunch break payment.	Pay employer contribution on time, within the 10 working days of each month. Include the lunch break payment in the calculation of the average daily salary.		51
Sep-21	Compensation	Paid Leave	Annual leave and sick leave payments are not accurate as the lunch break payment is not included in the calculation.	Include the lunch break payment in the calculation of any leaves payment.		3
Sep-21	Compensation	Paid Leave	Lunch breaks is not compensated in the payroll.	Pay lunch break as required by the new law.		3
Sep-21	Compensation	Paid Leave	The factory has no records of maternity leave payments.	Provide 12 weeks of maternity leave payment to eligible workers.		32
Sep-21	Compensation	Paid Leave	Management did not provide any proof of payment for sick leave.	Ensure that lunch break payment is included in the calculation of sick leave.		32
Sep-21	Compensation	Paid Leave	The annual leave payment does not include the lunch break payment.	Include the lunch break payment in the calculation of annual leave payment.		3
Assessment July 2019						
Jul-19	Discrimination	Genre	L'usine n'a pas appliqué la politique de tolérance zéro concernant l'inconduite sexuelle.	Examiner la politique sur le harcèlement sexuel en consultation avec les représentants des ouvriers. Offrir une formation aux ouvriers et à toutes les lignes de supervision.	L'usine a formé tous ses employés à ce qu'est le harcèlement et les abus. L'usine a revu sa politique en matière de harcèlement sexuel en consultation avec le comité syndical.	15
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.	19
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.	19

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.	48
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.	48
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.	48
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.	Pay slip displays that overtime and related payments are included in the overtime worked.	22
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.	22

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.	22
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.	22
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.	48
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.	48
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.	60
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.	19
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.	48
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.	48

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.	48
Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for men.	Increase the number of toilets for men.		22
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.	36
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.	22
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.	22
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 to cover more workers.	48
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.	48
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.	36
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.	22
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 should keep everything on the PC for upcoming audits.	22

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.	42
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Factory: LIFE S.A.
Location: Port-au-Prince
Number of workers: 65
Date of registration: Jun-15
Date of last two Better Work assessments: Oct-19 Sep-21

Advisory and Training Services

Aug-21	PICC Meeting	Meeting with committee regarding factory's concerns.
Jun-21	Advisory meeting	Meeting to discuss updates on the improvement plan, factory roadmap and how to strengthen OSH procedures.
May-21	Advisory meeting	Virtual advisory meeting on Improvement plan updates. Discussion was also on the road map. Factory to strengthen OSH procedures and share with advisor.
Apr-21	Training	Virtual OSH Event Workshop
Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
Mar-21	Advisory meeting	Meeting to review the improvement plan and to discuss the role and responsibilities of the bipartite committee
Oct-20	Advisory meeting	Meeting to discuss issues related to social benefit payments and the financial situation of the factory. Review of Covid 19 protocol and OSH management guidelines.
Apr-21	Training	OSH Event Workshop

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment September 2021						
Sep-21	Occupational Safety and Health	Emergency Preparedness	The factory did not take steps to control potential sources of ignition.	Ensure to take necessary measures to control risk and hazard within the workplace.		3
Sep-21	Occupational Safety and Health	Emergency Preparedness	Several aisles leading to an emergency exit were obstructed by tables in the sewing lines.	Ensure that the evacuation routes and aisles remained unobstructed.		3
Sep-21	Occupational Safety and Health	Health Services and First Aid	No evidence of medical checks performed within the first 3 months of hiring were available.	Pay OFATMA for the medical card (CDS) and coordinate with OFATMA to provide medical check for workers within their first three months.		22
Sep-21	Occupational Safety and Health	Welfare Facilities	The factory has not conducted a water test on a monthly basis by a certified laboratory.	Ensure the drinking water is tested on a monthly basis by a competent laboratory.		3

Sep-21	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Provide adequate lighting in all sections of the factory.		28
Sep-21	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.		52
Sep-21	Occupational Safety and Health	Worker Protection	The workers and visitors body temperature are not checked upon entry in a systematic way. No registry for body temperature of 38C and above.	Check all workers and visitors body temperature upon entry in a systematic way and keep a registry for all persons who present a temperature of 38C and above.		3
Sep-21	Occupational Safety and Health	Worker Protection	The social distance is not respected in all sections of the factory, as well as during entry and exit.	Monitor that the 1.5 meter social distancing recommendation is respected in all sections of the factory, as well as during entry and exit.		3
Sep-21	Occupational Safety and Health	Worker Protection	One electrical panel without safety warnings posted near the clinic.	Post safety warnings where necessary.		3
Sep-21	Occupational Safety and Health	Worker Protection	Assessors noticed circuit breakers were not identified in an electrical panel near the clinic.	Identify all circuit breakers.		
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station was not available in the chemical warehouse where chemicals are stored.	Install eye wash station in the chemical warehouse.		3
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not provide training to workers on chemical products handling.	Provide training on safe use of chemical and hazardous substances to workers.		3
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical substances were not properly stored.	Ensure that Chemical substances are properly stored and storage room are adequately ventilated.		3
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	2 unlabeled containers of Diesel fuel found in the Generator room.	Label all chemicals and hazardous substances properly.		22

Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Factory does not maintain a chemical inventory listing all the chemicals used including their locations.	Update the inventory of chemicals accordingly.		3
Sep-21	Occupational Safety and Health	OSH Management Systems	The employer did not provide any document that covers the structural safety or stating that the building is safe.	Provide permits or documents on building's structural safety.		3
Sep-21	Occupational Safety and Health	OSH Management Systems	The factory did not record work related accidents and submit them to OFATMA on a monthly basis.	Record the work related accidents and submit them to OFATMA on a monthly basis.		3
Sep-21	Occupational Safety and Health	OSH Management Systems	The safety and health committee was not functional.	Factory should have an effective Health and safety committee.		3
Sep-21	Occupational Safety and Health	OSH Management Systems	No reports on general occupational safety and health were available for the last 12 months.	Ensure that a general OSH assessment is conducted on monthly basis and duly recorded for review purposes.		3
Sep-21	Contract and Human Resources	Termination	The annual leave upon termination. is not calculated on the daily average salary.	Pay the annual based on the average daily salary.		3
Sep-21	Compensation	Social Security and Other Benefits	The factory has not collected and forwarded workers contributions to OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance and forward workers' contribution.		46
Sep-21	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance and forward workers' contribution.		46
Sep-21	Compensation	Social Security and Other Benefits	The payments OFATMA for accident insurance for the fiscal year 2020-2021 were made in January 2021 instead of December 2020.	Pay the contribution within the deadline indicated in the invoice.		3
Sep-21	Compensation	Social Security and Other Benefits	Factory does not collect nor forward workers' contributions to ONA on a monthly basis .	Collect and forward workers' contribution on a monthly basis.		15

Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to ONA is not submitted on a monthly basis.	Forward employer 's contribution to ONA on a monthly basis.		15
Sep-21	Compensation	Paid Leave	The annual leave payment is not calculated based on the daily average earning.	Ensure that the annual leave payment is on the daily average earning.		3
Assessment October 2020- October 2019						
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.	8
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.	Have a checklist to record the daily cleaning and disinfection of the workplace.		25
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.		12
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.		43
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.		43
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.		12
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.		19

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.	All containers of chemicals are labelled.	19
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.	Chemical MSDS are now available in local language.	19
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.		19
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.		49
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.		25
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 three months.		19
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.		37



Factory: MAS AKANSYEL S.A
Location: Arrondissement du Trou du Nord
Number of workers: 1,285
Date of registration: Jun-17
Date of last two Better Work assessments: Jan-20 Apr-21

Advisory and Training Services

8-Nov-21	Virtual advisory meeting	Discussions regarding improvement made from the corrective action plan. Bipartite meeting with the ERB on current workers concerns.
5-Aug-21	Virtual advisory meeting	Meeting with management and client Lulu Lemon on compliance action plan. Factory gave deadline to complete the points. Factory has to send an update of remediation, by mid September 2021.
4-Aug-21	PICC Meeting	Discussion with management to validate improvement plan. Discussion with bipartite committee ERB members who discussed their concerns on OFATMA and maternity payment. Discussion with union members on concerns such as modality of recruitment, necessity of more punching machine and lean system method.
27-Jul-21	Virtual advisory meeting	Meeting with management to discuss CAP (corrective action plan). Recommendation made on resolution process and timeline.
30-Jun-21	Virtual advisory meeting	Meeting with management team on Improvement plan. EA guided management on editing the progress report.
21-May-21	Training	Virtual Introduction to Workers Rights & Responsibilities.
20-May-21	Training	Virtual Socially Responsible Transitioning.
13-May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Middle Management.
12-May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Supervisors.
11-May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Workers.
7-May-21	Virtual advisory meeting	Virtual management meeting on corrective action plan to upload on the improvement plan and progress report to edit. Discussion was also on paid leave. Bipartite meeting regarding workers' concern such as OFATMA and ONA cards, fingerprints and emergency doors.
7-May-21	Training	Workplace Cooperation & Communication.
6-May-21	Training	Virtual Sexual Harassment Awareness and Prevention.
5-May-21	Training	Virtual training Covid-19 Emergency Preparedness.
22-Apr-21	Training	Virtual Sexual Harassment Awareness and Prevention.
20-Apr-21	Training	Virtual Occupational Safety and Health (OSH).
4-Mar-21	Training	Virtual Webinar on Covid-19 Human Resources Management (HRM).
3-Mar-21	Training	Virtual training Covid-19 Emergency Preparedness.
26-Feb-21	Virtual advisory meeting	Virtual investigation on Sexual harassment complaint. Multiple interview conducted individually with the complainant, the alleged perpetrator, witness, management representatives. Group interview held with bipartite committee (ERB), union cell and workers. Virtual meeting with management on 4 concerns raised by unions on a strike announcement letter.
10-Feb-21	Virtual advisory meeting	Virtual advisory to discuss 2021 advisory strategy and priorities. Discussion was also on social dialogue and pending union's complaints and recommendation regarding termination case. Virtual meeting with SOHARST to present BWH conclusion regarding the case of terminated worker. BW advisor also shared recommendation on the submission of complaints through the internal grievance mechanism.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment April 2021						
Apr-21	Occupational Safety and Health	Emergency Preparedness	Less than the 10 percent of the workforce trained in fire fighting, as recommended by Better Work.	Provide fire fighting training to at least 10 percent of the workforce.	We have already started the process of getting fire fighting training for 488 of our employees. Recently PIC has appointed a new trainer for the particular Training Programs & we are currently working with them to get these training programs completed.	25
Apr-21	Occupational Safety and Health	Emergency Preparedness	Escape routes obstructed with fabrics in the stock area and in the sewing floor by sewing machines.	Ensure that escape remained unobstructed during the working hours.	the pallets have been properly stacked into the racks & obstructed pathways were cleared.	14
Apr-21	Occupational Safety and Health	Emergency Preparedness	Fire hose in the cafeteria obstructed by boxes and no fire extinguisher was installed in the forklift.	Install a fire extinguisher on the forklift. Ensure that fire fighting equipment remained unobstructed all time.	Management remove the wooden palette in front of the fire hose. Also, we are in the process to fix a fire extinguisher for the forklift.	14
Apr-21	Occupational Safety and Health	Health Services and First Aid	Less than the 10 percent of the workforce trained in first aid, recommended by Better Work.	Train 10 percent of the workforce in first aid.	We have already started the process of getting First aid training for 488 of our employees. Recently PIC has appointed a new trainer for the particular Training Programs & we are currently working with them to get these training programs completed.	32
Apr-21	Occupational Safety and Health	Health Services and First Aid	Two first Aid boxes were missing the adhesive and alcohol.	Have the first aid boxes checked regularly.	Management has provided the first aid boxes with the missing item. The first aid boxes are checked on a regular basis.	31

Apr-21	Occupational Safety and Health	Welfare Facilities	Insufficient toilets.	Ensure that the toilets are functioning.	Based on the current headcount we need to have 12 male toilets & 72 Female toilets. Giving the current situation the Company complies with the Male toilet requirement. But, 27 Female toilets were not functioning due to some urgent repairs. The administration engineering department is working on that.	9
Apr-21	Occupational Safety and Health	Working Environment	The level of lighting was inadequate in the packing section.	Ensure that level of lighting is adequate in all the departments.	This has been corrected.	9
Apr-21	Occupational Safety and Health	Worker Protection	No protective barriers installed between the workstation.	Clarify and implement the protective measures to maintain a social distance of 1.5m in the workplace.	Giving awareness as much as possible to enhance TM awareness & the company is trying to install protective barriers between the work stations.	7
Apr-21	Occupational Safety and Health	Worker Protection	One electrical box without safety warning sign in the cafeteria.	Post safety warning sign on the electrical box in the cafeteria.	Safety signs will be posted as required.	31
Apr-21	Occupational Safety and Health	Worker Protection	No safety belts were provided to worker in the packing area for heavy lifting.	Provide safety belt to worker in the packing area for heavy lifting.	An ergonomic survey was conducted and actions are taken based on the recommendations given. This was not highlighted at that point. We will first understand the real requirement then, further evaluate the necessity and provide if necessary.	7
Apr-21	Occupational Safety and Health	Worker Protection	Management has provided metal gloves for workers in the cutting department. Earmuffs for workers in the generator room. Proper gloves and goggles for workers in the mechanics' shop. However, no chemical mask were provided to worker and line leader in the spot cleaning area.	Provide proper mask to workers in the spot cleaning area.	Factory will appoint a dedicated person for the Spot cleaning room. He or She will get proper PPEs	16
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	No eyewash station in the spot cleaning room and also near the temporary chemical storage where the chemicals are used and stored.	Install eyewash station in the spot cleaning room and also near temporary chemical storage where the chemicals are used and stored.	One eyewash station is already installed inside the Spot cleaning room. Another eyewash station is to be set up soon in the temporary chemical storage area. Currently, this room is NOT in use but, we will set up an eyewash unit soon.	13

Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory did not provide training record for workers and supervisors using chemical in the spot cleaning.	Ensure that spot cleaning workers are trained on the safe usage of the chemicals.	Most of the time team members & supervisors are using water for the stain removing process. However, once we finalized with a dedicating person for the Spot cleaning room. He or She will get proper training on chemical handling with required PPE.	9
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Any worker has access to use the spray chemicals guns without any PPE.	Ensure that PPE are provided to all workers entering in the spot cleaning area.	Factory will assign a dedicated person for the spot cleaning operation and also provide necessary training. Only one person will be doing the spot cleaning.	9
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical data safety sheets were unavailable for several hazardous substances.	Ensure and that MSDS are available for all chemical used in the workplace.	All the missing MSDS are completed and Posted	25
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Two unlabeled containers of chemicals.	Ensure that all containers are properly labelled.	All the unlabeled containers are now properly labelled.	31
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory is not accurate and did not include the name of all chemicals used in the workplace.	Ensure that the inventory is accurate and include all the chemicals used in the workplace.	Inventory updated accordingly.	31
Apr-21	Contract and Human Resources	Employment Contracts	The factory does not have an internal work rules approved by the Ministry of labor.	Have the internal work rules approved by MAST.	Currently, the Factory is closely following up with the Ministry of labor to get approval for its Internal work rules. BW is fully aware of this and the paper trail.	25
Apr-21	Compensation	Social Security and Other Benefits	The salary statement submitted to OFATMA is less than the amount paid in the payroll for the fiscal year 2019-2020.	Submit the correct invoice and provide the proof of payment for the fiscal year 2020-2021.	Factory has submitted salary details to OFATMA with same amount that have paid in payrolls from Oct -2019 to Sep-2020. Company doesn't received a sealed copy from OFATMA due to the unavailability of the officials/ seal at the time of submission. We will get the seal for the documents which the seal is missing. We would like BW to understand the current reality on the ground with having to deal with nonproductive government institutions that, does not take any ownership. All dues have been paid on time and in full.	19

Apr-21	Discrimination	Gender	Pregnant women has been sent home with a remuneration of 50 percent upon receipt of the certificate of pregnancy in order to protect them during the Covid-19 time.	The company is in the discussion to pay them in full amount.	This is a COVID-19 protocol and a preventive measure that has taken from the company to protect pregnant employees. However now the company is in the discussion to pay them in full amount.	9
Assessment October 2020- January 2020						
Oct-20	Contract and Human Resources	Termination	Case of dismissal of a union committee member.	Trained the worker and especially the union member on the internal procedures. Ensure that all procedure are posted in local language where all worker can see them. Ensure the new internal work rules are approved by MAST as required by local law.		
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not keep registry for all persons who present a temperature of 38C and above.	keep registry for all persons who present a temperature of 38C and above.		
Jan-20	Working Time	Regular Hours	Regular Working hours goes beyond 48 hours a week.	Set regular working hours at 8 hours or 9 hours daily with and agreement with workers.		
Jan-20	Occupational Safety and Health	Emergency Preparedness	Less than the 10 percent of the workforce recommended by Better Work in fire fighting training.	Train 10 percent of the workforce as recommended by Better Work.	Factory actively engaged with park management for alternatives.	
Jan-20	Occupational Safety and Health	Emergency Preparedness	Escape route in the fabric warehouse was not clearly marked and aisles were obstructed by equipment in the sewing and Finish good warehouse.	Ensure properly marked aisles unobstructed by equipment. Work with OSH committee members and supervisors for random monitoring	Trolleys weight keeps removing yellow tapes used on escape routes lines for escape routes. Factory will better manage Trolley and reapply tapes (specially in warehouse).	
Jan-20	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were not properly installed and identified.	Ensure that fire extinguishers are properly installed and identified.		
Jan-20	Occupational Safety and Health	Health Services and First Aid	Less than the 10 percent of the workforce recommended by Better Work are trained in first aid training.	Ensure that 10% of the worker population is trained on first aid on an ongoing basis.		

Jan-20	Occupational Safety and Health	Health Services and First Aid	Three first Aid boxes were missing Scissors, Cotton ball, Antiseptic.	Ensure adequate supplies in all first aid boxes including but not limited to Scissors, Cotton ball, Antiseptic.		
Jan-20	Occupational Safety and Health	Health Services and First Aid	Insufficient nurses.	Comply with the Haitian Labour Code, a factory of this size must have a permanent onsite medical service, with at least 6 nurses.		
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.		
Jan-20	Occupational Safety and Health	Health Services and First Aid	The factory does not arrange free health checks for workers within the first three months of hiring.	Pay OFATMA for the medical cards, engage with OFATMA to provide the medical checks.	Factory paid health card as part of accidental insurance policy.	
Jan-20	Occupational Safety and Health	Working Environment	The level of lighting in the workplace was inadequate in sewing and packing sections.	Ensure adequate luminosity in the various production areas according to BW guidelines.		
Jan-20	Occupational Safety and Health	Working Environment	Noise levels are unacceptable in the cutting section.			
Jan-20	Occupational Safety and Health	Working Environment	Temperature level exceeded the recommended 90C in all sections.			
Jan-20	Occupational Safety and Health	Worker Protection	One electrical box in the embroidery and another one in the waste room did not have safety warnings posted.	Ensure that all electrical boxes have safety warning signs posted.		
Jan-20	Occupational Safety and Health	Worker Protection	Several chairs found without backrest in the stock trim and finish goods warehouse.	Ensure that no workers are using chairs without backrest.	Factory removed chairs, they were temporarily waiting to be picked up by repairing company.	
Jan-20	Occupational Safety and Health	Worker Protection	The employer did not take steps to ensure that all workers in the cutting section and mechanic workshop used the equipment safely.	Ensure adequate training of PPE usage for all production personnel including but not limited to cutting and mechanic shop workers.	Training delivered to these workers.	
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	No eyewash station in the embroidery and also near the temporary chemical storage where the chemicals are used and stored.	Install an eye wash station in the embroidery soon.	Temporary chemical storage was discontinued.	

Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available in the printing area for several products.	Ensure all MSDS are posted for the chemicals in circulation at their respective locations.		
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unlabeled containers of oil and alcohol in the raw material and stock trim section.	Ensure that all containers of chemicals are properly labelled and stored.	Compliance Officer is in charge with Compliance manager to distribute standard label containers issued by management. Sanctions will be applied for non complying workers. Management also conducts random osha tours.	
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals is incomplete.	Track inventory of chemicals and hazardous substances used in the workplace and ensure it includes all the chemicals currently in operations.		
Jan-20	Contract and Human Resources	Employment Contracts	The factory has an internal regulations. Is inconsistent with the contract regarding the working time.	Revise internal working rules, contracts to ensure that working hours are both aligned with 3/8 law*;		
Jan-20	Contract and Human Resources	Employment Contracts	The contract is less favorable than the law regarding the working time.	Modify working hours to conform to 8 hours as regular working hours or 9 hours with an agreement.	Factory has worked out a proposal which was sent to MAST, approval is pending. factory presented signatures from worker representatives. In the agreement, workers would work 8 regular working hours 2.15 hours of OT daily, lunch break is paid and included, no Saturday hours	
Jan-20	Compensation	Social Security and Other Benefits	Management failed to provide any receipt of payment for OFATMA accident insurance.	Pay OFATMA accident insurance for fiscal year 2019-2020.		
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.	
Jan-20	Compensation	Overtime Wages	Overtime worked is not accurately compensated.	Dialogue with worker representatives to establish factory working hours respecting 8 hours a day or 9 hours a day with an agreement		



Factory: MBI HAITI S.A
Location: Port-au-Prince
Number of workers: 1612
Date of registration: Aug-13
Date of last two Better Work assessments: Feb-20 Apr-21

Advisory and Training Services

Nov-21	Virtual advisory meeting	Advisory visit to conduct factory tour to check the following:
Nov-21	Virtual advisory meeting	Advisory visit to review and update improvement plan.
Oct-21	Virtual advisory meeting	Advisory visits to: update the improvement plan, Discuss the renewal of the bipartite committee, Discuss incident with GOSSTRA member
Jun-21	Virtual advisory meeting	Summary of the advisory visit: Meeting with the factory management to discuss: The new improvement plan. Root causes and necessary corrective actions. Possible training which can help the factory to improve the OHS cluster. Factory tour to check all the corrections already made by the factory.
Feb-21	Virtual advisory meeting	Virtual Advisory visit to discuss the following points: 2020 Achievement. Priorities for 2021. Pending NC issues. Complaints about unpaid incentives. Training Plans.
Nov-20	Virtual advisory meeting	VA 6: Virtual Meeting with the bipartite committee to discuss the follo
Oct-20	Training	COVID-19 training for Doctors & Nurses in Factories.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment April 2021						
Apr-21	Working Time	Regular Hours	Inaccurate attendance record.	Ensure that the factory has an accurate attendance recording .		7
Apr-21	Working Time	Regular Hours	Factory does not systematically provide the necessary breaks for pregnant women.	Provide the required breaks for pregnant women.	Pregnant women are receiving the break as specified by the law. Additional training was given to pregnant women and supervisors on this subject.	
Apr-21	Occupational Safety and Health	Emergency Preparedness	Insufficient workers trained in the use of fire-fighting equipment.	Train at least 10% of the workforce in the use of fire-fighting equipment.		7
Apr-21	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least 2 emergency drill per year.	Conduct an evacuation drill every 6 months.		29

Apr-21	Occupational Safety and Health	Emergency Preparedness	Obstructed emergency exits and routes in several areas.	Ensure that emergency exits and escape routes are not obstructed.	The factory has removed tables and boxes in all areas of the workplace and keeps emergency exits and escape routes clear.	
Apr-21	Occupational Safety and Health	Emergency Preparedness	Evacuation map need to be updated and escape route need to be clearly marked.	Post updated evacuation plans for all buildings and Ensure that all escape routes are clearly marked.		29
Apr-21	Occupational Safety and Health	Emergency Preparedness	obstructed fire hose.	Keep fire hose accessible.	The factory made sure that all fire hoses are accessible and in good condition.	
Apr-21	Occupational Safety and Health	Emergency Preparedness	Obstructed alarm system.	Keep alarm system accessible.		7
Apr-21	Occupational Safety and Health	Health Services and First Aid	Insufficient workers trained in first aids.	Train at least 10% of the workforce in first aids.		29
Apr-21	Occupational Safety and Health	Health Services and First Aid	First aid boxes were not readily accessible and were missing supplies.	Keep first aids boxes readily accessible and equip them.	All the First Aid Boxes are accessible. Inventory is checked regularly.	
Apr-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Hire additional nurses.		29
Apr-21	Occupational Safety and Health	Health Services and First Aid	Restricted access to pregnant women for changing jobs within the workplace.	Give pregnant women the possibility of changing jobs within the workplace.		7
Apr-21	Occupational Safety and Health	Welfare Facilities	Soap and paper were not readily available in one building.	Ensure that soap and paper are available in all factory restrooms during working hours, including overtime.		29
Apr-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		29
Apr-21	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure the lighting is adequate and adapted to worker's needs.		29
Apr-21	Occupational Safety and Health	Working Environment	The noise level in one areas of the workspace exceeded 90 db.	Maintain the noise level to a maximum of 90 dB in all the working sections.		7
Apr-21	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable.	Monitor the temperature level and maintain it under 30 C inside the workplace.		29

Apr-21	Occupational Safety and Health	Worker Protection	Social distance is not respected on the factory.	Ensure that 1.5 meter of distance is respected within the workplace.		7
Apr-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system of the factory.	Improve the electrical maintenance and Create a maintenance log.	The factory has properly maintained all electrical switches in all pressing machine by covering them.	29
Apr-21	Occupational Safety and Health	Worker Protection	Sewing machines were missing eye guards.	Install all missing finger guards and ensure proper monitoring is conducted.	The guards have been installed on the sewing machines.	
Apr-21	Occupational Safety and Health	Worker Protection	Standing mats were not available to all workers.	Provide foot rests or shock absorbing mats to standing workers.	The factory provided shock absorbing mats to all stand workers in the pressing section outside the building 53.	29
Apr-21	Occupational Safety and Health	Worker Protection	Last year no training were provided on personal equipment and machines.	Establish training calendar and provide training to workers using protective equipment and machines in the workplace.		7
Apr-21	Occupational Safety and Health	Worker Protection	The factory did not provide appropriate PPE to all workers.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.		7
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not have appropriate spot cleaning area.	Ensure that spot cleaning area is isolated. Vacuum machines, exhausts and eye wash station are working properly.		29
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available in local language for all chemicals used in the workplace.	Translate and post MSDS where chemicals are used in the workplace.	The factory install the MSDS at the workplace as required in English. However, they should translate it into the local language.	
Apr-21	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 labeled the chemicals by writing the name of chemical on the container.	
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Update inventory of chemicals and hazardous substances in the workplace.	Inventory of chemical products has been updated.	29

Apr-21	Contract and Human Resources	Termination	Inaccurate annual salary supplement or bonus upon termination calculation.	Pay the lunch break and calculate annual salary supplement or bonus upon termination based on worker's average earnings.		7
Apr-21	Contract and Human Resources	Termination	Inaccurate unused annual leave calculation upon termination.	Pay the lunch break and calculate unused annual leave upon termination based on worker's average earnings.		7
Apr-21	Contract and Human Resources	Termination	Inaccurate notice period payment.	Pay the lunch break and calculate notice period payment based on worker's average earnings.		7
Apr-21	Compensation	Social Security and Other Benefits	Inaccurate salary supplement payment.	Pay the lunch break and calculate salary supplement payment based on worker's average earnings.		7
Apr-21	Compensation	Social Security and Other Benefits	Inaccurate calculation of worker's contribution for OFATMA.	Pay the lunch break and calculate this amount based on workers basic salaries by adding the daily break payment in the payroll.		7
Apr-21	Compensation	Social Security and Other Benefits	Inaccurate calculation of employer's contribution for OFATMA.	Calculate this amount based on workers basic salaries by adding the daily break payment in the payroll.		7
Apr-21	Compensation	Social Security and Other Benefits	Inaccurate payment to OFATMA for work-related accident insurance.	Ensure that payment for work related accident is made in a timely manner.	The factory shared the letter in which OFATMA agreed with them to make the payment in two installments.	
Apr-21	Compensation	Social Security and Other Benefits	Inaccurate calculation of worker's contribution for ONA.	Calculate this amount based on workers basic salaries by adding the daily break payment in the payroll.		7
Apr-21	Compensation	Social Security and Other Benefits	Inaccurate calculation of employer's contribution for ONA.	The employer must pay the lunch break and include it in the calculation of the average daily salary.		7
Apr-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Ensure that the daily break is accurately paid to all workers.		7
Apr-21	Compensation	Paid Leave	Inaccurate payment of annual leave.	Calculate the annual leave on worker's daily average earnings.		7

Apr-21	Discrimination	Gender	One sexual harassment case was reported involving one female worker.	Strengthen the policy on the prevention of sexual harassment. Train all supervisory line in the Respectful workplace program. Do an awareness campaign on sexual harassment.	The Supervisor have been terminated and the factory has conducted sexual harassment training for all supervisors and made them signed an agreement about the sexual harassment zero tolerance policy.	
Assessment October 2020-February 2020						
Oct-20	Occupational Safety and Health	Worker Protection	The factory has a system in place to clean and disinfect the workplace. However 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.	Factory says that the cleaning record exists.	
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory has a COVID 19 protocol in place. However it is missing the following: •Reporting Procedures (Method for workers and supervisors to report issues related to COVID 19 to management and government health official) •Handling procedure of suspected cases (Isolation room; PPE; hand washing station; gloves, disposable shoe covers; isolation gown and cap)	The factory needs to 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.	
Feb-20	Working Time	Regular Hours	Regular hours exceed the normal 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.	
Feb-20	Occupational Safety and Health	Emergency Preparedness	Insufficient number of fire drills per year.	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.	
Feb-20	Occupational Safety and Health	Emergency Preparedness	Obstructed emergency exits during work hours.	Ensure that all emergency exit are readily accessible. Ensure that routes and exits are not blocked	Management took action to remove tables from escape routes. Escape routes were clear when observed during virtual advisory visit.	

Feb-20	Occupational Safety and Health	Emergency Preparedness	Outdated evacuation map.	Ensure that evacuation map is updated. Ensure that new evacuation maps are posted on the floor.	Management ordered the impression of new evacuation map.	
Feb-20	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguishers.	Ensure that fire extinguishers are always accessible.	Action were taken at the time of assessment.	
Feb-20	Occupational Safety and Health	Health Services and First Aid	Insufficient numbers of workers trained in first aid.	Develop a first aid training plan, targeting at least 10 percent of the workers. Ensure that training plan is implemented in a timely manner Ensure that training are recorded.	Management has trained 25 workers. Additional training are scheduled for the month of May. Company is currently operating with 510 employees. Currently they have trained 130 workers, which represents approximately 25.4 percent of the current total staff.	
Feb-20	Occupational Safety and Health	Health Services and First Aid	Inaccessible first aid boxes.	Ensure that first aid boxes are readily accessible. Ensure that the person who has the key to the boxes are properly trained to react in a timely manner.	Action taken to ensure that employee with the key is readily available. First aid boxes are accessible.	
Feb-20	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Ensure that new nursing staff is increase according to labor law.	Currently the factory has 510 workers and 4 nurses and 3 doctor's visit per week. The factory is currently in compliance with the legal requirements. However, as they increase their staff, they agree to hire more workers.	
Feb-20	Occupational Safety and Health	Welfare Facilities	Assessors noticed that soap was not available in all 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.	
Feb-20	Occupational Safety and Health	Welfare Facilities	The factory has insufficient functioning toilets.	Increase the number of functioning toilets in the workplace.	The factory currently has 510 workers. They are therefore in compliance with the legal requirements. However when they increase their staff, they may need to increase the number of toilets.	

Feb-20	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	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. They have also changed the type of bulbs to provide increase the amount of lux. Given that BW cannot go to the factory to physically verify the light intensity, we are putting the company in compliance based on a video tour. EA has also spoken to 2 union members which indicate that they are satisfied	
Feb-20	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable	Install proper cooling system to ensure that temperature level is acceptable.	Factory install 30 new fans. BW cannot physically go to the factory to verify the temperature. We are putting the compliance for now. They have also purchased digital thermometer to monitor the temperature.	
Feb-20	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical circuit breakers, electrical sockets and outlets.	Ensure that all electrical circuit breaker are properly labelled. Ensure that all damaged sockets and outlets are fixed .	During video tour, advisor observed that all circuit breaker were labelled.	
Feb-20	Occupational Safety and Health	Worker Protection	Insufficient number of shock absorbing mats for standing workers.	Provide standing mats to all workers. Ensure that workers are reminded to use standing mats.	Standing mats were provided to all workers	
Feb-20	Occupational Safety and Health	Worker Protection	Several workers were observed not using their machine's eye guards. No evidence of training performed on the safe use of the machines was available.	Establish a training plan for all workers. Ensure that all workers are trained on the proper use of eye guard Record delivery of training	Factory has provided training to all 510 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.	
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	There is no eyewash station in the spot cleaning section where the chemicals are 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.	

Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available in the laboratory room where chemicals are stored.	Ensure that chemical and hazardous substances are stored in one location. Management needs to ensure that MSDS are available for all chemical products used in the workplace. Ensure that MSDS are posted 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.	
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabeled spot cleaning gun in the spot cleaning section.	Define who is responsible to handle chemical products upon receipt. Assign one person to manage the receipt and distribution of chemical products. Ensure that all chemical product containers are labelled.	During video tour, advisor observed that spot cleaning gun is properly labelled.	
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of chemicals and hazardous substances.	Update the inventory on a regular basis. Management needs to ensure that MSDS are available for all chemical products used in the workplace. Ensure that MSDS are posted where chemicals are being used.	Management provided an updated inventory for all products available in the workplace.	
Feb-20	Occupational Safety and Health	OSH Management Systems	OSH assessment are not carried out on a regular basis.	Management needs to carry out regular assessment of health and safety issue in the factory. Assessment needs to be documented and communicated to workers.	Factory has started to perform monthly OSH assessment. Factory has provided OSH assessment report for every month from May to September.	
Feb-20	Contract and Human Resources	Termination	Labor Ministry is not notified prior to employee dismissal.	Ensure MAST is informed about worker termination. Management has reviewed their management system.	HR personnel is now informed about the procedure and they are informing MAST of any firing or suspension.	

Feb-20	Contract and Human Resources	Contracting Procedures	Subcontracted workers are not properly trained in the use of PPE.	Develop a policy to ensure that all subcontractors are trained on the appropriate use of PPE. Make sure that PPE is provided to subcontracted workers.	A policy is being developed for the use of PPE by all subcontractors. 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.	
Feb-20	Compensation	Social Security and Other Benefits	At the time of the assessment, the factory provided one payment receipt representing a quarter of the total amount while the invoice fixes the payment of the totality before February 20, 2020. Management explained that they have an agreement with OFATMA for a staggered payment in four installments. Management failed to provide such agreement.	Management need to obtain agreement letter from OFATMA, confirming that they have a payment plan. They should make all payment 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.	
Feb-20	Compensation	Paid Leave	The daily break is not compensated as required by law.	Implementation of the new *3-8* law. The factory should pay workers for the daily break.	Meeting planned 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 law.	



Factory: MGA Haiti S.A.
Location: Port-au-Prince
Number of workers: 1323
Date of registration: Oct-09
Date of last two Better Work assessments: Jun-19 Feb-21

Advisory and Training Services

Nov-21	Virtual advisory meeting	Advisory summary - Meeting with management to work on the first progress report guidelines in order to complete the online questionnaire.
Nov-21	Virtual advisory meeting	Advisory summary Meeting with the Bipartite committee to follow up on: - The work the committee has done during the year. - Follow-up of the issue of payment of maternity leave. - Tracking corrected improvement. Meeting with management to: - Discuss proof of progress on the Improvement plan. - Follow up on the progress report 1. - Conduct a factory tour and update the improvement plan.
Jun-21	Virtual advisory meeting	Advisory summary meeting with the bipartite committee to discuss: - How to improve the Social dialogue and grievance mechanism in the workplace - Late payment of maternity leave Meeting with management to: - Review the improvement plan - Conducted a factory tour
May-21	Virtual advisory meeting	Advisory summary Meeting with the bipartite committee to discuss: - The new improvement plan, root causes and necessary corrective actions and follow up on the training plan. Meeting with management - To follow up on the compensation issues and conducted a factory tour.
May-21	Training	Virtual Sexual Harassment Awareness and Prevention
May-21	Training	Virtual training Covid-19 Emergency Preparedness
Apr-21	Training	Virtual OSH Event Workshop
Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
Mar-21	Training	Virtual Webinar on Covid-19 Human Resources Management (HRM) - French
Mar-21	Training	Virtual training Covid-19 Emergency Preparedness
Nov-20	Virtual advisory meeting	Advisory session to discuss ongoing COVID-19 protocol, Health services, emergency preparedness and Social security services.
Nov-20	Training	Virtual Socially Responsible Transitioning

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2021						
Feb-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average .		9

Feb-21	Occupational Safety and Health	Emergency Preparedness	Insufficient workers trained in the use of fire-fighting equipment.	Train at least 10% of the workforce in the use of fire-fighting equipment.	The factory trained more than 10% of the workforce.	45
Feb-21	Occupational Safety and Health	Emergency Preparedness	Emergency exit door was locked during working hours.	Keep all the exit doors open during working hours.	The factory removed the exit sign.	9
Feb-21	Occupational Safety and Health	Emergency Preparedness	Evacuation plan of two buildings are not updated and no evacuation plan for another one.	Post updated evacuation plans for all buildings.		45
Feb-21	Occupational Safety and Health	Emergency Preparedness	No fire extinguisher were available in one building and one is obstructed in another one.	Install adequate firefighting equipment and ensure regular maintenance is done.	The factory installs the required fire fighting equipment in the building and keeps it all clear.	45
Feb-21	Occupational Safety and Health	Emergency Preparedness	No fire alarm system was installed in two building.	Install a functioning alarm system in all buildings.	All the safety and protection equipment has been installed.	9
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insufficient workers trained in first aids.	Train at least 10% of the workforce in first aids.		45
Feb-21	Occupational Safety and Health	Health Services and First Aid	One first aid box was not accessible and another one had expired products in one building, no first aid boxes available in another one and one was empty.	Ensure, regular checking is done for all first aids boxes and Install first aid boxes in the building.	The factory install one first aid box in building 10 and refill all boxes in building 11 & .	25
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Hire additional nurses.		45
Feb-21	Occupational Safety and Health	Health Services and First Aid	Annual Medical checks conducted only to 217 workers by OFATMA.	Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required.	We call OFATMA, then they will continue with the process.	37
Feb-21	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks within the first three months of hiring.	Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required.	we call OFATMA to have appointment to check up the workers.	37
Feb-21	Occupational Safety and Health	Welfare Facilities	The factory has insufficient functioning toilets	Increase the number of functioning toilets in the workplace.		45
Feb-21	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure the lighting is adequate and adapted to worker's needs.	The maintenance team has installed more lights, to solve that issue.	45

Feb-21	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable.	Monitor the temperature level and maintain it under 30 C inside the workplace.	Fans have been installed, in order to lower the temperature.	45
Feb-21	Occupational Safety and Health	Worker Protection	The factory does not check the body temperature for workers as well as the visitors and keep a registry.	Systematically check all worker's and visitors' body temperature upon entry and Keep a record of all people whose temperature are above 38C.		14
Feb-21	Occupational Safety and Health	Worker Protection	Social distance is not respected on the factory floor.	Ensure that 1.5 meter of distance is respected on the production floor and eating area.		9
Feb-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system of the factory.	Improve the electrical maintenance and Create a maintenance log.	The factory cover the exposed electrical wires in the boiler room and generator room and unobstructed the electrical panel.	28
Feb-21	Occupational Safety and Health	Worker Protection	Sewing machines were missing finger guards.	Install all missing finger guards and ensure proper monitoring is conducted.	The factory has installed all the missing guards on all the machines.	45
Feb-21	Occupational Safety and Health	Worker Protection	Standing mats were not available to all workers.	Provide foot rests or shock absorbing mats to standing workers.	The factory provided shock absorbing mats for all standing workers.	9
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye washing facilities installed near the welding workshop.	Install an eyewash station or eye wash bottles.	Building 4B is closed.	9
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available in local language for all chemicals used in the workplace.	Translate and post MSDS where chemicals are used in the workplace.	MSDS for all chemical product has been installed where required.	28
Feb-21	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 properly labelled all containers.	28
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Update inventory of chemicals and hazardous substances in the workplace.		28
Feb-21	Working Time	Regular Hours	Inaccurate attendance record.	Ensure that the factory has an accurate attendance recording system.		9
Feb-21	Working Time	Regular Hours	Working hours including break time were not posted in one building.	Post working hours including break time in all building where all workers can see it.	The factory have posted the working hour including break time.	9
Feb-21	Working Time	Regular Hours	Workers in cleaning department, packing and boiler room are not systematically entitled of weekly rest day after 48 hours of work.	Ensure workers receive a full day off after 48 hours of work per week as a weekly day of rest.	The factory offered weekly rest day to all workers.	9

Feb-21	Contract and Human Resources	Termination	Inaccurate annual salary supplement or bonus upon termination calculation.	Calculate annual salary supplement or bonus upon termination based on worker's average earnings.		9
Feb-21	Contract and Human Resources	Termination	Inaccurate unused annual leave calculation upon termination .	Calculate unused annual leave upon termination based on worker's average earnings.		9
Feb-21	Compensation	Social Security and Other Benefits	The employer collects and transfers the worker's contribution to OFATMA on time. However, the calculation is inaccurate.	Calculate this amount based on workers basic salaries by adding the daily break payment in the payroll.		41
Feb-21	Compensation	Social Security and Other Benefits	The employer has paid 3 percent of workers' basic salary to OFATMA. However, the calculation is inaccurate.	Calculate this amount based on workers basic salaries by adding the daily break wage in the payroll.		41
Feb-21	Compensation	Social Security and Other Benefits	No proof of payment to OFATMA for work related accident was shared during the assessment visit.	Make sure documentation is available during the evaluation period.	The factory starts the payment of work related accident.	9
Feb-21	Compensation	Social Security and Other Benefits	The employer collects and transfers the worker's contribution to ONA on time. However, the calculation is inaccurate.	Calculate this amount based on workers basic salaries by adding the daily break wage in the payroll		9
Feb-21	Compensation	Social Security and Other Benefits	The employer has paid 6 percent of workers' basic salary to ONA. However, the calculation is inaccurate.	Calculate this amount based on workers basic salaries by adding the daily break payment in the payroll.		9
Feb-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Ensure that the daily break is accurately paid to all workers.		9
Feb-21	Compensation	Paid Leave	The factory did not provide evidence of payment for maternity leave.	Ensure that documentation is available during the evaluation period.	The factory provided proof that OFATMA pays all breastfeeding workers the payment for maternity leave. However, the payment is not on workers' basic salary.	41
Feb-21	Compensation	Paid Leave	The factory did not provide evidence of sick leave payment.	Ensure that documentation is available during the evaluation period.		9
Feb-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average earnings		9
Feb-21	Occupational Safety and Health	OSH Management Systems	Factory does not have a system in place for the clean and disinfect the workplace.	Ensure that a system is in place for the clean and disinfect the workplace.		14

Feb-21	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		14
Assessment June 2019						
Jun-19	Working Time	Leave	Maternity leave records and worker's interview revealed that some workers received less than 12 weeks of maternity leave. In fact the factory does not have a system in place to ensure that the workers have at least 6 weeks before their due date and 6 weeks after as required by law.	1. Ensure that the workers have at least 6 weeks before their due date and 6 weeks after as required by law.		
Jun-19	Working Time	Regular Hours	Worker's interview revealed that pregnant women only received 20 minutes of additional breaks. Management said they can take 30 minutes of additional break before or after the lunch. Therefore pregnant woman are not entitled to two periods of rest per day of at least half an hour each, in addition to the rest period require for meal.	Ensure pregnant women receive 2 pauses of 30 minutes or 3 pauses of 15 minutes.		
Jun-19	Occupational Safety and Health	Emergency Preparedness	At the time of the assessment visit, the training records provided revealed that 21 out of 1147 workers were trained in fire-fighting equipment, which is less than the 10 percent of the workforce recommended by Better Work. Management explained that they will arrange more trainings.	1. Ensure at least 10% of the workforce is trained.	-Factory trained 11 additional workers on firefighting equipment on July 5th. -Factory trained 47 additional workers on Jan 25th 2020	
Jun-19	Occupational Safety and Health	Emergency Preparedness	During the assessment visit escape route were obstructed with tables in the sewing lines of building 11 and 17.	1. Work with OSH committee to ensure escape routes are not obstructed.	Compliance makes conscious effort to patrol aisles and train workers. The space available cannot accommodate the number of machines currently in productions. This is an ongoing challenge	
Jun-19	Occupational Safety and Health	Emergency Preparedness	During the assessment visit, assessors noticed the evacuation plan of building 17 did not show the location of all emergency exits. Also, the escape routes in the mezzanine of this same building are not clearly marked.	Update evacuation to reflect exact lay out of the floor.		

Jun-19	Occupational Safety and Health	Emergency Preparedness	During the assessment visit assessors noticed adequate fire fighting equipment. However, one fire extinguisher in the fabric warehouse of building 17 was overcharged. In addition, the one in the boiler room is too small and not well located in case of an emergency.	1. Perform weekly checks of fire extinguishers 2. Ensure Proper charge with hired 3rd party provided.		
Jun-19	Occupational Safety and Health	Health Services and First Aid	At the time of the assessment visit, the training records provided revealed that 35 out of 1147 workers were trained in first aid, which is less than the 10 percent of the workforce recommended by Better Work. Management explained that they will arrange more trainings.	1. Ensure that at least 10% of the population is trained on first aid.	-Trained 20 additional workers on July 12th - Trained 60 additional workers During November 2019	
Jun-19	Occupational Safety and Health	Health Services and First Aid	First aid boxes are available in the workplace. However, the first aid box next to line 8 of building 17 could not be opened because the key was not available. Management said they will ensure that all first aid boxes are accessible during working hours.	1. Ensure that all first aid boxes are accessible during working hours. 2. Have 2 sets of keys assigned to 2 different personnel within proximity of boxes capable of accessing as needed.		
Jun-19	Occupational Safety and Health	Health Services and First Aid	Assessor's observations and statements by management staff and workers confirmed that the factory has 2 full time nurses and 3 doctor's visits per week. To comply with the Haitian Labour Code, a factory of this size must have a permanent onsite medical service, with at least 6 nurses.	1. Provide a permanent onsite medical service, with at least 6 nurses.		
Jun-19	Occupational Safety and Health	Health Services and First Aid	Workers' interview confirmed that the factory did not provide on a regular basis an annual medical check for all workers. During the assessment visit 93 out 948 workers received the medical checks. Management stated that they just started the process to provide medical checks for all the workers.	1. Ensure OFATMA performs medical checks for all personnel categories as needed		

Jun-19	Occupational Safety and Health	Health Services and First Aid	Workers' interview confirmed that they did not receive a medical check twice a year. Management stated that the person who was in charge to monitor the health checks resigned. Actually the factory is in the process of providing medical checks to all the workers.	1. Ensure OFATMA performs medical checks for all personnel categories as needed		
Jun-19	Occupational Safety and Health	Health Services and First Aid	Workers' interview confirmed that they did not receive a medical check within the first three months of hiring. No documentation was also available in worker's files. Management stated that they are in the process to provide medical checks for all the workers.	1. Ensure OFATMA performs medical checks for all personnel categories as needed	Factory outsourced medical checks to OFATMA as per labor code.	
Jun-19	Occupational Safety and Health	Welfare Facilities	Assessors observed that eating area can accommodate only 50 percent of workforce. Moreover, workers were seated on the floor even though there were free seats.	Factory needs to encourage workers to use space already available in order evaluate additional needed space.		
Jun-19	Occupational Safety and Health	Welfare Facilities	The factory has 24 functioning toilets for women and 10 functioning toilets for men. Under the Haitian Labor Code there should be at least one toilet for every 25 men and one toilet for every 15 women. With its current workforce, the factory should have 14 functioning toilets for men and 40 functioning toilets for women. Assessors did not observe any waiting lines outside the toilets.			
Jun-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable: Sewing section- 198 Lux Quality section- 1392 Lux Cutting section- 315 Lux Packing section- 240 Lux Pressing section- 269 Lux Better Work recommends a minimum of 300 lux for this section: Pressing section Better Work recommends a minimum of 500 lux for these sections: Sewing, cutting, packing Better Work recommends a minimum	Purchase better light bulbs reinforced by natural light penetration for better lighting		

Jun-19	Occupational Safety and Health	Working Environment	Assessors measured the workplace temperatures as follows: At 12:53 Pm Outside temperature was 34.1 C Quality section- 35.9 C Cutting section- 34.9 C Sewing section- 35.6 C Pressing section- 36.1 C Packing section- 36.1 C Better work recommends a temperature below 30 C			
Jun-19	Occupational Safety and Health	Worker Protection	Assessors observed safety warnings sign were not posted on electrical panels in the Boiler room.	1.Ensure safety warning signs are posted on all electrical panels.	Warning signs are posted	
Jun-19	Occupational Safety and Health	Worker Protection	Assessors found the following issues: - Exposed electrical wires in building 11 near the second exit ; - One electrical panel was enclosed in a wooden box in the mechanic shop of building 17 on the other side of the Generator room; - Cable tray are made of combustible material in cutting section and boiler room; - Isolation of electrical wires not properly and mounted on wooden box in the mechanic workshop of building 17. - The generator is not grounded	1. Develop monitoring and maintenance system for electrical safety. 2. Ensure electrical mounting are not made on combustible material 3. Ensure generator is properly grounded	Panels in buildings 11 and 17 are covered with metal	
Jun-19	Occupational Safety and Health	Worker Protection	More than 20 percent of all sewing machine are missing eye guards and pulley guards.	1. Perform weekly inspections of machine guards according to monitoring and maintenance system. 2.Documents inspections and repairs performed	Factory conducts random inspections of machine guards.	
Jun-19	Occupational Safety and Health	Worker Protection	Management has provided metal gloves for workers in the cutting department, gloves and goggles for workers in the mechanical workshop. However, workers in the cutting section had not been provided with proper gloves. Also, management did not provide safety shoes for workers in the boiler room and earplugs for workers in the generator room.	1. Ensure proper metallic gloves are given to workers in the cutting section.		
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	During the assessment visit there were no eye washing facilities in the mechanical workshop where chemicals are stored and used. Management stated that they are in the process of installing an eye wash station.	Install properly functioning eyewash stations at the mechanic shop	Eyewash installed for both shops	

Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available in the mechanic shop of building 11 for cement, in the chemical storage area for silicon. Also, MSDS was missing for spot remover in the spot cleaning of building 17. Management said they will address this issues shortly.	1. Prepare and POST MSDS for all chemical products at the factory		
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Assessors found two unlabeled containers of Oil in the mechanic workshop and one unlabeled container of oil in the cutting section of building 17. In addition, the Gas tank was not identify in the generator room.	1. Ensure standard labelled containers are used in all areas of the factory as necessary. 2. Apply sanctions against violations		
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory keeps an inventory of chemicals. However, the inventory was not updated at the time of the assessment visit. Also, the inventory does not include the location of the different storage area that exists in the factory. Management said they will update the inventory accordingly.	1. Review purchase log of chemical products with person in charge of buying 2. update inventory with all new products accordingly.		
Jun-19	Occupational Safety and Health	OSH Management Systems	During the assessment visit management could not provide evidence of an assessment of general occupational safety and health.	1. Share proof of OSH assessments documents after most recent assessment. 2. Develop OSH assessment schedule monthly with OSH committee 3. Document OSH findings on template provided to share with FACTORY visitors.		
Jun-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance. Management said that the registration is in process.	Fulfill registration with ofatma	Ofatma has registered with ofatma	
Jun-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance. Management said that the registration is in process.	Fulfill registration with ofatma	Factory completed registration august 8th	
Jun-19	Compensation	Paid Leave	The maternity payment register and payroll records show that maternity leave payments are based on average earnings. However, the factory only paid 6 weeks for maternity leave instead of 12 weeks. Management said that they will start the registration process with OFATMA for maternity and health insurance so eligible workers can benefit the full 12 weeks.	Complete registration with ofatma for maternity and health care.	Factory registered with ofatma for maternity and health	

Jun-19	Compensation	Wage Information, Use and Deduction	During the assessment visit, assessors found discrepancy in the payrolls reviewed for the last 3 months. Documentations review revealed that working time record do not match with the payroll records for ordinary overtime hours worked in maintenance department, final inspection and task force. However, during interviews, workers confirmed that the amounts found in payroll for the months of March 2019 to June 2019, are the same as the total amounts that they had received. Management was not able to provide an explanation for these discrepancies and promised to investigate this issue.	1. Ensure that information systems for working time and payroll are fully synchronized.	Factory corrected discrepancies between working time and payroll for these departments.	
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Sep-21

25-Nov-21	PICC Meeting	Meeting to present the last assessment findings and identified root causes.
25-Nov-21	Advisory meeting	Virtual meeting with the compliance team to update Better work portal and explain the 3*8 law. Virtual OSH tour on Chemical management.
14-Oct-21	PICC Meeting	Meeting to evaluate the progress of the factory and review the improvement plan.
1-Sep-21	PICC Meeting	Meeting to discuss about the different ways to reduce the occurrence of accidents in the workplace.
30-Aug-21	PICC Meeting	Meeting to develop a mechanisms regarding the persistent non compliance in the mechanic workshops.
19-Jul-21	PICC Meeting	Meeting to brainstorm about mechanism to lower the temperature levels on the sewing floor.
30-Jun-21	PICC Meeting	Meeting to raise awareness on emergency preparedness.
22-Jun-21	Advisory meeting	Virtual meeting with union representative on improvement made by the factory and general concerns. Meeting with the compliance team to validate pending issues. Follow up on OFATMA work related accident and Sick leave. Review the risk management procedure, COVID-19 procedure, inventory of chemicals products.
27-May-21	PICC Meeting	PICC Committee meet and discuss about how we can handle the minor conflicts in the factory in collaboration with human resources.
25-May-21	Training	Virtual Industry Seminar on Chemical Management System.
5-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98.
22-Apr-21	PICC Meeting	Meeting to present the HR policy.
23-Mar-21	PICC Meeting	Meting to discuss about OFATMA maternity and health insurance.
20-Jan-21	PICC Meeting	Meeting to identify the root cause of block aisles in all buildings.
23-Feb-21	PICC Meeting	Meeting to review accomplishments and emerging new challenges, then identify the training needs.
27-May-21	Advisory meeting	Virtual meeting on electrical safety and emergency preparedness. Meeting with the compliance team to review the OSH self assessment, accident reports, training records, water test, inventory of chemicals, OSH policy and risk assessment procedure.
22-Apr-21	Advisory meeting	Virtual meeting with union leaders on OSH issues. Virtual OSH tour to validate pending issues on emergency preparedness. Document reviews: Social security, emergency preparedness, Training records, Fire drills, Social security payment, Accident investigation, emergency preparedness procedures.
19-Jan-21	Advisory meeting	Virtual meeting with workers' representative on workplace cooperation. Virtual OSH tour on emergency preparedness. Meeting with the compliance team to validate the Improvement plan. Verify annual leave and boni compensation.
5-Nov-20	Advisory meeting	Virtual OSH tour with the compliance team to validate pending issues. Short session with the compliance team on emergency Preparedness COVID-19. Risk assessment and electrical safety.

Assessment	Compliance Cluster	Compliance Point	Details of Non Compliance	Improvement Priorities	Remediation Efforts	Months
Assessment October 2020						

Sep-21	Working Time	Leave	Assessors found at least one case where the pregnant workers were provided more than 6 weeks before the delivery.	Have a procedure in place to request a medical certificate in case their physical state does not allow the pregnant worker to remain working until the 6 weeks before the delivery due date.		2
Sep-21	Working Time	Regular Hours	The regular working hours are from 7:00 AM to 4:00 PM (including an hour of daily break), from Monday to Saturday, which is equivalent to 9 hours per day and 54 hours per week.	Revise the internal regulations and make sure that the regular hours do not exceed 48 hours per week.		2
Sep-21	Occupational Safety and Health	Emergency Preparedness	Assessors observed a rechargeable electric bulb wrapped and hidden in cloth as it charged into a electrical outlet.	Identify electrical installations requiring warning signs. Post corresponding signs. Remind supervisors about their responsibility to enforce OSH in their area.	Signs of electrical hazards have been posted.	27
Sep-21	Occupational Safety and Health	Emergency Preparedness	Fire drills are not performed twice a year.	Include the fire drill in the training plan Ensure that the fire drill is conducted every 6 months	The factory kept a registry for fire drill.	2
Sep-21	Occupational Safety and Health	Emergency Preparedness	Obstructed Escape routes were obstructed.	Provide additional training for supervisors and workers, rearrange the storage room. Keep escape routes free of obstruction.	A checklist has been implemented.	39
Sep-21	Occupational Safety and Health	Emergency Preparedness	The escape routes are not clearly marked in all the buildings.	Paint evacuation arrows and yellow lines on the floor to show the exit pathway. Specify who conducts additional daily weekly checks.	A checklist has been implemented.	2
Sep-21	Occupational Safety and Health	Emergency Preparedness	One extinguisher was undercharged.	Have a fire extinguisher suitable for the factory conditions. Develop a procedure for recharging the fire extinguishers.		2
Sep-21	Occupational Safety and Health	Emergency Preparedness	The alarm system does not include emergency lights while the factory employs 44 deaf workers.	Have a fire detection and alarm system suitable for the factory conditions.	The fire detection and alarm system include emergency lights.	2
Sep-21	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire additional medical staff to have at least 7 nurses for the current workforce.		2

Sep-21	Occupational Safety and Health	Welfare Facilities	The water provided to the workers is not being tested on a monthly basis.	Conduct the water test on a monthly basis. Update the OSH policy.		2
Sep-21	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Increase the light level to reach 300 lux in Pressing section, 500 lux in Sewing, cutting, packing. 750 lux in trimming, Inspection section.		37
Sep-21	Occupational Safety and Health	Working Environment	Workplace temperature level exceed 30 C in all buildings.	Increase the ventilation with additional fans. Conduct regular measurement of temperature & compare with threshold value.		101
Sep-21	Occupational Safety and Health	Worker Protection	Exposed electrical wires in the welding area.	Properly support the electrical cable; Insulate the exposed electrical wires, Make sure that the door of the electrical panel is closed.	The exposed wires have been insulated.	27
Sep-21	Occupational Safety and Health	Worker Protection	Shock absorbing mats were not provided to all workers.	Provide anti fatigue mats for standing workers. Also provide sufficient break during which workers can sit down.		2
Sep-21	Occupational Safety and Health	Worker Protection	Workers are not using proper personal protective equipment.	Define staff in charge of providing and renewing the PPE's. Provide employees with all necessary personal protective clothing and equipment.		2
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not provide adequate washing facilities or cleansing materials in the welding area.	Install an eye wash station in the welding area.		2
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical safety data sheets were not made available in the welding area.	Keep chemical MSDS for all hazardous chemicals used in the workplace. Specify who is in charge of receiving MSDS from supplier. Verify the MSDS has the needed elements.		39
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of product found in several areas of the workplace.	Define who control the chemical container upon receipt from supplier and control the label. Define who is entitled to pour chemicals in other recipients and label them.		27

Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals is not accurate.	Assign a person responsible for updating inventories of hazardous substances in the various locations where they are stored or used.		27
Sep-21	Contracts and Human Resources	Termination	The calculation of bonus upon termination does not include the lunch break payment.	Pay the lunch break and include it in the calculation of bonus upon termination.		2
Sep-21	Contracts and Human Resources	Termination	The calculation of unused paid annual leave upon termination does not include the lunch break payment.	Pay the lunch break and include it in the calculation for unused paid annual leave upon termination.		2
Sep-21	Contracts and Human Resources	Termination	The calculation of the payment for the applicable notice period. does not include the lunch break payment.	Pay the lunch break and include it in the payment for the applicable notice period.		2
Sep-21	Compensation	Social Security and Other Benefits	The employer pays workers for annual salary supplement or bonus. However, the calculation does not include the lunch break payment.	Pay the lunch break and include it in the calculation of sick leave, maternity leave and annual leave.		2
Sep-21	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance. Therefore, the employer does not collect and forward workers contribution to the social security institution.	Register with OFATMA. Include the lunch break in worker' contribution to OFATMA. Collect and forward workers' contribution within the first 10 business days of the next month for the previous month.		51
Sep-21	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance. Therefore, the employer does not contribute 3 percent of workers' basic salary to the social security institution.	Register with OFATMA. Include the lunch break in the employer contribution to OFATMA and ensure payment are done within the first 10 business days of the next month for the previous month.		51
Sep-21	Compensation	Social Security and Other Benefits	The calculation of the workers' contribution to ONA does not include the lunch break payment.	Pay the lunch break and Forward worker contribution to ONA within the first 10 business days of the next month for the previous month.		2

Sep-21	Compensation	Social Security and Other Benefits	The calculation of the employer's contribution to ONA does not include the lunch break payment.	Pay the lunch break and Forward worker contribution to ONA within the first 10 business days of the next month for the previous month.		2
Sep-21	Compensation	Paid Leave	The factory did not pay annual leave, Sick leave, maternity leave and the daily break correctly.	Discuss legal requirements with the General Manager. Pay the lunch break.		2
Sep-21	Compensation	Paid Leave	The lunch breaks is not compensated in the payroll.	Discuss legal requirements with the General Manager. Pay the lunch break.		2
Sep-21	Compensation	Paid Leave	The factory only paid 6 weeks of maternity leave when workers are entitled to 12 weeks of payment.	Register with OFATMA for maternity and health insurance. Ensure workers are paid 12 weeks of maternity leave.		27
Sep-21	Compensation	Paid Leave	The calculation of sick leave payments does not include the lunch break payment.	Pay the lunch break and include it in the calculation of sick leave.		2
Sep-21	Compensation	Paid Leave	The calculation of annual leave payment. Does not include the lunch break payment.	Pay the lunch break and include it in the annual salary supplement.		2
Assessment October 2020- July 2019						
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.		
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.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	
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.		
Jul-19	Occupational Safety and Health	Emergency Preparedness	Inaccurate evacuation plan.	Update the evacuation plan and post it at the workplace.	The evacuation plans have been updated but not posted.	
Jul-19	Occupational Safety and Health	Working Environment	Insufficient lighting in the Workplace.	Ensure the lighting is adequate and adapted to worker's needs.	The factory has added more light in the necessary area.	

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.		
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.	All electrical breakers are labelled. The OSH officer is in charge of the weekly verification	
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.	All the recommendations have been implemented. MSDS are available for the chemical and hazardous substances.	
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabeled containers of oil.	Label all chemical and hazardous substances used in the workplace.	A procedure for chemical management has been developed.	
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.	Management has kept an inventory of chemical products and assigned someone for updating the inventories. The OSH officer is responsible for the verification.	
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.		
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.		
Jul-19	Compensation	Paid Leave	Maternity leave payment is inaccurate.	Register with OFATMA for maternity and health insurance.		



Factory: Premium Apparel
Location: Port-au-Prince
Number of workers: 984
Date of registration: Sep-10
Date of last two Better Work assessments: Aug-19 Nov-21

Advisory and Training Services

4-Oct-21	Advisory meeting	Virtual meeting with workers' representative on management interference, equal treatment and communication in the workplace. Meeting with the compliance team to provide guidance on HR management systems and HR performance indicator, then explain sick leave and maternity leave payment. Documentations review such as: Training records, fire dill, employee contract, accident reports and OSH self assessment.
6-Aug-21	Training	Virtual training on HIV/AIDS
30-Jul-21	Training	Virtual training on Emergency Preparedness
30-Jul-21	Advisory meeting	Virtual meeting with the compliance team to verify files of terminated workers and provide feedback. Then, review training records on PPE and chemical management.
20-May-21	Training	Virtual training on Socially Responsible Transitioning.
6-May-21	Advisory meeting	Virtual meeting to review and validate the improvement plan. Document review: COVID-19, Accident investigation, Risk assessment. Virtual OSH tour on emergency preparedness.
28-Apr-21	Training	Virtual OSH Event Workshop.
22-Apr-21	Bipartite Committee Meeting	During the meeting the following points were discussed : light bulb to be replaced on the floor and new badge for the committee members. Wearing of the mask is mandatory on the floor, Social distance to be respected at the cafeteria and awareness for wearing closed shoes.
18-Mar-21	Bipartite Committee Meeting	The points addressed during this meeting are as follows: the availability of paper in the toilets, lack of privacy in the men's toilets, liquid soap is not always available and lack of cleanliness in the women's toilets (Maton). Stock trim is insufficient at premium. Water fountain out of service at Maton and Premium.
21-Jan-21	Bipartite Committee Meeting	Virtual meeting to present the role of the bipartite Committee, set goals for the year 2021 and identify training needs.
6-May-21	Advisory meeting	Meeting with the compliance team to validate pending issues on the improvement plan. Document review: COVID-19, Accident investigation, Risk assessment. Virtual OSH tour.
22-Feb-21	Advisory meeting	Virtual OSH tour : Chemical management, emergency preparedness. Meeting with the compliance team to follow up on sick leave and HR performance indicator.
30-Oct-20	Advisory meeting	Virtual meeting with the compliance team to review Sick leave payments, recruitment procedures, Disciplinary and termination procedures, Payment upon termination, breaks provided to pregnant women and breastfeeding women/ payments.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2021						
Nov-21	Working Time	Regular Hours	The regular working hour is equivalent to 9 working hours per day and 54 hours per week.	Revise the internal regulations and make sure that the regular hours do not exceed 48 hours per week.		1
Nov-21	Occupational Safety and Health	Emergency Preparedness	Assessors observed obstructed aisles in the factory floor.	Provide additional training for supervisors and workers. Provide additional space for storing goods.		1

Nov-21	Occupational Safety and Health	Emergency Preparedness	The escape routes are not clearly marked in all the building.	Paint evacuation arrows and yellow lines on the floor to show the exit pathway. Conduct regular comprehensive OSH assessment and identify whether the markings are faded.		1
Nov-21	Occupational Safety and Health	Emergency Preparedness	Although the plant has sufficient fire extinguishers, the assessors found 1 obstructed fire extinguisher.	Set up of additional workshop for workers. Remind supervisors about their responsibility to enforce OSH in their area.		1
Nov-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire additional medical staff to have at least 4 nurses for the current workforce.		120
Nov-21	occupational Safety and Health	Health Services and First Aid	Management did not share evidence that annual medical checks were provided to workers.	Pay the health cards and ensure workers received their health cards and annual health check.		120
Nov-21	Occupational Safety and Health	Health Services and First Aid	Management did not share evidence that medical checks were provided to workers exposed to work related hazards.	Develop an health check plan for workers who are exposed to work-related hazards.		1
Nov-21	Occupational Safety and Health	Health Services and First Aid	Management did not share evidence that medical checks were provided to workers in their first three months of hiring.	Pay the health cards. Develop an health check plan for workers in their first three months of hiring.		1
Nov-21	Occupational Safety and Health	Welfare Facilities	The factory has an eating area. At the time of the assessment, assessors observe that it was not well maintained and also serves as fabric storage area.	Develop a cleaning plan to ensure that the eating area is properly maintained and can accommodate the workforce.		1
Nov-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for men and women.	Increase the number of toilet to have at least one toilet for every 25 men and one toilet for every 15 women.		53
Nov-21	Occupational Safety and Health	Working Environment	Lux level is insufficient in all sections.	Increase the light level to reach 300 lux in Pressing section, 500 lux in Sewing, cutting, packing. 750 lux in trimming, Inspection section.		1
Nov-21	Occupational Safety and Health	Worker Protection	The factory check all workers and visitors body temperature upon entry but does not keep a registry for all persons who present a temperature of 38C and above.	Check all workers and visitors temperature at the entrance keep a registry for people presenting a temperature of 38 C and above.	The factory kept a registry for people presenting a temperature of 38 C and above.	1

Nov-21	Occupational Safety and Health	Worker Protection	The social distance is not respected on the floor during working hours as well during entry and leaving.	Review and update the COVID-19 procedure. Ensure the social distance is respected during working hours.		1
Nov-21	Occupational Safety and Health	Worker Protection	During factory tour, assessors observed that the batteries terminals in the generator were not covered.	Add this aspect in the daily and weekly checks.	The batteries terminals in the generator has been properly insulated and this aspect is included in the daily checklist.	1
Nov-21	Occupational Safety and Health	Worker Protection	During the factory tour, several sewing machines were observed without eye guards and pulley guards.	Review and update the internal audit procedure. Develop a maintenance plan for the sewing machines.		1
Nov-21	Occupational Safety and Health	Worker Protection	It was observed that chairs in the sewing areas are missing backrest.	Provide chairs with backrest to workers.		1
Nov-21	Occupational Safety and Health	Worker Protection	60 percent of workers do not use their mask to prevent the risks of exposure to COVID-19.	Ensure that all workers in the workplace use their mask to prevent the risks of exposure to COVID-19.		1
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical inventory was not accurate and did not include the name of all chemicals used in the workplace.	Develop a chemical management procedure and update the inventory accordingly.		1
Nov-21	Contracts and Human Resources	Employment Contracts	The factory's internal work rules is not posted in the workplace.	Display the internal work rules in the workplace.	The internal rules has been posted in the workplace.	1
Nov-21	Compensation	Social Security and Other Benefits	Worker's contribution to OFATMA is calculated on the minimum salary, and the calculation does not include the lunch break payment.	Include the lunch break in worker's contribution to OFATMA. Ensure payment are done within the first 10 business days of the next month for the previous month.	The factory is paying their debt based on an agreement with OFATMA. The factory has forwarded Worker's contribution to OFATMA from June 2021 to November 2021 except for the month of October 2021.	62
Nov-21	Compensation	Social Security and Other Benefits	The employer contribution to OFATMA is calculated on the minimum salary. The factory made two payments in September 2021, representing 25.50% of the debt at the time of the assessment visit.	Include the lunch break in the employer contribution to OFATMA. Ensure payment are done within the first 10 business days of the next month for the previous month.	The factory is paying their debt based on an agreement with OFATMA. The factory has made regular payments from June 2021 to November 2021 except for the month of October 2021.	62

Nov-21	Compensation	Social Security and Other Benefits	The factory failed to provide the notice of payment they received from OFATMA for the fiscal year 2020/2021. The employer salary statement sent to OFATMA was less than the total amount effectively paid.	Keep record of the invoice sent by OFATMA. Share the right statement of the salary statement. Pay OFATMA work related accident on time.		62
Nov-21	Compensation	Social Security and Other Benefits	The employer collects but do not forwards 6 percent of workers' contribution to ONA on time.	Pay the lunch break. Collect and Forward worker's contribution to ONA within the first 10 business days of the next month for the previous month.		62
Nov-21	Compensation	Social Security and Other Benefits	The employer contribution to ONA is calculated on the minimum salary, and the calculation does not include the lunch break payment.	Pay the lunch break and Forward employer contribution to ONA within the first 10 business days of the next month for the previous month.		62
Nov-21	Compensation	Paid Leave	The factory did not pay annual leave, Sick leave and maternity leave correctly because the payment of the lunch break is not included in the calculation.	Pay the lunch break. Include the payment in the calculation of the average daily salary for sick leave and annual leave.		1
Nov-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the lunch break.		1
Nov-21	Compensation	Paid Leave	The maternity leave payment register and payroll records show that maternity leave payments are based on an average earnings which does not include the lunch break payment.	Include the payment in the calculation of the average daily salary.		1
Nov-21	Compensation	Paid Leave	Sick leave payments are not based on average daily earnings, because the calculation does not include the lunch break payment.	Pay the lunch break. Include the payment in the calculation of the average daily salary.		1
	Compensation	Paid Leave	The annual leave payment is not calculated based on worker's average daily earnings, because the factory does not compensate workers for the lunch break.	Pay the lunch break. Include the payment in the calculation of the average daily salary.		1
Assessment October 2020/August 2019						
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.	8

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.	8
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.	The factory was able to reach an agreement with the union members and the 47 dismissed workers receive their legal benefits.	10
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.	46
Aug-19	Occupational Safety and Health	Welfare Facilities	The production floor is not clean.	Implement an housekeeping program that identifies and assigns responsibilities.		32
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.		60
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.	22
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.	45
Aug-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		47
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.		22
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 representatives.	22
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.	22

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.	57
Aug-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Increase the number of nurse.		114
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.		114
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 drills are included in the annual plan and records are kept. 2 fire drills has been conducted by the factory.	22
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.	22
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.	50
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.		56
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.		56
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.		56
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.		56
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' base salary.		56



Factory: Quality Sewing Manufacturing S.A.
Location: Port-au-Prince
Number of workers: 488
Date of registration: Oct-09
Date of last two Better Work assessments: Jul-19 Feb-21

Advisory and Training Services

Nov-21	Advisory meeting	Advisory visit to discuss correction made to improvement plan and to talk to union leader about the creation of the bipartite committee.
Oct-21	Advisory meeting	Virtual Visit with Management to discuss improvement plan: Management stated that they did not work on any non compliance point. Discussion with union members regarding the creation of a bipartite committee
Aug-21	Virtual advisory meeting	Advisory Visit to discuss the non-compliance point found in the last assessment report. Review of all the points in the improvement plan.
Mar-21	Virtual advisory meeting	1st Virtual Advisory Visit to discuss the following points: Discussion related to Non-Compliance point found in last assessment. Discussion about the renewal of the Bipartite Committee. Perspectives for 2021. Training plan.
Nov-20	Virtual advisory meeting	Virtual meeting with management on latest factory's improvement. Virtual meeting with Bipartite committee on ways to improve communication to workers.
Oct-20	Virtual advisory meeting	Virtual meeting with management. Discussion 1: Update since advisory meeting. Discussion 2 Access to care program. Discussion 3: Training. Factory to share protocol on Covid 19 Virtual meeting with bipartite committee on workers' concerns.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2021						
Feb-21	Working Time	Regular Hours	Inaccurate attendance record.	Install proper punch system.	The punch system has been installed.	9
Feb-21	Working Time	Regular Hours	Factory does not provide the breastfeeding breaks.	Give the legally required break to all breastfeeding break to nursing women.	Factory will develop policy for pregnant and nursing women. Policy will be posted on the factory floor.	9
Feb-21	Working Time	Regular Hours	Pregnant workers are not allowed to take two extra breaks.	Give the legally required break to all pregnant women.	Factory will develop policy for pregnant and nursing women. Policy will be posted on the factory floor.	31
Feb-21	Working Time	Regular Hours	Working hours including break time were not posted in all building.	Post working hours including break time in all building were all workers can see it.	Factory will post working hours.	9
Feb-21	Occupational Safety and Health	Emergency Preparedness	Evidence of risk assessment was available.	Develop risk assessment procedure. Perform regular risk assessment.		34

Feb-21	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least 2 emergency drill per year.	Conduct fire drill at least twice a year.		96
Feb-21	Occupational Safety and Health	Emergency Preparedness	Obstructed emergency exits.	Keep emergency exit unobstructed.		18
Feb-21	Occupational Safety and Health	Emergency Preparedness	Evacuation plan of one building is not updated and no evacuation plan for another one.	Post updated evacuation plans for all buildings.		81
Feb-21	Occupational Safety and Health	Emergency Preparedness	Fire extinguishers were not properly maintained and some areas were missing fire extinguishers.	Provide adequate firefighting equipment and Ensure regular maintenance is done.		63
Feb-21	Occupational Safety and Health	Emergency Preparedness	Obstructed or missing fire alarm system.	Ensure that all buildings have an accessible and a functioning alarm system.		63
Feb-21	Occupational Safety and Health	Health Services and First Aid	First aid training had not been provided to workers.	Provide First aid training to at least 10 percent of the workforce.		9
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Contract one doctor and one additional nurse.		112
Feb-21	Occupational Safety and Health	Health Services and First Aid	Free annual medical checks was not provided to workers.	Arrange free annual medical checks for workers.		93
Feb-21	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.		40
Feb-21	Occupational Safety and Health	Health Services and First Aid	Health checks was not provided to workers within the first three months of hiring.	Provide health checks to workers within the first three months of hiring.		95
Feb-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		112
Feb-21	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure the lighting is adequate and adapted to worker's needs.		52
Feb-21	Occupational Safety and Health	Working Environment	Workplace temperature levels are unacceptable.	Monitor the temperature level and maintain it under 30 C inside the workplace.		112

Feb-21	Occupational Safety and Health	Worker Protection	Social distance is not respected on the factory.	Ensure that 1.5 meter of distance is respected within the workplace.		9
Feb-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system.	Post hazard sign on all electrical panels.		40
Feb-21	Occupational Safety and Health	Worker Protection	Several workers were not using the safety guards installed on their machines. No evidence of training were available.	Provide machine safety training to all workers. Keep record of training provided.		113
Feb-21	Occupational Safety and Health	Worker Protection	The factory did not provide appropriate PPE to all workers.	Provide Heavy lifting support to all workers.	The factory provides heavy lifting belts to workers. They will check regularly to make sure that the workers use them.	9
Feb-21	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.		40
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory did not train workers using chemical and hazardous substances.	Provide training to all workers who are working with chemicals. Keep a record of the training provided.		113
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not have appropriate spot cleaning area.	Isolate the spot cleaning section. Install Vacuum machines, exhausts and eye wash station in the spot cleaning area.		9
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available in local language for all chemicals used in the workplace.	Ensure that MSDS are available and posted where all chemical products are used.		118
Feb-21	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.		34
Feb-21	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.		112
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Update inventory of chemicals and hazardous substances in the workplace.		112
Feb-21	Occupational Safety and Health	OSH Management Systems	Hazard signs were not posted near the sewing lines.	Post hazard signs in all required locations.		34

Feb-21	Occupational Safety and Health	OSH Management Systems	Factory does not have a building permits that covers all structures.	Have the building inspected by the proper authorities and provide the certificate.		9
Feb-21	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.		40
Feb-21	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 on a regular basis.		112
Feb-21	Contract and Human Resources	Contracting Procedures	Non-production workers who work in the warehouse did not have safety belts for heavy lifting.	Factory needs to systematically ensure that all safety precautions are enforced.	safety belts are provided to workers.	9
Feb-21	Contract and Human Resources	Employment Contracts	Workers' contract did not comply with the Labor Code.	Review the employment contract to include the required elements.		59
Feb-21	Compensation	Social Security and Other Benefits	Inaccurate to OFATMA for maternity and health insurance.	Collect and forward 3 per cent of workers' average salary to OFATMA for maternity and health insurance.		59
Feb-21	Compensation	Social Security and Other Benefits	Inaccurate to OFATMA for maternity and health insurance.	Pay 3 per cent of workers' average salary to OFATMA for maternity and health insurance.		50
Feb-21	Compensation	Social Security and Other Benefits	No proof of payment to OFATMA for work related accident was shared During the assessment visit.	Management needs to contact OFATMA to make the payment.	Management made the payment to OFATMA for work related accident insurance. Proof was sent to BW.	9
	Compensation	Social Security and Other Benefits	Worker's contribution to ONA is late.	Collect and forward workers' contribution to ONA on time.	Employer submitted proof of Payment to ONA. Payments are current.	50
Feb-21	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is late.	Pay employer's contribution to ONA on time.	Employer submitted proof of Payment to ONA. Payments are current.	50
Feb-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average earnings		9

Feb-21	Compensation	Wage Information, Use and Deduction	Lack of accuracy of overtime hours.	Pay and report overtime according to the legal requirements.		31
Feb-21	Compensation	Overtime Wages	Not all overtime hours were reported in the payroll records.	Pay overtime accordingly.		41
Assessment October 2020-July 2019						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory has a system in place to clean and disinfect the workplace. However, the factory is not keeping any records to monitor such activity.	Have a checklist to record the daily cleaning and disinfection of the workplace.		
Oct-20		Worker Protection	The factory check all workers' and visitors' body temperature upon entry. However, it fails to keep a register for all persons who present a temperature of 38C and above?	Keep register for all the workers and workers who present a temperature of 38 C and above.		
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have a Covid 19 protocol that includes •A COVID 19 task force •Reporting Procedures (Method for workers and supervisors to report issues related to COVID 19 to management and government health official) •Handling procedure of suspected cases (Isolation room; PPE; hand washing station; gloves, disposable shoe covers; isolation gown and cap) •Factory should keep a registry for all workers who present a body temperature 38C and above. However, the protocol includes: - Hygiene procedures (Hand washing, Cleaning of workstation, cleaning of machines and tools, and receiving an delivery of supplies) •Entry and Exit procedures (Measure body temperature; Ensure hand washing; ensure the use of mask; observe that cough, sneezing and	Have an effective Covid19 protocol in place.		

Jul-19	Working Time	Regular Hours	Workers' interview revealed that they are entitled to at least 30 minutes of daily break. However, pregnant workers are not allowed to take two extra breaks. Management stated they were not aware of the need to give additional breaks to pregnant workers.	Provide two additional breaks to pregnant women.		
Jul-19	Occupational Safety and Health	Emergency Preparedness	During the assessment visit , no evidence of risk assessment was available. Worker's interview revealed that they are not aware of the risk and how to react in case of emergencies. Management stated that it would develop an emergency preparedness procedure and also install an alarm in the cutting building.	Develop an emergency preparedness procedures. Perform regular drill for workers.		
Jul-19	Occupational Safety and Health	Emergency Preparedness	Insufficient fire drills.	Conduct at least 2 fire drills within a year.		
Jul-19	Occupational Safety and Health	Emergency Preparedness	Outdated or missing evacuation plan	Identify the location of the fire extinguisher in the evacuation map. Ensure that mezzanine has a evacuation plan. Post an evacuation plan in the cutting building.		
Jul-19	Occupational Safety and Health	Emergency Preparedness	Obstructed and improperly mounted fire extinguishers.	Ensure that fire fighting equipment are properly mounted. Add a fire extinguisher on the mezzanine floor. Identify fire extinguishers in the cutting building.	Management identified all fire extinguisher in use in the workplace. Fire extinguisher are now easily accessible.	
Jul-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire alarm in one building. Missing fire alarm system in another building.	Keep fire alarm system unobstructed. Install fire alarm systems in all building.		

Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Contract one doctor and one additional nurse as medical staff.		
Jul-19	Occupational Safety and Health	Health Services and First Aid	Free annual medical checks was not provided to workers.	Provide a free annual medical checks to workers.		
Jul-19	Occupational Safety and Health	Health Services and First Aid	free medical checks was not provided twice a year to workers exposed to chemical and hazardous substances.	Provide health checks to workers exposed to chemical and hazardous substances.		
Jul-19	Occupational Safety and Health	Health Services and First Aid	Medical checks were not provided to workers within the first three months of hiring.	Provide health checks to workers within the first three months of hiring.		
Jul-19	Occupational Safety and Health	Welfare Facilities	Eating area cannot accommodate all workers.	Ensure that eating area can accommodate all the workers.		
Jul-19	Occupational Safety and Health	Welfare Facilities	Soap is not readily available in all building where workers are present.	Provide soap in all toilets.		
Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient functioning toilets for women.	Have a sufficient toilets number for the women.		
Jul-19	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure that light levels are appropriate in all working sections.		
Jul-19	Occupational Safety and Health	Working Environment	Noise levels are unacceptable in the workplace.	Maintain the noise level to a maximum of 90 db.		
Jul-19	Occupational Safety and Health	Working Environment	Workplace temperatures exceed the recommended limit.	Maintain the workplace temperature to maximum of 30 C.		
Jul-19	Occupational Safety and Health	Worker Protection	Assessors observed that the electrical panels were missing hazard signs in the cutting building.	Post hazards signs where needed.		
Jul-19	Occupational Safety and Health	Worker Protection	Improper maintenance of generator and improperly mounted circuit breaker.	Ensure that the generator is grounded and circuit are safeguard in non combustible material. Identify the breakers in the electrical panel and ensure that electrical maintenance is done regularly.		

Jul-19	Occupational Safety and Health	Worker Protection	Several sewing machines were missing finger guards, eye guards and pulley guards.	Equip the machines with their necessary guards.	Management explained that they will install all the required safety guards	
Jul-19	Occupational Safety and Health	Worker Protection	Several workers in the main building were not using the safety guards installed on their machines.	Provide training on the safe usage of sewing machines. Keep records of training provided in that regard.		
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station is not available where chemicals products are used.	Provide eye wash facility where chemicals products are used.		
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS are not posted where chemical and hazardous substances are being used.	Ensure that MSDS are available in the area where the corresponding chemicals are used and stored.		
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper storage of flammable chemical and hazardous substances.	Remove chemical from the sun. Store appropriately the chemicals.		
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabeled containers of chemical hazardous substances found in the workplace.	Label all chemicals used in the workplace.		
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances was available.	Keep an inventory for all chemicals and hazardous substances used in the workplace.		
Jul-19	Occupational Safety and Health	OSH Management Systems	Hazard signs were posted near in all section where they are required.	Post hazard signs where needed.		
Jul-19	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters.	Employer is advise to create a bipartite OSH committee to focus on OSH related issues.		
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.		
Jul-19	Contract and Human Resources	Employment Contracts	Workers' contract did not specify hours of work and amounts of pay.	Add the working hours in workers contracts.		

Jul-19	Compensation	Social Security and Other Benefits	The factory is registered with OFATMA for maternity and health insurance. However, the employer only collects and forwards 2 per cent of workers' minimum wage instead of 3 per cent of workers' basic salary to OFATMA.	Collect and forward 3 per cent of workers' basic salary to OFATMA for maternity and health insurance.		
Jul-19	Compensation	Social Security and Other Benefits	The factory is registered with OFATMA for maternity and health insurance. However, the employer only pays 2 per cent of workers' minimum wage instead of 3 per cent of workers' basic salary to OFATMA.	Pay 3 per cent of workers' basic salary to OFATMA for maternity and health insurance.		
Jul-19	Compensation	Social Security and Other Benefits	The employer collects workers' contribution to ONA on a regular basis. The last payment of the employer's contribution to ONA was for the month of May and was done in July 7, 2019, while in fact, ONA payments should be submitted within the first 10 working days of each month for the previous month.	Collect and forward workers' contribution to ONA on time.		
Jul-19	Occupational Safety and Health	Social Security and Other Benefits	The employer collects workers' contribution to ONA on a regular basis. The last payment of the employer's contribution to ONA was for the month of May and was done in July 7, 2019. While in fact, ONA payments should be submitted within the first 10 working days of each month for the previous month.	Pay ONA on time.		

Jul-19	Compensation	Wage Information, Use and Deduction	During the assessment, assessors could not adequately assess for possible discrepancy in the working hours compensated in the payrolls reviewed for the last 3 months. Time records were found to lack accuracy as management clocked in the entry and exit times for workers. Management says that it is working on a more efficient system to fix this issue. Workers' interview revealed they verify their wages according to their production quotas and not the working hours.	Pay overtime accordingly.		
Jul-19	Compensation	Overtime Wages	During the assessment assessors observed workers on sewing machine until 4:00 PM. However, these overtime hours for workers working on an incentive scheme were not reported in the payroll records as management clocked in the entry and exit times. Interviewed workers said that sometimes they stay late in order to complete their production targets without any compensation for overtime hours. Management acknowledged that workers working on an incentive scheme stayed voluntarily to complete their quotas and are not compensated for overtime hours.	Pay overtime accordingly.		



Factory: S&H Global 1-6
Location: Arrondissement du Trou du Nord
Number of workers: 8,065
Date of registration: Jul-12
Date of last two Better Work assessments: May-19 Mar-21

Advisory and Training Services

Oct-21	Training	Virtual Emergency Preparedness
Oct-21	Virtual advisory meeting	Meeting with management to discuss progress report. Factory tour to validate the consistency of the remediation.
Sep-21	Virtual advisory meeting	Meeting with management on Improvement plan , factory general updates. Meeting with bipartite committee on evacuation routes.
Aug-21	Virtual advisory meeting	Meeting with management on the improvement plan. Meeting with PICC on current concerns.
May-21	Training	Virtual Introduction to Workers Rights & Responsibilities
May-21	Training	Virtual Socially Responsible Transitioning
May-21	Training	Virtual seminar to Workplace Cooperation and Communication
May-21	Virtual advisory meeting	Meeting to discuss the improvement plan. Discussions on industrial disputes at the factory. Discussion regarding POSH training. Discussion with bipartite committee on root causes on non-compliance points and remediation path.
May-21	Training	Virtual seminar to Workplace Cooperation and Communication
May-21	Training	Virtual Sexual Harassment Awareness and Prevention
May-21	Training	Virtual training Covid-19 Emergency Preparedness
Apr-21	Training	Virtual OSH Event Workshop
Mar-21	Virtual advisory meeting	Meeting with bipartite committee regarding sanitation and transportation concerns. Discussion regarding freedom of association and training plan.
Jan-21	Virtual advisory meeting	Discussion regarding factory performance in 2020 and perspectives for 2021. Discussions on pending issues on the improvement plan. Bipartite committee meeting on main concerns and challenges.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2021						
Mar-21	Compensation	Paid Leave	Daily break payment is not included in the annual leave calculation.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	8
Mar-21	Compensation	Paid Leave	Daily break payment is not compensated.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	8

Mar-21	Compensation	Paid Leave	Sick leave does not include the daily break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	8
Mar-21	Compensation	Paid Leave	All the paid leaves are wrongly compensated as they don't include the lunch break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	8
Mar-21	Compensation	Social Security and Other Benefits	Employer's deduction to OFATMA for maternity and health insurance is wrongly calculated as it does not include the lunch break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	8
Mar-21	Compensation	Social Security and Other Benefits	Worker's deduction to OFATMA for maternity and health insurance is wrongly calculated as it does not include the lunch break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	8
Mar-21	Compensation	Social Security and Other Benefits	Employer's deduction to ONA is wrongly calculated as it does not include the lunch break payment.	Compensate lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	8
Mar-21	Compensation	Social Security and Other Benefits	Worker's deduction to ONA is wrongly calculated as it does not include the lunch break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	8
Mar-21	Contract and Human Resources	Termination	Annual leave upon termination is wrongly compensated as it does not include the lunch break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	8
Mar-21	Contract and Human Resources	Termination	Notice payment is wrongly compensated as it does not include the lunch break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	8

Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory does not include all the location even tough chemicals were stored in different places.	Update the chemical inventory on a regular basis.	This problem has been solved, the compliance department via the factory compliance officers will review the inventory weekly to avoid this problem	70
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unidentified containers of oil, thinner and diesel.	Ensure that all chemical used in the workplace are properly labelled.	All chemicals have been well identified, the compliance team gave a training. COs will perform COs will do periodic inspections to avoid this issue.	30
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several containers of solvent KO-30 exposed to the sun in one building.	Ensure that chemical are stored in appropriate places.	All chemicals have been moved from inappropriate areas to their respective places. Compliance team performed training for all workers who are using chemicals. Cos will keep monitoring the factories to avoid this issue.	70
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several chemicals found without MSDS in places where they are used.	Ensure that all chemical have MSDS available where chemical are used or stored.	MSDS is available for all chemicals used within the Factory. The mechanical workshop secretary will check the entry of each new chemical and request the appropriate MSDS. Training has been conducted for all workers who use chemicals. Compliance Officers will be more focused during weekly inspections.	30
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing eye wash stations in cutting and packing sections.	Install an eye wash station near the cutting section and packing section of building 3.	Problem is resolved; the compliance officer reviewed and ensured that all eye wash stations function properly with sufficient pressure. The Compliance officer will do weekly follow-up to the avoid the repetition of this issue.	70
Mar-21	Occupational Safety and Health	Worker Protection	Appropriate mask were not provided to workers using chemical products.	Provide appropriate masks to workers using chemical products.	The issue is solved. Compliance Officer trained workers on the importance of safety belt while working in unloading area; now workers use it correctly. Next purchase will be make in advance.	70

Mar-21	Occupational Safety and Health	Worker Protection	Absorbing mats were missing for several standing workers.	Provide shop absorbing mats to all standing workers.	The problem has been solved. All the workers have their standing mats. The compliance officer had a meeting with workers to explain to them the necessity of using standing mats. inspection will be carried out to avoid this issue.	70
Mar-21	Occupational Safety and Health	Worker Protection	Lack of maintenance of electrical equipment. Improper isolation of electrical of electrical wires in mechanic workshop.	Ensure that electrical equipment are properly maintained.	The electricians have evaluated and fixed the issue so that these will not happen again. Maintenance department agreed to always notify compliance team before they have to do these types of work.	30
Mar-21	Occupational Safety and Health	Worker Protection	Adaption to COVID-19 and workers are reluctant to comply to protective measure after 1 year of this pandemic.	Ensure to maintain a social distance of 1.5M.	Since the company starts working after the COVID-19, the company has taken all the necessary measures to respect the social distance of 1,5m. Worker's station has been distanced in all the areas, including Folding, Inspection and press.	14
Mar-21	Occupational Safety and Health	Working Environment	Noise level exceeded 90 dB in several sections.	Ensure that the noise level is under 90 dB in all sections.	The problem has been fixed. The person in charge of playing music at the factories is informed about the volume limit. To have a better control on this issue, compliance department has procured a sound meter, and the revision of this point will be done weekly during our self evaluation.	70
Mar-21	Occupational Safety and Health	Working Environment	Lux level inappropriate in several sections.	Ensure that lux level is appropriate in all section.		30
Mar-21	Occupational Safety and Health	Welfare Facilities	Workers complained about the location of drinking water stations next to the toilets.	Install the drinking water stations in a more appropriate area.	Some of the water installations were relocated from away from the bathrooms, to other locations and company has made a wall to separate the ones that could not be relocated. Cleaning is done more often in bathrooms to avoid the repetition of this issue.	8

Mar-21	Occupational Safety and Health	Health Services and First Aid	One first aid box missing items such as alcohol and gauze.	Ensure that the first aid boxes are equipped with necessary supplies.	This problem was solved, the first aid boxes has been completed, with all the necessities medications. Weekly inspection will be carried out to avoid this issue	46
Mar-21	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was obstructed in the indoor warehouse.	Ensure that fire extinguishers remained unobstructed.	All fire extinguishers are available and free of any obstruction. The check list of the fire extinguishers will be reviewed more frequently to avoid this problem.	8
Mar-21	Occupational Safety and Health	Emergency Preparedness	Evacuation map is not updated.	Update the evacuation plan and insert the assembly point on the evacuation map.	This issue as been fixed, all the meeting point has the location of the evacuation maps. for fty#3, the map as been updated and ported in the module	43
Mar-21	Occupational Safety and Health	Emergency Preparedness	Evacuation routes obstructed with boxes.	Ensure that escape route remained unobstructed during the working hours.	This problem has been corrected, All evacuation routes are free of all kinds of obstacles. The Compliance department will carry out inspections more often during the work day to ensure that the routes are always free. Audio reminder are shared with the workers on a regular basis.	40
Mar-21	Occupational Safety and Health	Emergency Preparedness	Electrical cabinets mounted on wooden box.	Replace the wooden box by a more suitable material.	The electrical installations have been fixed well; the electricians have taken notes so that these will not happen again. Maintenance department agreed to always notify compliance team before they have to do these types of installations	8
Assessment October 2020- May 2019						
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.	Review the protocol and include the missing procedure of keeping a register for all workers.	Factory is keeping already the temperature of employees as per recommendations. Management edited a Covid 19 prevention checklist where the procedure of taking a temperature register is written.	

May-19	Occupational Safety and Health	Emergency Preparedness	4 buildings only conducted one emergency drill during the last 12 months.	Conduct an evacuation drill every 6 months.	Normally according to the procedure, evacuation drills are conducted every six months, and this year it was undergoing the evacuation simulations because the company had a plan for each Module, unfortunately only two of our factories had the chance to perform their simulation before arriving BWH. Facilities 1-2-3 and 4 are performed their evacuation simulation just after the BWH evaluation in July of this year. Module 1 = 12/08/2019 - 1639 employees Module 2 = 08/06/2019 - 1534 employees Module 3 = 08/09/2019 - 1538	
May-19	Occupational Safety and Health	Emergency Preparedness	Evacuation routes obstructed with fabrics. Emergency exits locked during overtime hours.	Ensure that evacuation routes remain unobstructed. Ensure that a minimum of 2 exits are open near the area where workers are performing overtime.	More training for internal security guards to have more agents available for overtime, and all exits are identified and always stays open during working hours.	
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.	Ensure to 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.	The procedures and the evacuation plan have been put to the test and all emergency exits are well marked and identified according to the procedures in place on emergency evacuation. And assembly points is in all evacuation maps. This issue has been corrected as all evidence have been given accordingly and now all maps show the meeting points in relevance to the evacuation	
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.	Equip the new building with alarm system where there are workers performing a daily task.	The whole system in general is well organized and updated according to health and safety standards. Fire alarm system is reviewed and adjusted according to the procedures and operates normally. All fire safety systems have been properly equipped in factory 8(Warehouse). Thus, this issue has been completely corrected. Close monitoring will be done in order to maintain the conformity status.	

May-19	Occupational Safety and Health	Health Services and First Aid	There were no first aid kits in one of the buildings.	Ensure that medical supply are available in area where there are workers. Remove 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.	
May-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Have an adequate number of nurses regarding the workforce.	1) All the nurses' position have been relocated back again into the factory's medical field. 2) The compliance department will discuss with administration regarding additional nurse employment. 3) Administration will communicate with Share Hope in order to come up with ideas or trainings to encourage nurses and involve them in the workplace.	
May-19	Occupational Safety and Health	Health Services and First Aid	Incomplete health checks for workers.	Ensure to arrange an annual medical health check for all workers.	The factory has its internal system to provide internal medical checks for all the workers.	
May-19	Occupational Safety and Health	Health Services and First Aid	Incomplete health checks for workers exposed to work-related hazards.	Ensure to arrange an annual medical health check for workers exposed to work-related hazards, at least, twice a year.	The factory has its internal system to provide internal medical checks for all the workers.	
May-19	Occupational Safety and Health	Health Services and First Aid	Incomplete health checks for workers within the first three months of employment.	Ensure to arrange an annual medical health check for workers within the first three months of employment.	Factory performed internally medical checks for all workers.	
May-19	Occupational Safety and Health	Welfare Facilities	Changing facilities were not accessible to warehouse Workers.	Post communication on the floor regarding the usage of the shower.		
May-19	Occupational Safety and Health	Welfare Facilities	Soap was not available in the men's bathroom of 3 buildings.	Provide soap in available in men's bathroom.	Soap is available in the bathroom and posters are placed in the bathrooms to raise workers awareness regarding the use of soap.	
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 are changed and replaced by others, furthermore some sport lights are installed in the buildings.	

May-19	Occupational Safety and Health	Working Environment	The noise level in some areas of the workspace exceeded 90 db.	Maintain the noise level to a maximum of 90 dB in all the working 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 in charge so that he avoid turn it the volume loud, and earmuffs are provided to workers of the noisy areas.	
May-19	Occupational Safety and Health	Working Environment	Temperature levels exceeded 30 C in all working sections.	Keep the temperature to a maximum of 30 C in all sections.	The main gates are all opened widely during the working hours to ease the entrance of air in the buildings, while mechanics are fixing the broken extractors.	
May-19	Occupational Safety and Health	Worker Protection	Hazard signs missing on one electrical panel.	Install hazard sign on all electrical panel.	After the audit all electrical panels were revised and all hazard sign were posted correctly. Now mechanic responsible has checked all electrical panels to avoid this happen again. New building were inspected and hazard sign is posted.	
May-19	Occupational Safety and Health	Worker Protection	Improper isolation of electrical wire. Electrical outlet installed on combustible material. Unlabeled circuit breakers.	Ensure that electrical maintenance is regularly done. Ensure that electrical installations are properly safeguarded.	All electrical equipment were reviewed and the appropriate measures were taken to correct the issues. The electrical installations are done correctly, with the appropriate materials.	
May-19	Occupational Safety and Health	Worker Protection	The factory did not provide documentation of any training for workers on proper use of personal protective equipment and machines.	Provide training on the proper use of protective equipment to workers using dangerous materials and equipment.	Factory plans to train all the workers on H&S (PPEs) in the workplace; factory had selected a day to train all the workers; more or less 1500 workers per module. Report and attendance list where submitted as proof. Module 1 = 09/15/2018 - 1549 employees Module 2 = 04/30/2019 -1534 employees Module 3 = 04/22/2019 -1464 employees Module 4 = 09/15/2018 - 1475 employees Module 5 = 09/22/2018 - 1506 employees Module 6 = 09/22/2018 - 1650	
May-19	Occupational Safety and Health	Worker Protection	Workers were not provided adequate protective equipment in the boiler room and the maintenance department.	Provide adequate 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.	

May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station was not available in the chemical warehouse.	Provide washing facility 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. Internal training was also provided.	
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.	For this failure, the review of all products we use have all their MSDS available and in the local language. Now all these chemicals have their own MSDS posted in the using section and storage area.	
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several containers of flammable chemicals found exposed to the sun. Chemical storage area was not sufficiently ventilated.	Store the chemical in an appropriate location. Monitor closely to take appropriate action when necessary.	According to the recommendations of national and international standards, the storage of chemicals are made by type and separated according to their level of flammability and in a well-ventilated space. The factory installed some thermometer to have control of the level on temperature permanently. This task duly was assigned to FCOs	
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	One unlabeled container of solvent found. Primary containers written in Korean language.	Label all containers.	The products are all identified in Creole and MSDS available for use as well. Training sessions to support the application and use of hazardous chemicals. All chemicals products containers are well labeled in creole in all storage section.	
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Some chemicals are not included in the inventory. The inventory does not include all the locations.	Include the storage location of the chemicals used when stored in different places. Train responsible person on chemical management system.	Internally the inventories were all well-ordered and separated to better control the use of the products with a general inventory for all the products that the company uses. Training where provide to the workers that area use chemical. FCOs are using the new chemical inventory list to have control of all products used in the factory.	

May-19	Occupational Safety and Health	Gender	One sexual harassment case was reported involving one female worker.	Strengthen the policy on the prevention of sexual harassment by identifying clearly 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.	The compliance team and one union member conducted an investigation with different workers from the departments managed by the 2 Central American managers accused of sexual harassment. The 2 Central American managers apologized to the worker while promising her not to have such behaviors. The two central American managers received a warning letter in which they were informed that in case of recidivism more drastic sanctions would be taking against them. Furthermore, all the staff including foreign workers, managers received a training on preventing sexual harassment in the workplace.
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Factory: S&H Global Washing 7
Location: Arrondissement du Trou du Nord
Number of workers: 1,001
Date of registration: Sep-18
Date of last two Better Work assessments: Mar-20 Mar-21

Advisory and Training Services

30-Nov-21	Virtual advisory meeting	Virtual meeting with the bipartite committee on self assessment. Meeting with workers' representatives on Freedom to associate. Meeting with the compliance team to review the improvement plan and follow up on termination of union leaders.
12-Aug-21	Virtual advisory meeting	Virtual OSH tour: Chemical management, emergency preparedness and COVID 19 measures. Meeting with union representatives : General concerns and disciplinary measures. Documentation review: Procedure in place for overtime and payment of overtime hours, disciplinary measures applied to workers, accident investigation procedure, files of terminated workers and risk management procedure.
29-Jul-21	Training	Virtual training on Emergency Preparedness.
29-Jul-21	Virtual advisory meeting	Virtual meeting with Union representatives. Meeting with the compliance team to review the improvement plan, sick leave payment, water test result for the last 3 months.
25-May-21	Virtual advisory meeting	Virtual meeting with worker representatives on pending issues. Meeting with the compliance team to review the improvement plan and discuss about overtime concerns.
25-May-21	Virtual advisory meeting	Meeting with workers representatives, meeting with some workers to discuss the training needs.
21-May-21	Training	Virtual Industry Seminar on Workers Rights & Responsibilities.
20-May-21	Training	Virtual Industry seminar on Socially Responsible Transitioning.
19-May-21	Training	Virtual Industry seminar on Workplace Cooperation and Communication.
7-May-21	Training	Workplace Cooperation and Communication.
5-May-21	Training	Virtual training Covid-19 Emergency Preparedness.
28-Apr-21	Training	Virtual OSH Event Workshop.
5-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98.
1-Feb-21	Virtual advisory meeting	Meeting with worker representatives to present the last assessment report. Meeting with the compliance team to review the improvement plan and discuss about overtime concerns.
16-Nov-20	Virtual advisory meeting	Virtual OSH tour. Meeting with the compliance team to review the pending issues from the last meeting (COVID 19 procedure, OSH performance indicators, emergency preparedness procedures). Discuss breastfeeding break and break for pregnant women, disciplinary and termination

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2021						
Mar-21	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Update the protocol and include a COVID-19 task force.	The company reviewed and updated the COVID-19 policy.	19
Mar-21	Occupational Safety and Health	Emergency Preparedness	The evacuation map is not accurate.	Update the evacuation map to reflect the floor layout.	New evacuation maps have been printed and displayed.	9

Mar-21	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were missing in various sections of the workplace.	Provide adequate firefighting equipment. Make sure that the equipment is in place and functioning.	All fire extinguishers have been installed.	9
Mar-21	Occupational Safety and Health	Emergency Preparedness	A smoke detector was not installed in a stock room where flammable material such as cardboard boxes were stored.	Install smoke detectors where flammable material are stored.	The smoke detectors have been installed in all storage areas.	9
Mar-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire additional medical staffs.	The factory has hired 3 additional Nurses .	9
Mar-21	Occupational Safety and Health	Welfare Facilities	The water test is not conducted on a monthly basis.	Keep records of monthly water test results.	The water test is conducted on a monthly basis.	9
Mar-21	Occupational Safety and Health	Welfare Facilities	Soap and paper is not available in the toilets at all time, during the work day.	Ensure that soap and paper are always available in the toilet. Define who will monitor their use and availability.	The company has appointed someone to monitor the use of toilet paper and soap. Posters are displayed to educate workers.	9
Mar-21	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 MSDS have been translated and posted.	30
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.	The factory has developed a procedure for chemicals management and All chemicals are properly labeled.	30
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of hazardous substances used in the factory is incomplete.	Assign a person responsible for updating the inventory of hazardous substances in the various locations where they are stored or used.	The Supervisors of the chemicals areas are in charge of updating the inventories of hazardous substances.	19
Mar-21	Contract and Human Resources	Dialogue, Discipline and Disputes	Workers interview revealed that one manager was addressing the workers with abusive and improper language.	Provide additional training to supervisors and managers. Then Conduct regular self-assessment to check awareness.	Trainings have been conducted for local and foreign workers. Investigation and assessment is now applied on a regular basis.	9
Mar-21	Contract and Human Resources	Termination	The calculation of the annual salary supplement upon termination does not include the lunch break payment.	Include payment of the lunch break in the calculation annual salary supplement upon termination.	The Company is still in consultation with MAST and ADIH for more guidance.	9

Mar-21	Contract and Human Resources	Termination	The calculation for unused paid annual leave upon termination does not include the lunch break payment.	Include payment of the lunch break in the calculation for annual leave upon termination.	The Company is still in consultation with MAST and ADIH for more guidance.	9
Mar-21	Contract and Human Resources	Termination	The calculation of the payment for the applicable notice period does not include the lunch break payment.	Pay the lunch break and include the lunch break payment in the calculation of notice period.	The Company is still in consultation with MAST and ADIH for more guidance.	9
Mar-21	Compensation	Social Security and Other Benefits	The calculation of the annual salary supplement or bonus does not include the lunch break payment.	Ensure that workers' annual salary supplement or bonus include the lunch break payment.	The Company is still in consultation with MAST and ADIH for more guidance.	9
Mar-21	Compensation	Social Security and Other Benefits	The calculation of workers' contributions to OFATMA for maternity and health insurance does not include the lunch break payment.	Include the lunch break payment in the contribution sent to OFATMA.	The Company is still in consultation with MAST and ADIH for more guidance.	9
Mar-21	Compensation	Social Security and Other Benefits	The calculation of employer's contributions to OFATMA for maternity and health insurance does not include the lunch break payment.	Include the lunch break payment in the contribution sent to OFATMA.	The Company is still in consultation with MAST and ADIH for more guidance.	9
Mar-21	Compensation	Social Security and Other Benefits	The calculation of workers' contributions to ONA does not include the lunch break payment.	Include the lunch break payment in the contribution sent to ONA.	The Company is still in consultation with MAST and ADIH for more guidance.	9
Mar-21	Compensation	Social Security and Other Benefits	The calculation of employer's contributions to ONA does not include the lunch break payment.	Include the lunch break payment in the contribution sent to ONA.	The Company is still in consultation with MAST and ADIH for more guidance.	9
Mar-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the lunch break.	The Company is still in consultation with MAST and ADIH for more guidance.	9
Mar-21	Compensation	Paid Leave	The calculation for the annual leave payment does not include the lunch break payment.	Pay the lunch break and Include the payment of lunch break in the annual leave payment.	The Company is still in consultation with MAST and ADIH for more guidance.	12

Oct-20	Occupational Safety and Health	Worker Protection	The factory has a system in place to clean and disinfect the workplace. However 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.		
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory has a COVID 19 protocol in place. However it is missing the following: Handling procedure of suspected cases.	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 implemented the recommendations.	
Mar-20	Occupational Safety and Health	Emergency Preparedness	less than 10 percent of the workforce including men and women were trained to use firefighting equipment.	Ensure that at least 10 percent of the workforce is trained.	The training has been conducted for 140 Workers.	
Mar-20	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.	Ensure that at least 10 percent of the workforce is trained.	The training has been conducted for 140 workers.	
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.	All exhaust fans are correctly in use and mechanic department receive training to verify and monitor the fans regularly.	
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.	
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 was conducted for all workers who are dealing with chemicals.	
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 revised and posted for all hazardous chemicals used in the workplace.	

Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labeled in the mechanic shop.	Define who control the chemical container on receipt from supplier and control the label. Develop a chemical management procedure.	All chemical containers have been properly labelled in Creole so that the chemical inside the bottles truly reflect their content.	
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, reflected and followed-up through the use of the document.	
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 to conduct general occupational safety and health issues.	Self-audit are held monthly. These self-audits are kept and saved in the Compliance department.	



Factory: Sewing International S.A.
Location: Port-au-Prince
Number of workers: 1,368
Date of registration: Oct-09
Date of last two Better Work assessments: Aug-19 Sep-21

Advisory and Training Services

24-Nov-21	Advisory meeting	Virtual meeting with the compliance team to review and update the improvement plan, provide guidance on HR procedures.
1-Jul-21	Training	Virtual training on emergency Preparedness.
1-Jul-21	Advisory meeting	Virtual meeting with the compliance team to review the improvement plan. Follow up on accident investigation procedure, Risk assessment procedure. Verify OSH self assessment and OFATMA work related accident.
21-Apr-21	Advisory meeting	Virtual meeting with the compliance team for the implementation of the bipartite committee. Follow up on annual leave, working environment and welfare facilities. Review of documentations for breast feeding brakes, annual leave, compensation and COVID-19 Policy.
28-Jan-21	Advisory meeting	Meeting with the OSH committee to define the priorities for the year 2021 and Identify training needs.
23-Nov-20	Advisory meeting	Virtual Advisory to update social security calculation for base salary, progress on COVID 19 procedure and follow up on the status of bipartite committee.
7-May-21	Training	Workplace Cooperation & Communication.
6-May-21	Training	Virtual Sexual Harassment Awareness and Prevention.
5-May-21	Training	Virtual training Covid-19 Emergency Preparedness.
5-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Sep-21	Working Time	Regular Hours	The employer does not keep working time records that reflect the hours actually worked.	Ensure that working time records is accurate.		32
Sep-21	Working Time	Regular Hours	One worker was not automatically granted breastfeeding brakes after her return from maternity leave.	Develop a procedure for the HR staff when worker return from maternity leave.		32
Sep-21	Working Time	Regular Hours	The regular working hours are from 7 AM to 4 PM (including a 1 hour daily break), 6 days per week, which is equivalent to 9 working hours per day and 54 hours per week.	Revise the internal regulations and make sure that the regular hours do not exceed 48 hours per week.		2

Sep-21	Occupational Safety and Health	Emergency Preparedness	The total number of workers trained in fire-fighting is less than 10 percent of the workforce.	Include the training in fire fighting in the training plan. Ensure that at least 10 percent of the workforce is trained.		2
Sep-21	Occupational Safety and Health	Emergency Preparedness	The last fire drill was conducted on June 22nd 2021, and the one before that on 30th August 2020.	Conduct at least one emergency drill every 6 months including full evacuation of the workforce. Insert the drills in the OSH annual training plan.		2
Sep-21	Occupational Safety and Health	Emergency Preparedness	The aisles were obstructed in both buildings of the factory during working hours.	Provide additional training for supervisors and worker. Provide additional space for storing goods.		2
Sep-21	Occupational Safety and Health	Emergency Preparedness	The escape routes in both floor of the factory are not clearly marked.	Paint evacuation arrows and yellow lines on the floor to show the exit pathway.		47
Sep-21	Occupational Safety and Health	Emergency Preparedness	The fabric warehouse does not have adequate fire-fighting equipment.	Install adequate fire-fighting equipment in this area.		47
Sep-21	Occupational Safety and Health	Emergency Preparedness	The fabric storage does not have a fire detection and alarm systems.	Install a smoke detector in this area. Provide additional training on electrical hazards.		2
Sep-21	Occupational Safety and Health	Health Services and First Aid	The total number of workers trained in first aid is less than 10 percent of the workforce.	Include First Aid training in the training plan. Ensure that at least 10 percent of the workforce is trained in first aid.		2
Sep-21	Occupational Safety and Health	Health Services and First Aid	The factory is in compliance with the labour code regarding the doctor services. However, the number of nurse is insufficient.	Hire additional medical staff to have at least 7 nurses for the current workforce.		70
Sep-21	Occupational Safety and Health	Health Services and First Aid	Annual medical checks for workers is not in line with legal requirements.	Discuss the legal requirements with the General Manager. Pay the health card.		2
Sep-21	Occupational Safety and Health	Health Services and First Aid	Health checks for workers who are exposed to work-related hazards is not in line with legal requirements.	Discuss the legal requirements with the General Manager. Develop a health check plan for workers who are exposed to work-related hazards.		2

Sep-21	Occupational Safety and Health	Health Services and First Aid	The factory did not paid the CDS. As a result OFATMA did not provide any medical checks for workers upon hiring and workers did not receive the health card.	Discuss the legal requirements with the General Manager Pay the health cards.		2
Sep-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Discuss the legal requirements with the General Manager. Increase the number of toilet to have at least one toilet for every 25 men and one toilet for every 15 women.		79
Sep-21	Occupational Safety and Health	Working Environment	Lux level is insufficient in sewing, packing and cutting section.	Increase the light level to reach 300 lux in Pressing section, 500 lux in Sewing, cutting, packing. 750 lux in trimming, Inspection section. Add this aspect in the daily and weekly checks.		79
Sep-21	Occupational Safety and Health	Working Environment	Workplace temperature exceed 30 C in cutting section.	Increase the ventilation with additional fans. Conduct regular measurement of temperature & compare with threshold value.		63
Sep-21	Occupational Safety and Health	Worker Protection	No support belts have been provided to workers doing heavy lifting work.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.		29
Sep-21	Compensation	Paid Leave	The annual salary supplement or bonus does not include the lunch break payment.	Discuss legal requirements with the General Manager. Pay the lunch break and include it in the annual salary supplement.		2
Sep-21	Compensation	Social Security and Other Benefits	Workers' contributions to OFATMA is late and does not include the lunch break payment.	Discuss legal requirements with the General Manager. Include the lunch break in worker's contribution to OFATMA. Ensure that payments are done within the first 10 business days of the next month for the previous month.	The last OFATMA payment has been made for the month of October 2021.	63
Sep-21	Compensation	Social Security and Other Benefits	Employer contribution to OFATMA for maternity and health insurance is late.	Include the lunch break in the employer contribution to OFATMA. Ensure payment are done within the first 10 business days of the next month for the previous month.	The last OFATMA payment has been made for the month of October 2021.	63

Sep-21	Compensation	Social Security and Other Benefits	Employer contribution to OFATMA for work-related accident insurance is late.	Include the lunch break in the contribution sent to OFATMA. Pay the health cards.	The factory made a first payment for the fiscal year 2021/2022 which includes the health cards.	2
Sep-21	Compensation	Social Security and Other Benefits	The employer did not collect and forward workers' contributions to ONA on time and the lunch break is not compensated.	Pay the lunch break and Forward worker contribution to ONA within the first 10 business days of the next month for the previous month.	The last ONA payment has been made for the month of October 2021.	63
Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to ONA is late and does not include the lunch break payment.	Pay the lunch break and Forward employer contribution to ONA within the first 10 business days of the next month for the previous month.	The last ONA payment has been made for the month of October 2021.	63
Sep-21	Contracts and Human Resources	Paid Leave	The factory did not pay annual leave, Sick leave, maternity leave and the daily break correctly as the lunch break is not compensated.	Pay the lunch break and include it in the calculation of sick leave, maternity leave and annual leave.		2
Sep-21	Contracts and Human Resources	Paid Leave	The lunch breaks is not compensated in the payroll.	Pay the lunch break.		2
Sep-21	Contracts and Human Resources	Paid Leave	The eligible workers are receiving 12 week of maternity leave payment from OFATMA. However, the calculation does not include the lunch break payment.	Pay the lunch break and include it in the declaration sent to OFATMA.		2
Sep-21	Contracts and Human Resources	Paid Leave	The factory has not paid some workers their sick leave because management lost workers' sick leave certificate.	Pay the lunch break and include it in the calculation of sick leave.		2
Sep-21	Contracts and Human Resources	Paid Leave	The annual leave payment is not calculated on worker's daily average earnings.	Pay the lunch break and include it in the calculation of average daily earnings, when paying the annual leave.		2
Sep-21	Compensation	Minimum Wages/Piece Rate Wages	Workers are not getting the minimum wage for the days when they get sent home early for not making good progress on the production.	Review and update the internal regulations.	Based on factory internal regulations approved by MAST, workers received the minimum wage.	2

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.		
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.		
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.		
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 voluntary overtime hours on the floor.	Management posts and actively enforce overtime hours allowed.	
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.	
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.	Payment plan agreement reached with ONA.	
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.	Payment plan agreement reached with ONA.	
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.	Payment plan agreement reached with OFATMA.	
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.	Payment plan agreement reached with OFATMA.	
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.	

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.	
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.	
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.	
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.		
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.	
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.	
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.	
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.	
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 and position stations so as not to block the natural light penetration.		
Aug-19	Occupational Health & Safety	Welfare Facilities	Insufficient toilets for men and women.	Increase the number of toilets.		

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.		
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.		
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.	
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.	
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.	
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.	
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.	
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.	
Aug-19	Compensation	Overtime Wages	Inaccurate attendance records.	Ensure that workers are accurately clocking in their time worked. Post maximum allowed overtime by management.	Workers' time is accurately recorded with new attendance tracking system.	



Factory: Valdor Apparel Mfg S.A.
Location: Port-au-Prince
Number of workers: 827
Date of registration: Oct-14
Date of last two Better Work assessments: Nov-19

Apr-21

Advisory and Training Services

10-Dec-21	Virtual advisory meeting	Advisory summary Meeting with management - Discuss evidence of progress on the improvement plan and documentation tracking. - Finalized Progress Report 1 - Conducted a factory tour - Update of the improvement plan.
13-Oct-21	Virtual advisory meeting	Advisory summary - Meeting with the bipartite committee to discuss working condition of the factory. - Meeting with management to follow up on the progress report and review the improvement plan and follow up on the current situation of the factory.
05-Aug-21	Training	Virtual HIV/AIDS
22-Jun-21	Virtual advisory meeting	Advisory summary Meeting with the bipartite committee to: - Discuss How to improve the Social dialogue and grievance mechanism in the workplace. Meeting with the factory management to: - Review the improvement plan and conducted a factory tour between BW, the compliance and the MAST.
31-May-21	Virtual advisory meeting	Advisory summary - Meeting with the bipartite committee to discuss the new improvement plan, root causes and necessary corrective actions and follow up on the training plan. - Meeting with management to follow up on the compensation issues. Finally, a factory tour to validate remediation efforts done by the factory.
25-May-21	Training	Virtual Learning Seminar on Chemical Management System
13-May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Middle Management
12-May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Supervisors
07-May-21	Training	Workplace Cooperation & Communication
06-May-21	Training	Virtual Sexual Harassment Awareness and Prevention
20-Apr-21	Training	Virtual Occupational Safety and Health (OSH)
05-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
04-Mar-21	Training	Virtual Webinar on Covid-19 Human Resources Management (HRM) - French
18-Feb-21	Virtual advisory meeting	Advisory summary - Meeting factory management to introduce myself as the new advisor. - Meeting with bipartite committee to review the improvement plan. - Meeting with all union where they discuss about the change in management board. Perform documents review with management. - Finally, a factory visit to review OSH issues
20-Nov-20	Training	Virtual Socially Responsible Transitioning
19-Nov-20	Training	Virtual training Covid-19 Emergency Preparedness
13-Nov-20	Training	Virtual Occupational Safety and Health (OSH)
26-Oct-20	Training	COVID-19 training for Doctors & Nurses in Factories

230	23-Oct-20	Training	Virtual Socially Responsible Transitioning
	21-Oct-20	Training	Virtual Hygiene and Prevention against Covid-19
	16-Oct-20	Training	Virtual training Covid-19 Emergency Preparedness
	14-Oct-20	Training	Virtual Sexual Harassment Awareness and Prevention

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment April 2021						
Apr-21	Occupational Safety and Health	Emergency Preparedness	Obstructed aisles in the packing, sewing and cutting area. In addition, an emergency exit door was locked.	Ensure that routes are not obstructed and keep all the exit doors open during working hours.	The factory rectified the problem of blocked aisles and keeps the emergency exit door open.	31
Apr-21	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was missing in the packing section.	Provide adequate firefighting equipment and ensure regular maintenance is done.	Now all the fire extinguishers are in place.	31
Apr-21	Occupational Safety and Health	Health Services and First Aid	Three first aids boxes were missing supplies.	Equip all first aid boxes properly.	All the first aid boxes are fixed permanently and regular check is in place .	31
Apr-21	Occupational Safety and Health	Welfare Facilities	The eating area does not have the capacity to accommodate all workers and the social distance is not respected.	Provide an adequate eating area and respect the 1.5 meter of distance.		8
Apr-21	Occupational Safety and Health	Welfare Facilities	Some of the water test results revealed the presence of presence of bacteria.	Request information from the supplier on specifications and provide clean water to workers.	The factory conducted a water test attesting that the water is safe.	8
Apr-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		8
Apr-21	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure the lighting is adequate and adapted to worker's needs.		8
Apr-21	Occupational Safety and Health	Working Environment	Workplace temperature levels are unacceptable.	Monitor the temperature level and maintain it under 30 C inside the workplace.		37
Apr-21	Occupational Safety and Health	Worker Protection	Social distance is not respected on the floor and the eating area.	Ensure that 1.5 meter of distance is respected on the production floor and in the eating area.		8
Apr-21	Occupational Safety and Health	Worker Protection	Battery terminal was missing the insulating cover in the generator room.	Install insulation cover and Train workers on electrical hazards.	Cover has been installed on the battery terminals.	8

Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station in the chemical warehouse was not working.	Ensure the eye wash station in the chemical warehouse is working properly.		8
Apr-21	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 labelled all chemicals container.	37
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Update inventory of chemicals and hazardous substances in the workplace.	The factory updates its inventory of chemicals and hazardous substances.	37
Apr-21	Contract and Human Resources	Employment Contracts	The factory does not have an internal work rules approved by the Ministry of Labor.	Submit the internal work rules to the Ministry for proper authorization.	The Factory's Internal Rules are updated and already sent to Ministry of labor for approval.	8
Apr-21	Occupational Safety and Health	Social Security and Other Benefits	Lunch break payment is not included in the calculation of annual salary supplement or bonus.	Pay the lunch break and include the payment in the annual salary supplement or bonus calculation.		8
Apr-21	Compensation	Social Security and Other Benefits	The factory inaccurately collects workers' contribution to OFATMA.	Ensure that 3 percent of workers' base salary are collected and forward to OFATMA for maternity and health insurance.		37
Apr-21	Compensation	Social Security and Other Benefits	The factory inaccurately calculates workers' contribution to OFATMA.	Submit OFATMA payments on time, and calculate this amount based on workers base salaries.		37
Apr-21	Compensation	Social Security and Other Benefits	The factory inaccurately collects workers' contribution to ONA.	Ensure that 6 percent of workers' base salary are collected and forward to ONA.		37
Apr-21	Compensation	Social Security and Other Benefits	The factory inaccurately calculates workers' contribution to ONA.	Submit ONA payments on time, within the first 10 working days of each month for the previous month and calculate this amount based on workers base salary.		37
Apr-21		Paid Leave	Payment of annual leave, sick leave and maternity leave are not calculated on the daily average earnings and the lunch break payment is not included.	Pay annual leave, sick leave and maternity leave on daily average earnings and include the lunch break payment in the calculation		8
Apr-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Ensure that the daily break is accurately paid to all workers.		8

Apr-21	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Ensure that workers received the correct amount of maternity leave payments.		8
Apr-21	Compensation	Paid Leave	Inaccurate Sick leave payments.	Ensure that workers are Accurately compensate workers for sick leaves.		16
Apr-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average earnings		8
Apr-21	Child Labour	Documentation and Protection of Young Workers	One employment file was missing the Government issued IDs indicating the worker was above the minimum age requirement.	Confirm government issued identification at the beginning of the recruitment process.	All Employees personal files are updated and monthly random check has started.	8
Assessment October 2020- November 2019						
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory have a system in place to clean and disinfect the workplace. However, it does not have an appropriate checklist to monitor the system.	Develop and keep checklist to monitor the cleaning and disinfection of the factory.	All the chemical products are stored separately, labeled, identified & added in the checklist to monitor the system.	
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory has COVID-19 with most of the required elements. However, it does not include Handling procedure of suspected cases (Isolation room; PPE; hand washing station; gloves, disposable shoe covers; isolation gown and cap)	Elaborate Handling procedure of suspected cases inside the factory in writing.		
Oct-20	Occupational Safety and Health	OSH Management Systems	Check all workers' and visitors' body temperature upon entry but does not keep a registry for all persons who present a temperature of 38C and above	Share registry with BWH advisor	Everyday we are following the COVID-19 SOP here each & every employees & Visitors are scanned for temperature in prior to entry facility & then after all the employees are re-scanned for temperature in the sewing floor & records are maintained till date.	

Nov-19	Compensation	Paid Leave	Factory prorates sick leave payment to worker with over one year of service. Workers after 1 year of service who present a medical certificate warranting X days of sick leave should receive full payment. Factory prorates payments based on 1.25 day/month YTD and pay remaining days on a month to month basis if worker did not accumulate the number of days given on the medical certificate. All workers over 1 year of service are entitled to the full payment for the number of days given in a medical certificate. ART 131	Identify workers and provide full payment by end of Q3	Sick leave payment for the employees who where not received the full payments is now paid & completed with their received signature, they were 37 employees who were in the pending list -document proof is available in the facility.	
Nov-19	Occupational Safety and Health	Emergency Preparedness	During the factory tour, assessors notice that, the steam lever in an iron being used in the pressing section, was wrapped with a piece of fabric. In addition, the factory didn't take any steps to control the source of ignition during the assessment period.	Need to give education to employees	Now factory is replaced all the hosepipes which are damaged and now regular maintenance is maintained ” Proper education is given to the all the employees who are working with ironing.	
Nov-19	Occupational Safety and Health	Emergency Preparedness	During the assessment visit, assessors observed that one emergency exit # 5 was closed during working hours.	1. Ensure emergency exit doors remain opened during working hours	Now all the Exit doors are opened and securities are in place full time & educated about importance of the door open.	
Nov-19	Occupational Safety and Health	Emergency Preparedness	During the assessment visit, assessors found one fire extinguisher in the fabric warehouse that was undercharged. One fire extinguisher in the packing area was obstructed and another fire extinguisher was missing on the factory floor.	1. Conduct daily and or Weekly monitoring ensuring proper pressurization & clearance from obstruction.	1. Now factory is having the extra spare extinguishers (Immediate replacement when it is under recharged or over charged) and educated the section in-charges not to obstruct the Fire Extinguishers & its importance during emergency. 2. Asst. Compliance & OSH committee members are	
Nov-19	Occupational Safety and Health	Health Services and First Aid	There are sufficient number of readily accessible first aid boxes in the workplace. However during the assessment visit, assessors found first aid box # 1 was missing the following products: Scissors; Alcohol; Gauze pad Antibiotic cream Management committed to replace the medical supplies.	1. 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 monitored and refill the missing medical items and report maintained weekly once.	

Nov-19	Occupational Safety and Health	Health Services and First Aid	During the assessment visit, management stated that the factory has 4 full time nurses and 3 doctor's visits per week. However they provided proof of study (Nursing diploma) for only 3 nurses. Management stated that the 4th nurse is still awaiting her diploma from the school. As per the Haitian Labor Code, a factory of this size must have a permanent onsite medical service, with at least 6 nurses and 3 doctor's visits per week.	Comply with the Haitian Labor 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		
Nov-19	Occupational Safety and Health	Health Services and First Aid	Interviewed workers stated that the factory does not provide free annual health checks to workers. The employer did not pay OFATMA for the medical cards, that is why OFATMA did not provide the medical checks at the factory. Management said that they will follow up with OFATMA.	1. Pay for OFATMA medical cards 2. Ensure follow up with OFATMA to carry out medical checks	1. Payments are paid regularly. 2. For General Health Checkup for all the employees We have send requested letter to OFATMA, their is no response from OFATMA.	
Nov-19	Occupational Safety and Health	Health Services and First Aid	Interviewed workers stated that the factory does not provide free health checks to workers within the first three months of hiring. The employer did not pay OFATMA for the medical cards, that is why OFATMA did not provide the medical checks at the factory. Management said that they will follow up with OFATMA.	1. Pay for OFATMA medical cards 2. Ensure follow up with OFATMA to deliver medical exams within 90 days of hiring	1. Payment is done regularly 2. sent a request letter to OFATMA for to conduct a General Health Checkup to all the employees	
Nov-19	Occupational Safety and Health	Welfare Facilities	The workplace has adequate hand washing facilities. However, during the assessment visit, assessors did not find soap in the men's toilet. During the interviews, workers complained that soap was often missing in the ladies' toilets as well.	1. Perform daily and weekly monitoring by the OSH committee 2. Report each instances of NC to Compliance officer 3. Follow up with adequate soap supply as necessary	1. OSH committee is active and now all the toilet items are in place. 2. One of the OSH committee member is a House Keeping Supervisor , so immediately when the soaps & liquid getting over immediately it is placed & now no issues. 3. Always factory is having the extra stock to avoid lack of hand hygiene materials	

Nov-19	Occupational Safety and Health	Welfare Facilities	The factory has 39 functioning toilets for women and 7 functioning toilets for men. Under the Haitian Labor Code there should be at least one toilet for every 25 men and one toilet for every 15 women. With its current workforce, the factory should have 11 functioning toilets for men and 51 functioning toilets for women. Assessors did not observe any waiting lines at the time of assessment.	Have 11 functioning toilets for men and 51 functioning toilets for women		
Nov-19	Occupational Safety and Health	Working Environment	Assessors measured the light levels as follows: Sewing section, 292 lux Quality section, 1090 lux Packing section, 436 lux Pressing section, 310 lux Cutting section, 470 lux Better Work recommends a minimum of 300 lux for this section: Pressing section Better Work recommends a minimum of 500 lux for these sections: Sewing, cutting and packing sections Better Work recommends a minimum of 750 lux for these sections: Trimming and inspection sections			
Nov-19	Occupational Safety and Health	Working Environment	Assessors measured the temperature as follows: At 9:40 AM Outside 31.5 C Sewing section, 32.1 C Quality section, 31.7 C Packing section, 32.0 C Pressing section, 32.2 C Cutting section, 30.8 C Better Work recommends a maximum of 30 C.			
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No material safety data sheet were available for chemicals products such as WD-40, general purpose grease, Spray paint, laundry detergent, Oil and Mist spray 2000.	Ensure material safety data sheet are available for chemicals products such as WD-40, general purpose grease, Spray paint, laundry detergent, Oil and Mist spray 2000.	Yes, MSDS is available for All the chemicals products which are used inside the factory.	

Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	During the assessment visit, assessors found 2 unlabeled containers of gasoline in the welding workshop and 1 unlabeled container of oil in the cutting section. Management said it will monitor closely chemicals containers around in the workplace.	1. Conduct daily and or weekly monitoring 2. Train personnel on importance of using properly labeled containers 3. Provide standard labeled containers for usage	1. Daily Monitoring is started (Monitored by Asst. compliance) And removed unnecessary chemical containers. 2. Educated the workers who handles the chemicals and advised without label / MSDS & NFPA the chemical should not be used. 3. Provided standard labeled containers.	
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory has an inventory of chemicals and hazardous substances used in the workplace. However, during the assessment visit, assessors found chemicals such as: King Antioxido, Wood Glue, Power Flex, WD-40, General Purpose Grease and Spray paint, that were not included in the inventory. Management committed to update the inventory.	1. Monitor list of chemicals purchased by the factory 2. Update list as necessary to include all chemicals	1. Informed to the purchase department that should be informed any chemical products purchased should be prior to bring the knowledge of Compliance Dept. 2. Updated with the inventory log. 3. MSDS & NFPA is displayed and educated the authorized persons	
Nov-19	Contract and Human Resources	Termination	The employer failed to notify the Ministry of Labor of the employee's dismissal as required under Article 42 of the labor code, although the employee was fired for serious misconduct. Management said that they did not know about this requirement but promise to follow the proper procedure next time.	1. Complete Training on Haitian labor 2. Update internal policy and procedure on terminations to include proper notification of labor ministry as appropriate	1. Training will be provided starting of the month of May 2020. 2. Internal Policy will be updated with termination including proper notification of the labor Ministry. and revised updated copy will be sent to the Labor Department. 3. since till now we have not seen any disciplinary dismissal, We have had some capacity related severance which we have kept the Labor Ministry	

Nov-19	Compensation	Social Security and Other Benefits	The factory collects and forward workers' contributions to OFATMA for maternity and health insurance. However the factory calculates OFATMA contributions based on the minimum wage instead of the base salary. As a result, workers' contributions, which should be 3 percent of the worker's base salary, is not accurate. Furthermore, OFATMA payments are based on the payroll of the last 2 weeks of each month instead of the full month as required by law.	1) Discuss legal requirements with the General Manager 2) Inform workers about the legal requirements 3) Ensure that 3 percent of workers' basic salary are collected and forward to OFATMA for maternity and health insurance		
Nov-19	Compensation	Social Security and Other Benefits	The factory is registered with OFATMA for maternity and health insurance. However, the factory calculates OFATMA maternity and health insurance contributions based on the minimum wage instead of the base salary. As a result, the employer's contribution, which should be 3 percent of the worker's base salary, does not comply with legal requirements. Furthermore, OFATMA payments are based on the payroll of the last 2 weeks of each month instead of the full month as required by law.	1) Discuss legal requirements with the General Manager 2) Inform workers about the legal requirements 3) Ensure that 3 percent of workers' basic salary are collected and forward to OFATMA for maternity and health insurance	no active steps taken to remediate this issue	
Nov-19	Compensation	Social Security and Other Benefits	The factory collects and forwards worker's contributions to ONA. However, the factory calculates ONA contributions based on the minimum wage instead of the base salary. As a result, workers' contributions, which should be 6 percent of the worker's base salary, does not comply with legal requirements. Furthermore, ONA payments are based on the payroll for the last 2 weeks of each month instead of the full month as required by law.	1- Discuss legal requirements with the General Manager 2- Submit ONA payments on time, within the first 10 working days of each month for the previous month. 3- Then calculate this amount based on workers monthly base salaries instead of the minimum wage	no active steps taken remediate this finding	

Nov-19	Compensation	Social Security and Other Benefits	The factory calculates ONA contributions based on the minimum wage instead of the base salary. As a result, the employer's contribution, which should be 6 percent of the worker's base salary, does not comply with the legal requirements. Furthermore, ONA payments are based on the payroll for the last 2 weeks of each month instead of the full month as required by law.	1- Discuss legal requirements with the General Manager 2- Submit ONA payments on time, within the first 10 working days of each month for the previous month. 3- Then calculate this amount based on workers base salaries instead of the minimum wage	Factory does not have concrete plans to remediate this issue.	
Nov-19	Compensation	Wage Information, Use and Deduction	During the assessment, assessors found that, for some workers, the adjustment made to their salary was not automatically recorded in the payroll system. Management explained that they changed their accounting system and that they are in the process of recording all the adjustments in the payroll system. However, while drafting the report management sent evidence of the adjustment that have been made in the payroll.			



Factory: The Willbes Haitian 2A S.A.
Location: Port-au-Prince
Number of workers: 1,541
Date of registration: Sep-10
Date of last two Better Work assessments: Jul-19 Oct-21

Advisory and Training Services

24-Nov-21	Advisory meeting	Meeting with management was on the lunch break payment. Factory is currently discussing about best to implement it. The discussion was also on the improvement plan. Meeting with PICC on latest concern regarding workers with disabilities.
17-Sep-21	Training	Virtual Preventing and Addressing Sexual Harassment and Abuse.
13-May-21	Advisory meeting	Meeting to discuss improvement plan follow up on POSH training. Bipartite committee meeting to discuss concerns about the minimum wage and fear of temporary suspension due to Covid 19.
08-Mar-21	Advisory meeting	Meeting with management to discuss several issues raised by union members. Virtual OSH tour to verify correction made.
28-Jan-21	Advisory meeting	Meeting with management to discuss 2020 performance, roadmap and priorities for 2021.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2021						
Oct-21	Working Time	Regular Hours	Factory's working hours are not posted on the floor.	Post working hours for all shift including break time.	Facility has posted the working hours including the break time. Management has clear to post working hours in all the premises.	1
Oct-21	Occupational Safety and Health	Emergency Preparedness	Less than 10 percent of the workforce is trained in fire-fighting.	Ensure that 10 percent of the workforce is trained in fire-fighting training.	The trainings are always conducted with the 10% of the workforce and management will ensure to share the evidence to Better Work since the evidence were not made available at the time of the visit.	1
Oct-21	Occupational Safety and Health	Emergency Preparedness	Obstructed emergency exits.	Ensure all exits remain unobstructed.		1
Oct-21	Occupational Safety and Health	Emergency Preparedness	Inaccurate or missing evacuation plan.	Update post the evacuation plan for all buildings.	Evacuation plan for the mezzanine of building 43 is posted. Facility will ensure to post evacuation plan for the mezzanine of building 42.	23

Oct-21	Occupational Safety and Health	Emergency Preparedness	Missing fire extinguisher in the cutting section and another one in the packing section was missing the inspection tag.	Install missing extinguishers and the missing inspection tag. Ensure that extinguisher are checked on a daily basis.	Facility will ensure to install one fire extinguisher at cutting section and properly maintain all of them.	23
Oct-21	Occupational Safety and Health	Health Services and First Aid	Less than 10 percent of the workforce is trained in first-aid training.	Ensure that 10 percent of the workforce is trained in first-aid training.	The trainings are always conducted with the 10% of the workforce and management will ensure to share the evidence to Better Work since the evidence were not made available at the time of the visit.	1
Oct-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Have adequate number of nurses.		108
Oct-21	Occupational Safety and Health	Welfare Facilities	Factory has not conducted a water test on a monthly basis.	Conduct a water test on a monthly basis to ensue that drinking water provided to worker is safe.		1
Oct-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilet for women.	Have adequate number of toilet for the workforce, as required by law.		23
Oct-21	Occupational Safety and Health	Working Environment	Level of lighting was insufficient in several sections.	Increase light level in the sewing, pressing and cutting section.		31
Oct-21	Occupational Safety and Health	Working Environment	The noise levels was inadequate in the pressing section of building 43.	Keep noise level below 90 dB.		23
Oct-21	Occupational Safety and Health	Working Environment	Temperature exceeded 30C in all working sections.	Keep the temperature level at 30C or lower.		31
Oct-21	Occupational Safety and Health	Worker Protection	The factory did not check all workers and visitors body temperature upon entry in a systematic way. The factory does not keep a registry for all persons who present a temperature of 38C and above.	Systematically check all workers and visitors body temperature upon entry and keep a registry for all persons who present a temperature of 38C and above.	Workers and visitors body temperature will be check upon entry in a systematic way.	1
Oct-21	Occupational Safety and Health	Worker Protection	The social distance is not respected on the floor in the workplace.	Ensure that 1.5 meter of social distance is observed in the workplace.	Facility will take the necessary measures to respect workers' physical and social distance.	1
Oct-21	Occupational Safety and Health	Worker Protection	Unidentified electrical panels and circuit breakers.	Identify all electrical panels and circuit breakers.	Electrical panels and breakers will be properly identified.	101

Oct-21	Occupational Safety and Health	Worker Protection	Several sewing machines were missing eye guards and finger guards.	Install adequate guards on all sewing machines.	Facility will ensure to have all sewing machines with its respective guards installed.	1
Oct-21	Occupational Safety and Health	Worker Protection	Several standing workers were not provided with foot rests or shock absorbing mats.	Provide foot rests or shock absorbing mats to all the standing workers.	Facility will provide standing mats to all workers in standing working position.	1
Oct-21	Occupational Safety and Health	Worker Protection	The employer has not provided proper PPE to all workers.	Provide adequate personal protective equipment to workers.	Facility will provide all workers with the correspondent PPE.	86
Oct-21	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye wash station installed in the mechanic workshop and chemical warehouse.	Installs eye wash station the mechanic workshop of building 36 and chemical warehouse.	Facility has eye wash station installed where chemicals are used. It is not necessary to install an eye wash station at the mechanic workshop.	16
Oct-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without chemical safety data sheets.	Provide MSDS with complete information where the chemical products are used and stored.	Facility will ensure to have MSDS available for all chemical substances.	23
Oct-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabeled containers of chemicals found in the workplace.	Label all containers of chemical products used in the factory.	Cleaning guns in the spot cleaning of building 37 and building 42 will be properly labelled.	23
Oct-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory was not accurate and did not include all chemicals used in the workplace.	Update the inventory of chemical accordingly.	Facility will ensure to have all chemical substances include in the inventory.	1
Oct-21	Occupational Safety and Health	OSH Management Systems	The record of accident for the month of October 2020 was unavailable.	Submit the record of work related accident to OFATMA on a monthly basis.	Facility ensured to send to OFATMA records work related accidents on a monthly basis.	1
Oct-21	Contracts and Human Resources	Termination	The annual salary supplement upon termination does not include the lunch break payment.	Pay the lunch break payment and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	1
Oct-21	Contracts and Human Resources	Termination	The payment for annual leave upon termination does not include the lunch break payment.	Pay the lunch break payment and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	1
Oct-21	Contracts and Human Resources	Termination	The payment for the applicable notice period upon termination does not include the lunch break payment.	Pay the lunch break payment and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	1

Oct-21	Contracts and Human Resources	Employment Contracts	The internal work rules do not cover the break times, different categories of workers and their wages, date and time for wage payment.	Update the internal rules to add the missing information.	Corrective action is being discussed with Korea office.	1
Oct-21	Contracts and Human Resources	Employment Contracts	Contractual workers do not understand the terms and condition of employment.	Ensure that workers have a copy of a copy of the written contract and are informed of the internal work rules.	Human Resources manager will ensure that Terns and condition of employment are properly explained to contract workers . Files will be properly	1
Oct-21	Compensation	Social Security and Other Benefits	The annual salary supplement or bonus does not include the lunch break payment.	Pay the lunch break payment and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	1
Oct-21	Compensation	Social Security and Other Benefits	The workers' contributions to OFATMA does not include the lunch break payment.	Pay the lunch break payment and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	16
Oct-21	Compensation	Social Security and Other Benefits	The employer contribution to OFATMA does not include the lunch break payment.	Pay the lunch break payment and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	16
Oct-21	Compensation	Social Security and Other Benefits	The workers' contributions to ONA does not include the lunch break payment.	Pay the lunch break payment and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	16
Oct-21	Compensation	Social Security and Other Benefits	The employer contribution to ONA does not include the lunch break payment.	Pay the lunch break payment and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	16
Oct-21	Compensation	Paid Leave	Annual leave and sick leave payments do no include the lunch break payment.	Pay the lunch break payment and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	1
Oct-21	Compensation	Paid Leave	Lunch breaks is not compensated in the payroll.	Pay the lunch break payment and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	1
Oct-21	Compensation	Paid Leave	Sick leave payment does not include the lunch break payment.	Pay the lunch break payment and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	1

Oct-21	Compensation	Paid Leave	Annual leave payment does not include the lunch break payment.	Pay the lunch break payment and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	1
Oct-21		Interference and Discrimination	Wrongful termination of 6 union leaders.	Reinstate the 6 union leaders terminated on unjustified ground		1
Oct-21		Interference and Discrimination	The factory suspended for union activities on October 1st, 2021. Management claimed they did not know those 2 workers were part of the union.	Compensate the workers for the lost days and ensure to have clear and regular communication with union committee in the factory.		1
Assessment October 2020-July 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.	8
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	Unlabeled 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.	22
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.	22
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.		30
Jul-19	Occupational Safety and Health	Working Environment	Noise levels exceeded 90 db.	Keep noise level below 90 dB.		22
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.		30
Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for women.		22
Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Add more nurses.		107
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.	22
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.	22
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



Factory: The Willbes Haitian S.A (HT-2B)
Location: Port-au-Prince
Number of workers: 790
Date of registration: Feb-18
Date of last two Better Work assessments: Sep-19 Sep-21

Advisory and Training Services

24-Nov-21	Virtual advisory meeting	Meeting with management regarding the lunch break payment. Factory is currently discussing the best way to implement it. The discussion was also on the improvement plan. Meeting with PICC regarding the dismissal of a worker .
2-Sep-21	Bipartite Committee Meeting	Meeting with the committee to review the improvement plan. Meeting with PICC to discuss a new initiative to boost the productivity.
13-Aug-21	Training	Virtual Preventing and Addressing Sexual Harassment and Abuse.
18-Jun-21	Virtual advisory meeting	Virtual management meeting on improvement plan status. Virtual meeting with bipartite committee members on workers current concerns.
21-Apr-21	Virtual advisory meeting	Virtual meeting with management on industrial relations and on HR procedures. The discussion was also on the IP follow ups. Virtual meeting with bipartite committee on protective equipment in the workplace.
12-Apr-21	Virtual advisory meeting	Virtual advisory with management. Discussion was on advisory strategy as their new advisor and expected follow ups. Management to share several documents.
1-Apr-21	Virtual advisory meeting	Virtual meeting with management on industrial relations and on HR procedures. The discussion was also on the IP follow ups. Virtual meeting with bipartite committee on protective equipment in the workplace.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment September 2021						
Sep-21	Working time	Regular Hours	Supervisors do not allow pregnant women to take their additional break.	Provide tow additional break of 30 minutes to pregnant women, as required by the labor code.	Facility will ensure to have all supervisors aware of this policy and its compliance.	2
Sep-21	Occupational Safety and Health	Emergency Preparedness	The total number of workers trained in fire-fighting is less than 10 percent of the workforce as recommended by Better Work.	Provide training on fire fighting to at least 10 percent of the workforce.	This issue was reported by mistake. Fire fighting trainings are always conducted with the 10% of the workforce.	2
Sep-21	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of fire extinguishers.	Develop a OSH assessment policy which includes the monitoring of fire extinguishers on a regular basis. Assign a person responsible to check the fire extinguishers on a monthly basis. Have an certified company provide maintenance to all fire fighting equipment on an annual basis.	Facility will ensure to have all fire extinguishers properly maintained.	2

Sep-21	Occupational Safety and Health	Health Services and First Aid	The total number of workers trained in first aid is less than 10 percent of the workforce as recommended by Better Work.	Train at least 10 percent of the workforce in first aid.	This issue was reported by mistake. First aid trainings are always conducted with the 10% of the workforce.	2
Sep-21	Occupational Safety and Health	Health Services and First Aid	First aid boxes were not accessible in a timely manner for emergency treatment.	Assign a person who is responsible to open the first aid boxes. Post the name and picture of the person next to the first aid box.	Facility will ensure to have all first aid kits accessible in a timely manner for emergency treatment. Expired item will be removed.	2
Sep-21	Occupational Safety and Health	Health Services and First Aid	Insufficient number of licensed nurses.	Hire more nurses. To comply with the Haitian Labor Code, a factory of this size must have a permanent onsite medical service, with at least 4 licensed nurses and 3 doctor's visits per week.		36
Sep-21		Welfare Facilities	The factory has not conducted a water performed by a certified laboratory. on a monthly basis.	Contract a certified laboratory to perform monthly water tests.		2
Sep-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for the size of the workforce.	Increase the number of toilets. With its current workforce, the factory should have 48 functioning toilets for women.		36
Sep-21	Occupational Safety and Health	Working Environment	The light level is insufficient in all sections.	Increase the light level to comply with Better Work's recommended level.		36
Sep-21	Occupational Safety and Health	Working Environment	Temperature level exceeds Better Work's recommended level of 30C, in all sections.	Increase the ventilation with additional fans. Conduct regular measurement of temperature & compare with threshold value.		36
Sep-21	Occupational Safety and Health	Worker Protection	The factory did not check all workers and visitors body temperature upon entry in a systematic way. In addition, the factory does not keep a registry for all persons who present a temperature of 38C and above.	Check all workers and visitors temperature at the entrance keep a registry for people presenting a temperature of 38 C and above.	All workers and visitors body temperature upon entry will be check in a systematic way.	10
Sep-21	Occupational Safety and Health	Worker Protection	The factory did not take the appropriate measures to respect workers' physical and social distance recommendations.	Implement the necessary steps to make sure that social distancing measures are respected.	Facility will take the appropriate measures to respect workers' physical and social distance.	10
Sep-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical wiring system.	Repair all damaged electrical wires. Have the maintenance department perform regular checks of electrical system. Label all circuit breakers.	Facility will remove damage electrical cable, The electrical panel will be properly covered and breakers will be properly labeled.	31

Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash stations are not functioning properly in all sections where chemicals and hazardous substances are used and stored.	Installed functioning eye wash stations or eye wash bottles where chemical and hazardous substances are used and stored.	Facility will ensure to have the eye wash station functioning during the working hours.	2
Sep-21	Occupational Safety and Health	OSH Management Systems	The employer records work related accidents but does not submit them on a monthly basis to OFATMA.	Keep monthly records of work related accident and submit them to OFATMA on a monthly basis.	Facility will ensure to send to OFATMA records work related to accident on a monthly basis.	2
Sep-21	Contract and Human Resources	Termination	The calculation for the annual salary supplement upon termination does not include the lunch break payment.	Pay the Lunch break and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	2
Sep-21	Contract and Human Resources	Termination	The calculation for unused paid annual leave upon termination does not include the lunch break payment.	Pay the Lunch break and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	2
Sep-21	Contract and Human Resources	Termination	The calculation for the payment of the applicable notice period does not include the lunch break payment.	Pay the Lunch break and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	2
Sep-21	Contract and Human Resources	Employment Contracts	The internal work rules do not cover the break times, different categories of workers and their wages, date and time for wage payment.	Update the internal work rules to include the break time, workers' wages, date and time for wage payment. Have the internal work rules approved by MAST.	Corrective action is being discussed with Korea office.	2
Sep-21	Compensation	Social Security and Other Benefits	The calculation for the payment of annual salary supplement or bonus does not include the lunch break payment.	Pay the Lunch break and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	2
Sep-21	Compensation	Social Security and Other Benefits	The employer collect and forward workers' contributions to OFATMA on time. However, the amount collected does not include the lunch break payment.	Pay the Lunch break and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	2
Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to OFATMA is calculated on the average daily salary. However, the calculation does not include the lunch break payment.	Pay the Lunch break and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	2

Sep-21	Compensation	Social Security and Other Benefits	The employer collects and forwards workers' contributions to ONA on a monthly basis. However, the amount collected does not include the lunch break payment.	Pay the Lunch break and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	2
Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to ONA is calculated on the average daily salary. However, the calculation does not include the lunch break payment. Management explained that they will make the changes as stipulated by law.	Pay the Lunch break and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	2
Sep-21	Compensation	Paid Leave	The factory did not pay annual leave, Sick leave and the daily break correctly.	Pay the Lunch break and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	2
Sep-21	Compensation	Paid Leave	The lunch breaks is not compensated in the payroll.	Pay the Lunch break and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	2
Sep-21	Compensation	Paid Leave	Sick leave payments are not based on average daily earnings, because the calculation does not include the lunch break payment.	Pay the Lunch break and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	2
Sep-21	Compensation	Paid Leave	The calculation for the payment of paid annual leave does not include the lunch break payment.	Pay the Lunch break and include it in the calculation of the average daily salary.	Corrective action is being discussed with Korea office.	2
Assessment October 2020- September 2019						
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.		
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.		
Sep-19	Working Time	Leave	Insufficient annual leave provided to workers.	Ensure that workers enjoy the 15 annual leave days.	Workers left factory December 20th 2019 and returned January 9th 2020.	

Sep-19	Occupational Safety and Health	Emergency Preparedness	Obstructed Escape routes.	Reinforce monitoring responsibilities with lines supervisors.	Fabrics were removed and additional monitoring is being done.	
Sep-19	Occupational Safety and Health	Emergency Preparedness	Escape routes are not clearly marked.	Complete new lay out for floor and follow up with adequate marking of factory floor.	Escapes routes are clearly marked. The escape routes have been re-painted.	
Sep-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguishers.	Reinforce monitoring responsibilities with line supervisors and OSH committee members.		
Sep-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Hire the required medical staff.		
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		
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.		
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.	Measured noise level, it is below 90 DB.	
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.		
Sep-19	Occupational Safety and Health	Worker Protection	Electrical panels was not properly maintained.	Ensure electrical panel are without combustible materials and exposed wires.	Combustible material was removed from the electrical panel.	
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.		
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.	All necessary personal protective equipment have been purchased and distributed as required.	
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.		

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.	
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.	



Factory: The WILLBES Haitian III S.A
Location: Port-au-Prince
Number of workers: 738
Date of registration: Sep-10
Date of last two Better Work assessments: Aug-19 Sep-21

Advisory and Training Services

21-Nov-21	Advisory meeting	Meeting with management was on the lunch break payment. Factory is currently discussing about best to implement it. The discussion was also on the improvement plan. Meeting with PICC on latest concern regarding workers with disabilities.
21-May-21	Advisory meeting	Meeting with management to discuss OSH improvements, the June notice from the government, latest complaints from trade unions. Bipartite committee meeting to discuss Covid 19 measures inside the factory.
21-Apr-21	Advisory meeting	Meeting to discuss the roadmap and social benefit payment status. Meeting with the bipartite committee on OSH issues in the workplace and steps that management can take to monitor these issues.
21-Feb-21	Advisory meeting	Meeting with management to discuss 2020 performance and roadmap for 2021. Bipartite committee meeting to discuss issues that needed immediate attention.
20-Nov-21	Advisory meeting	Meeting with management to discuss dismissal of union member for disciplinary reasons. Bipartite committee meeting to discuss the successful actions taken by the committee.
20-Oct-21	Advisory meeting	Discussions with management on the following issues: Updates on the improvement plan. Compensation issues. Union requests to meet with management. Meeting with the bipartite committee regarding challenges in the workplace.
10-Sep-21	Training	Virtual Preventing and Addressing Sexual Harassment and Abuse

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment September 2021						
Sep-21	Working time	Regular Hours	Attendance records were not available for temporary workers.	Have a reliable attendance system for temporary workers to record accurate working time.	Facility will keep Attendance records for temporary workers.	3
Sep-21	Working time	Regular Hours	Pregnant workers are not allowed to take their additional breaks.	Ensure that the pregnant workers can take their additional breaks.	Facility will ensure that all supervisors are aware the additional breaks for pregnant women. This break will be respected.	3
Sep-21		Health Services and First Aid	Insufficient number of medical staff.	Have a number of nurse compatible with the workforce.		109

Sep-21	Occupational Safety and Health	Welfare Facilities	Factory has not conducted a water test on a monthly basis by a certified laboratory.	Conduct the water test on a monthly basis.		3
Sep-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Have a sufficient number of toilets for women.		118
Sep-21	Occupational Safety and Health	Working Environment	The level of lighting was insufficient in several sections.	Ensure that light level are appropriate in all sections.		51
Sep-21	Occupational Safety and Health	Working Environment	The temperature level exceeded 30C in several sections.	Keep the temperature level at or below 30C.		25
Sep-21	Occupational Safety and Health	Worker Protection	The factory did not check all workers and visitors body temperature upon entry in a systematic way. Factory does not keep a registry for all persons who present a temperature of 38C and above.	Check all workers and visitors body temperature upon entry in a systematic way. Keep a registry for all persons who present a temperature of 38C and above.	Facility will check all workers and visitors body temperature upon entry in a systematic way.	3
Sep-21	Occupational Safety and Health	Worker Protection	Social distance is not respected on the floor in the preparation section, as well as during entry and leaving.	Ensure that the 1.5 meter of distance is respected in the preparation section as well during entry and leaving.	Facility will take the appropriate measures to respect workers' physical and social distance.	3
Sep-21	Occupational Safety and Health	Worker Protection	Exposed electrical wire in the boiler room.	Perform proper maintenance on the electrical installation on a regular basis.	Issue was corrected immediately. Facility will ensure to properly maintain all electrical installation.	
Sep-21	Occupational Safety and Health	Worker Protection	Shock absorbing mats were not provided to all standing workers.	Provide foot rest or shock absorbing mats to all standing workers.	All workers in standing position will be provided with standing mats.	3
Sep-21	Occupational Safety and Health	Worker Protection	Support belt were not provided to workers doing heavy lifting work.	Provide support belt for workers doing heavy lifting work.	Facility will provide support belt for workers doing heavy lifting work.	25
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye wash station has been installed in the mechanic workshop, spot cleaning area and chemical warehouse where chemicals are used and stored.	Install an eye wash facility in the mechanic shop, spot cleaning area and chemical warehouse where chemicals are used and stored.	Facility has eye wash station installed at the spot cleaning room and the chemical warehouse. The mechanic shop does not yet have an eyewash station.	3
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without chemical safety data sheets.	Ensure that all chemical have their safety data sheets available where they are used and stored.	Facility will have MSDS available for all chemical substances.	51

Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	One container of sewing oil and a box of detergent that were not properly labelled in the mechanic workshop.	All chemicals must be properly labelled.	Facility will label all chemical substances properly.	44
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory for chemical products is not accurate.	Ensure that the chemical inventory includes all chemicals used in the workplace.	Facility will include all chemicals substances in the chemical inventory.	30
Sep-21	Contract & Human Resource	Termination	The annual salary supplement upon termination does not include the lunch break payment.	Include the lunch break payment in the calculation of the annual salary supplement or bonus upon termination.	Corrective action is being discussed with Korea office.	3
Sep-21	Contract & Human Resource	Termination	The annual leave upon termination does not include the lunch break payment.	Include the lunch break payment in the calculation of annual leave upon termination.	Corrective action is being discussed with Korea office.	3
Sep-21	Contract & Human Resource	Termination	The applicable notice period payment does not include the lunch break payment.	Include the lunch break in the calculation of the notice period payment.	Corrective action is being discussed with Korea office.	3
Sep-21	Contract & Human Resource	Employment Contracts	The internal work rules do not cover the break times, different categories of workers and their wages, date and time for wage payment.	Specify terms and conditions for the different categories of workers in the internal work rules.	Corrective action is being discussed with Korea office.	3
Sep-21	Contract & Human Resource	Employment Contracts	The written employment contracts do not specify the hours of work and the nature of the work to be performed as required by law.	Specify the hours of work and the nature of the work to be performed in the employment contracts.	Facility will specify hours of work and nature of the work to be performed in the employment contracts.	3
Sep-21	Compensation	Social Security and Other Benefits	The annual salary supplement or bonus does not include the lunch break payment.	Include the lunch break payment in the calculation of the annual salary supplement or bonus.	Corrective action is being discussed with Korea office.	3
Sep-21	Compensation	Social Security and Other Benefits	The amount collected as workers' contributions to OFATMA is made late and does not include the lunch break payment.	Pay OFATMA contribution on time and include the lunch break payment in the calculation.	Corrective action is being discussed with Korea office.	3
Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to OFATMA is made late and does not include the lunch break payment.	Pay OFATMA contribution on time and include the lunch break payment in the calculation.	Corrective action is being discussed with Korea office.	3

Sep-21	Compensation	Social Security and Other Benefits	The amount collected as workers' contributions to ONA does not include the lunch break payment.	Pay ONA contribution on time and include the lunch break payment in the calculation.	Corrective action is being discussed with Korea office.	3
Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to ONA does not include the lunch break payment.	Pay ONA contribution on time and include the lunch break payment in the calculation.	Corrective action is being discussed with Korea office.	3
Sep-21	Compensation	Paid Leave	The factory did not pay annual leave, Sick leave and the daily break correctly.	Pay the lunch break.	Corrective action is being discussed with Korea office.	3
Sep-21	Compensation	Paid Leave	Lunch break is not compensated in the payroll.	Pay the lunch break.	Corrective action is being discussed with Korea office.	3
Sep-21	Compensation	Paid Leave	Sick leave payment does not include the lunch break payment.	Include lunch break payment in the calculation of the sick leave payment.	Corrective action is being discussed with Korea office.	3
Sep-21	Compensation	Paid Leave	Annual leave payment does not include the lunch break payment.	Include the lunch break in the annual leave payment.	Corrective action is being discussed with Korea office.	3
Sep-21	Compensation	Wage Information, Use and Deduction	The factory does not have an accurate payroll for temporary workers.	The payroll form for the temporary workers should include all necessary information such as hours worked and overtime.	Facility will ensure to have a payroll form for the temporary workers that includes all necessary information such as hours worked and overtime.	3
Sep-21	Compensation	Minimum Wages/Piece Rate Wages	No time record was available for temporary workers.	Keep a time record system for temporary workers.	Facility will keep time records for temporary workers.	3
Sep-21	Child Labour	Documentation and Protection of Young Workers	Three employment records were missing their identification cards or birth certificate.	Include an identification card in all worker's file to prove that are above age minimum.		3
Assessment October 2020- August 2019						
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.	8
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.	58
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 .	22
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.		22
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.		48
Aug-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for the female workforce.		115
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.	22
Aug-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire two more nurses.		16
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.	34



Factory: The Willbes Haitian S.A (HT - Print Shop)
Location: Port-au-Prince
Number of workers: 46
Date of registration: Feb-18
Date of last two Better Work assessments: Jul-19 Sep-21

Advisory and Training Services

17-Nov-21	Bipartite Committee Meeting	Virtual meeting with the bipartite committee to present the last assessment report.
17-Nov-21	Virtual advisory meeting	Virtual meeting with the compliance team to update the improvement plan and identify the root causes. Follow up on annual leave and boni calculation. Virtual OSH tour to validate pending issues: Emergency Preparedness and chemicals management.
12-Aug-21	Virtual advisory meeting	Virtual meeting with the compliance team on HR management systems.
29-Jul-21	Training	Virtual training on Risk Management.
28-May-21	Virtual advisory meeting	Virtual OSH tour: emergency preparedness, Health services and first aid. Review pending issues in the improvement plan. Documentation reviews : OSH self assessment, training records, accident investigation procedure, risk assessment procedure and risk register.
28-May-21	Bipartite Committee Meeting	To present the role of the committee in raising workers' awareness to COVID-19.
20-May-21	Training	Virtual Industry Seminar on Chemical Management System.
19-May-21	Training	Virtual Industry seminar on Workplace Cooperation and Communication.
28-Apr-21	Training	Virtual OSH Event Workshop.
28-Apr-21	Bipartite Committee Meeting	Meeting to discuss how the factory can improve the working environment, identify training needs for the employees.
22-Apr-21	Training	Virtual training on Sexual Harassment Awareness and Prevention.
20-Apr-21	Training	Virtual training on Occupational Safety and Health(OSH).
12-Apr-21	Virtual advisory meeting	Virtual OSH tour on emergency preparedness and worker protection. Documentation review: Internal regulations, COVID 19 procedure, ONA payment, lunch break, Annual leave and annual leave upon termination.
30-Mar-21	Bipartite Committee Meeting	Induction for new employees on rules of hygiene, maintaining cleanliness in the toilet, Procedure for obtaining the ONA and OFATMA card.
3-Mar-21	Training	Virtual training on Covid-19 Emergency Preparedness
27-Feb-21	Bipartite Committee Meeting	Training on personal protective equipment, debriefing and suggestion to verify if all PPE are available in the workplace.
28-Jan-21	Bipartite Committee Meeting	Review of accomplishments for the year 2020 and set new goals for the year 2021 such as more training for the committee, Help workers understand the factory procedures and develop an effective communication with workers.
8-Dec-20	Virtual advisory meeting	Virtual meeting to present a template on worker Perception survey, review the following documents: COVID 19 Policy, Grievance mechanism, Annual leave and boni, Job description for OSH officer and OSH performance indicators.
8-Dec-20	Virtual advisory meeting	Virtual OSH tour to verify the improvements that have been made. Meeting with the compliance team to review the pending documents from the last meeting. Verify the Internal work rules, training records for Fire extinguisher and First Aid and the last evacuation Drill. Explain how to elaborate the OSH performance indicators.
27-Nov-20	Bipartite Committee Meeting	Meeting to analyze the procedures in place for Covid- 19 and set goals for the new year.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment September 2021						
Sep-21	Working Time	Leave	Attendance records and interview revealed that workers were provided less than 15 days of annual leave after 1 year of service.	Provide at least 15 days of annual leave to workers after 1 year of service.		28
Sep-21	Working Time	Regular Hours	The regular working hours is equivalent to 9 hours per day and 54 hours per week for the day shift.	Revise the internal regulations and make sure that the regular hours do not exceed 48 hours per week.		2
Sep-21	Occupational Safety and Health	Emergency Preparedness	The factory has not conducted a fire drill in 2021 and the last fire drill was conducted in November 2020.	Conduct at least one emergency drill every 6 months including full evacuation of the workforce.	One fire Drill has been conducted on September 24, 2021 and records are kept.	2
Sep-21	Occupational Safety and Health	Emergency Preparedness	Escape routes in the packing area are obstructed by boxes and tables.	Remind supervisors about their responsibility to enforce OSH in their area. Specify who conduct daily checks (and include this in the system of daily /weekly checks).	Management has identified an additional space to store the trolley and boxes. A training on emergency preparedness has been conducted.	2
Sep-21	Occupational Safety and Health	Emergency Preparedness	One extinguisher was missing the inspection tag, one was overcharged and another one was obstructed.	Develop a SOP for the verification of Fire extinguisher. Provide additional training to workers and supervisors.		40
Sep-21	Occupational Safety and Health	Health Services and First Aid	Medical staff is not available for the night shift.	Hire additional medical staff for the night shift.		40
Sep-21	Occupational Safety and Health	Welfare Facilities	The water provided to the workers is not being tested on a monthly basis.	Conduct the water test on a monthly basis Update the OSH policy		2
Sep-21	Occupational Safety and Health	Working Environment	Workplace temperature exceed 30 C	Increase the ventilation with additional fans. Conduct regular measurement of temperature & compare with threshold value.		40
Sep-21	Occupational Safety and Health	Worker Protection	The factory does not keep a registry for all persons who present temperature of 38 C and above.	Keep a registry for all persons who present a temperature of 38 C and above.	The register has been revised and updated for all persons who present a temperature of 38 C and above.	2

Sep-21	Occupational Safety and Health	Worker Protection	One long electrical wire is on the floor obstructing several aisles and creating a tripping hazard.	Train supervisors and workers about electrical hazards & the need to report hazards for repair.	The electrical cable has been removed.	28
Sep-21	Occupational Safety and Health	Worker Protection	No support belts have been provided to workers doing heavy lifting work.	Define staff in charge of providing and renewing the PPEs. Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.		28
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station was not available in the maintenance room where chemical products were stored and used.	Provide eye washing station or eye wash bottles. Train workers on its use or display the operating procedure in local language.		2
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Assessors observed a storage area, near the toilets, where a chemical was stored that was not adequately ventilated.	Ensure all chemicals and hazardous substances used in the factory are stored properly.		2
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Assessors observed one unidentified container of a chemical product in the generator room and several containers are labelled in Spanish and not in a local language.	Properly label chemicals and hazardous substances. Specify who conducts regular checks on chemical safety.	The label has been translated in local language and the container has been identified.	2
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals is inaccurate and it is written in Spanish.	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used.	The location of each product has been identified in the inventory.	44
Sep-21	Contracts and Human Resources	Termination	The employers pays workers their annual salary supplement upon termination. However, the calculation of the average salary does not include the lunch break payment.	Pay the lunch break and Include the payment in the calculation of annual salary supplement upon termination.	The discussions took place with the General Manager.	2
Sep-21	Contracts and Human Resources	Termination	The employer compensates workers for unused paid annual leave upon termination. However, the calculation of the basic salary does not include the lunch break payment.	Include the lunch break payment in annual leave upon termination.	The discussions took place with the General Manager.	2

Sep-21	Contracts and Human Resources	Termination	The calculation of the average earning for notice of termination does not include the lunch break payment.	Include the lunch break payment in the calculation of notice period.	The discussions took place with the General Manager.	2
Sep-21	Contracts and Human Resources	Employment Contracts	The written contract does not specify any information about the night shift.	Revise and amend the employment contract.		2
Sep-21	Compensation	Wage Information, Use and Deduction	Payment of annual salary supplement or bonus does not include the lunch break payment.	Ensure that workers' salary supplement include the lunch break payment.	The discussions on legal requirements took place with the General Manager.	2
Sep-21	Compensation	Social Security and Other Benefits	Workers' contribution to OFATMA does not include the lunch break payment.	Include the lunch break payment in workers' contribution to OFATMA.	The discussions took place with the General Manager.	2
Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to OFATMA does not include the lunch break payment.	Include the lunch break in the contribution to OFATMA.	The discussions took place with the General Manager.	2
Sep-21	Compensation	Social Security and Other Benefits	The employer collects and forwards workers' contribution to ONA within the time limits provided by the law. However, the calculation does not include the lunch break payment.	Discuss legal requirements with the General Manager Include the lunch break payment in the contribution sent to ONA	The discussions took place with the General Manager.	2
Sep-21	Compensation	Social Security and Other Benefits	The employer pays the required contribution to ONA. However, the calculation of the basic salary does not include the lunch break payment.	Include the lunch break payment in the contribution sent to ONA.	The discussions took place with the General Manager.	2
Sep-21	Compensation	Paid Leave	The factory did not pay annual leave correctly as the lunch breaks is not included.	Pay the lunch break and include it in the calculation of annual leave payment.	The discussions took place with the General Manager.	2
Sep-21	Compensation	Paid Leave	The lunch breaks is not compensated in the payroll.	Discuss legal requirements with the General Manager Pay the lunch break.	The discussions took place with the General Manager.	2
Sep-21	Compensation	Paid Leave	Eligible workers are not correctly paid for sick leave.	Pay the lunch break and include it in the calculation of sick leave.	The discussions took place with the General Manager.	2
Sep-21	Compensation	Paid Leave	The employer does not pay workers properly for annual leave.	Pay the lunch break and include it in the calculation of annual leave.	The discussions took place with the General Manager	2

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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.		8
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.	A protocol on COVID 19 has been developed.	8
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.	Factory ensured that the workers could benefit 15 consecutive days in 2019.	22
Jul-19	Occupational Safety and Health	Emergency Preparedness	Undercharged fire extinguishers.	Keep all fire extinguishers properly maintained and unobstructed.	A maintenance company has been contracted for the monthly inspection.	34
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.	The facility has purchased fire detectors and placed them at their respective place.	22
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.		34
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.		34
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.	The wires are installed through pipeline to prevent contact with people, cover have been placed to breakers and outlets.	22
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.	22
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.	38

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