



24th 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	Groupeement Syndical des Travailleurs-eusses 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-fourth report under the HOPE legislation to be published in April 2022 and delayed publication to July 2022; 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 the HOPE II TAICNAR program aim to strengthen the labor compliance of Haiti’s industry. 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.

1.2 Haiti Apparel Industry at a glance in numbers



38

FACTORIES
THE PROGRAMME



~58,571

WORKERS EMPLOYED
(63% WOMEN)



8

INDUSTRIAL ZONES
HOSTING 90%
OF TEXTILE



~ \$1Bi (↑ 15% in 2022)

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



36

BRANDS AND
RETAILERS



7

GOVERNMENT
PARTNERS



11

ACTIVE WORKERS'
ORGANIZATIONS



24

INDUSTRY
COMPLIANCE
REPORTS



14

BETTER WORK
HAITI STAFF



13

YEARS IN HAITI
- SINCE 2009



Better Work Haiti continues to work with industry stakeholders, namely the workers' and employers' organizations and the government representatives, to not only safeguard jobs in the textile and apparel sector but also to multiply them through increased productivity and demands from international buyers. Better Work Haiti continues to engage with international buyers to address the issues that concern them and the Haitian textile sector. The discussions around the renewal of the HOPE Law have given all actors an added incentive to work together to address the many non-compliance issues that may affect the sector's growth and productivity. The non-compliances related to social security have been a key point in the discussions for the renewal of the HOPE law.

According to the data published by the US Department of Commerce Office of Textiles and Apparel (OTEXA), the Haitian textile industry exported USD 433,553 million worth of products to the United States for the first five months of 2022, as compared to USD 376,715 million from January 2021 to May 2021, representing an increase of 15.09 percent. This reporting period shows 58,571 jobs in the sector, compared to 53,410 during the last reporting period.

Building on the strong partnerships Better Work has developed with the government, global brands, employers, and unions, over the next 11 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)
- ◆ 36 brand and retail partners



Section III: Highlights of the reporting period May 21-June 2022

COUNTRY CONTEXT

Political uncertainty remains a constant factor in Haiti, despite several rounds of discussions between government representatives and civil society opposition members. Although there have been several accords between members of civil society, including the latest one between the Montana Group and the Protocole D'entente Nationale (PEN) in January, there has not been any decision on a transitional government to replace the current prime minister. In fact, during a ministerial-level meeting convened by Canada in January to coordinate international partners' support for Haiti, Prime Minister Ariel Henry reiterated the need for inclusive dialogue. He said that his government would continue to work toward the hold of free democratic elections, despite claims that 7 February would mark the end of his government's term.

Meanwhile, the government continues to operate and has nominated several new members in its cabinet, including a new Minister of Social Affairs and Labor (MAST), a new Director for OFATMA and a new Ombudsperson for the textile sector. The government has also increased the daily minimum wage, following a series of weekly strikes that had paralyzed activities in several parts of the country, including in the textile sector. Since February, the new minimum wage in the textile sector is 685 Gourdes per working day. Although workers welcome this increase they still feel that it is not enough to cover their needs, given the high rate of inflation that has increased the cost of basic products. Workers' representatives had wanted to increase to approximately 1400 Gourdes per day¹.

Amid the difficulties, in October 2021, the new Director of the Société National des Parcs Industriels (SONAPI) announced the start of sewing classes for 100 young people at the Caracol Industrial Park. Indeed, after a long period of hiatus, the Clothing Technology Training Center (CFTV) has resumed its activities at the Caracol Industrial Park (PIC), always with the objective of serving companies in the Northeast in terms of qualified human

¹ <https://haitiantimes.com/2022/02/10/factory-workers-strike-for-better-wages-in-port-au-prince-want-usd-14-daily/>



resources. These young people are already in the sights of the S&H Global Company, which intends to integrate them into an immediate hiring process.

During this reporting period, the fuel crisis that had started since the last reporting period continues to impact business and life in general in Haiti. Several of the factories in the textile sector had difficulties operating due to shortages of raw materials, caused by the disruption in transportation. Gang violence continues to be a major concern for all sectors in Haiti. Gang violence and armed attacks against the population have surged, despite the Haitian National Police (HNP) efforts to curb crimes. Inter-gang clashes have caused the displacement of people in several areas of Port-au-Prince. Killings and kidnapping have become part of the daily life of the people living in Haiti, particularly in the Port-au-Prince area.

On the economic front, the value of the Haitian Gourdes compared to the US dollar continues to decrease. In July 2022, the Central Bank of Haiti's (Banque de la Republique d'Haiti) reference rate for exchange, was 114.54 Gourdes for one US dollar. However, the actual exchange rate at the local banks is usually higher, around 121 gourdes for 1 US dollar. In addition, there is still a scarcity of US dollars in the official market. This affects employers who need to make payments in US dollars, for ordered goods. Workers often complain to Better Work Haiti advisors that their purchasing power has significantly decreased. They feel that the increase in their daily wages is not nearly enough to help them meet their basic needs.

Labor Roundtable Conference

Towards a thriving, Inclusive, and Sustainable Garment and Textiles Sector in Haiti

On May 24 and 25 2022, stakeholders from the governments of Haiti and the United States, global brands, manufacturers, worker unions, and the International Labour Organization (ILO) and the International Finance Corporation (IFC) gathered for the first time in two years. During this two-day conference which took place at the CODEVI Industrial Park, they discussed the extreme challenges that have affected the Haitian garment industry's health and workforce: the impact the COVID-19 pandemic had on the sector, socio-political instability, and labour strikes – and they shared a roadmap for the future. The billion-dollar industry accounts for 83% of export revenue and employs almost 60,000 Haitian workers, many of whom have reported food insecurity and personal safety concerns over the last two years. Better Work Haiti along with worker organizations, the employer organizations and the government stakeholders create this unique opportunity to facilitate constructive dialogue, allow constituents to exchange views on policies and actions needed to address



decent work challenges and potentials and jointly discuss a short and long-term development plan to face challenges that obstruct the progress and the sustainability of the Haitian garment sector.

Discussions emphasized on the recovery of the industry; thriving manufacturing jobs that have been boosted by the extension of the Haitian Hemisphere Opportunity through Partnership Encouragement (HOPE) and the Haitian Economic Lift Program (HELP) Acts for x years in mon-year. Stakeholders' top-shared priorities cited focused on improving conditions for a vulnerable workforce affected by financial insecurity; strengthening institutions of social dialogue and freedom of association; and the outlook for sustainable improvement of the sector. The United States Department of Labor (USDOL) has been key in supporting Haiti in implementing the various aspects of the HOPE and HOPE II Legislation.

Stakeholders signed a joint "Call to Action" statement outlining priorities for the role of both unions and employers and laying out the financial impacts and immediate needs of both workers and employers in the pandemic recovery period. The resolutions adopted at this conference will follow the priorities that stakeholders set out, including achieving a higher level of factory compliance to become a more competitive sourcing country and attract more buyers; creating more decent jobs across several industrial parks; introducing a range of social services, and engaging closely with partners for pandemic recovery and sustainable development.



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 28 participating factories, which were assessed at least twice by May 2022. The overall non-compliance rate is calculated based on the total number of factories that have at least one compliance question which caused them to be non-compliant for the cluster. Thus, while the total number of factories that are non-compliant in the cluster may be high, it does not mean that each of these factories are non-compliant for all the questions in a particular cluster. Better Work Haiti conducted hybrid as well as in-person services 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 supported them remotely. The factories' improvement plans were verified either in person during factory visits or virtually through requests for documentation during advisory services and conversations with bipartite committee members, including workers and management. The charts below present non-compliance findings for the 28 assessed factories during the reporting period, showing non-compliance rates in brackets. Please note that these reports are issued biannually, yet assessments are done annually, so issues are reported in two consecutive reports.

The highest non-compliance rates in the industry were in occupational safety and health (OSH) meaning that almost every factory had at least one violation under Emergency Preparedness and Chemicals and Hazardous substances (both at 96% non-compliance rates). Persistent non-compliance issues in compensation, particularly in relation to paid leave, remains a major concerns for both worker representatives and employer representatives, as expressed during the 2022 labor roundtable conference. Most of these non-compliance point are related to the payment of the lunch break, which according to the law is an integral part of the work day. However, workers and employers' both have concerns about the application of this law. They fear that some advantages that were previously acquired may be lost, if the law is applied as intended.



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 decreased slightly from 74% to 71% since the last reporting period, and factories have shown minor improvement in keeping emergency exits accessible, unobstructed, and unlocked during working hours (71%). However, these are important challenges to be addressed.

100%

Non-compliance on social security and other benefits remains high at 100%. However, as in the compensation cluster, the non-compliance point is generally related to the non-payment of the lunch break, which is not included in the calculation of the average daily salary.

96%

Non-compliance on **chemical and hazardous substance management** remains high. The non-compliance on storing the chemicals properly has decreased from 22% to 14%, but 79% of factories were found non-compliant on properly labeling them.

43%

The highest non-compliance point in the Employment contracts cluster is 43% and it is related to the questions about internal work rules. While most factories have a document outlining their internal work rules, this document is sometimes not approved by the Ministry of Labor, as required by law.

During this reporting period, Better Work Haiti noted two new allegations on core labor standards violations during assessments. Both cases fall under Forced labor, specifically related to coercion and they occurred at two sister factories in the same industrial park. During the assessment process, Better Work advisors interviewed workers and representatives of management to better understand the allegations and their root causes. The factory provided documents and an explanation for the decisions that led to these allegations. 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. However, when compared to the last reporting period, there has been some improvement in many of the specific compliance questions that make up the OSH cluster. For example, there continues to be some decrease in the level of non-compliance for the proper storage of chemicals, from 22% to 14%, as well as the question related the adequate washing and cleansing facility in the event of exposure to chemicals. For this question, the level of non-compliance decreased from 70% to 61%. There are other areas such as the accurate inventory of chemical products that show a minor increase in the rate of non-compliance, from 78% to 79%. The non-compliance rate for the question related to the availability of materials safety data sheets remains high. The non-compliance rate for the monitoring and prevention of workers' exposure to chemical substances, is fairly low but still represents a major concern for Better Work Haiti.

The overall rate of non-compliance in the emergency preparedness remains high at 96% for this reporting period. Violations related to preparation of workers for possible emergencies have doubled from 7% to 14% and are mostly due to the fact that many factories have not conducted two emergency drills during a 12 month period, as recommended by Better Work.

Non-compliance regarding accessible, unobstructed, or unlocked emergency exits during working hours, including overtime decreased from 78% to 71% during this reporting period. Employers have made a respectable effort to train workers in the use of fire-fighting equipment, with a non-compliance rate of 39% versus 48% reported in the last report. There has also been a significant decrease in non-compliance for factories with fire detection and alarm systems, from 48% to 36%.

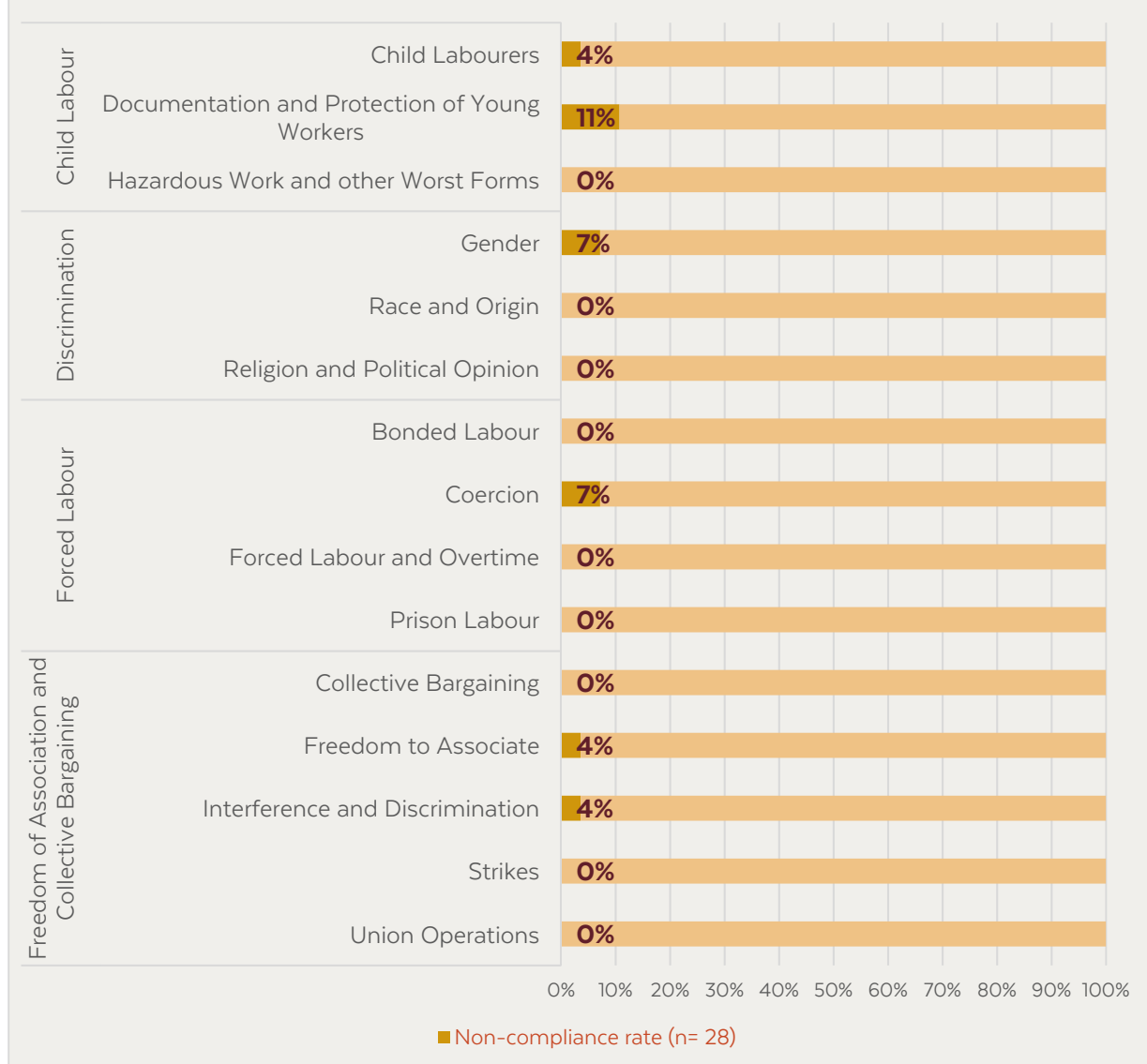


Better Work Haiti continues to address the non-compliance issues in the OSH cluster by offering training on chemical management system and emergency preparedness. Advisors also tailor their advisory sessions to address the needs of the factories in term of Occupational Safety and Health Management Systems.

In the compensation cluster, non-compliance rates related to the payment of the minimum wage is relatively low, with just 4 factories out of 28 in non-compliance. Only 2 factories out of 28 were found in non-compliance for not keeping an accurate payroll. However, the compliance points related to paid leave and social security continue to represent a point of concerns for Better Work Haiti. Both compliance points are affected in part by the law requiring factories to pay the lunch break. Although most of the factories pay all types of leave such as annual leave, sick leave and maternity leave regularly, the fact that the payment for the lunch break is not included in the calculation of the average daily salary, negatively affects those leave payments. A decision to pay the lunch break would automatically correct all those non-compliance issues. The failure to include the payment of the lunch break has a repercussion on the calculation of employer and employee's contribution to the Office retirement insurance (ONA) as well as contributions mentioned above. The Labor Round Table Conference that was held in May allowed worker representatives and employer representatives to discuss the subject. Both workers representatives and employers representatives have made it clear that they would like the government to review the law, because of the lack of clarity in its interpretation. They have asked Better Work Haiti to stop putting factories in non-compliance for not paying the lunch break. Better Work Haiti will continue to apply the law as it stands, until there are new directives from the government authorities. However the workers' representatives and the employers' representatives have agreed to work together to lobby the government to find a solution to the issue. The Association of Haitian Industries (ADIH) is taking the lead to follow up with the Ministry of Labor (MAST), to address the issue related to the law regarding the payment of the lunch break.

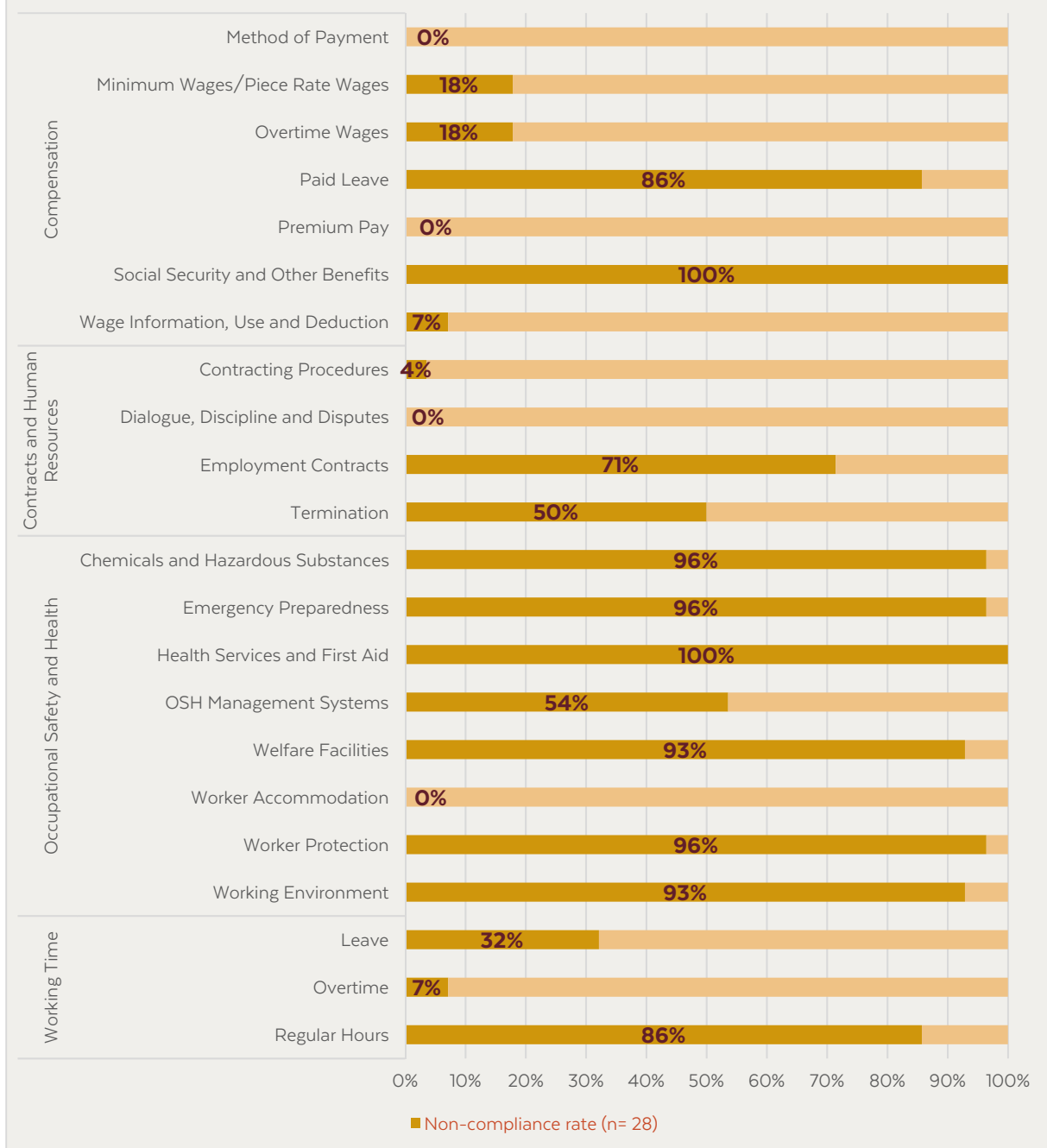


Non-compliance rates by Compliance Point - May 2021 - June 2022 (Core Labour Standards Clusters)





Non-compliance rates by Compliance Point - May 2021 - June 2022 (National Law Clusters)





Section V: Core labor standards non-compliance findings of the reporting period (May 2021 - June 2022)

During this reporting period, Better Work Haiti noted four non-compliance findings on the core labor standards during the assessments; Two sister factories were cited for forced labor under the Coercion compliance point. The factories were found in non-compliance for restricting foreign workers from leaving the industrial park during their free time and for putting an undue burden on the foreign workers, if they decide to resign from their post during the first year of their contract. Another factory was cited for non-compliance under Freedom of Association, for refusing to grant access to union members and for violating its own internal rules in the firing of union members. The same factory was also cited for non-compliance in the discrimination cluster, for failure to protect two pregnant women's job positions and wages during their pregnancies.

Factory 1&2

During assessments, Better Work Haiti advisors found that the fixed salary paid to the foreign workers, mostly from Central America, included overtime hours although the amount of overtime was not mentioned. Under Haitian Law, overtime work is voluntary. Furthermore, advisors were not able to determine if those workers were being paid properly for overtime hours worked, since the workers did use the punch system.

During assessment, advisors found that the employment contracts for foreign workers provided that they were required to fully cover the expenses to return to their home country, should they decide to resign from their post prior to completing their first year of service. Additionally, they are required to reimburse the company the cost of the airfare to come to Haiti. The factory's management explained to assessors that it was the same type of contract they use for foreign workers in other countries.

The second non-compliance relates to the prohibition on foreign managers leaving the industrial park even during weekends and holidays. Management explained that due security concerns in the country, they were forced to take steps to ensure the safety of the foreign workers. During the assessment, Better Work Staff advised the factory's management to discuss the issue with the foreign workers and inform them about the security risks, and to allow them to leave the industrial park with the understanding that they are aware of the



risks and are responsible for their own safety and security once they are outside the industrial complex.

Upon advice from Better Work Haiti, the factories have taken the necessary steps to review the foreign workers' contracts, to address all the issues that were pointed out by the assessment team. They have also reviewed their policy to allow foreign workers to leave the industrial complex during their off days.

Factory 3

During the assessment at factory 3, assessors were informed that thirty-five union members were fired for wearing t-shirts with the name of their union affiliation inside the factory. Upon further investigation, Better Work Haiti assessors found that some of the union members already had several warning letters in their record. The union leaders claimed that they were fired because they recently joined a union, given that those warning letters had been in their files months before they were dismissed. In addition, there were a few union members who did not have any prior warnings. Better Work Haiti found the factory in non-compliance for violating its own internal work rules, which include a temporary suspension between one and eight days without pay, prior to terminating a worker after several warnings. The factory was advised to consistently apply its own internal work rules. Better Work Haiti further recommends that the factory update its policy on freedom of association to clearly define the roles and responsibilities of both parties, to improve the quality of social dialogue and industrial relations and to train its staff on the revised policy.

During the assessment at factory 3, interviews with two breastfeeding women revealed that the factory changed their position, salary and benefits during maternity leave. The documents examined showed that their salary was lower than it was before they went on maternity leave. The factory immediately took the necessary steps to correct the issue. The women were placed in a different module where they are earning the same salary as prior to their maternity leave.





Section VI: Better Work key activities during the reporting period

During this reporting period, Better Work Haiti continued to implement its mandate, in person and through a hybrid model, by delivering its core services to participating factories as well as engaging with other key stakeholders including MAST labor inspectors. Several training sessions for bipartite committees were however delivered in person as well as training on Gender Based Violence and Harassment (GBVH).

During this reporting period, Better Work Haiti leadership held several meetings with the newly appointed minister of Social Affairs and Labor (MAST), the new Director of the Office for Accident, Maternity and Health Insurance (OFATMA) and the newly appointed Ombudsperson, to discuss several issues related Better Work activities in the textile sector, including the persistent non-compliance in social security contributions and the constant industrial relations problems. All the government representatives have pledged to collaborate and support Better Work activities in the sector.

During this reporting period, Better Work advisors and trainers delivered several training sessions to participating factories as well as government stakeholders and union leaders, covering topics such as Freedom of Association, Understanding Gender, Human Trafficking and Child Labor, Emergency Preparedness, Prevention of Sexual Harassment, negotiation skills and Chemical Products Management. Better Work Haiti offered a total of 10 training sessions to 1052 participants, including 398 females, from 29 factories. The participants are now better prepared to face the challenges related to the aforementioned situations.

In February 2022, Better Work Haiti, in collaboration with ILO Normes and the Legal Section of the Ministry of Social Affairs and Labor (MAST), held a two-day training session, in Port au Prince, on Human Trafficking and Forced Labor. Another session was held later in May in the Northeast.

SUPERVISORY SKILLS TRAINING

Better Work Haiti also provided a training on negotiation skills to participating factories and labor inspectors from MAST Labor Inspectorate division. During this training, 56 participants, including 19 women were introduced to the basic elements of negotiation. Participants in the training learned how improved negotiation skills can help them resolve disputes and lead to better labor relations. They have acquired the necessary skills to



develop the appropriate strategies for negotiations and to become more assertive negotiators.

SUPERVISORY SKILLS TRAINING

The supervisory skills training was provided to participant to help them acquire the knowledge to develop the proper strategies to become effective supervisors. The training focused on communication skills, leadership, coaching, delegation, motivation, and team building skills. A total of 16 factories took part in the training with a 115 participants including 33 women.

OCCUPATIONAL SAFETY AND HEALTH

Factories continue to struggle with Occupational Safety and Health issues (OSH) that are putting them in non-compliance. Realizing that the two main non-compliance points in OSH are related chemical management and emergency preparedness,] a training session on, chemical management system was delivered to the inspectors from the Ministry of Labor (MAST) inspectorate division. 8 inspectors including 2 women participated in the training session delivered by Better Work Haiti's training officer. Consequently, they can better identify the issues during inspections.

Better Work Haiti also built the capacity of 14 participants including 5 women in emergency preparedness at a factory in the Northeast. With such training, they are now able to to address non-compliance issues as they emerge during assessments. This factory had selected this training, based on conversations with its advisor and members of its bipartite committee, after noticing a non-compliance rate of 30% in the questions related to emergency preparedness in their last assessment data.

GENDER

Better Work Haiti puts great emphasis on addressing gender related non-compliance issues in the factories. Since 2018, BWH has worked with factories to set up remediation policies and execution of the Prevention of Sexual Harassment (POSH) training for supervisors and managers. Better Work advisors regularly help factories review their sexual harassment policy and procedures to help them identify and reduce sexual harassment in the workplace. During the reporting period, Better Work Haiti delivered four training sessions on the



prevention of sexual harassment to participating factories as well associations of worker representatives. There were a total of 426 participants in these sessions, of whom 155 were females. 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 took 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.

In April 2022, Better Work Haiti introduced the new training module on Gender Based Violence and Harassment (GBVH) to three factories in the Northeast. Better Work Haiti realized that the current sexual harassment prevention training did not fully focus on the wellbeing of the victim but rather tried to find a solution after the alleged harassment occurred. Furthermore, the grievance mechanism in place did not really address the reporting of other types of violence as the current mechanisms focused more on investigating the case rather than the needs of the victim. It did not include any type of psychosocial first aid or referral procedures in case the victim requested such help. Additionally, Better Work advisors did not have the necessary skills to help the factories approached the subject in a broader spectrum either; their focus was also on the prevention of sexual harassment and not on gender-based violence as a whole. As a result of this training, the participants have broadened their understanding of the concept of GBVH, which includes different types of violence based on gender, as opposed to the simpler forms of sexual harassment prevention training they are familiar with. Following the introductory course on Gender-Based Violence and Harassment, Better Work Haiti advisors performed a gap analysis of the factories' existing grievance mechanism and discussed ways to adapt it to make it more suitable to address grievances related to GBVH. The factories were also introduced to the concept of Psychosocial First Aid. The participants are now better prepared to meet the needs of the alleged victims. The trainings were conducted over a four day session in which factory managers, compliance officers, human resource officers, as well as some worker representatives participated.

COLLABORATION WITH THE GOVERNMENT

With the support of Better Work Haiti, the Office of the Labor Ombudsperson for the textile sector (BMST) has started the implementation of its digital Complaint Management Solution aimed to improve its quality and performance in the industrial conflict handling process within the garment sector. The Office of the Labor Ombudsperson receives an average of a dozen in-person reported cases monthly on several issues such as contract



disputes, working hours, payment to the social security system, and maternity leave payments, to name a few. The traditional paper-based conflict handling method/mechanism does not efficiently meet the current and future requirements of the working relationships in the mass employment environment of the Haitian apparel industry. This new system will improve the conflict handling operations, especially with distance reporting and tracking for parties and transparent centralized collaborative work within BMST, the Ministry of Labor and Social Affairs (MAST), Better Work Haiti, and other involved parties.

During this reporting period, Better Work Haiti provided a training session on chemical product management in which 12 labor inspectors including three women participated. The participants have now a better mastery of the tools and good practices on how to effectively handle chemicals products. At the end of the session, participants have demonstrated greater sensibility regarding chemical product storage and labelling, exposure prevention strategies and how to allocate responsibilities for chemical product management.

Two training session on human trafficking and forced labor were offered to MAST labor inspectors, representatives from Office Nationale d'Assurance Vieillesse (National Office for Old-Age Insurance), Office d'Assurance Accidents du Travail, Maladie et Maternité (Office for Work, Health and Maternity Insurance) conciliators and magistrates of the Special Labor tribunal. Participants in this training have acquired the necessary knowledge to help them identify cases of human trafficking and forced labor in the workplace. The participants have a good grip of the national labor laws and ILO conventions ratified by Haiti with an approach based on human trafficking and forced labor. In the session that was held in Port au Prince, there were thirty-two participants including nine women who took part in this two-day training session. In the session the session that occurred in the Northeast, there were 29 participants including 10 women.

SOCIAL DIALOGUE AT THE FACTORY LEVEL

One of the strategies of Better Work Haiti is to increase worker participation in the decision making process through increased social dialogue. Since its inception, Better Work has promoted the concept of bipartite committee at the factory level to increase social dialogue and address issue of non-compliance which will lead to increased productivity and better working conditions. To this end, Better Work Haiti is focused on ensuring that all factories have a functional bipartite committee. During this reporting period, Better Work Haiti



trainers and advisors supported the creation of bipartite committees at 8 factories. A total of 62 worker representatives and factory management representatives, including 25 women are more cognizant regarding the role and responsibilities of the bipartite committee and are more conscious about ways to use social dialogue to prevent and solve issues that may arise within the factory.

NEW TRAINING MODULES

During this reporting period, Better Work Haiti piloted a webinar on Intercultural Communication in the Textile Industry, in which 7 participants from 4 factories were all male. As a result of this webinar, factory managers and supervisors, have mastered the importance and relevance of good intercultural communication in a workplace where people from different cultural backgrounds are interacting. Stronger diversity and inclusion can lead to more harmonious working relations, a more stable workforce, less absenteeism, better productivity, and less stress for everyone, irrespective of job or grade.



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 twice or more by the reporting period 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 May 2021 and June 2022)

	<u>Factory Name</u>
1.	Bon Kalite International, S.A (BKI S. A)
2.	BrandM Apparel Haiti - AM1, AM2, AM3
3.	Caribbean Island Apparel
4.	Centri Group SA
5.	Class International Holdings LTD
6.	Cleveland Manufacturing S.A.
7.	Dignerons Manufacturing SA
8.	Everbright Headwear
9.	Everest Apparel Haiti S.A.
10.	Fabrik Apparell FW Acquisition Corp
11.	Fairway Apparel S.A.
12.	GO HAITI
13.	H4H S.A
14.	Haiti Premier Apparel S.A.



15.	HANSAE HAITI S.A
16.	Horizon Manufacturing S.A.(closed as of March 2022)
17.	LIFE S.A.
18.	MAS AKANSYEL S.A
19.	Mazava Hispaniola Ltd
20.	MB Jeans Haiti (PVT) Ltd
21.	MBI HAITI S.A
22.	MD Industries
23.	MGA Haiti S.A.
24.	PACIFIC SPORTS HAITI S.A.
25.	Palm Apparel S.A.
26.	Premium Apparel
27.	Haiti Best Sewing S.A.(formely Quality Sewing Manufacturing S.A.)
28.	S&H Global 1-6
29.	S&H Global Washing 7
30.	Sewing International S.A.
31.	Superior Sourcing
32.	The Willbes Haitian S.A (HT - Print Shop)
33.	The Willbes Haitian S.A (HT-2B)
34.	The Willbes Haitian S.A. (HT-2/2A)
35.	The Willbes Haitian S.A. (HT-3)
36.	Top Choice Apparel Corp
37.	Uniwell Apparel, LLC.
38.	Valdor Apparel Mfg S.A. (closed as of January 2022)



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.² 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:

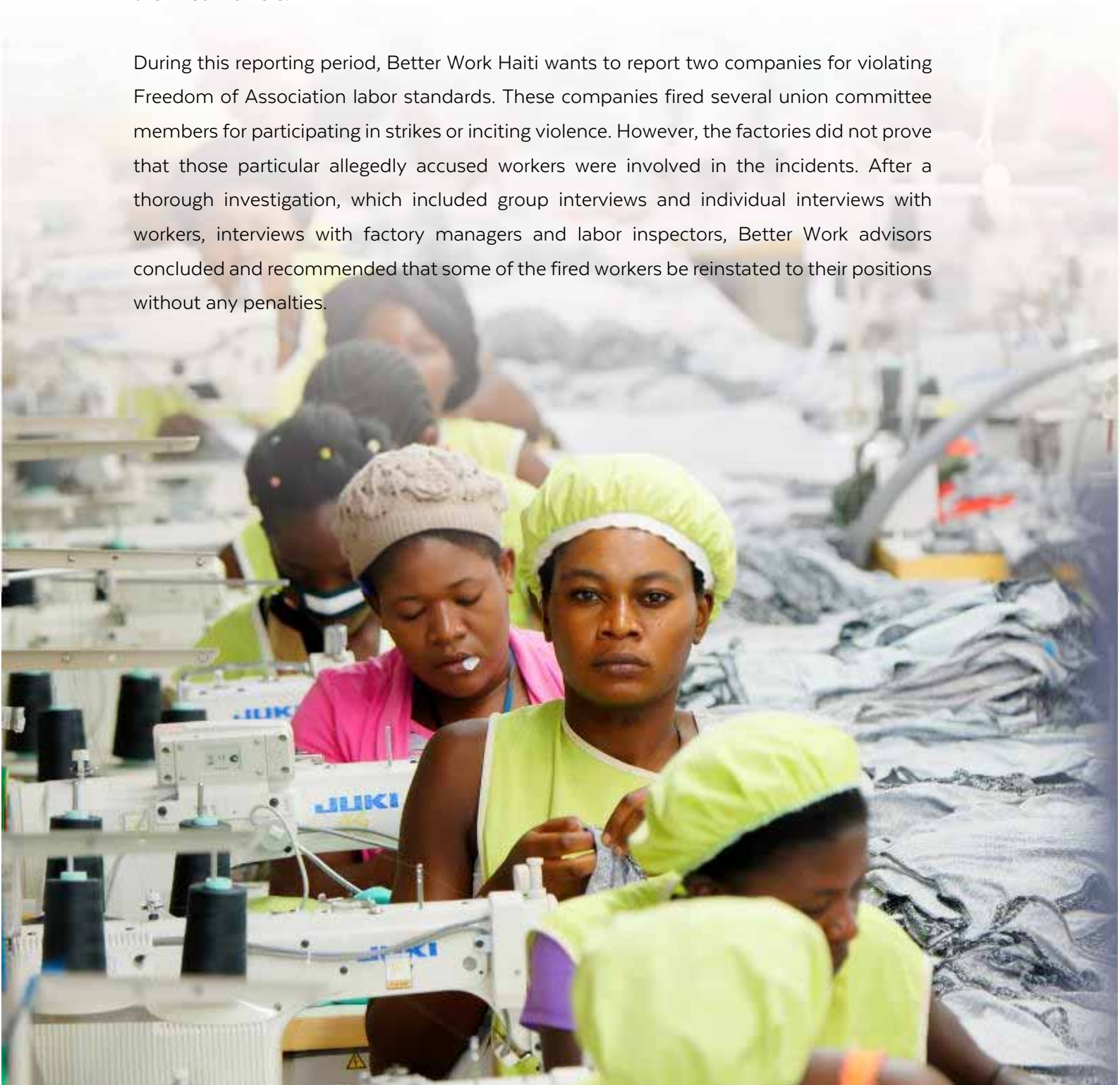
- ◆ Details on the non-compliance identified by EAs: the information included in this column constitutes the issues where evidence of non-compliance was found in one of the last two assessments conducted by Better Work at each particular factory (the date of the last two assessments is equally indicated 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.

² <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 wants to report 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 factories 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.

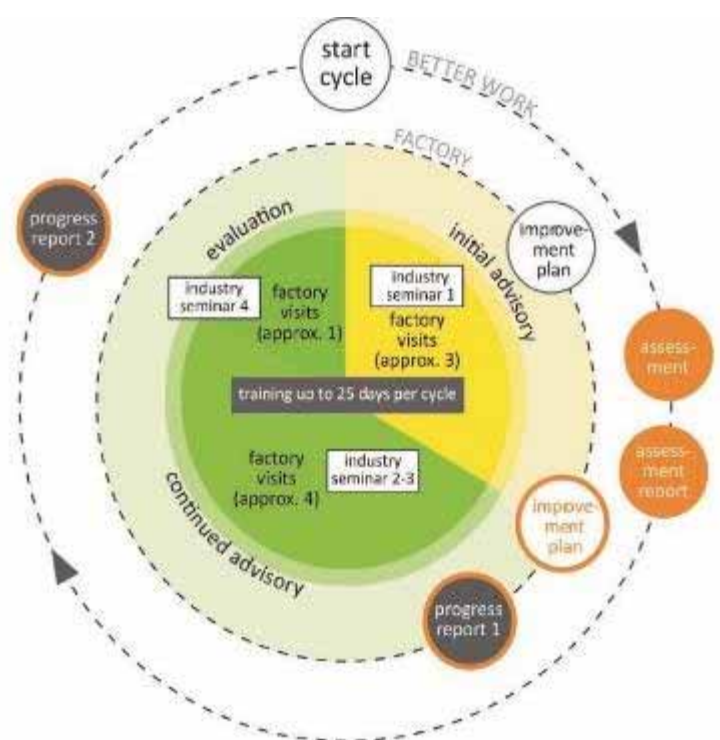
Better Work reporting has two elements – reports completed and verified by the Better Work program and completed and released directly by factories. The Better Work factory reports consist of the assessment report released roughly 30 days after the unannounced assessment visit. Then later in the cycle, 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 ³	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.

³ 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.⁴ 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

⁴ Better Work Haiti Compliance Assessment Tool (CAT) including their legal references can be accessed here: http://betterwork.org/haiti/?page_id=1731



other 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

52 BETTER WORK HAITI - 24TH SYNTHESIS REPORT



Factory: BrandM Apparel Haiti - AM1, AM2, AM3
Location: Ouanaminthe
Number of workers: 2,656
Date of registration: May-19
Date of last two Better Work assessments: Mar-21 Apr-22

Advisory and Training Services

9-May-22	Advisory meeting	Advisory service to talk about the PICC, Industrial dispute and review BW assessment findings.
8-Apr-22	Training	GBVH Psychosocial First Aid.
7-Apr-22	Training	GBVH Gap analysis.
6-Apr-22	Training	GBVH Grievance Mechanism.
5-Apr-22	Training	GBVH Introduction Training.
18-Apr-22	Training	Virtual Sexual Harassment Awareness and Prevention for Middle Management.
11-Apr-22	Training	Virtual Sexual Harassment Awareness and Prevention for Supervisors.
10-Apr-22	Training	Virtual Sexual Harassment Awareness and Prevention for Workers.
9-Feb-22	Advisory meeting	Meeting with management to discuss:- The implementation of the OSH committee and bipartite committee- Review the improvement plan.
30-Nov-21	Virtual advisory meeting	Advisory visit to update improvement plan. Discussion regarding non payment of lunch break. Discussion regarding registration for OFATMA maternity and health.
27-Oct-21	Training	Webinar on Intercultural Communication in the Textile Industry.
6-Oct-21	Virtual advisory meeting	Advisory visit with the participation of some union representatives to discuss: - 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: - Review and update the improvement plan. - Plan to create a bipartite committee. - Discuss the preparation on PR1.
5-Aug-21	Virtual advisory meeting	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 to verify corrections already made by the factory.
4-Jun-21	Virtual advisory meeting	Virtual advisory 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 - Meeting with the factory management on how to solve compensation problems mainly on Pay ONA and OFATMA Finally, a factory tour to verify corrections already made by the factory.
5-May-21	Training	Virtual training Covid-19 Emergency Preparedness.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment April 2022						
Apr-22	Occupational Safety and Health	OSH Management Systems	The OHS policy signed by senior management does not meet all the requirements.	Update and adjust OHS policy and procedures.		2

Apr-22	Occupational Safety and Health	OSH Management Systems	The factory does not have a hazard/risk management and control procedure that includes all the requirements.	Update and adjust hazard/risk management and control procedures.		2
Apr-22	Occupational Safety and Health	OSH Management Systems	The employer has failed to investigate, monitor and measure OHS issues as required.	Ensure that all OSH issues are investigated, monitored and measured accurately.		2
Apr-22	Occupational Safety and Health	OSH Management Systems	The factory does not adequately communicate and implement OSH policies and procedures.	Ensure that training are provided to all relevant staff		2
Apr-22	Occupational Safety and Health	OSH Management Systems	The employer does not adequately assigns accountability for health and safety to OSH Officers and HR Director	Ensure that the factory conduct the joint OSH Committee meetings to address OSH issues.		2
Apr-22	Contracts and Human Resources	Employment Contracts	The factory does not have a grievance handling and dispute resolution procedure that meets all the requirements.	Update and adjust the grievance policies and procedures.		2
Apr-22	Contracts and Human Resources	Employment Contracts	The factory currently applies Codevi's disciplinary and termination procedures, which does not include all the steps.	Update and adjust disciplinary and termination procedures.		2
Apr-22	Contracts and Human Resources	Employment Contracts	The factory does not fully investigates performance of HR.	Ensure that all parameters are reviewed during the HR review.		2
Apr-22	Contracts and Human Resources	Employment Contracts	The factory does not adequately communicate and implement HR policies and procedures.	Ensure that all the steps are in place in the factory.		2
Apr-22	Working Time	Regular Hours	Regular working hours did not meet legal requirements.	Modify the internal work rules and ensure the regular working hours do not exceed 48 hours per week.		2
Apr-22	Occupational Safety and Health	Emergency Preparedness	Obstructed aisles in several sections of the workspace.	Keep routes unobstructed during working hours.		14
Apr-22	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 the free zone or the factory has adequate medical facilities		33
Apr-22	Occupational Safety and Health	Working Environment	The workplace is not clean and tidy.	keep the factory floors clean and tidy. Remove the water that is making it slippery and keep it dry.	The factory repaired the cooling system in AM 2	6
Apr-22	Working Time	Leave	Inaccurate maternity leave to pregnant workers.	The factory needs to complete the registration for OFATMA maternity and health insurance and ensure that workers are given 12 weeks of paid maternity leave.		14

Apr-22	Working Time	Regular Hours	Factory did not give two break of 30 minutes to pregnant workers.	Provide additional breaks to pregnant women.		33
Apr-22	Occupational Safety and Health	Emergency Preparedness	Fire fighting training was not provided by a certified company or trainer.	The factory needs a certified company or trainer to provide fire fighting training to at least 10 percent of the staff.	The factory has trained 30 additional workers in the use of fire fighting by a certified company.	33
Apr-22	Occupational Safety and Health	Emergency Preparedness	Unmarked escape routes, missing and outdated evacuation plan. Furthermore the meeting point in one building is inaccessible.	All escape routes should be clearly marked. The evacuation maps should be redone and posted on the work floor and meeting point should be accessible..		33
Apr-22	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.	Factory inspected and added the missing tag on the forklift fire extinguisher and fixed the issue with the one found on the floor of the AM 2	33
Apr-22	Occupational Safety and Health	Emergency Preparedness	Smoke detectors and alarm have not been installed in the trim warehouse.	The factory should install fire detection system in all areas of the workplace.		33
Apr-22	Occupational Safety and Health	Health Services and First Aid	First aid training was not provided by a certified company or trainer.	The factory needs a certified company or trainer to provide first aid training to at least 10 percent of the staff.	The factory has trained 30 additional workers in first aid by a certified company.	33
Apr-22	Occupational Safety and Health	Health Services and First Aid	Keys were not available on the floor for several boxes and one box missing a supply.	The factory must designate a person to monitor the keys and the inventory of the first aid boxes.		14
Apr-22	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.		33
Apr-22	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.		33
Apr-22	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.		33
Apr-22	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.		33
Apr-22	Occupational Safety and Health	Welfare Facilities	Soap was not available in all toilets including at the entrance of the premises.	Ensure that soap is available in all toilets and at the entrance of the premises.		6
Apr-22	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		33

Apr-22	Occupational Safety and Health	Worker Protection	The factory does not systematically check body temperature upon entry. It does not keep a registry for all persons who present a temperature of 38C and above.	Systematically check all body temperature upon entry and keep a registry for all persons who present a temperature of 38C and above.		6
Apr-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash stations are missing in two areas of the workplace and another one is not working.	Install eyewash stations in all areas where chemical products are used.		33
Apr-22	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not provide training for supervisors using chemicals in the spot cleaning area.	Provide chemical safety training to all workers that are using chemical products.		33
Apr-22	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 the spot cleaning and ensure that the machine are working properly. They also need to provide PPE for all workers in the section.		33
Apr-22	Occupational Safety and Health	Working Environment	light levels were inappropriate in some working sections.	Ensure the lighting is adequate and adapted to worker's needs.		14
Apr-22	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable.	Monitor the temperature level and maintain it under 30 C inside the workplace.		33
Apr-22	Occupational Safety and Health	Worker Protection	Several chair without backrests in the sewing areas and standing mats were not available to all workers.	Provide chairs with backrest to all workers, tables with footrest or shock absorbing mats to standing workers.		33
Apr-22	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system of the factory.	Ensure that all electrical panel are properly maintained.		14
Apr-22	Occupational Safety and Health	Worker Protection	Sewing machines were missing pulley guards.	Install the proper safety guards on all machines.		33
Apr-22	Occupational Safety and Health	Worker Protection	The factory did not provide appropriate PPE to all workers.	Provide proper PPE to all workers using chemical products.	The factory provide PPE to some workers in the workplace.	33
Apr-22	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 used.		33
Apr-22	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.		33
Apr-22	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 started implementing a system of inventory for chemicals and hazardous substances used in the workplace.	14
Apr-22	Occupational Safety and Health	OSH Management Systems	The structural safety certificate was not available.	Assess the buildings to ensure they meet the safety requirements for an industrial structure.	The factory provided a structural safety certificate, certifying that the buildings' structure meets the safety requirements for an industrial structure.	2

Apr-22	Occupational Safety and Health	OSH Management Systems	The factory does not record and submit work-related accidents to OFATMA on a monthly basis.	Record and submit work related accidents to OFATMA on a monthly basis.		33
Apr-22	Occupational Safety and Health	OSH Management Systems	During assessment, management provided evidence of 6 OSH assessment reports for the last 12 months.	Conduct and keep records of the assessment result on a monthly basis.		6
Apr-22	Contracts and Human Resources	Employment Contracts	The factory does not have an internal work rules approved by the Ministry of Labor.	Develop and internal work rules and send it to MAST for approval.		33
Apr-22	Contracts and Human Resources	Employment Contracts	Apprentice contracts were not approved as legally mandated.	Request approval from MAST for the apprentice contracts.		33
Apr-22	Compensation	Social Security and Other Benefits	The factory did not collect workers' contributions for OFATMA Maternity and Health insurance. The calculation is inaccurate and payments are made late consistently.	Collect workers' contributions for OFATMA Maternity and Health insurance on the average salary, include the lunch break payment and forward it on time.	The factory will organize an awareness day with OFATMA to explain to the workers the process of starting with the contribution of the payment of maternity and health	33
Apr-22	Compensation	Social Security and Other Benefits	The calculation for ONA payment is inaccurate and payments are made late consistently.	Calculate ONA contributions on the average salary, include the lunch break payment and forward it on time.		33
Apr-22	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 daily earnings.		14
Apr-22	Compensation	Social Security and Other Benefits	Inaccurate payments for OFATMA accident insurance.	Keep records of the salary statement sent to OFATMA Pay OFATMA work related accident on time.	The factory pays OFATMA the remaining balance for the fiscal year 2021-2022.	33
Apr-22	Compensation	Paid Leave	The factory pays workers incorrectly for all types of paid time leave.	The factory needs to pay all types of leave based on worker's average daily earnings by including the lunch break payment.		14
Apr-22	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the daily lunch break accurately to all workers.		33
Apr-22	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Calculate the maternity leave payment on worker's average daily earnings by including the lunch break payment.		33
Apr-22	Compensation	Paid Leave	Inaccurate sick leave payment.	Calculate sick leave on worker's average daily earnings by including the lunch break payment.		33
Apr-22	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate annual leave on worker's daily average earnings by including the lunch break payment.		14

Mar-21	Working Time	Leave	Inaccurate maternity leave to pregnant workers.	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.	
Mar-21	Working Time	Leave	Inaccurate Annual leave to workers.	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	
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.	
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.	
Mar-21	Occupational Safety and Health	Emergency Preparedness	Insufficient number of workers trained in the use of fire-fighting equipment.	Provide fire safety training to at least 10 percent of the workforce.	The factory has provided first aid training to 245.	
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.	
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	
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.		
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.	
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.		

Mar-21	Occupational Safety and Health	Health Services and First Aid	Insufficient number of 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.	
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.	
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.	
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.	
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.	
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.	
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.		
Mar-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		
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.		
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.		
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.		
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.	
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.	

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.		
Mar-21	Occupational Safety and Health	Worker Protection	Several chairs 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.		
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.		
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.		
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.	
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 PPE for all workers in the section.		
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 used.		
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.		
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.		
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.		
Mar-21	Contract and Human Resources	Termination	The factory did not provide the number of terminated workers' files requested.	The factory needs 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.	
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.		
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.		

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		
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.		
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.		
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 for OFATMA accident insurance on time and keep the records.	Factory submitted roof of payment to OFATMA for work related accident insurance.	
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 it to time to ONA.		
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.		
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.		
Mar-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the daily lunch break accurately to all workers.		
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.		
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.		
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.		
Mar-21	Compensation	Wage Information, Use and Deduction	Inaccurate Payroll records.	Ensure that accurate information regarding the hours worked are displayed in the payroll.		
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.		

61 BETTER WORK HAITIAI - 24TH SYNTHESIS REPORT



Factory: Centri Group S.A.
Location: Arrondissement de Port-au-Prince
Number of workers: 685
Date of registration: Oct-18
Date of last two Better Work assessments: Feb-21 Mar-22

Advisory and Training Services

5-May-22	Virtual advisory meeting	Virtual OSH tour to validate pending issues, meeting with the compliance team to review the improvement plan and identify the root causes. Session on first progress report.
22-Feb-22	Virtual advisory meeting	Virtual OSH tour on chemical handling and emergency preparedness. Session with the compliance team on chemical management procedure, Internal training plan. Documentations review: Annual leave and bonus, OFATMA work related accidents, water test and Fire drills.
18-Feb-22	Virtual advisory meeting	Meeting with OSH committee members to explain the role of the bipartite committee. Identify the factory training needs and OSH self diagnosis.
10-Dec-21	Training	Virtual FOA training.
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	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.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2022						
Mar-22	Occupational Safety and Health	Minimum Wages/Piece Rate Wages	Workers are not compensated properly when they are sent home early for not achieving the required quota.	Review and update the internal regulations. Pay the minimum wage to workers.		3

Mar-22	Compensation	Social Security and Other Benefits	The factory did not send the salary statement to OFATMA for work related accident for the fiscal year 2021-2022, prior to the assessment and therefore did not receive an invoice for the current fiscal year.	Keep records of the invoice received from OFATMA. Pay OFATMA work related accident on time.	The factory has paid OFATMA for the fiscal year 2021-2022	16
Mar-22	Occupational Safety and Health	OSH Management Systems	At the time of the assessment visit, the factory did not share any evidence of assessments performed on general occupational safety and health in the factory.	Keep records of the assessment result	The internal assessment is done on a monthly basis and records are shared with the advisor.	3
Mar-22	Occupational Safety and Health	OSH Management Systems	The factory did not do any general occupational safety and health assessments and meetings to ensure cooperation between workers and management in the workplace on OSH issues.	Develop annual OSH assessment plan.		3
Mar-22	Occupational Safety and Health	OSH Management Systems	The factory did not share any structural safety certificate, certifying the structure of the building meets the safety requirements for an industrial structure.	Request a building safety certificate from the city.		3
Mar-22	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.	Review and update the chemical management procedure. Update the chemical inventory on a regular basis.	The procedure has been reviewed and the factory management kept a daily inventory for each products in the workplace.	3
Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of Diesel in the workplace.	Provide additional training for workers and supervisors. Review and update the internal audit procedure.	Additional training are provided to workers and the daily checklist has been reviewed.	35
Mar-22	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 and stored.	The MSDS have been translated and posted.	35

Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	The spot cleaning area does not have the proper conditions to prevent unnecessary exposure of workers to chemicals as it is not an isolated area.	Provide (better) exhaust ventilation and relocate the spot cleaning area.		3
Mar-22	Occupational Safety and Health	Worker Protection	Management has not provided all necessary PPEs to workers.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.		16
Mar-22	Occupational Safety and Health	Worker Protection	During the factory tour, assessors observed that the electrical installation was not properly maintained, wires were not correctly installed.	Insulate the exposed electrical wires, train supervisors and workers about electrical hazards & the need to report hazards for reparation.		16
Mar-22	Occupational Safety and Health	Worker Protection	The factory did not provide any training records an/or awareness provided to all workers and staff of the measures adopted to prevent the risks of exposure to Covid-19.	Develop a training plan, then provide training to workers on COVID-19		3
Mar-22	Occupational Safety and Health	Worker Protection	The factory does not systematically check all workers' and visitors' body temperature upon entry.	Check all workers' and visitors' body temperature upon entry and keep a registry for all persons who present a temperature of 38C and above.		20
Mar-22	Occupational Safety and Health	Working Environment	The light level is insufficient in the workplace.	Increase the light level to reach 300 lux in Pressing section, 500 lux in Sewing, cutting, packing. 750 lux in trimming, Inspection section		3
Mar-22	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.		35
Mar-22	Occupational Safety and Health	Welfare Facilities	Soap was not available in the toilets.	Provide soap dispensers for the toilets.		3

Mar-22	Occupational Safety and Health	Health Services and First Aid	Management did not share evidence that medical checks were provided to workers within their first three months of hiring.	Discuss the legal requirements with the General Manager. Pay the health cards.		35
Mar-22	Occupational Safety and Health	Health Services and First Aid	Management shared evidence that medical checks were provided once a year to workers exposed to work related hazards.	Discuss the legal requirements with the General Manager. Ensure that workers exposed to work related hazards receive a medical check at least twice a year.		35
Mar-22	Occupational Safety and Health	Health Services and First Aid	Management shared evidence that annual medical checks were provided to 5 percent of the workers.	Discuss the legal requirements with the General Manager. Pay the health cards.		35
Mar-22	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire additional medical staff to have at least 3 nurses for the current workforce.		35
Mar-22	Occupational Safety and Health	Health Services and First Aid	All first aid boxes were empty.	Equip the first aid boxes and define responsibility for refilling them.		16
Mar-22	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 as recommended by Better Work.	Include First Aid training in the OSH training plan. Ensure that at least 10 percent of the workforce is trained in first aid.		16
Mar-22	Occupational Safety and Health	Emergency Preparedness	The factory does have a functioning alarm system.	Specify who is in charge of regularly checking the alarm system and include this in the system of daily-weekly checks.	A checklist has been developed and the alarm is working properly.	3
Mar-22	Occupational Safety and Health	Emergency Preparedness	Four fire extinguishers were missing including the one on the forklift.	Review and update the internal audit procedure.		16
Mar-22	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.		16

Mar-22	Occupational Safety and Health	Emergency Preparedness	During the factory tour, assessors observed that several aisles were obstructed.	Provide more trainings to worker and provide additional space for storage.		35
Mar-22	Occupational Safety and Health	Emergency Preparedness	The last fire drill was conducted in March 2022, and the one before that, in June 2021.	Conduct at least 2 emergency drill per calendar year. Insert the drills in the OSH annual training plan.		16
Mar-22	Occupational Safety and Health	Emergency Preparedness	The total number of workers trained in fire-fighting is less 10 percent of the workforce as recommended by Better Work.	Include fire fighting training in the OSH training plan. Ensure that at least 10 percent of the workforce is trained in first aid.		16
Assessment February 2021						
Feb-21	Occupational Safety and Health	Worker Protection	The factory checks 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.	
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.	
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.	
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.	
Feb-21	Occupational Safety and Health	Worker Protection	Workers who are working at heights do not have PPE. 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.	

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.	
Feb-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		
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 record and submit work related accidents on a monthly basis.	The work related accidents are sent to OFATMA each month starting from march 2021.	
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.	
Feb-21	Occupational Safety and Health	Health Services and First Aid	Two first aid 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.	
Feb-21	Occupational Safety and Health	Health Services and First Aid	Onsite medical facilities and staff is insufficient.	Hire the required medical staff.		
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.	
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.	
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.	
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.	
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.	

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.	
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.	
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.	
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.	
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.	
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 labelled.	
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.	
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.	
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.	



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

25-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.
21-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.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION 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.		8
Nov-21	Occupational Safety and Health	Emergency Preparedness	Unmarked escape routes.	Mark all evacuation routes.		33
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.		8
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.		8
Nov-21	Occupational Safety and Health	Welfare Facilities	Insufficient toilets for women and men.	Provide adequate number of toilets for men and women.		40
Nov-21	Occupational Safety and Health	Working Environment	Insufficient level of lighting.	Ensure adequate light levels in all production areas.		40
Nov-21	Occupational Safety and Health	Working Environment	Inadequate temperature levels.	Keep temperature at an acceptable level in all production areas.	Factory installed new fans.	47

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.		33
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.		8
Nov-21	Contracts and Human Resources	Employment Contracts	The factory's internal work rules does not include the payroll date and time.	Update the internal work rules and add payroll date and time.		8
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.		33
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.		33
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.		33
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.		33
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.		27
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.		39
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.		39
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.		8

Nov-21	Compensation	Paid Leave	Lunch break is not compensated.	Pay the lunch break and include it in the calculation for all payments.		8
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.		8
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.		8
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.		46
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.		
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73 BETTER WORK HAITI – 24TH SYNTHESIS REPORT



Factory: Class International Holdings LTD
Location: Ouanaminthe
Number of workers: 343
Date of registration: Jan-20
Date of last two Better Work assessments: Mar-21 May-22

Advisory and Training Services

31-May-22	Training	Virtual Financial Literacy
5-May-22	Virtual advisory meeting	Advisory service to review CIH improvement plan implementation.
10-Feb-22	Advisory meeting	Advisory service to review the implementation of the improvement plan.
19-Oct-21	Virtual advisory meeting	Meeting with the compliance team for the implementation of a bipartite committee. Review of the improvement plan: Annual leave, working environment, welfare facilities Review of documentations, Breast feeding breaks, compensation COVID-19 Policy.
13-Sep-21	Virtual PICC Meeting	Advisory visit to: Review and update the improvement plan. Discuss PRI Update on factory situation.
13-Sep-21	Virtual advisory meeting	Advisory visit to: Review and update the improvement plan Discuss PRI Update on factory situation.
12-Jul-21	Virtual advisory meeting	Advisory session with factory management to discuss: How to fill in the missing information in the improvement plan Also to provide general advice on how the improvement plan is working.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment May 2022						
May-22	Working Time	Regular Hours	Workers did not punch in and out during COVID and the attendance record is not signed by the workers.	Ensure that workers are directly accountable for effectively recording their own working time. Keep working time records that reflect the actual hours work by workers including overtime. Keep working time records for at least 12 months. Inform supervisors that the work to finish the quota must be recorded as working time; Workers should not punch out & continue working.	Factory is using the punch system.	1

May-22	Working Time	Leave	Pregnant workers do not go on leave 6 weeks before giving birth.	Ensure that pregnant workers go on leave 6 weeks before childbirth as specified in the Labor Code.	Factory will make sure that workers go on maternity leave 6 weeks before giving birth.	14
May-22	Working Time	Leave	Workers did not receive 15 days of annual leave after one year of service, as required by law.	The factory needs to provide workers with 15 days vacation after one year of service, as mandated by the labor laws.	Factory will implement the policy as of this year.	14
May-22	Working Time	Regular Hours	Pregnant workers were not allowed two additional breaks of 30 minutes each per day.	The factory needs to develop a policy regarding pregnant women and inform all workers about the policy. Provide the additional breaks to the pregnant women.	The factory agrees to develop the policy for pregnant and post it on the factory floor.	14
May-22	Working Time	Regular Hours	Factory's working hours for all shifts including break time are not posted on the floor.	Post working hours including break time in all building were all workers can see it.	Work hours have been posted on the floor.	14
May-22	Occupational Safety and Health	Emergency Preparedness	The total number of workers trained in fire-fighting is less 10 percent of the workforce as recommended by Better Work.	Provide training on the use of fire-fighting equipment for at least 10% of the worker population	Factory will implement a training plan to train at least 10 percent of the workers.	14
May-22	Occupational Safety and Health	Emergency Preparedness	The factory does not conduct fire drills every 6 months as recommended.	Conduct an evacuation drill every 6 months.	Factory will schedule 2 fire drill for the balance of this year.	14
May-22	Occupational Safety and Health	Emergency Preparedness	Obstructed in the sewing area and stock area.	Ensure that routes are not obstructed. Work with OSH committee members, supervisors to perform routine tours of the factory. Provide adequate storage space to receive and store materials. Specify who conduct daily weekly	Products were removed from the aisles and there was a meeting with all of the material leaders to assure they don't do it again.	14
May-22	Occupational Safety and Health	Emergency Preparedness	The exit door in the new building did not have exit sign.	3. Ensure that all exits are identify with proper hazard sign in the new building	Signs have been posted on all exit doors.	1
May-22	Occupational Safety and Health	Emergency Preparedness	Escape routes are not clearly marked.	Ensure that escape routes are clearly marked on the old building's floor plan. Post updated evacuation plans for all buildings	Evacuation routes were redesign and post it in all areas	14

May-22	Occupational Safety and Health	Emergency Preparedness	Fire extinguishers are not available in the workplace.	1. Install adequate firefighting equipment in both building. 2. Ensure regular maintenance 3. Work with OSH committees to randomly monitor and make sure that the equipment is in place & functioning	Factory plans to install new fire extinguishers in the new building.	14
May-22	Occupational Safety and Health	Emergency Preparedness	The factory does not have any alarm system and smoke detector install in both building.	Make sure that both buildings have functioning alarm system and a smoke detector. Specify who is in charge of regularly checking its functioning. Include this in the monthly OSH self-assessment	Factory will install a fire detection system in the buildings.	14
May-22	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, as recommended by Better Work.	1. Provide additional training on first aid to cover the 10 percent of the workforce 2. Have a system in place to track trained workers	Factory will prepare a training plan to complete the 10%, talk to Codie.	14
May-22	Occupational Safety and Health	Health Services and First Aid	First aid boxes have not been installed in the new building. First aids boxes in the old building are missing products.	Define responsibility for filling first aid boxes and checking expired products. Install first aid boxes in new building. Make sure all first aid boxes are inspected regularly.	First aid boxes were installed.	14
May-22	Occupational Safety and Health	Health Services and First Aid	The factory does not have onsite medical facilities and staff as required by art. 478 and 479 of the labor code. Management expressed the use the medical facilities of the industrial park.	Factory should discussed with CODEVI administration to have an adequate medical facility capable of attending to its needs, as required by the labor code.	The free zone has the medical services.	14
May-22	Occupational Safety and Health	Health Services and First Aid	The factory did not provide free annual medical checks to all workers.	Provide annual health checks at not cost for the workers. Make the results available to the worker. Record when the health check was conducted and when the next health check will take place. Specify who is in charge of monitoring health checks for the workers	The factory will work with CODEVI'S clinic to provide the medical checks.	14

May-22	Occupational Safety and Health	Health Services and First Aid	Medical checks was not provided to workers exposed to work-related hazards.	Provide health checks twice a year at not cost for the workers exposed to work-related hazards. Make the results available to the worker. Record when the health check was conducted and when the next health check will take place. Specify who is in charge of monitoring health	The factory will work with CODEVI'S clinic to provide the medical checks.	14
May-22	Occupational Safety and Health	Health Services and First Aid	Workers did not receive a medical checks within the first 3 months of hiring.	1. Provide health checks within their first 3 months of hiring at not cost for the workers 2. Make the results available to the worker.	The factory will work with CODEVI'S clinic to provide the medical checks.	14
May-22	Occupational Safety and Health	Welfare Facilities	The drinking water is not tested on a monthly basis.	Maintain an adequate supply of water for all workers and ensure that the water is tested on a monthly basis.	We receive the water from a certified company	14
May-22	Occupational Safety and Health	Worker Protection	The factory did check all workers and visitors body temperature upon entry in a systematic way.	Systematically check all worker's body temperature upon entry and keep a registry for all persons who present a temperature of 38C and above.	We have the form for the high temperature report	14
May-22	Occupational Safety and Health	Worker Protection	The social distance is not respected in the eating area during the lunch break, as well during entry and leaving.	Ensure that 1.5 meter of distance is respected n the eating area during the lunch break, as well during entry and leaving. The factory needs to raise awareness among workers about the danger of COVID-19	Factory will continue to do awareness raising activities to for the workers.	14
May-22	Occupational Safety and Health	Worker Protection	Most workers do not use their masks to prevent the risks to exposure to COVID-19.	1. Make sure that all workers use their mask to prevent the risks of exposure to COVID-19.	Mask is no longer required for open spaces.	14
May-22	Occupational Safety and Health	Worker Protection	all electrical panels in both buildings were missing hazard signs.	Improve the electrical maintenance and Create a maintenance log. Ensure that the factory conduct more regularly check. Install proper hazard signs on all the electrical panels	Labelling of all electrical panels	14

May-22	Occupational Safety and Health	Worker Protection	Obstructed electrical boxes.	Improve the electrical maintenance and Create a maintenance log. Ensure that the factory conduct more regularly check. Make sure that the electrical boxes are accessible during working hours, including overtime.	Remove the material and label the electrical panels so that they are not obstructed again. Aisles are keep clear. Video tour of factory was conducted during advisory to verify this point.	14
May-22	Occupational Safety and Health	Worker Protection	Safety belt were given to worker doing heavy lifting.	Provide appropriate PPE where it is needed for all workers including but not limited to safety belt for workers doing heavy lifting work. Make sure that all workers use their mask to prevent the risks of exposure to COVID-19.	Factory will provide safety belts to workers as needed.	14
May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye wash station has been installed in the chemical storage of the factory.	The factory needs to install eyewash station in all areas where chemical products are stored and used.	The eye wash station has been installed.	14
May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory did not provide training to people using chemical and hazardous substances.	The factory needs to provide chemical safety training to all workers including supervisors that are using chemical products and hazardous substances.	Appoint person and train them in the handling of chemical products	14
May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	The spot cleaning is not in an isolated area. There is no vacuum machine installed in this area.	The factory needs to have an isolated area for the spot cleaning and ensure that the vacuum machines and exhausts are working properly. Ensure the eye wash station in the chemical warehouse is working properly. Train workers on its use. Make sure that the compliance checks on the functioning of the eyewash during the OSH self-assessment.	Factory will redesign washing station and designate a person responsible for carrying out this work.	14
May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS was not available for several products found in the workspace. .	Identify a person responsible for chemical management. The MSDS for each chemical should be available and translate in local language. Clarify responsibility for posting the MSDS in the locations where chemicals are stored and used.	Complete MSDS folder of chemical products.	14

May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical storage area was not properly constructed in the factories.	Install an eye wash station in the facility. Limit access of other workers to the chemical storage. Provide (better) exhaust ventilation. Provide required PPE6. Post MSDS for all chemical in the storage areas. Assign responsibility for regular	Complete the construction of the chemical warehouse and install the safety precautions	14
May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled chemical spray gun found in the spot cleaning area.	Define who is entitled to pour chemicals in other recipients and label them. Review the MSDS to know which pictograms are needed. Properly label chemicals and hazardous substances including name in various languages and	Label has been placed on spray gun in the washing station and chemicals containers used in the area have been labelled. Factory provided pictures.	14
May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory keeps an inventory of chemicals that is not accurate.	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used. Include all chemicals used in the workplace in the central inventory. Specify who is in charge of maintaining one central inventory for the company Define who will be responsible for checking if the inventory is	Create chemical reception procedure.	14
May-22	Occupational Safety and Health	OSH Management Systems	The policy did not establish measurable objectives and improvement targets. It was not developed in consultation with workers and their representatives.	Review the OSH policy in consultation with workers and their representatives, to include the missing elements.	Factory will plan a meeting with worker representative to review the OSH policy.	14
May-22	Occupational Safety and Health	OSH Management Systems	The factory's hazard/risk management and control procedure that includes does not have all the necessary elements.	Revise the hazard/risk management procedures to include the following: -A hierarchy of controls that is used to select effective controls - A risk register that drives the implementation of controls	Factory will review the procedure.	14

May-22	Occupational Safety and Health	OSH Management Systems	No. The factory does not have an accident investigation procedure that includes all the necessary steps.	The factory need to review the procedure to includes the necessary steps such as: Root cause analysis Focus on sustainable solutions Implementation of changes in order to avoid reoccurrence Policy must be in the local language	The accident investigation procedure is finished.	14
May-22	Occupational Safety and Health	OSH Management Systems	No. The employer does not properly investigates monitors and measures OSH issues.	The factory should investigate OSH issues through: Regular test, survey and inspections, logging and analysis of violations of procedures. Regular management review of effectiveness of management system including performance on measurable objectives and targets		14
May-22	Occupational Safety and Health	OSH Management Systems	No. The factory does not adequately communicate and implement OSH policies and procedures.	The factory needs to do the following: Train all joint OSH committee members. Post policies and work instructions around the workplace.	The following actions have been taken: -Posted policies and work instructions around the workplace. - Posted the names of OSH committee members.	14
May-22	Occupational Safety and Health	OSH Management Systems	The employer does not adequately assigns accountability for Occupational Health and Safety to OSH Officer and HR Director.	The factory does not conduct the joint OSH Committee meetings on a monthly basis to address OSH issues.	Creation of meeting report file and follow-up of generated action plans	14
May-22	Contracts and Human Resources	Employment Contracts	No. The factory does have a grievance handling and dispute resolution but it is not a written procedure.	Review the procedure in the collaboration with the worker representatives. Have it in a local language, inform workers about the procedure and post it on the floor.		14
May-22	Contracts and Human Resources	Employment Contracts	The factory has disciplinary and termination procedures that does not include all the necessary steps.	Review the procedure to include a step by step warning system, the right to defend oneself prior to termination and to representation during the disciplinary process		14
May-22	Contracts and Human Resources	Employment Contracts	The employer does not investigates violations of HR policies and procedures, identifies weaknesses and makes necessary adjustments to prevent recurrence.	Establish a procedure to investigate violations of HR policies.		14

May-22	Contracts and Human Resources	Employment Contracts	The internal work rules are not posted on the floor.	The factory need to post internal regulations on the floor and trained staff on how to carry out policies and procedures.		14
May-22	Contracts and Human Resources	Employment Contracts	The factory has an HR policy that is not signed by top management.	Have management sign the HR policy.	Management will review and sign the policy.	14
May-22	Occupational Safety and Health	OSH Management Systems	The factory does not record and submit work related accidents to OFATMA on a monthly basis.	Submit work related accidents to OFATMA on a monthly basis..	Design a form to report accidents to OFATMA and create a registry folder	14
May-22	Occupational Safety and Health	OSH Management Systems	The OSH bipartite committee does not meet on a monthly basis.	Hold regular monthly meeting, record the minutes of the meeting and share them with committee members.		14
May-22	Occupational Safety and Health	OSH Management Systems	The employer does not perform an evaluation of general occupational safety and health issues in the workplace.	Identify a person responsible for conducting the evaluation. Ensure that the factory perform an evaluation (OSH self-assessment) of general occupational safety and health issues in the workplace on a monthly basic.	Designate department managers to carry out the security audits in the company of the security committee and create an inspection schedule	14
May-22	Contracts and Human Resources	Employment Contracts	The factory's internal work rules are not approved by the Ministry of Labor.	Submit the internal work rules to the Ministry of Labor for proper authorization.		14
May-22	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.	1) Discuss legal requirements with the General Manager 2) Pay the lunch break and include the payment in the annual salary supplement or bonus calculation.		14
May-22	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Work with OFATMA to complete the registration process.	Management started the process.	14
May-22	Compensation	Social Security and Other Benefits	The payment for OFATMA for accident insurance is late and the payment for the health Card has is not included.	1. Ensure that payment for work related accident is made in a timely manner. 2. Ensure that all documentations are available during the evaluation period.	Management has an agreement with OFATMA to pay in two instalments.	14

May-22	Compensation	Social Security and Other Benefits	ONA contributions is based on the minimum salary and it is not made on time. It does not include the lunch break payment.	1. The factory needs to calculate ONA contribution based on the average daily earnings. 2. The factory need to also pay the lunch break so it can be included in the average daily earnings. 3. Submit ONA payments on time, within the first 10 working days of the month.	The factory management stated that all payment are manage by the administration of CODEVI they will follow up on that.	14
May-22	Compensation	Paid Leave	The factory pay workers incorrectly for annual leave, Sick leave, maternity leave and the daily break.	The factory needs to apply the 3*8 law and pay for the lunch break. Include the payment in the calculation for all types of leave.	Management will discuss the issue with CODEVI administration	14
May-22	Compensation	Paid Leave	The lunch breaks is not compensated in the payroll.	Revise the payroll procedures to ensure that the daily break is accurately paid to all eligible workers. Communicate the new procedures to all relevant parties.	Management will discuss the issue with CODEVI administration	14
May-22	Compensation	Paid Leave	The factory only pay six weeks for maternity leave and the lunch break payment is not included in the calculation of the average salary..	Work with OFATMA to complete the registration process. Ensure that workers receive the correct amount of maternity leave payments as required by the labor code.	Management will discuss the issue with CODEVI administration	14
May-22	Compensation	Paid Leave	The lunch break payment is not included in the calculation of the average salary payment for sick leave.	Calculate sick leave on worker's daily average earnings as specified in Art. 148.2. Pay the lunch break and include the payment in the sick leave calculation.	Management will discuss the issue with CODEVI administration	14
May-22	Compensation	Paid Leave	The lunch break payment is not included in the calculation of the average salary payment for annual leave.	Calculate the annual leave on worker's daily average earnings as specified in Art. 148.2. Pay the lunch break and include the payment in annual leave calculation.	Management will discuss the issue with CODEVI administration	
Assessment March 2021						
Mar-21	Child Labour	Documentation and Protection of Young Workers	Factory management did not shared any document for foreign workers to allow assessors to verify the reliability of their employment system.	Factory need to provide all documents requested during the assessment process.	Management explained that the park administration has the files of foreign workers. Factory shows evidence about corrections that has been made.	

Mar-21	Compensation	Minimum Wages/Piece Rate Wages	Full time Workers in the regular production line were being compensated as apprentice.	Factory should that all workers who are in the regular production line receive the correct compensation for their work.	According to the Compliance officer, corrections has been made and workers already received they pay.	
Mar-21	Compensation	Paid Leave	The factory pay workers incorrectly for annual leave, Sick leave, maternity leave and the daily break.	The factory needs to apply the 3 rd law and pay for the lunch break. Include the payment in the calculation for all types of leave.	Management will discuss the issue with CODEVI administration	
Mar-21	Compensation	Paid Leave	The lunch break payment is not included in the calculation of the average salary payment for sick leave.	Calculate sick leave on worker's daily average earnings as specified in Art. 148.2. Pay the lunch break and include the payment in the sick leave calculation.	Management will discuss the issue with CODEVI administration	
Mar-21	Compensation	Paid Leave	The factory only pay six weeks for maternity leave and the lunch break payment is not included in the calculation of the average salary..	Work with OFATMA to complete the registration process. Ensure that workers receive the correct amount of maternity leave payments as required by the labor code.	Management will discuss the issue with CODEVI administration	
Mar-21	Compensation	Paid Leave	The lunch breaks is not compensated in the payroll.	Revise the payroll procedures to ensure that the daily break is accurately paid to all eligible workers. Communicate the new procedures to all relevant parties.	Management will discuss the issue with CODEVI administration	
Mar-21	Compensation	Paid Leave	The factory pay workers incorrectly for annual leave, Sick leave, maternity leave and the daily break.	The factory needs to apply the 3 rd law and pay for the lunch break. Include the payment in the calculation for all types of leave.	Management will discuss the issue with CODEVI administration	
Mar-21	Compensation	Social Security and Other Benefits	The payment for OFATMA for accident insurance is late and the payment for the health Card has is not included.	1. Ensure that payment for work related accident is made in a timely manner. 2. Ensure that all documentations are available during the evaluation period.		

Mar-21	Compensation	Social Security and Other Benefits	The factory does not send workers' payslips for the last 3 months to OFATMA for payment of sick and maternity leave.	Send worker's payslips to OFATMA for maternity and sick leave.	The factory makes the payments, but only for six week. Factory will discuss the matter with CODEVI administration.	
Mar-21	Compensation	Social Security and Other Benefits	ONA contributions is based on the minimum salary and it is not made on time. It does not include the lunch break payment.	1. The factory needs to calculate ONA contribution based on the average daily earnings. 2. The factory need to also pay the lunch break so it can be included in the average daily earnings. 3. Submit ONA payments on time, within the first 10 working days of the month.		
Mar-21	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Work with OFATMA to complete the registration process.		
Mar-21	Contracts and Human Resources	Employment Contracts	A review of worker contracts revealed that the apprentice contracts were not approved by the Ministry of Labor, as legally required.	Submit apprentice contract to the MAST for approval.		
Mar-21	Contracts and Human Resources	Employment Contracts	The factory does not have an internal work rules approved by the Ministry of Labor.	Follow up with the Ministry of Labor to receive approval for the internal work rules.	The factory's internal work rules have been submitted to the Ministry of Labor for proper authorization.	
Mar-21	Contracts and Human Resources	Termination	The factory pay workers incorrectly for the applicable notice period upon termination.	The factory needs to apply the 3*8 law and pay for the lunch break. Include the payment in the calculation of the payment for the applicable notice period.	Management will discuss the issue with CODEVI administration	
Mar-21	Contracts and Human Resources	Termination	The calculation for the payment of unused paid annual leave upon termination is incorrect because it does not include the lunch break payment.	The factory needs to apply the 3*8 law and pay for the lunch break. Include the payment in the calculation of the payment for the applicable notice period.	Management will discuss the issue with CODEVI administration	
Mar-21	Contracts and Human Resources	Termination	The calculation for the payment of annual salary supplement or bonus upon termination is incorrect because it does not include the lunch break payment.	The factory needs to apply the 3*8 law and pay for the lunch break. Include the payment in the calculation of the payment for the applicable notice period.	Management will discuss the issue with CODEVI administration	

Mar-21	Contracts and Human Resources	Termination	Management did not show evidence of advance notice to the ministry of labour for temporary suspension.	Factory should inform the ministry of any temporary suspension that will take place.		
Mar-21	Occupational Safety and Health	OSH Management Systems	Management's interviewed revealed that work related accident are not reported to OFATMA monthly.	Submit work related accident to OFATMA on a monthly basis.	This non compliance has been cleared. Evidences has been sent.	
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical product inventory is not accurate. It does not include all the products used in the workplace.	Keep an updated inventory. Assign somebody to review the inventory on a regular basis.		
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several containers of chemical products were found without label.	Label all containers of chemical products used in the workplace	Training has been done for the workers and supervisors. Access has been limited to non authorized workers.	
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available for chemicals used in the workplace.	Post MSDS where chemical products are used and stored.		
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Factory did not provide training for workers using chemical and hazardous substances.	Train all workers who are using chemical and hazardous substances in the use and handling of such products.		
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The eye wash station does not function properly.	Install a functioning eye wash station where chemical and hazardous substances are used and stored.		
Mar-21	Occupational Safety and Health	Worker Protection	20 percent of the single needle machines were missing finger guards.	Install eye guards on all sewing machines.	Correction has been done. Evidence has been sent.	
Mar-21	Occupational Safety and Health	Worker Protection	The factory did not check the body temperature of all workers as well as the visitors.	Check all workers' and visitors' body temperature upon entry and keep a record for those who have a body temperature of 38C or above.		
Mar-21	Occupational Safety and Health	Working Environment	Workplace temperature is above the recommended 30C.	Install fans or a cooling system to maintain the temperature at 30C or below.		
Mar-21	Occupational Safety and Health	Working Environment	Light level is unacceptable.	Improve the lighting system to provide better lighting for the workers. Follow Better work's recommended lighting levels.		

Mar-21	Occupational Safety and Health	Welfare Facilities	The drinking water is not tested on a monthly basis.	Maintain an adequate supply of water for all workers and ensure that the water is tested on a monthly basis.		
Mar-21	Occupational Safety and Health	Health Services and First Aid	Workers did not receive the health cards within the first 3 months of hiring, although the factory paid for the health card (CDS).	Follow up with OFATMA to provide the medical test as well as the health card.		
Mar-21	Occupational Safety and Health	Health Services and First Aid	Medical checks was not provided to workers exposed to work-related hazards.	Provide health checks twice a year at not cost for the workers exposed to work-related hazards. Make the results available to the worker. Record when the health check was conducted and when the next health check will take place. Specify who is in charge of monitoring health	The factory will work with CODEVI'S clinic to provide the medical checks.	
Mar-21	Occupational Safety and Health	Health Services and First Aid	The factory did not provide free annual medical checks to all workers.	Provide annual health checks at not cost for the workers. Make the results available to the worker. Record when the health check was conducted and when the next health check will take place. Specify who is in charge of monitoring health checks for the workers	The factory will work with CODEVI'S clinic to provide the medical checks.	
Mar-21	Occupational Safety and Health	Health Services and First Aid	The factory does not have onsite medical facilities and staff as required by art. 478 and 479 of the labor code.	Factory should discussed with CODEVI administration to have an adequate medical facility capable of attending to its needs, as required by the labor code.	The free zone has the medical services.	
Mar-21	Occupational Safety and Health	Health Services and First Aid	First aid boxes contained expired products..	Develop a checklist for the first aid boxes. Assign somebody to inspect them on a daily basis.		
Mar-21	Occupational Safety and Health	Health Services and First Aid	Less 10 percent of the workforce is trained in first aid as recommended by Better Work.	Provide training to at least 10 percent of the workforce.	Factory will develop a training plan.	
Mar-21	Occupational Safety and Health	Emergency Preparedness	The factory does not have any alarm system and smoke detector install in both building.	Install the proper fire detection system in the workplace.		

Mar-21	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of fire extinguishers.	Factory needs to develop a maintenance plan and inspect the fire extinguishers on a monthly basis. Yearly maintenance to be done by a certified company.	Factory will develop a maintenance schedule.	
Mar-21	Occupational Safety and Health	Emergency Preparedness	The evacuation plan is inaccurate.	Update the evacuation plan and post it on the floor.		
Mar-21	Occupational Safety and Health	Emergency Preparedness	Obstructed aisles in cutting area and Fabric warehouse by fabric.	Keep all aisles free of obstruction.		
Mar-21	Occupational Safety and Health	Emergency Preparedness	Fire drills are not conducted every 6 months as recommended by Better Work.	Conduct fire drills every six months.		
Mar-21	Occupational Safety and Health	Emergency Preparedness	Less than 10 percent of workers were trained in the use of fire-fighting equipment.	Provide training to at least 10 percent of the workforce in the use of fire fighting equipment.	Factory will develop a training plan.	
Mar-21	Working Time	Regular Hours	The regular working hours exceed the legal limit.	Review the work rules to ensure that regular working hours do not exceed the 48 hour legal limit.		
Mar-21	Working Time	Regular Hours	Workers did not punch in and out and the attendance record is not signed by the workers.	Ensure that workers are directly accountable for effectively recording their own working time. Keep working time records that reflect the actual hours work by workers including overtime. Keep working time records for at least 12 months.	They stopped using the punch system during COVID, but they will start using it again once they set it up.	
Mar-21	Working Time	Leave	Workers did not receive 15 days of annual leave after one year of service, as required by law.	The factory needs to provide workers with 15 days vacation after one year of service, as mandated by the labor laws.		
Mar-21	Working Time	Leave	Pregnant workers do not go on leave 6 weeks before giving birth.	Ensure that pregnant workers go on leave 6 weeks before childbirth as specified in the Labor Code.	Factory will make sure that workers go on maternity leave 6 weeks before giving birth.	
Mar-21	Contracts and Human Resources	Employment Contracts	The factory has an HR policy that is not signed by top management.	Have management sign the HR policy.	Management will review and sign the policy.	
Mar-21	Contracts and Human Resources	Employment Contracts	The internal work rules are not posted on the floor.	The factory need to post internal regulations on the floor and trained staff on how to carry out policies and procedures.		

Mar-21	Contracts and Human Resources	Employment Contracts	No. The employer does not properly investigates monitors and measures OSH issues.	The factory should investigate OSH issues through: Regular test, survey and inspections, logging and analysis of violations of procedures. Regular management review of effectiveness of management system including performance on measurable objectives and		
Mar-21	Contracts and Human Resources	Employment Contracts	The factory has disciplinary and termination procedures that does not include all the necessary steps.	Review the procedure to include a step by step warning system, the right to defend oneself prior to termination and to representation during the disciplinary process.		
Mar-21	Contracts and Human Resources	Employment Contracts	No. The factory does have a grievance handling and dispute resolution but it is not a written procedure.	Review the procedure in the collaboration with the worker representatives. Have it in a local language, inform workers about the procedure and post it on the floor. Include clear options for submitting grievances and follow		
Mar-21	Occupational Safety and Health	OSH Management Systems	No. Management did not properly assigns accountability at the level of management and OSH committee for carrying out Health and Safety responsibilities	Management should appoint an OSH officer with sufficient expertise and make sure that the committee is functioning by holding regular monthly meetings.		
Mar-21	Occupational Safety and Health	OSH Management Systems	The factory does not adequately communicate and implement OSH policies and procedures.	The factory needs to train the committee members on relevant OSH issues, post the OSH policy on the floor and post the names and pictures of committee members		
Mar-21	Occupational Safety and Health	OSH Management Systems	No. The employer does not properly investigates monitors and measures OSH issues.	The factory should investigate OSH issues through: Regular test, survey and inspections, logging and analysis of violations of procedures. Regular management review of effectiveness of management system including performance on measurable objectives and targets		

Mar-21	Occupational Safety and Health	OSH Management Systems	The factory's emergency preparedness procedure is in Spanish and does not include all the necessary elements.	Review the procedure to include evacuation of employees to designated assembly location and accounting for all employees after an evacuation.	Factory will review the procedure.	
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89 BETTER WORK HAITI - 24TH SYNTHESIS REPORT



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

31-May-22	Training	Virtual Financial Literacy.
6-May-22	Virtual advisory meeting	Virtual meeting with the compliance team for the implementation of a bipartite committee. Review the improvement plan: Annual leave, working environment, welfare facilities. Review of documentations Breast feeding brakes, Annual leave, compensation and COVID-19 Policy.
28-Apr-22	Training	Virtual OSH Event Workshop.
25-Mar-22	Virtual advisory meeting	Virtual OSH tour to validate pending issues: emergency preparedness. Meeting with the OSH committee to identify the training needs and review the last assessment report. Meeting with Management to determine a work strategy for the cycle, Follow-up on the first Progress Report, Implementation of the bipartite committee and factory payroll system.
8-Dec-21	Training	Virtual Sexual Harassment Awareness and Prevention.
22-Oct-21	Virtual 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	Virtual 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.

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.		7
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.	Working hours on Sunday are recorded in the payroll.	7

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.		7
Nov-21	Occupational Safety and Health	Emergency Preparedness	Sources of ignition are not properly safeguarded.	Provide additional training to workers on electrical hazards. Display picture of electrical hazards on the floor.		64
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.	Additional space have been identified and also the factory is using containers to stored finished products.	27
Nov-21	Occupational Safety and Health	Emergency Preparedness	Escape routes are 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.		27
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.		48
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.	The factory hired 6 additional nurses. The medical staff has 10 nurses.	27
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 for the health card. Provide free annual health checks to all workers.		63
Nov-21	Occupational Safety and Health	Health Services and First Aid	Newly hired workers have not received the health card nor a free health check within the first 3 month of hiring.	Pay the health card. 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.		27
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.		27

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.		7
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.		7
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.		63
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.		63
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.	Eye wash bottles have been installed where chemicals are used and stored.	7
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled 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.		63
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.		7
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.		7
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.		7
Nov-21	Contracts and Human Resources	Employment Contracts	Several workers did not receive a copy of the contract.	Provide a contract to all employees.		27
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.		7

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.	63
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.	63
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.	63
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.	63
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.	63
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.	7
Nov-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the lunch break.	7
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.	7

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.		7
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.		7
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 an 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 telephone 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 spot cleaning machines. Isolate the spot cleaning area from the work floor.	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 use the weight lifting belt (PPE) for heavy lifting.	Provide weight belts to workers. Raise awareness of supervisors and workers about heavy lifting equipment (PPE).	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.	

97 **BETTER WORK HAITI - 24TH SYNTHESIS REPORT**



Factory: Digneron Manufacturing SA
Location: Arrondissement de Croix-des-Bouquets
Number of workers: 1625
Date of registration: Oct-18
Date of last two Better Work assessments: Feb-21 Mar-22

Advisory and Training Services

17-Mar-22	Virtual advisory meeting	Meeting with the bipartite committee to present the training plan and discuss about the training needs.2) Meeting with the HR manager to review the payroll and the documentations such as Grievance mechanism, OSH management systems and HR management systems.
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 the bipartite 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 dialc
26-May-21	Virtual advisory meeting	Management meeting on the improvement plan. Factory to finalize the progress report. Bipartite Committee meeting to discuss workers' concern regarding OFATMA and the second wave of COVID19.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2022						
Mar-22	Compensation	Social Security and Other Benefits	Factory made a partial payment for OFATMA work related accident insurance for fiscal year 2021- 2022. The factory did not pay for the health card (CDS).	Complete the balance of payment for the OFATMA work related accident insurance. Request the timeline for the payment of the remaining balance and the invoice for the Health Card (CDS).		42
Mar-22	Compensation	Social Security and Other Benefits	Employer's contributions for OFATMA maternity and health insurance are submitted late.	Submit the employer's portion to OFATMA for maternity and health insurance on time, within for the 10 working days of the month.	Factory is trying to reduce the delay in the payment of OFATMA. Last payment was made on May 24 for the month of March 2022. However the security concern is a big challenge.	38
Mar-22	Compensation	Social Security and Other Benefits	Worker's portion of contributions to OFATMA for maternity and health insurance is submitted late.	Submit the worker's portion to OFATMA for maternity and health insurance on time, within for the 10 working days of the month.	Factory is trying to reduce the delay in the payment of OFATMA. Last payment was made on May 25 for the month of March 2022. However, the security concern is a big challenge.	38

Mar-22	Contracts and Human Resources	Employment Contracts	The day of the payroll, including time, is not mentioned in the internal work rules as specified in Art. 399 of the Labor Code.	Update the internal work rules to include the time, day and the hour of the payroll. Submit the internal work rules to MAST for approval.	The employer has notified the change in working hours schedule to the Ministry of Labor.	22
Mar-22	Occupational Safety and Health	OSH Management Systems	The factory did not share any structural safety certificate, certifying the structure of the building meets the safety requirements for an industrial structure.	Provide the certificate certifying that the building meets the safety requirements for an industrial structure.		3
Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Assessors found twenty two containers without labelling, indicating the classification hazards and safety precautions.	Label all containers of chemicals used within the factory properly, by indicating the classification hazards and safety precautions. .	The tanks containing diesel have been identified.	38
Mar-22	Occupational Safety and Health	Worker Protection	Seven percent of the sewing machines were observed without pulley guards.	Ensure that sewing machine have all the necessary guards.		3
Mar-22	Occupational Safety and Health	Worker Protection	The batteries terminals in the generator room were not covered.	Cover the battery terminals located in the generator room.	The battery terminals are properly covered.	3

Mar-22	Occupational Safety and Health	Health Services and First Aid	The factory did not pay for the health card. As a result OFATMA did not provide any medical checks for workers using chemicals.	Pay the CDS and request that OFATMA provides the necessary medical checks.	Factory wrote several letters to OFATMA requesting an invoice for the payment of the health cards. However, no response from OFATMA.	38
Mar-22	Occupational Safety and Health	Health Services and First Aid	The factory did not pay for the health card. As a result OFATMA did not provide any medical checks for workers within the first three months of employment.	Pay the CDS and request that OFATMA provides the necessary medical checks.	Factory wrote several letters to OFATMA requesting an invoice for the payment of the health cards. However, no response from OFATMA.	38
Mar-22	Occupational Safety and Health	Health Services and First Aid	The factory did not pay for the health card. As a result OFATMA did not provide any annual medical checks for workers.	Pay the CDS and request that OFATMA provides the necessary medical checks.	Factory wrote several letters to OFATMA requesting an invoice for the payment of the health cards. However, no response from OFATMA.	38
Mar-22	Occupational Safety and Health	Health Services and First Aid	The number of nurses is insufficient and does not comply with the Haitian Labour Code recommendation.	Hire more nurses to be in compliance with the law.		38
Mar-22	Occupational Safety and Health	Health Services and First Aid	Seventy-five percent of first-aid trainings are provided by the factory's compliance Officer. However, the factory did not share any document to certify that the compliance officer can deliver the training.	Ensure that 10 percent of the workforce is trained in first-aid. Training should be provided by a certified first aid trainer.		3
Mar-22	Occupational Safety and Health	Emergency Preparedness	Seven fire extinguishers were missing in the workplace.	Ensure that the fire extinguishers are located as per as the indications.	Missing fire extinguisher were added.	38
Mar-22	Occupational Safety and Health	Emergency Preparedness	Assessors observed that escape routes are not clearly marked in several areas on the floor.	Mark all escape routes.		38
Mar-22	Working Time	Regular Hours	The factory did not provide the required break to pregnant women.	Inform the pregnant workers of the breaks they are entitled to.	The policy has been updated. The pregnant women were trained on the new policy.	3
Mar-22	Contracts and Human Resources	Employment Contracts	Assessors did not find any evidence that the employer takes action to investigate violations of HR policies and procedures, identify weaknesses and make necessary adjustments to prevent recurrence.	Improve the management system by investigating violations of HR policies and procedures, identifying weakness and making necessary adjustments.		3
Mar-22	Contracts and Human Resources	Employment Contracts	The grievance procedure does not include communication of changes made and resolutions proposed.	Include communication of changes made and proposed resolutions.		3

Mar-22	Contracts and Human Resources	OSH Management Systems	The employer does not perform regular reviews of the effectiveness of its management system and there is no evidence that accident investigations are followed by an actual change in procedure.	Perform reviews of the effectiveness of the management system on a regular basis and include measurable performance objectives.		3
Mar-22	Occupational Safety and Health	OSH Management Systems	The procedure for accident investigation does not include implementation of changes in order to avoid reoccurrence.	Include implementation of changes in order to avoid reoccurrence in the accident investigation procedure.		3
Mar-22	Occupational Safety and Health	OSH Management Systems	The OSH policy did not - establish measurable objectives and improvement targets. - was not developed in consultation with workers and their representatives.	Consult with the workers on the amendment of the OSH policy and include the following in the OSH policy: -Measurable objectives and improvement targets		3

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.	
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.	
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.	
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.	
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.	
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.	
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.		
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unlabelled 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.	
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	

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.	
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.	
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.	
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.		
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.		
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.		
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.		
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.		
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.		
Feb-21	Occupational Safety and Health	Emergency Preparedness	Shipping area is missing a smoke detector.	Install a smoke detector in the shipping area.		

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.	
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.	
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.	
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.	
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.	
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.	
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 one year of service.		



Factory: Fairway Apparel S.A.
Location: Port-au-Prince
Number of workers: 596
Date of registration: Jan-11
Date of last two Better Feb-21
Work assessments: Mar-22

Advisory and Training Services

May-22	Virtual advisory meeting	Meeting to discuss about new improvement plan, non compliance root cause and actions needed.
Apr-22	Advisory meeting	Meeting to discuss about the findings from the last assessment and the new improvement plan.
Mar-22	Advisory meeting	Meeting with the compliance team for the implementation of a bipartite committee. Review of the improvement plan: Annual leave, working environment, welfare facilities. Review of documentations Breast feeding breaks, Annual leave, compensation and COVID-19 Policy.
Dec-21	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 on sick leave payment. Tracking corrected improvement issues. Meeting with management Discuss proof of progress on the Improvement plan and follow up on the current situation of the factory. Finalized progress report 1 Conducted a factory tour and update the improvement plan.
Oct-21	Virtual advisory meeting	Advisory summary Meeting with the factory management to: - Review the improvement plan. - Follow up on the current situation of the factory. - Follow up temporary workers issue.
Sep-21	Virtual advisory meeting	Meeting with management to discuss proof of progress on the Improvement plan Meeting with the bipartite committee and MAST inspector To discuss the situation of sending workers on suspension for 20 to 25 days when they return on sick leave. Verify documents for ONA & OFTAMA's last payments. Follow up on the progress report.
Aug-21	Training	Virtual HIV/AIDS.
Aug-21	Training	Virtual HIV/AIDS.
Jun-21	Virtual PICC Meeting	Meeting with the bipartite committee to discuss: How to improve the Social dialogue and grievance mechanism in the workplace. Meeting with management to: Review the improvement plan Conducted a factory tour between BW, the compliance of the factory and the MAST.
Jun-21	Advisory meeting	Meeting with the bipartite committee to discuss: How to improve the Social dialogue and grievance mechanism in the workplace Meeting with management to: Review the improvement plan Conducted a factory tour between BW, the compliance of the factory and the MAST.
May-21	Training	Virtual Learning Seminar on Chemical Management System.
May-21	Virtual advisory meeting	Meeting with the bipartite committee to discuss: The new improvement plan. Root cause and remediation action needed.

105	May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Middle Management.
	May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Supervisors.
	May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Workers.
	May-21	Training	Workplace Cooperation & Communication.
	May-21	Training	Virtual Sexual Harassment Awareness and Prevention.
	May-21	Training	Virtual training Covid-19 Emergency Preparedness.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2022						
Mar-22	Occupational Safety and Health	OSH Management Systems	The OSH policy does not include Measurable objectives and improvements targets.	Review the OSH policy to include measurable objectives and improvements targets and was not developed through consultation with workers representatives.	Factory will be reviewing the OSH policy.	3
Mar-22	Occupational Safety and Health	OSH Management Systems	The factory does not have a hazard/risk management and control procedure that includes all the requirements.	Include:- A systematic approach to identifying hazards;- A structure to prioritize risks based on potential impact and likelihood;- A hierarchy of controls that is used to select effective controls;- A risk register that drives the implementation of controls.		3
Mar-22	Occupational Safety and Health	OSH Management Systems	The factory has a written accident investigation procedure that not Includes root cause analysis.	Revise the investigation procedure to include root cause analysis.		
Mar-22	Occupational Safety and Health	OSH Management Systems	The factory does not fully investigates performance of HR.	Ensure that all parameters are reviewed during the HR review.		3
Mar-22	Contracts and Human Resources	Employment Contracts	The grievance handling and dispute resolution procedures does not include all the necessary elements.	Review the procedure and include fair review and appeal process, communication of changes made or resolution.		3
Mar-22	Contracts and Human Resources	Employment Contracts	The disciplinary and termination procedures does not include all the necessary steps.	Review the procedure to include details on the workers' rights to defend themselves prior to termination, and to representation during disciplinary processes.		3

Mar-22	Contracts and Human Resources	Employment Contracts	The factory does not properly investigate violations of HR policies and procedures.	Review the procedure to identify weaknesses and make necessary adjustments to prevent recurrence.		3
Mar-22	Working Time	Leave	The factory provide payment to security guards in place of annual leave.	Factory must provide all workers with 15 days of paid annual leave as required by law.		3
Mar-22	Working Time	Regular Hours	Inaccurate attendance records. Overtime hours and work done on Sundays and holidays are not recorded in the regular payroll.	Use one punch system to record all hours worked and include all payments in the regular payroll.		3
Mar-22	Working Time	Regular Hours	Pregnant women are not entitled to two period of rest in addition to the lunch break.	Provide pregnant women with tow additional breaks of 30 minutes each.		3
Mar-22	Occupational Safety and Health	Emergency Preparedness	The factory trained less than 10 percent of workers in the use of fire fighting equipment.	Needed a plan of training for workers in the use of fire fighting equipment.		13
Mar-22	Occupational Safety and Health	Emergency Preparedness	The factory has not conducted a fire drill in the last 12 months.	Ensure that the factory conduct fire drills and emergency awareness training every 6 month to prepare and inform of possible workplace emergencies.	Factory has plan to do the next fire drill on July 9th	13
Mar-22	Occupational Safety and Health	Emergency Preparedness	During the factory tour, assessors observed several obstructed aisles.	Remind supervisors about their responsibility to enforce OSH in their area. Identify additional storage area. Review and update the internal audit procedure		46
Mar-22	Occupational Safety and Health	Emergency Preparedness	The evacuation map does not reflect the current layout of the factory.	Ensure that the evacuation plan is updated.	Evacuation plan has been updated and shared.	3
Mar-22	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of fire extinguishers.	Develop a maintenance plan for fire extinguishers. Assign a person responsible to check the fire extinguishers on a regular basis.		13

Mar-22	Occupational Safety and Health	Health Services and First Aid	Insufficient number of workers trained in first aid.	Train at least 10 percent of the workforce in first aid.		13
Mar-22	Occupational Safety and Health	Health Services and First Aid	First aid boxes are missing basic items.	Develop a checklist for the first aid boxes, assign somebody to verify them on a regular basis and ensure that missing or expired items are replaced promptly.	All first boxes has been completed and are accessible for all workers.	13
Mar-22	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Hire additional nurses to comply with the labour code.		46
Mar-22	Occupational Safety and Health	Health Services and First Aid	Free health checks are not systematically provided to workers.	Pay OFATMA for the Health Card and ensure that annual health check are provided to workers.		46
Mar-22	Occupational Safety and Health	Health Services and First Aid	Medical checks are not provided twice a year to workers exposed to work-related hazards.	Pay OFATMA for the Health Card and ensure that health check are provided to workers exposed to work-related hazard at least twice a year.		46
Mar-22	Occupational Safety and Health	Health Services and First Aid	The factory does not provide systematic free health checks within the first three months of hiring that cover all required exams.	Pay OFATMA for the Health Card and provide health check to new workers within the first three month of being hired.		46
Mar-22	Occupational Safety and Health	Welfare Facilities	The factory does not perform regular test on the water filtration system.	Water must be tested every month by a certified laboratory.		13
Mar-22	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Provide adequate lighting as recommended by Better Work.		13
Mar-22	Occupational Safety and Health	Working Environment	Temperature levels were inappropriate in all the working sections.	Monitor the temperature level and maintain it under 30 C inside the workplace.		34

Mar-22	Occupational Safety and Health	Worker Protection	Assessors observed that standing workers were not provided with ergonomic mats.	Provide standing mats or foot rests to all standing workers.	Factory already provide ergonomics mats to all standing workers Training has been done to all workers about why to use the PPE	13
Mar-22	Occupational Safety and Health	Worker Protection	No register was available for all persons with a temperature of 38C and above.	Check workers and visitors body temperature upon entry and keep a record of those who present a body temperature of 38C or above.		13
Mar-22	Occupational Safety and Health	Worker Protection	The employer did not take any measures to maintain a social distance of 1.5 m.	Take the appropriate measure to respect a social distance of 1.5m.		28
Mar-22	Occupational Safety and Health	Worker Protection	Management did not provide workers with training on the use of protective equipment.	Provide worker with the necessary training to use personal protective equipment and machinery.	According to the compliance officer planification is already done to have several sessions on the next few weeks. Training plan will be shared.	48
Mar-22	Occupational Safety and Health	Worker Protection	Workers are not provided with the proper personal protective equipment.	Provide proper PPE to all workers, including weight lifting belts, hard hats and masks.	Factory has provided PPE material to all worker. Training has been done about how to use them and why it is important to use them.	3
Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station is not available in the mechanic workshop.	Install eye wash stations in all places where chemical and hazardous substances are used.		3
Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical safety data sheets were not available in the mechanic workshop.	Translate and post MSDS where chemicals are used in the workplace.		3
Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and Hazardous Substances not properly labelled in the mechanic workshop.	Label all chemicals and hazardous substances used in the workplace.		3

Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemical product is not accurate.	Factory needs to update the inventory.	Inventory updated and shared	48
Mar-22	Contracts and Human Resources	Termination	The calculation of the average daily salary does not include the lunch break payment.	Factory needs to apply the law and pay the lunch break.		48
Mar-22	Contracts and Human Resources	Termination	The calculation for unused paid annual leave upon termination does not include the lunch break payment.	Comply with the law; pay the lunch break and include it in the calculation of the average daily salary.		48
Mar-22	Contracts and Human Resources	Termination	Inaccurate calculation of the average earning.	Comply with the law; pay the lunch break and include it in the calculation of the average daily salary.		48
Mar-22	Compensation	Social Security and Other Benefits	ONA payments are consistently late.	Factory needs to comply with the law and submit payments to ONA withing the first 10 working days of the current month, for the previous month.		48
Mar-22	Compensation	Social Security and Other Benefits	The factory is not affiliated to OFATMA for maternity and health insurance.	Factory needs to comply with the law and register with OFATMA maternity and health insurance.	Factory is registered with OFATMA maternity and health insurance, but payment will start on August according to factory managers	48
Mar-22	Compensation	Social Security and Other Benefits	Inaccurate calculation for the annual salary supplement or bonus.	Factory needs to pay the lunch break and include the payment in the calculation of the average daily salary.		48
Mar-22	Compensation	Paid Leave	Inaccurate payment for rest day maternity leave, sick leave and annual leave.	Factory needs to pay the lunch break and include the payment in the calculation of the average daily salary.		48
Mar-22	Compensation	Paid Leave	Lunch break is not compensated in the payroll.	Discuss legal requirements with the General Manager and pay the lunch break.		48

Mar-22	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Discuss legal requirements with the General Manager, register to OFATMA maternity and health insurance and pay the lunch break.		48
Mar-22	Compensation	Paid Leave	Inaccurate payment for maternity leave and payment for sick leave.	Discuss legal requirements with the General Manager, register to OFATMA maternity and health insurance and pay the lunch break.		48
Assessment February 2021						
Feb-21	Occupational Safety and Health	Welfare Facilities	The factory failed to provide a water test from a laboratory attesting that the water is safe.	Maintain an adequate supply of water for all workers and ensure that the water is tested on a monthly basis.	The factory conducted a water test attesting that the water is safe.	
Feb-21	Occupational Safety and Health	Health Services and First Aid	Less than 10% of workforce have been trained in first aid.	Train at least 10% of the workforce in first aid.		
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Hire additional nurses.		
Feb-21	Occupational Safety and Health	Health Services and First Aid	Annual Medical checks conducted by factory does not cover all required exams.	Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required.		
Feb-21	Occupational Safety and Health	Health Services and First Aid	Medical checks twice a year to workers exposed to work-related hazards does not cover all required exams.	Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required.		
Feb-21	Occupational Safety and Health	Health Services and First Aid	The factory does not provide systematic free health checks within the first three months of hiring that cover all required exams.	Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required.		
Feb-21	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Keep the light levels acceptable in all department.		
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.		

Feb-21	Occupational Safety and Health	Worker Protection	The factory did not take any measures to maintain a social distance of 1.5 m.	Ensure that 1.5 meter of distance is respected on the production floor.		
Feb-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels.	Improve the electrical maintenance.	The factory has properly maintained all electrical panels.	
Feb-21	Occupational Safety and Health	Worker Protection	Sewing machines were missing pulley guards.	Install all missing pulley guards and ensure proper monitoring is conducted.		
Feb-21	Occupational Safety and Health	Emergency Preparedness	Insufficient number of workers trained in the use of fire-fighting equipment.	Train at least 10% of the workforce on the use of fire-fighting equipment.		
Feb-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.	The factory conducted a evacuation drill on November 8, 2021	
Feb-21	Occupational Safety and Health	Emergency Preparedness	Obstructed routes in the fabric warehouse and cutting area.	Ensure that emergency exits and escape routes are not obstructed.		
Feb-21	Occupational Safety and Health	Emergency Preparedness	The evacuation map need to be updated and escape routes need to be clearly marked.	Post updated evacuation plans for all buildings and Ensure that all escape routes are clearly marked.		
Feb-21	Occupational Safety and Health	Emergency Preparedness	Two fire extinguishers were not identified and one was missing.	Provide adequate fire fighting equipment and ensure regular maintenance is done.	The factory identified the two fire extinguishers with proper hazard signs and replace the missing one.	
Feb-21	Occupational Safety and Health	Emergency Preparedness	Alarm in the cutting buildings was not working.	Ensure that the cutting buildings has a functioning alarm system.	The factory has repaired the alarm system. It is working properly now.	
Feb-21	Working Time	Regular Hours	Working time records did not reflect the hours actually worked.	Have an accurate attendance recording system.		
Feb-21	Working Time	Regular Hours	The required break was not provided to pregnant women.	Develop a policy for pregnant women, Include the additional breaks in the policy and inform all pregnant workers.		

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 supplied shock mats to workers made with fabric waste that did not meet specifications.	
Feb-21	Occupational Safety and Health	Worker Protection	The factory did not train workers in the use of protective equipment and machines.	Train workers in the use of protective equipment and machines in the workplace.		
Feb-21	Occupational Safety and Health	Worker Protection	The factory did not Provide gloves and goggles to workers mixing the ink in the sublimation area.	Provide appropriate PPE for all workers.		
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory did not train workers using chemical and hazardous substances.	Provide training on chemical management system to workers using chemical and hazardous substances in the workplace .		
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.	The Factory install some MSDS in the workplace as required, but they are in English.	
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.		
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.	The factory updated its inventory of chemicals and hazardous substances used in the workplace.	
Feb-21	Contract and Human Resources	Termination	No payment of annual salary supplement upon termination to workers with determined contract of two months.	Ensure that workers are issued contracts with benefits matching the true nature of their jobs.		
Feb-21	Occupational Safety and Health	Termination	No payment of unused annual leave upon termination to workers with determined contract of two months.	Ensure that workers are issued contracts with benefits matching the true nature of their jobs.		

Feb-21	Contract and Human Resources	Contracting Procedures	Factory does not provide lunch break to security guards working the night shift.	Provide security guards with at least 1/2 hour for lunch break when they working the night shift.	The factory management ensures the night shift guards will have a break on a rotation basis.	
Feb-21	Contract and Human Resources	Employment Contracts	Inaccurate workers contract.	Ensure that workers are issued contracts with benefits matching the true nature of their jobs.		
Feb-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.		
Feb-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.		
Feb-21	Compensation	Social Security and Other Benefits	Inaccurate payment to OFATMA for work-related accident insurance.	Complete the payment for OFATMA work related accident for the fiscal year 2020-2021.		
Feb-21		Social Security and Other Benefits	ONA's deduction collected on workers is inaccurate and payments are made late consistently.	Ensure that the lunch break is include in workers contribution and forward on time to ONA.		
Feb-21	Compensation	Social Security and Other Benefits	The calculation of ONA payment is inaccurate and payments are made late consistently.	Include the lunch break payment in the ONA contribution and ensure that ONA is paid on time.		
Feb-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the daily break accurately to all eligible workers.		
Feb-21	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Register in the mandatory maternity insurance system offered through OFATMA.		
Feb-21	Compensation	Premium Pay	Inaccurate payment to workers work on Saturday.	Ensure that hours worked on Saturday are accurately compensated as overtime hours to all eligible workers.		

Feb-21	Compensation	Minimum Wages/Piece Rate Wages	Inaccurate payment to workers with determined contract of two months.	Pay workers correctly, when their piece rate earnings exceed minimum wage.		
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Factory: Go Haiti 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

28-Apr-22	Training	Virtual OSH Event Workshop.
27-Apr-22	Virtual advisory meeting	Virtual OSH tour on emergency preparedness and welfare facilities, Meeting with the compliance team to validate the improvement plan, then present a monitoring system for induction training and contract. Session on HR performance indicator and procedure. GBVH gap analysis.
29-Mar-22	Virtual advisory meeting	Virtual meeting with the OSH committee to identified the training needs of the factory and validate pending issues on worker protections.
18-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Middle Management.
24-Nov-21	Virtual advisory meeting	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	Virtual advisory meeting	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.

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 hours 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.		8
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.		8
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.		8

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.		29
Sep-21	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of fire extinguishers.	Perform regular maintenance of fire extinguishers. Specify who conducts regular checks to make sure that the equipment is in place and functioning.		8
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.		8
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.	The first aid boxes are equipped and accessible.	29
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.	8
Sep-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Build additional toilets in order to have at least 35 functioning toilets for women and 17 functioning toilets for men.		65
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.		8
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.		8
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.		29
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.		29
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.	Eye washes are working properly.	8

Sep-21	Compensation	Wage Information, Use and Deduction	The calculation of annual salary supplement or bonus does not include the lunch break payment.	Ensure that workers' salary supplement include the lunch break payment.		8
Sep-21	Compensation	Social Security and Other Benefits	The employer's contribution to OFATMA maternity and health insurance is late and does not include the lunch break payment.	Include the lunch break payment in the calculation of contributions to OFATMA.		40
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 the calculation of workers' contribution to OFATMA- Forward workers' contribution to OFATMA on time.		40
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.		8
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.		54
Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to ONA is late. Moreover, the calculation of the average daily 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.		54
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.		8
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.		8
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.		8
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.		8

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.		8
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.	
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.	
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.	
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.	
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.	
Dec-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		
Dec-19	Occupational Safety and Health	Working Environment	Combustible materials like fabric waste, cardboard and paper were scattered in the workplace.	Clean workplace regularly.		
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.	
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.	

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.		
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.		
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.	
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.	
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.		
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.	
Dec-19	Contracts and Human Resources	Employment Contracts	Unequal treatment of workers with similar contract.	Modify the terms of workers' contract.		
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.		
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.		
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.		

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.		
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.	
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.	

121 **BETTER WORK HAITI - 24TH SYNTHESIS REPORT**



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

6-May-22	Training	Virtual Bipartite Committee training.
2-May-22	Virtual advisory meeting	Advisory visit to perform virtual OSH tour.
23-Mar-22	Virtual advisory meeting	Advisory meeting to discuss about improvement plan.
18-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Middle Management.
11-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Supervisors.
10-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Workers.
8-Dec-21	Training	Virtual Sexual Harassment Awareness and Prevention.
28-Oct-21	Bipartite Committee Meeting	Discussion with the management to update the Improve plan. Discussion regarding workers who complained about unjustified dismissal. Bipartite meeting where workers expressed their concern regarding transportation and the insecurity in the Port-au-Prince.
2-Jul-21	Bipartite Committee Meeting	Meeting with PCCC 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.

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.		7
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.	The management trained the pregnant women	7
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.		50

Nov-21	Occupational Safety and Health	Emergency Preparedness	Obstructed aisles.	Keep all aisles unobstructed.		7
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.		7
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.		7
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 checks for all workers.		50
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.		7
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.		7
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.		50
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.		7
Nov-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Factory needs to increase the number of toilets to comply with the labor law.		50
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.		50
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.		50

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.		24
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.		7
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.		7
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.		7
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.		7
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.		7
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 where chemicals and hazardous substances are used. MSDS must be in local language.		50
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemical and hazardous substances found in the workplace.	Label all chemicals and hazardous substances properly.		50
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.		50

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 the y can be available when needed.		50
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.		50
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.		50
Nov-21	Compensation	Social Security and Other Benefits	The employer collected but did 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.		50
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.		50
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.		50
Nov-21	Compensation	Social Security and Other Benefits	The employer collects but does not forwards 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.		50
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.		50
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.		7
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.		7
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.		
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.		
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.		
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.		
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.		
Feb-20	Compensation	Social Security and Other Benefits	Employers' contributions for OFATMA maternity and health insurance were consistently late.	Forward employer's contribution to OFATMA for maternity and health insurance.	The factory completed payment up to September 2019.	
Feb-20	Compensation	Social Security and Other Benefits	Workers' contributions for OFATMA maternity and health insurance were consistently late.	Collect and forward workers' contributions to OFATMA for maternity and health insurance.	The factory completed payment up to September 2019.	
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.	

Feb-20	Occupational Safety and Health	OSH Management Systems	Management does not consistently perform an assessment of general occupational safety and health issue.	Perform an assessment of general occupational safety and health issue on a regular basis..		
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	
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper storage of dangerous chemical.	Store chemicals and hazardous substances in an appropriate location.		
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.	
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.		
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.		
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.		
Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for the workforce.		
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.	
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.	
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.		
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.	

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.		
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.	
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..		

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Factory: HAITI BEST SEWING MFG SA
Location: Arrondissement de Port-au-Prince
Number of workers: 14-Jun-01
Date of registration: 20/10/2009
Date of last two Better Work assessments: Feb-21 Mar-22

BW assessments:

Advisory and Training Services

22-Jun-22	Advisory meeting	Advisory meeting about: 1.- PICC Committee: Follow has to be done to have the members in for the next training 2.- Worker protection: PPE materials needed. 3.- Training needed: First aid and more
5-May-22	Advisory meeting	Virtual advisory to revise findings from the last assessments.
8-Mar-22	Advisory meeting	Meeting about Chemicals products, Worker protection, training for first aid and emergency preparedness.
28-Feb-22	Advisory meeting	Advisory meeting to discuss about the roadmap for 2022. Review of improvement plan
9-Dec-21	Advisory meeting	Meeting with Abraham Felix and Carine Felix to review improvement plan.
16-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. No corrections had been made to non-compliance point.
13-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
27-Aug-21	Advisory meeting	Virtual Advisory Visit to discuss the non-compliance point found in the last assessment report. Review of all the points in the improvement plan

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2022						
Mar-22		Social Security and Other Benefits	The factory did not provide any proof of payment for OFATMA accident insurance for the fiscal year 2021-2022. were available at the time of the assessment visit.	Pay OFATMA for accident insurance for the fiscal year 2021-2022 as per the agreement with OFATMA.		12
Mar-22		Social Security and Other Benefits	Factory does not consistently collect and forward ONA contributions on time.	Factory need to deduct contributions from worker regularly and submit them to ONA within the first 10 working days of the following month.		53

Mar-22		Social Security and Other Benefits	Factory does not consistently collect and forward OFATMA contributions on time.	Factory need to deduct contributions from worker regularly and submit them to OFATMA within the first 10 working days of the following month.		53
Mar-22		Employment Contracts	The factory did not share an internal work rules with the name of Haiti Best Sewing assessors.	Factory needs to review the internal work rules with the name of Haiti Best Sewing and submit it to the Ministry of Labour for approval.		3
Mar-22		OSH Management Systems	Management did not provide evidence of OSH assessment reports for the last 12 months.	Develop an OSH assessment procedure and conduct an OSH general assessment on a monthly basis.		115
Mar-22		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.		43
Mar-22		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.		13
Mar-22		Chemicals and Hazardous Substances	Inaccurate Inventory of chemicals and hazardous substances.	Update inventory of chemicals and hazardous substances in the workplace.		115
Mar-22		Chemicals and Hazardous Substances	Unidentified container chemical and hazardous substances found in the workplace.	Label all chemicals and hazardous substances used in the workplace.		115
Mar-22		Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly stored	Remove chemical from the sun. Store the chemicals and hazardous substances appropriately.		37
Mar-22		Chemicals and Hazardous Substances	MSDSs are not available in local language for all chemicals used in the workplace.	Post MSDS where all chemical products are used.		121

Mar-22		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.	Management did not know that workers were using chemical products. Management will follow up on this issue.	116
Mar-22		Worker Protection	Management did not provide any evidence of training provided to workers to properly use personal protective equipment and machines.	Provide training n the use of PPE and machines to al workers.	All workers know it is necessary to use the protection on the machines.	3
Mar-22		Worker Protection	About 30 per cent of all sewing machines in the main building and building 2 were missing finger guards, eye guards and pulley guards.	Install the necessary guards on all machines.		3
Mar-22		Worker Protection	Improper maintenance of electrical system.	Make sure that all electrical boxes are closed or covered. Post hazard sign on all electrical panels.		43
Mar-22		Worker Protection	The factory takes workers temperature but does not keep a checklist to register workers who present a body temperature of 38C and above.	Keep a register for workers who present a temperature of 38C or above.		3
Mar-22		Worker Protection	The employer did not provide sufficient standing mats for all standing workers. Several chairs without backrest was also observed in the workplace.	Provide standing mats to all workers. Provide chairs with backrest to all workers.		3
Mar-22		Working Environment	Workplace temperature levels are unacceptable.	Monitor the temperature level and maintain it under 30 C inside the workplace.		115
Mar-22		Working Environment	Light levels were inappropriate in all the working sections.	Ensure the lighting is adequate and adapted to worker's needs.		55
Mar-22		Working Environment	During the factory tour, assessors observed that the mechanic shop was not well maintained.	Keep mechanic workshop clean and tidy.		3
Mar-22		Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		115

Mar-22		Health Services and First Aid	Health checks is not provided to workers within the first three months of hiring.	Pay the CDS and coordinate with OFATMA to provide free health checks to the workers within the first three months of hiring.		98
Mar-22		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.		43
Mar-22		Health Services and First Aid	Free annual medical checks was not provided to workers.	Arrange free annual medical checks for workers.		96
Mar-22		Health Services and First Aid	Insufficient number of medial personnel.	Medical service for the factory must have a permanent onsite medical service, with at least 2 nurses and 3 doctor's visits per week.		115
Mar-22		Health Services and First Aid	First aid boxes are missing supplies and they have expired products.	Develop a checklist to verify the inventory of products in the first aid boxes. Have a schedule to check the boxes on a weekly basis. Assign somebody who is responsible to replenish the boxes.		3
Mar-22		Health Services and First Aid	Less than 10 percent of the workforce was trained in first aid.	The factory must provide first aid training to at least 10 percent of the workers present.		12
Mar-22		Emergency Preparedness	Fire alarm system is not installed in building 2 and the cutting building.	Fire alarm system need to be installed and working properly in building 2 and the cutting building		65
Mar-22		Emergency Preparedness	Obstructed fire extinguishers and improper maintenance of fire extinguishers.	Keep fire extinguisher unobstructed. Train workers and supervisors on the use and importance of fire extinguishers.	Factory has done the correction.	65
Mar-22		Emergency Preparedness	Inaccurate and missing evacuation plan. The factory floor is not properly marked.	-Prepare the evacuation plan - Paint evacuation arrows and signs - Paint yellow lines on the floor to show the exit pathway - Specify who conducts additional daily weekly checks (and include this in the system of daily weekly checks)		84

Mar-22		Emergency Preparedness	The aisles were obstructed by tables and boxes.	Remind supervisors about their responsibility to enforce OSH in their area. Identify additional storage area Review and update the internal audit procedure.		3
Mar-22		Emergency Preparedness	The factory did not conduct an emergency drill every 6 months as recommended by Better Work.	Ensure that the factory conduct fire drills and emergency awareness training every 6 month to prepare and inform of possible workplace emergencies.		99
Mar-22		Emergency Preparedness	Evidence of risk assessment was not available.	Develop risk assessment procedure. Perform regular risk assessment.	Management will develop a risk assessment procedure.	37
Mar-22		Regular Hours	Factory does not provide the legally required breastfeeding breaks to nursing women.	Give the legally required break to all nursing women.	Factory will develop policy for pregnant and nursing women. Policy will be posted on the factory floor.	12
Mar-22		Employment Contracts	The factory has HR policy does not include all the necessary elements.	Review the procedure to include: Preventing sexual harassment Equal treatment and non-discrimination Freedom of association	Management will review the HR policy.	3
Mar-22		Employment Contracts	The factory does not have an appropriate disciplinary and termination procedures.	Review the actual procedure to include disciplinary and termination procedures that includes: Unacceptable behaviours or performance Legal notice periods and termination payments A step-by-step warning system. The right to defend oneself prior to termination, and to representation during disciplinary processes time frame for warnings and payments	Management will review the disciplinary and termination procedures to include all the necessary steps.	3
Mar-22		Employment Contracts	The factory outlines an open door policy in its internal rules, which does not offer a clear specification for a fair review process and how changes should be communicated.	Factory needs to review its internal rules to include a clear specification for a fair review process and how changes should be communicated.		3

Mar-22		Employment Contracts	The factory's did not share a recruitment procedures does not include all the necessary elements.	Review the recruitment procedure to include the following elements: Hiring criteria that are applied equally to all job applicants. Verifying the age of workers prior to hiring. Ensuring compliance with legal requirements for workers under the age of 18. Ensuring that workers retain ID documents.	Management is working to finalize the recruitment procedure.	3
Mar-22		OSH Management Systems	The employer does not adequately assigns accountability for Occupational Health and Safety to OSH Officer and HR Director.	Establish an OSH committee with clear reporting lines and hold regular monthly meetings. Keep minutes of the meeting and share with committee members. Hire an OSH officer with sufficient expertise	Factory is seeking the support of Better Work to establish the OSH committee.	3
Mar-22		OSH Management Systems	No. The employer does not properly investigates monitors and measures OSH issues.	The factory should investigate OSH issues through: Regular test, survey and inspections, logging and analysis of violations of procedures. Regular management review of effectiveness of management system including performance on measurable objectives and targets.		3
		OSH Management Systems	The factory does not have an accident investigation procedure that includes all the necessary steps.	Review the actual procedure to include Root cause analysis, Focus on sustainable solutions and Implementation of changes in order to avoid reoccurrence		3
		OSH Management Systems	The factory does not have an emergency preparedness procedure that includes all the necessary elements.	Factory needs to do have an emergency preparedness procedure that includes: Reporting fires and other emergencies Alerting all employees to evacuate, evacuating employees to designated assembly location, accounting for all employees after evacuation.		3

		OSH Management Systems	The factory does not have a hazard/risk management and control procedure that includes all the necessary elements.	The factory need to do a hazard/risk management and control procedure that includes: A systematic approach to identifying hazards A structure to prioritize risks based on potential impact and likelihood A hierarchy of controls that is used to select effective controls A risk register that drives the implementation of controls.		3
		OSH Management Systems	The factory had an OSH policy that is not signed by top management.	1.The policy has to be reviewed in consultation with workers and their representatives and a clear commitment to compliance with legal requirement pertaining to OSH has to be included. 2.-Management has to sign the OSH policy		3
Assessment February 2021						
Feb-21	Working Time	Regular Hours	Inaccurate attendance record.	Install proper punch system.	The punch system has been installed.	
Feb-21	Working Time	Regular Hours	Factory does not provide the legally required breastfeeding breaks to nursing women.	Give the legally required break to all nursing women.	Factory will develop policy for pregnant and nursing women. Policy will be posted on the factory floor.	
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.	
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.	
Feb-21	Occupational Safety and Health	Emergency Preparedness	Evidence of risk assessment was not available.	Develop risk assessment procedure. Perform regular risk assessment.		
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.		
Feb-21	Occupational Safety and Health	Emergency Preparedness	Obstructed emergency exits.	Keep emergency exit unobstructed.		

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.		
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.		
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.		
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.		
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Contract one doctor and one additional nurse.		
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.		
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.		
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.		
Feb-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		
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.		
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.		
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.		
Feb-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system.	Post hazard sign on all electrical panels.		

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.		
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.	
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.		
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.		
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.		
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.		
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.		
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.		
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.		
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.		

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.		
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.		
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.		
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.	
Feb-21	Contract and Human Resources	Employment Contracts	Workers' contract did not comply with the Labour Code.	Review the employment contract to include the required elements.		
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.		
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.		
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.	
	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.	
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.	
Feb-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average earnings		
Feb-21	Compensation	Wage Information, Use and Deduction	Lack of accuracy of overtime hours.	Pay and report overtime according to the legal requirements.		

Feb-21	Compensation	Overtime Wages	Not all overtime hours were reported in the payroll records.	Pay overtime accordingly.		
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139 BETTER WORK HAITI - 24TH SYNTHESIS REPORT



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

27-May-22	Virtual advisory meeting	Meeting with the compliance team to discuss about the implementation of a bipartite committee. Verify the following items in the improvement plan: Annual leave, working environment, welfare facilities. Review of documentations such as Breast feeding brakes, Annual leave, compensation and COVID-19 Policy.
29-Apr-22	Virtual PICC Meeting	Meeting on grievance mechanism and gender based violence.
28-Apr-22	Training	Virtual OSH Event Workshop.
18-Mar-22	Virtual advisory meeting	Meeting with the Bipartite committee to present the training plan and discuss about the training needs. Meeting with the compliance team to explain the first Progress Report and session on Management systems.
9-Dec-21	Virtual advisory meeting	Meeting with the bipartite committee to present the last assessment report and discuss about improvements made by the factory. Meeting with the compliance team to identify the root causes in the improvement plan. Then explain the Matrix of OSH responsibilities.
24-Sep-21	Virtual Bipartite committee meeting	Meeting with the Bipartite committee on the self diagnosis process.
24-Sep-21	Virtual 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	Virtual bipartite committee meeting	Meeting on Grievance mechanism.
30-Jun-21	Virtual advisory meeting	Session with the compliance team on Boiler Safety.
21-May-21	Virtual 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	Virtual 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.

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, providing additional breaks to pregnant women.	The factory has a procedure in place for additional breaks for pregnant women.	7

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.		7
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.	7
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.	31
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.		59
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.		59
Nov-21	Occupational Safety and Health	Health Services and First Aid	Newly hired workers do not received the health card within the first 3 month of hiring.	Discuss the legal requirements with the General Manager. Pay for the (CDS) health card.		7
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.		59
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.		59
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.		7
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.	7
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.	The protective guards have been installed on the sewing machines.	7

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.		7
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.		59
Nov-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled 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.		31
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.	The factory kept a daily inventory on site where chemicals are used.	37
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.		7
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.		7
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.		7
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.		7
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.		7
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.		59
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.		59

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. Pay the CDS (Health Card) as well.		69
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.		38
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.		38
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.		7
Nov-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the lunch break.		7
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.		53
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.		7
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.		7
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.		

145 **BETTER WORK HAITI - 24TH SYNTHESIS REPORT**



Factory: HANSAE HAITI S.A
Location: Port-au-Prince
Number of workers: 2699
Date of registration: Jan-17
Date of last two Better Work assessments: Feb-21

Mar-22

Advisory and Training Services

10-Jun-22	Advisory meeting	Review of the Improvement plan. Discussion on FOA issues and redemption pathway for the factory. Meeting with the union regarding issues they are facing with factory management. Meeting with bipartite committee on improvement plan priorities.
9-Jun-22	Training	Virtual Supervisory Skills (SST)
11-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Supervisors
4-Mar-22	Virtual advisory meeting	Meeting with the bipartite committee to verify if the committee is active. Identify the training needs and the challenges of the committee. Virtual OSH tour of the Dormitories. Meeting with the compliance team to explain the lunch break payment and review the documentations
1-Sep-21	Virtual advisory meeting	Meeting with management regarding SOTABO's new union committee. 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 letter to management. Meeting with PICC regarding the 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 management on Road map and priorities. Review of assessment exit meeting. Bipartite Committee meeting on recruitment procedures, grievance handling and rules for committee members.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2022						
Mar-22	Occupational Safety and Health	OSH Management Systems	The written OSH policy does not include measurable objectives and improvements targets. The policy was not developed through consultation with workers' representatives.	Update the OSH policy through consultation with workers' representatives.	The Compliance department is updating its OSH policy through consultation with workers' representative by adding measurable objectives and improvements targets.	3

Mar-22	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate hazard/risk management and control procedures.	Implement a Hazard /risk management and control procedure that includes: A systematic approach to identifying hazards. A structure to prioritize risks based on potential impact and likelihood. A hierarchy of controls that is used to select effective controls. A risk register that drives the implementation of controls	The compliance team is in the process of elaborating a Hazard /Risk management and control procedure including : A systematic approach to identifying hazards. A structure to prioritize risks based on potential impact and likelihood. A hierarchy of controls that is used to select effective controls. A risk register that drives the implementation of controls	3
Mar-22	Occupational Safety and Health	OSH Management Systems	The employer did not perform regular reviews of the effectiveness of its management system documents.	Perform regular reviews of the effectiveness of the management system including performance on measurable objectives and targets.	The Compliance team is working on a regular review of the effectiveness of management system, to include performance on measurable objectives and targets .	3
Mar-22	Contracts and Human Resources	Employment Contracts	During the assessment, management did not show evidence of investigation of performance issues.	Investigate issues related to lack of HR performance or shortcomings.	The HR department is in the process of implementing an investigation procedures for HR shortcomings or performance issues.	3
Mar-22	Working Time	Regular Hours	The regular working hours exceeded 48 hours.	Include the lunch break in the regular work hours as prescribed by the labor code .	No progress because factory is waiting for a clear notification from MAST on the implementaion the lunch break period. As of 15/11/2019, at the request of SOHSA, the union members and the administration have agreed to use the old law in the lieu of the new 3x8 law.	3
Mar-22	Occupational Safety and Health	Emergency Preparedness	Combustible materials were stored in the generator room of building 1.	Remove the combustible materials from the generator room .	The maintenance team has already repaired the leak in the area where combustible materials are stored and they have removed the combustible materials from the generator room in Building 1.	3

Mar-22	Occupational Safety and Health	Emergency Preparedness	Evacuation drills were not conducted every 6 months as recommended by Better Work.	Perform evacuation drill for building 21.	The company carried out evacuation drills in factories #21 and #50 on 14/5/2022.	31
Mar-22	Occupational Safety and Health	Emergency Preparedness	The aisles in the stock room of buildings 1, 21 and 55 were obstructed.	Ensure routes are free from obstacles . Train maintenance team to perform daily check.	Factory has removed all obstacles from aisles of building #1 ,#21,#55. Factory has developed procedures to include OSH committee members in ensuring routes are cleared. Factory assigned maintenance team to conduct daily safety checks to maintain the the routes and aisles free from obstacles.	15
Mar-22	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was obstructed in the mechanic shop of building 1.	Maintain the Fire extinguishers free from obstacles. Provide training to the workers at this area .	Factory advised mechanical manager that all fire extinguishers should be free from obstacles. Training will be provided to all workers in this area.	3
Mar-22	Occupational Safety and Health	Emergency Preparedness	Fire detectors were not installed in the generator room and boiler room of building 50.	Install the fire detectors in the generator and boiler rooms.	The maintenance team had already installed the fire detector in the generator room and in boiler room of building #50 during the assessment day.	3
Mar-22	Occupational Safety and Health	Health Services and First Aid	The number of nurses is insufficient as per the Haitian Labor Code.	Hired more nurses to comply with the requirement .	The factory has hired 4 more nurses to comply with Haitian law.	31
Mar-22	Occupational Safety and Health	Working Environment	The floor in the generator room of building 1 was slippery due to a water and oil spill and no danger sign was displayed in this area.	Clean the floor in the generator room of building # 1. Replace the damaged steam pipes	The maintenance team has already cleaned the floor in the generator of building 1, and replaced the damaged steam pipes.	3
Mar-22	Occupational Safety and Health	Working Environment	The light levels were inadequate in sewing and packing sections.	Provide sufficient lighting to each section as requested by Betterwork .	The illumination monitoring report is already done as requested by Better Work. Additional lights were added to each section.	3

Mar-22	Occupational Safety and Health	Worker Protection	Workers working at height used industrial platform ladders without side rails of at least 0.90m as recommended by the labor Code.	Install the side rails in the industrial platform ladder.	The maintenance team has already installed the side rails in the industrial platform ladder.	3
Mar-22	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical boxes and battery terminals.	Install the cover in the electrical box. Protect the battery terminals with plastic covers.	The maintenance team had already installed the cover in the electrical box as well as the battery terminals.	3
Mar-22	Occupational Safety and Health	Worker Protection	The compressor in the generator room was missing belt guards.	Install the belt guards. Perform regular maintenance checks.	The maintenance team has already installed the belt guard in the compressor	3
Mar-22	Occupational Safety and Health	Worker Protection	The boiler operator was not properly trained. The factory did not provide any training records to the assessors.	Provide training to the boiler operator and keep proper records.	The factory provided the training to the generator boiler operator.	3
Mar-22	Occupational Safety and Health	Worker Protection	The employer did not provide proper PPE to all workers.	Provide Mask against chemical vapors to workers using chemical products, Helmet for workers working at heights, safety belts for workers doing heavy lifting, earplugs for workers in the generator room , gloves for workers in the toilets.	The compliance department provided all the PPE that advisor has listed. Training on the use of PPE were carried out for workers in spot cleaning area.	15
Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Fifteen hazardous chemicals were found without chemical safety data sheets.	Place the chemical safety data sheet where these chemicals are stored and used.	During the assessment, the compliance department had already placed the chemical safety data sheets where the chemicals are used and stored.	36
Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Assessors found three containers of products that were not properly labelled.	Label the containers and include "classification, hazards, and safety precautions"	During the assessment the compliance department had already corrected the labels on all 3 containers.	36
Mar-22	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.	Setup an accurate inventory of chemicals and include all the chemicals used in the workplace.	The factory updated the new chemical inventory list. The factory implemented preventive measures to facilitate a better monitoring of the chemicals.	31

Mar-22	Occupational Safety and Health	OSH Management Systems	The factory did not share any structural safety certificates, certifying the structure of the building meets the safety requirements for an industrial structure.	Share the structural safety certificate	Factory has official building certificate in hand.	3
Mar-22	Contracts and Human Resources	Employment Contracts	The internal work rules does not comply with the labor code. It is missing the payment time.	Include the payment time in the internal work rules	Payment time has been included in the internal work rules and approved by MAST on March 25, 2022.	15
Mar-22	Compensation	Social Security and Other Benefits	At the time of the assessment visit, the last two recent payments to OFATMA for maternity and health insurance were late and no payment was done for the month of February 2022. Furthermore, lunch break payment is not included in the calculation.	Pay the lunch break as prescribed law and include it in the calculation of the average daily salary.	No progress has been made, because the factory is waiting for a clear notification from MAST on implementing the lunch Break .At the date of 15/11/2019, at the request of SOHSA, the union members and the administration have agreed to use the old law in the lieu of the new 3x8 law.	2
Mar-22	Compensation	Social Security and Other Benefits	At the time of assessment visit, the last two recent payments to OFATMA for maternity and health were late and no payment was done for the month of February 2022.Furthermore, lunch break payment is not included in the calculation.	Pay the lunch break as prescribed law and include it in the calculation of the average daily salary.	No progress has been made because the factory is waiting for a clear notification from MAST on implementing the lunch break .At the date of 15/11/2019, at the request of SOHSA, the union members and the administration have agreed to use the old law in the lieu of the new 3x8 law.	2
Mar-22	Compensation	Social Security and Other Benefits	The maternity leave and Sick leave payment do not include the lunch break payment.	Pay the lunch break as prescribed law and include it in the calculation of the average daily salary.	No progress has been made, because the factory is waiting for a clear notification from MAST on implementing the lunch Break .At the date of 15/11/2019, at the request of SOHSA, the union members and the administration have agreed to use the old law in the lieu of the new 3x8 law.	2

Mar-22	Compensation	Social Security and Other Benefits	The annual salary supplement or bonus calculation does not include the lunch break payment.	Pay the lunch break as prescribed law and include it in the calculation of the average daily salary.	No progress has been made, because the factory is waiting for a clear notification from MAST on implementing the lunch Break .At the date of 15/11/2019, at the request of SOHSA, the union members and the administration have agreed to use the old law in the lieu of the new 3x8 law.	2
Mar-22	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 as prescribed law and include it in the calculation of the average daily salary.	No progress has been made, because the factory is waiting for a clear notification from MAST on implementing the lunch Break .As of 15/11/2019, at the request of SOHSA, the union members and the administration have agreed to use the old law in the lieu of the new 3x8 law.	2
Mar-22	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the lunch break as prescribed law and include it in the calculation of the average daily salary.	No progress has been made, because the factory is waiting for a clear notification from MAST on implementing the lunch Break .As of 15/11/2019, at the request of SOHSA, the union members and the administration have agreed to use the old law in the lieu of the new 3x8 law.	2
Mar-22	Compensation	Paid Leave	The maternity leave payment does not include the lunch break payment.	Pay the lunch break as prescribed by the labor code .	No progress has been made, because the factory is waiting for a clear notification from MAST on implementing the lunch Break .As of 15/11/2019, at the request of SOHSA, the union members and the administration have agreed to use the old law in the lieu of the new 3x8 law.	2

Mar-22	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 as prescribed by the labor code .	No progress has been made, because the factory is waiting for a clear notification from MAST on implementing the lunch Break .As of 15/11/2019, at the request of SOHSA, the union members and the administration have agreed to use the old law in the lieu of the new 3x8 law.	2
Mar-22	Compensation	Paid Leave	The annual leave payment does not include the lunch break payment in the calculation of the average daily salary.	Pay the lunch break as prescribed by the labor code	No progress has been made, because the factory is waiting for a clear notification from MAST on implementing the lunch break.	2
Mar-22	Freedom of Association and Collective Bargaining	Freedom to Associate	The employer did not grant access to a legally registered trade union in a timely manner.	Training and awareness-raising on Freedom of Association to Hansae Haiti S.A management and other employee having a relationship of authority with the workers Update the policy on freedom of association to clearly define the roles and responsibilities of both parties,	Hansae Haiti submitted all explanatory materials to BMST to prove that Hansae went through fair dismissal process regarding the termination of union members. Factory already provided awareness session on company regulation including General discipline policy and local labor law to avoid any misunderstanding and confusion. Company continues to implement all company process based on labor law and company regulation. Factory already provide training on FOA for management and all personnel in contract to ensure any of the FOA and union related regulations are carried out in line with the	3

Mar-22	Discrimination	Gender	The documents examined showed that the salary for the breastfeeding women was lower than it was before they went on maternity leave.	Send the evidence of maternity leave payment before and after to prove that the factory is paying the workers correctly.	The factory had resolved the issue during the assessment process. Some of the workers were moved to other positions upon request. The factory also submitted proof that the workers are earning the same amount of money before and after their maternity leave.	3
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	
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 are unlocked during working hours. Evacuation plan has been elaborated. Workers are trained.	
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 has been updated and routes are marked.	
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire more nurses to comply with the labor code.	Two more nurses were hired.	
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.	
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.	
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.	

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 eye wash station and training have been provided to the workers.	
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.	
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.	
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.	
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.	
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.	



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 Virtual advisory meeting Meeting with management on improvement plan. Meeting with union committee on pending concerns.
 Jul-21 Virtual advisory meeting Discussion with management on improvement plan status. Discussion was also on specific complaints receive from workers to verify the
 May-21 Virtual 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.

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.		12
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.		12
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.		12
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.		12
Sep-21	Occupational Safety and Health	Emergency Preparedness	No fire drill conducted during the past 12 months.	Conduct a fire drill every six months.		34
Sep-21	Occupational Safety and Health	Emergency Preparedness	The alarm system was not working.	Ensure that the alarm system is properly working.		12

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.		12
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.		12
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.		60
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.		34
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.		34
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.		12
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.		12
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.		48
Sep-21	Occupational Safety and Health	Welfare Facilities	Insufficient toilets for women.	Have a sufficient number of toilet for women.		34
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.		12
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.		60

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.		12
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.		12
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.		12
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.		12
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.		60
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.		12
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.		12
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.		60
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.		12

Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	unlabelled containers of chemical and hazardous substances found in the workplace.	Label all containers of chemical and hazardous substances used and stored in the workplace.		12
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.		60
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.		34
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.		34
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.		41
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.		12
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.		12
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.		12
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.		12

Sep-21	Compensation	Social Security and Other Benefits	The employer collected but did 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.		60
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.	As per an agreement with OFATMA, 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.	60
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.		60
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.		60
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.		60

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.		12
Sep-21	Compensation	Paid Leave	Lunch breaks is not compensated in the payroll.	Pay lunch break as required by the new law.		12
Sep-21	Compensation	Paid Leave	The factory has no records of maternity leave payments.	Provide 12 weeks of maternity leave payment to eligible workers.		41
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.		41
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.		12
Assessment July 2019						
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.	
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.	
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.	
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.	

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.	
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.	
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.	
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.	
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.	
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.	
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.	

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.	
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.	
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.	
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.	
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.	
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.	
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.	
Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for men.	Increase the number of toilets for men.		

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.	
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.	
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.	
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.	
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.	
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.	
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.	
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.	

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.	
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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

May-22	Virtual advisory meeting	Advisory meeting to discuss about social security benefits, emergency preparedness and worker protection.
Mar-22	Virtual advisory meeting	Meeting to discuss about improvement plan.
Aug-21	PICC Meeting	Meeting with the bipartite committee regarding factory's concerns.
Jun-21	Virtual advisory meeting	Meeting to discuss updates on the improvement plan, factory roadmap and how to strengthen OSH procedures.
May-21	Virtual 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	Virtual advisory meeting	Meeting to review the improvement plan and to discuss the role and responsibilities of the bipartite committee
Oct-20	Virtual 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.	Take the necessary measures to control risk and hazard within the workplace.		9
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.		9
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.		9
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.		33
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.		57
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.		9
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.		9
Sep-21	Occupational Safety and Health	Worker Protection	One electrical panel near the clinic does not safety warnings.	Post safety warnings where necessary.		9
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.		9
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.		9
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.		9
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.		9

Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	2 unlabelled containers of Diesel fuel found in the Generator room.	Label all chemicals and hazardous substances properly.		27
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.		9
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.		9
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.		9
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.		9
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.		9
Sep-21	Contract and Human Resources	Termination	The annual leave upon termination is not calculated on the average daily salary.	Pay the annual based on the average daily salary.		9
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.		51
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.		51
Sep-21	Compensation	Social Security and Other Benefits	The payments for OFATMA 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.		9

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.		20
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.		20
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.		9
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.	
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.		
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.		
Oct-19	Occupational Safety and Health	Social Security and Other Benefits	Employers' 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.		
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.		
Oct-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA maternity and Health insurance.	Register with OFATMA for maternity and health insurance and forward employer's contribution.		
Oct-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA maternity and Health insurance.	Register with OFATMA for maternity and health insurance and forward workers' contribution.		

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.		
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.	
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.	
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.		
Oct-19	Occupational Safety and Health	Worker Protection	Breakers from electrical panels did not have any labels. .	Label the breakers in the electrical panels.		
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.		
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.		
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.		
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.		

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	Jan-20
Work assessments:	Apr-21

Advisory and Training Services

28-Apr-22	Training	Virtual OSH Event Workshop
26-Apr-22	Virtual Advisory meeting	Meeting with the compliance team for the implementation of a bipartite committee. Review of the improvement plan: Annual leave, working environment, welfare facilities. Review of documentations Breast feeding breaks, compensation and COVID-19 Policy
11-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Supervisors
10-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Workers
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.

Assessment	Compliance Cluster	Compliance Point	Details of Non Compliance	Improvement Priorities	Remediation 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.	Factory has initiated the fire fighting training for 488 of our employees. Recently Industrial Parc Caracol has appointed a new trainer for the particular Training Programs & we are currently working with them to get these training programs completed.	30
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.	19
Apr-21	Occupational Safety and Health	Emergency Preparedness	Fire hose in the cafeteria obstructed by boxes and no fire extinguisher was installed on the forklift.	Install a fire extinguisher on the forklift. Ensure that fire fighting equipment remained unobstructed all time.	Management removed the wooden palette in front of the fire hose. A fire extinguisher was installed on the forklift.	19
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.	Factory initiated first aid training for 488 of our employees. Recently Industrial Park Caracol has appointed a new trainer for the particular Training Programs & we are currently working with them to get these training programs completed.	37
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.	36
Apr-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Ensure that the toilets are functioning.	The administration's engineering department is working on that.	14
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.	14
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.	12
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.	36

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.	12
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	21
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.	18
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's.	14
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.	14
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	30
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Two unlabelled containers of chemicals.	Ensure that all containers are properly labelled.	All the unlabelled containers are now properly labelled.	36

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.	36
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.	The internal work rules was approved by MAST.	30
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. does not take any ownership. All dues have been paid on time and in full.	24
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.	14
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 Goods 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 unlabelled 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: 1594
Date of registration: Aug-13
Date of last two Better Work assessments: Apr-21 Mar-22

Advisory and Training Services

Jun-22	Advisory meeting	Advisory meeting to discuss new improvement plan focussing on: OSH non compliance, HR procedure and policy, Next bipartite committee meeting.
May-22	Training	Virtual bipartite committee Training.
May-22	Virtual advisory meeting	Meeting with the compliance team for the implementation of a bipartite committee. Review of the improvement plan: Annual leave, working environment, welfare facilities. Review of documentations Breast feeding brakes, Annual leave, compensation and COVID-19 Policy.
Mar-22	Virtual advisory meeting	Review improvement plan and road map for 2022.
Nov-21	Virtual advisory meeting	Advisory visit to conduct factory tour to check the following: Eyewash station, check spot cleaning, factory floor, Nursing station.
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 members.
Jun-21	Virtual advisory meeting	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	Advisory visit to discuss the following points: 2020 Achievement. Priorities for 2021. Pending NC issues. Complaints about unpaid incentives. Training Plans.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2022						
Mar-22	Occupational Safety and Health	OSH Management Systems	The factory does not have an accurate hazard/risk management and control procedure.	Develop a hazard/risk policy and procedures. Train the HR and compliance staff on the implementation of the policy.		3
Mar-22	Occupational Safety and Health	OSH Management Systems	The factory does not have an accurate accident investigation procedure.	Develop an accident investigation procedure and include all the necessary element to find the root causes and to prevent the reoccurrence of the accident.		3
Mar-22	Occupational Safety and Health	OSH Management Systems	No evidence on regular management review of effectiveness of management system including performance on measurable objectives and targets	Perform regular review of the management system document to monitor performance and ensure that objectives are being met.		3

Mar-22	Contracts and Human Resources	Employment Contracts	The grievance handling and dispute resolution procedures does not include fair review and appeal process, communication of changes made or resolution.	Review the grievance policy to include the missing elements such as review and appeal process, communication of changes made.		3
Mar-22	Contracts and Human Resources	Employment Contracts	No evidence that the employer takes action to investigate violations of HR policies and procedures, identify weaknesses and make necessary adjustments to prevent recurrence.	Perform an assessment of HR policy to identify weaknesses and make the necessary adjustments. Investigate HR violations and establish a monitoring system to follow up and prevent a repeat of those violations.		3
Mar-22	Contracts and Human Resources	Employment Contracts	The communication on HR policies and procedures does not include induction training for workers and staff and staff training on how to carry out policies and procedures.	Revie the HR policy and procedures to include induction training for workers. Provide training to HR staff on the implementation of the policy.		3
Mar-22	Working Time	Regular Hours	Regular working is equivalent to 53 hours per week.	Update the internal work rules and comply the working hours mandated by the labor code. (48 Hours)		32
Mar-22	Occupational Safety and Health	Emergency Preparedness	Obstructed emergency exits and routes in in several areas.	Keep all emergency exits and routes free from obstructions.		32
Mar-22	Occupational Safety and Health	Health Services and First Aid	First aid boxes were not readily accessible in building 52.	Ensure that all first aid boxes are readily accessible. Post the name and pictures of the persons in charge of the first aid boxes in a visible space next to the boxes.		32
Mar-22	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Increase the number of medical personnel to comply with the labor code.		32
Mar-22	Occupational Safety and Health	Health Services and First Aid	Factory did not provide medical checks twice a year, for workers exposed to work-using chemical and hazardous products.	Medical check up has to be done twice for all the workers exposed chemical and hazardous products.	1.- First medical check has been done last February. 2.- Next medical check is planed for the month of August 2022	3
Mar-22	Occupational Safety and Health	Health Services and First Aid	Newly hired workers do not received the health card within the first 3 month of hiring.	Follow up with OFATMA to pay for the health card (CDS).	1.- Factory has paid for the health cards 2.- OFATMA has delivered 90% of the required cards on June 9th. 3.- Factory has already delivered the available cards to the workers	3

Mar-22	Occupational Safety and Health	Welfare Facilities	Insufficient space at the eating area of the factory.	Provide an adequate space that can accommodate all the workers during lunch time or schedule different lunch break periods.		32
Mar-22	Occupational Safety and Health	Welfare Facilities	Soap and paper were not readily available in one building.	Provide soap and paper for the workers in all the buildings.	Factory has made the correction after the assessment There is one person available on each building responsible for the toilets,	32
Mar-22	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase to number of toilet to have at least 1 per every 15 women and 1 for every 25 men.		32
Mar-22	Occupational Safety and Health	Working Environment	Debris of cloth materials scattered in the workplace.	Keep the workspace clean and tidy.	Factory has made corrections	3
Mar-22	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.		32
Mar-22	Occupational Safety and Health	Working Environment	The noise level in one areas of the workspace exceeded 90 db.	Take appropriate measures to keep the noise level below 90db.		32
Mar-22	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable.	Monitor the temperature level and maintain it under 30 C inside the workplace.		32
Mar-22	Occupational Safety and Health	Worker Protection	No register was available for all persons with 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.		3
Mar-22	Occupational Safety and Health	Worker Protection	No training was provided to all staff on Covid-19.	Provide training or awareness raising to all staff on the prevention of COVID-19.		3
Mar-22	Occupational Safety and Health	Worker Protection	Although the Swift electrical boxes have safety warnings, during the assessment visit the assessors noticed a half-open tank with no safety warning.	Post safety warnings on all electrical boxes and tanks.	Correction has been made after the assessments,	3
Mar-22	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system of the factory.	Perform proper maintenance on the electrical system.	Right after this work, corrections has been made.	32

Mar-22	Occupational Safety and Health	Worker Protection	The factory did not provide appropriate PPE to all workers.	Provide all workers with the necessary PPE to protect them during work hours.	PPE are available for all workers, however factory is doing more training for the workers to encourage them to use the materials.	3
Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not have appropriate spot cleaning area.	Isolate the spot cleaning area away from the workers.	Management took immediate action and it was corrected.	3
Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available for some products used in the workplace.	Translate MSDS in the local language and post them where chemical products are used and stored.	Factory has put MSDS for the product that will be used on the generator room.	32
Mar-22	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.	Corrections has been made after the assessment.	32
Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Update and maintain the inventory of chemical products used in the workplace.	Inventory has been updated and shared with EA.	32
Mar-22	Contracts and Human Resources	Termination	Inaccurate annual salary supplement or bonus upon termination calculation.	Calculate annual salary supplement or bonus payment based on worker's average daily earnings.		10
Mar-22	Contracts and Human Resources	Termination	Inaccurate unused annual leave calculation upon termination.	Calculate annual payment based on worker's average daily earnings.		10
Mar-22	Contracts and Human Resources	Termination	Inaccurate notice period payment.	Calculate the payment for the notice period based on worker's average daily earnings.		10
Mar-22	Contracts and Human Resources	Employment Contracts	Foreign worker's contract does not include the employer's information as well as the employee's salary.	Review the foreign workers contract to include all the missing information.		3
Mar-22	Compensation	Social Security and Other Benefits	Inaccurate calculation of the average daily earnings for OFATMA payments.	Pay the lunch break and include it in the calculation of the average daily earnings.		10
Mar-22	Compensation	Social Security and Other Benefits	Inaccurate calculation of worker's contribution for ONA.	Pay the lunch break and include it in the calculation of the average daily earnings.		10
Mar-22	Compensation	Social Security and Other Benefits	Inaccurate calculation of worker's contribution for OFATMA.	Pay the lunch break and include it in the calculation of the average daily earnings.		10
Mar-22	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the lunch break as required by the 3*8 law.		10
Mar-22	Compensation	Paid Leave	Inaccurate payment of maternity leave.	Pay the lunch break and include it in the calculation of the average daily earnings, for maternity leave payment.		10

Mar-22	Compensation	Paid Leave	Inaccurate payment of sick leave.	Pay the lunch break and include it in the calculation of the average daily earnings, for sick leave payment.		10
Assessment April 2021						
Apr-21	Working Time	Regular Hours	Inaccurate attendance record.	Ensure that the factory has an accurate attendance recording .		
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.		
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.		
Apr-21	Occupational Safety and Health	Emergency Preparedness	Obstructed emergency exits and routes in 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 are 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.		
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.		
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.		
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.		

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.		
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.		
Apr-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		
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.		
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.		
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.		
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.		
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.	
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.	
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.		
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.		

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.		
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 labelled 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.	
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.		
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.		
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.		
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.		
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.		
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.		
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.		
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.		
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.		
Apr-21	Compensation	Paid Leave	Inaccurate payment of annual leave.	Calculate the annual leave on worker's daily average earnings.		
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.	

Factory:	MGA Haiti S.A.	
Location:	Port-au-Prince	
Number of workers:	1327	
Date of registration:	Oct-09	
Date of last two Better	Feb-21	Feb-22
Work assessments:		

Advisory and Training Services

Jun-22	Virtual advisory meeting	Advisory meeting to discuss about: 1) OFATMA/ Worker protection 2) OSH assessment 3)Pregnant women policy
Jun-22	Training	Supervisory Skills Training (SST).
Jun-22	Training	Virtual Workers' Rights & Responsibilities.
May-22	Training	Virtual Bipartite Training.
Apr-22	Training	Virtual OSH Event Workshop.
Apr-22	Virtual advisory meeting	Advisory meeting to discuss findings from the last assessment.
Feb-22	Virtual advisory meeting	Advisory meeting to discuss about the roadmap for 2022.Review of the improvement plan.
Nov-21	Virtual advisory meeting	Meeting with management to work on the first progress report guidelines in order to complete the online questionnaire.
Nov-21	Virtual advisory meeting	Advisory 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 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.

Assessment	Compliance Cluster	Compliance Point	Details of Non Compliance	Improvement Priorities	Remediation Efforts	Months
Assessment February 2022						

Feb-22	Compensation	Minimum Wages/Piece Rate Wages	Factory paid workers less than the minimum wage, due to accounting error, during the transition when the minimum wage was increased.	Fix the accounting system and apply the new minimum wage for all workers.	Factory shows evidence about corrections that has been made.	4
Feb-22	Compensation	Overtime Wages	Factory paid workers incorrectly for overtime hours worked, during the transition when the minimum wage was increased.	Fix the accounting system and apply the new minimum wage for all workers. Pay them the proper amount for overtime hours worked.	According to the Compliance officer, corrections have been made and workers already received their pay.	4
Feb-22	Compensation	Paid Leave	The annual leave payment is not calculated on worker's average daily earnings and does not include the lunch break.	Calculate the annual leave on worker's average daily earnings as specified in Art. 148. Pay the lunch break and include the payment in annual leave calculation.		13
Feb-22	Compensation	Paid Leave	The factory does not pay the lunch break and therefore the calculation of the average daily earning for the payment of sick leave is incorrect.	Calculate the sick leave on worker's daily average earnings. Pay the lunch break and include the payment in annual leave calculation.		13
Feb-22	Compensation	Paid Leave	The factory does not pay the lunch break and therefore the calculation of the average daily earning for the payment of maternity leave is incorrect.	Calculate the payment for maternity leave on worker's daily average earnings. Pay the lunch break and include the payment in the average daily earning.		4
Feb-22	Compensation	Paid Leave	The daily break is not compensated.	Factory needs to apply the law and pay the daily break.		44
Feb-22	Compensation	Social Security and Other Benefits	During the assessment visit, the employer did not share any proof of payment to OFATMA for work related accident with the assessors.	Factory needs to register for OFATMA work related accident insurance and pay it at the beginning of the fiscal year.		13
Feb-22	Compensation	Social Security and Other Benefits	The calculation of the annual salary supplement or bonus does not include the lunch break payment.	Factory needs to apply the law and pay the lunch break and include the payment in the calculation of the average daily salary..		44
Feb-22	Compensation	Social Security and Other Benefits	The factory sends the worker's pay slip to OFATMA for the last three months. However the lunch break payment is not included and therefore the calculation of the average daily earning is not correct.	Factory needs to apply the law and pay the lunch break and include the payment in the calculation of the average daily salary..		13

Feb-22	Compensation	Social Security and Other Benefits	Inaccurate deductions and contributions for ONA payments.	Discuss legal requirements with the General Manager, 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.		44
Feb-22	Compensation	Social Security and Other Benefits	Inaccurate deductions and contributions for OFATMA payments.	Discuss legal requirements with the General Manager and pay the lunch break.		
Feb-22	Contract and Human Resources	Employment Contracts	The foreign worker's contract does not include the employer's information as well as the employee's salary.	Factory needs to review the contracts to include the employer's information as well as the employee's salary.		4
Feb-22	Contract and Human Resources	Termination	The payment for the applicable notice period upon termination is incorrect.	Pay the lunch break and include it in the calculation of the average daily salary.		13
Feb-22	Contract and Human Resources	Termination	The calculation for unused paid annual leave upon termination is incorrect.	Pay the lunch break and include it in the calculation of the average daily salary.		13
Feb-22	Contract and Human Resources	Termination	The calculation for the payment for annual salary supplement upon termination is incorrect.	Pay the lunch break and include it in the calculation of the average daily salary.		13
Feb-22	Occupational Safety and Health	OSH Management Systems	The factory does not conduct a general OSH assessment on a monthly basis.	Factory needs to update the assessment plan to include general assessment monthly.		4
Feb-22	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemical products found in the workplace.	Factory needs to keep the inventory updated. Assign a person to monitor the inventory on a regular basis.	Factory has a system to keep the inventory updated	32
Feb-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of products found in the workplace.	Factor needs to have a system to keep all containers labelled.	This non compliance has been cleared. Evidences has been sent.	32
Feb-22	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available for all products found in the workplace.	The MSDS for each chemical should be available and translate in local language. Clarify responsibility for posting the MSDS in the locations where chemicals are stored and used.	Management has addressed those issues. Evidences has been sent.	32

Feb-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Some workers are exposed to chemical products used in the spot cleaning area.	Training needs to be done for the workers and supervisors that are in the spot cleaning section. Access has to be limited to non authorized workers.	Training has been done for the workers and supervisors. Access has been limited to non authorized workers.	13
Feb-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash stations are not functional.	Install functioning eye wash stations in all places where chemical and hazardous substances are used.	Factory has done some corrections. The Spot cleaning area is fully operational. Evidence has been sent	4
Feb-22	Occupational Safety and Health	Worker Protection	The employer has not provided proper PPE to all workers.	Factory needs to provide: Support belt for workers doing heavy lifting work in all buildings. Gloves for worker in the mechanic workshop of building 17	Support belt has been provided for workers doing heavy lifting work in all buildings. - Training has been done to the workers on how to use those materials.	4
Feb-22	Occupational Safety and Health	Worker Protection	Several sewing machines are missing eye guards and pulley guards.	Install eye guards and pulley guards on all machines where it is necessary.	Factory has provided eye guards and pulley guards for all the machines and done training to the worker on how to use those materials and why it is important.	49
Feb-22	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system of the factory.	Perform regular maintenance of electrical system.	Correction has been done. Evidence has been sent.	32
Feb-22	Occupational Safety and Health	Worker Protection	The interview with workers and management revealed that no training was provided to all staff on Covid-19.	Factory needs to provide training to all staff on Covid 19.	Training has been done, attendance list has been sent	13
Feb-22	Occupational Safety and Health	Worker Protection	Factory does not systematically check workers' and visitors' body temperature upon entry.	Factory needs to check the body temperature of all workers as visitors. Maintain register available for all persons with a temperature of 38 C and above		13
Feb-22	Occupational Safety and Health	Worker Protection	Standing workers that were not provided with shock absorbing mats.	Factory needs to provide shock absorbing mats to all standing workers.	All the standing workers had received their shock absorbing mats. Evidence has been sent.	13
Feb-22	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.	49
Feb-22	Occupational Safety and Health	Working Environment	Noise levels are not acceptable in the workplace.	Keep the noise level below 90db, as recommended by Better work.		4

Feb-22	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.	49
Feb-22	Occupational Safety and Health	Working Environment	The workplace is not clean and tidy. There is a water leak in the generator room.	Perform regular maintenance check to ensure that the workplace is kept clean. Fix the water leak in the generator.	Correction has been done according to the compliance officer.	4
Feb-22	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for men and women.	Increase the number of functioning toilets in the workplace.		49
Feb-22	Occupational Safety and Health	Welfare Facilities	Hand washing facilities and soap were not available on the premises of the factory.	Factory needs to put hand washing facilities and soap on the premises on the factory.	Corrections has been done according to the compliance officer	4
Feb-22	Occupational Safety and Health	Welfare Facilities	The eating area can only accommodate 30 percent of workers.	Factory needs to give an eating area where all the workers can accommodate themselves.		4
Feb-22	Occupational Safety and Health	Health Services and First Aid	The factory does not provide workers with 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.	41
Feb-22	Occupational Safety and Health	Health Services and First Aid	Workers who are exposed to work related hazards do not receive free health checks twice a year.	Factory needs to provide all workers exposed to work related hazards free health checks twice a year.	we call OFATMA to have appointment to check up the workers.	41
Feb-22	Occupational Safety and Health	Health Services and First Aid	Workers do not receive free annual health checks.	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.	41
Feb-22	Occupational Safety and Health	Health Services and First Aid	Insufficient number of medical personnel.	Increase the number of nurses to comply with the labor code. The factory should hire 4 additional nurses.		49
Feb-22	Occupational Safety and Health	Health Services and First Aid	First aid boxes are not regularly checked for missing or expired products.	Check all first aid boxes regular. Develop a checklist to verify if all products are present. Verify products expiration dates	Corrections has been done. The inventory has been updated.	29
Feb-22	Occupational Safety and Health	Emergency Preparedness	Improper maintenance and control of fire extinguishers.	Develop a maintenance plan to check all fire extinguishers on a regular basis.	Corrections has been made right after the assessment.	49

Feb-22	Occupational Safety and Health	Emergency Preparedness	Obstructed aisles and emergency exits.	Factory needs to keep all aisles free of box, table, trolley and fabric roll.	According to evidence sent by the compliance officer, correction has been done	4
Feb-22	Occupational Safety and Health	Emergency Preparedness	Combustible materials found inside of electrical panel.	Develop a maintenance plan to verify all electrical panel on a weekly basis. Keep a log to record maintenance checks. Assign a person to perform the checks.		4
Feb-22	Working Time	Regular Hours	Regular working hours exceed the legal limit of 48 hours per week.	Revise the internal regulations and make sure that the regular hours do not exceed 48 hours per week.		4
Feb-22	Working Time	Regular Hours	Pregnant women were not provided two additional breaks as required by law.	Provide pregnant women with two additional breaks of 30 minutes each as required by the labor code.		4
Feb-22	Working Time	Leave	Pregnant women do not receive 12 weeks of maternity leave as required by law.	Allow pregnant women to take 12 weeks of maternity leave as required by the labor code.		4
Feb-22	Contract and Human Resources	Employment Contracts	The factory's HR policies and procedures do not include Staff training on how to carry out policies and procedures	Review the procedures to include Staff training on how to carry out policies and procedures		4
Feb-22	Contract and Human Resources	Employment Contracts	The employer does not take action to investigate violations of HR policies and procedures, identify weaknesses and make necessary adjustments to prevent recurrence.	Review the policy to include procedures to investigate weaknesses and violations of HR policies and to make the necessary adjustments.		4
Feb-22	Contract and Human Resources	Employment Contracts	The factory's disciplinary and termination procedures does not include all the necessary elements.	Review the actual procedure in order to include the time frame between warnings and payments, the right to defend oneself prior to termination and to representation during the disciplinary process.		4
Feb-22	Contract and Human Resources	Employment Contracts	No. The factory's grievance handling and dispute resolution procedures does not include fair review and appeal process, communication of changes made or resolution.	Review the actual procedure to include fair review and appeal process, communication of changes made or resolution.		4

Feb-22	Occupational Safety and Health	OSH Management Systems	The employer has failed to investigate, monitor and measure OHS issues as required.	Ensure that all OSH issues are investigated, monitored and measured accurately.		4
Feb-22	Occupational Safety and Health	OSH Management Systems	The factory's accident investigation procedure does not include the implementation of changes in order to avoid reoccurrence	Review the accident investigation procedure to include the necessary step to avoid reoccurrence.		4
Feb-22	Occupational Safety and Health	OSH Management Systems	The factory's hazard/risk management and control procedure does not include a risk register that drives the implementation of controls	Update and adjust hazard/risk management and control procedures.		4
Assessment February 2021						
Feb-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average .		
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.	
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.	
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.		
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.	
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.	
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.		

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 & .	
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Hire additional nurses.		
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.	
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.	
Feb-21	Occupational Safety and Health	Welfare Facilities	The factory has insufficient functioning toilets	Increase the number of functioning toilets in the workplace.		
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.	
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.	
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.		
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.		
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.	
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.	

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.	
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.	
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.	
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.	
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.		
Feb-21	Working Time	Regular Hours	Inaccurate attendance record.	Ensure that the factory has an accurate attendance recording system .		
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 were all workers can see it.	The factory have posted the working hour including break time.	
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.	
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.		
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.		
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.		

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.		
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.	
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		
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.		
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.		
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.	
Feb-21	Compensation	Paid Leave	The factory did not provide evidence of sick leave payment.	Ensure that documentation is available during the evaluation period.		
Feb-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average earnings		
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.		
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		

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Factory: Pacific Sports Haiti S.A
Location: Port-au-Prince
Number of workers: 1,730
Date of registration: Oct-09
Date of last two Better Work assessments: Jul-19 Sep-21

Advisory and Training Services

19-May-22	Virtual PICC Meeting	Meeting to discuss: Last FOA and what can be done to improve the dialogue with the Union Training needed for the bipartite committee Progress report due
3-Mar-22	Virtual advisory meeting	Meeting to discuss about the roadmap for 2022.Review of the improvement plan.
25-Nov-21	Virtual PICC Meeting	Meeting to present the last assessment findings and identified root causes.
25-Nov-21	Virtual advisory meeting	Virtual meeting with the compliance team to update Better Work's portal and explain the 3*8 law. Virtual OSH tour on Chemical management.
14-Oct-21	Virtual PICC Meeting	Meeting to evaluate the progress of the factory and review the improvement plan.
1-Sep-21	Virtual PICC Meeting	Meeting to discuss about the different ways to reduce the occurrence of accidents in the workplace.
30-Aug-21	Virtual PICC Meeting	Meeting to develop a mechanisms regarding the persistent non compliance in the mechanic workshops.
19-Jul-21	Virtual PICC Meeting	Meeting to brainstorm about mechanism to lower the temperature levels on the sewing floor.
30-Jun-21	Virtual PICC Meeting	Meeting to raise awareness on emergency preparedness.
22-Jun-21	Virtual advisory meeting	Meeting with union representative on improvement made by the factory and general concerns. Meeting with the compliance team to validate pending issues.
27-May-21	Virtual PICC Meeting	Follow up on OFATMA work related accident and Sick leave. Review the risk management procedure, COVID-19 procedure, inventory of chemicals
25-May-21	Training	PICC Committee meeting to discuss about how we can handle the minor conflicts in the factory in collaboration with human resources. Virtual Industry Seminar on Chemical Management System.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment September 2021						
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		11
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.		11

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.	36
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.	11
Sep-21	Occupational Safety and Health	Emergency Preparedness	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.	48
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.	11
Sep-21	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was undercharged.	Have a fire extinguisher suitable for the factory conditions. Develop a procedure for recharging the fire extinguishers.		11
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.	11
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.		11
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.		11
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.		46

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.		120
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.	36
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.		11
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.		11
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.		11
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical safety data sheets were not 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.		48
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.		36
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.		36

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.		11
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.		11
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.		11
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.		11
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.		60
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.		60
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.		11

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.		11
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.		11
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.		11
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.		36
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.		11
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.		11
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	Unlabelled 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: Palm Apparel S.A.
Location: Port-au-Prince
Number of workers: 1,520
Date of registration: Jan-11
Date of last two Better Work assessments: Nov-19 Mar-22

Advisory and Training Services

6-May-22	Training	Virtual Bipartite Training.
24-Mar-22	Virtual advisory meeting	Meeting with the compliance team to discuss about the implementation of a bipartite committee. Review of the improvement plan and validate pending issues such as: Annual leave, working environment, welfare facilities. Review of documentations related to Breast feeding breaks, Annual leave, compensation and COVID-19 Policy.
26-Jan-22	Virtual advisory meeting	Meeting with the management team to review pending issues in the improvement plan. Follow up on temporary suspension and conduct session on OSH self
25-Nov-21	Virtual advisory meeting	Meeting with OSH committee on how to prevent work related accidents in the workplace. Meeting with the compliance team to review the pending issues on the improvement. Meeting with pregnant and Breastfeeding women: breaks and payment.
27-Aug-21	Virtual advisory meeting	Virtual training on emergency Preparedness. Meeting with the compliance team to follow up on the improvement plan and review compensation, new template for OSH checklist. Then explain legal requirements related to sick leave.
25-May-21	Training	Virtual Learning Seminar on Chemical Management System.
21-May-21	Training	Virtual training on Introduction to Workers Rights & Responsibilities.
20-May-21	Training	Virtual training on Socially Responsible Transitioning.
13-May-21	Virtual advisory meeting	Meeting with the OSH committee for self diagnosis. Meeting with union representative. Meeting with the compliance team to review the improvement plan : Social security, working environment, health services and first Aid. Document review : OSH meeting minutes, fire fighting system maintenance, fire drill records. Meeting with the compliance team about mass layoffs and temporary suspensions and management concerns.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2022						
Mar-22	Occupational Safety and Health	Emergency Preparedness	The last fire drill was conducted in March 2022 and the one before that in August 2021. Better Work recommends a fire drill every six months.	Conduct at least 1 emergency drill every six months. Insert the drills in the OSH annual training plan and Keep records of the drills.		25
Mar-22	Occupational Safety and Health	Emergency Preparedness	Assessors noticed that factory floor is not marked; there are no arrows to identify the evacuation routes. Furthermore the factory floor needs to be resurfaced; it contains several cracks.	Paint yellow lines on the floor to show the exit pathway- Specify who conducts additional daily weekly checks.		25
Mar-22	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.		39

Mar-22	Occupational Safety and Health	Health Services and First Aid	The annual health checks are not in line with the legal requirements because they did not do Pulmonary X-ray, Kahn, Rhx and blood type.	Discuss the legal requirements with the General Manager Pay the health cards.		39
Mar-22	Occupational Safety and Health	Health Services and First Aid	Health checks within the first three months of employment are not in line with the legal requirements because they did not do Pulmonary X-ray, Kahn, Rhx and blood type.	Discuss the legal requirements with the General Manager and Pay the health cards.		38
Mar-22	Working Time	Regular Hours	The regular working hours 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.		3
Mar-22	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets to comply with the law.		55
Mar-22	Occupational Safety and Health	Worker Protection	The factory does not check all workers' body temperature upon entry and re-entry.	Check workers' body temperature and Keep a registry for all persons who present a temperature of 38C and above.		3
Mar-22	Occupational Safety and Health	Worker Protection	The factory did not conduct any training for the prevention of COVID-19.	Provide training to workers on COVID-19		3
Mar-22	Occupational Safety and Health	Worker Protection	The employer has not provided proper PPE to all workers.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.		25
Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station is not available in the mechanic workshop where chemical products are used.	Install eye wash station where chemicals are used in stored.		3
Mar-22	Occupational Safety and Health	Chemicals and Hazardous Substances	The spot cleaning area is closed to the work floor and does not have and exhaust system.	Isolate the use of chemical away from the work area. Use a separate, ventilated room for spot cleaning.		3
Mar-22	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.		56
Mar-22	Occupational Safety and Health	OSH Management Systems	The factory did not share any structural safety certificate delivered by the city, with the assessors.	Request a structural safety certificate from the city.		3

Mar-22	Occupational Safety and Health	OSH Management Systems	During the assessment visit, the employer did not share any proof that work related accident were recorded and submitted to OFATMA on a monthly basis.	Assign responsibility and submit work related accident to OFATMA monthly.		3
Mar-22	Compensation	Social Security and Other Benefits	The employer is registered with OFATMA for maternity and health insurance. The payments for January and February 2022 were overdue. The lunch break payment is not included in the average salary.	Pay the lunch break and Forward worker's and employer's contribution to OFATMA maternity and health insurance within the first 10 business days of the next month for the previous month.		57
Mar-22	Compensation	Social Security and Other Benefits	The employer is registered with ONA for retirement insurance. The payments for January and February 2022 had not been made at the time of the assessment.	Pay the lunch break and Forward worker's and employer's contribution to ONA within the first 10 business days of the next month for the previous month.		127
Mar-22	Compensation	Social Security and Other Benefits	The factory did not send worker's pay slip to OFATMA for sick leave and maternity leave payment.	Send workers' payslip to OFATMA on a regular basis for maternity and sick leave.		3
Mar-22	Compensation	Social Security and Other Benefits	Workers are entitled to an annual salary supplement or boni which is calculated on average salary. However, it 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 the average daily salary.		3
Mar-22	Compensation	Social Security and Other Benefits	The factory is registered with OFATMA for Work Related accident Insurance. However, the factory's management did not share the salary statement sent to OFATMA for the fiscal year 2021- 2022.	Keep records of the salary statement sent to OFATMA. Pay OFATMA work related accident insurance on time.		57
Mar-22	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 of the average daily salary.	Discuss legal requirements with the General Manager. Pay the lunch break and include it in the calculation of the average daily salary.		3
Mar-22	Compensation	Paid Leave	Workers are entitled to 1 hour daily break that is not compensated.	Discuss legal requirements with the General Manager Pay the lunch break.		3
Mar-22	Compensation	Paid Leave	Maternity leave payment is for 6 weeks instead of 12 weeks. Furthermore, the lunch break payment is not included in the calculation of the average salary.	Discuss legal requirements with the General Manager Pay the lunch break Send worker's payslip to OFATMA on time		3

Mar-22	Compensation	Paid Leave	Workers are entitled to full payment of maternity leave. However, the lunch break payment in the calculation of the average daily salary.	Discuss legal requirements with the General Manager Include the lunch break payment in the average salary for maternity leave.		3
Mar-22	Compensation	Paid Leave	The calculation of the annual leave payment 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 annual leave		3
Assessment November 2019 - October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Review the COVID-19 protocol to include the missing points.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	
Oct-20	Occupational Safety and Health	Worker Protection	The factory does not keep a copy of the daily cleaning and disinfection record.	Develop a checklist to record daily cleaning and disinfection. Keep record in appropriate location.	The factory cleans and disinfect all machines, equipment, and tools at least once per day.	
Nov-19	Working Time	Regular Hours	The break time provided to workers is different from what is posted on the floor.	Post the proper break time in all buildings.	The human resources department has already posted the appropriate break time in all buildings.	
Nov-19	Occupational Safety and Health	Working Environment	Workplace lighting is below BW recommended limit in different section.	Ensure the lighting is adequate and adapted to worker's needs.	The assistant manager of the maintenance department is in charge of the maintenance of the light.	
Nov-19	Occupational Safety and Health	Working Environment	Temperature exceeds Better Work's recommended limit of 30 C in all sections.	Use a push and pull-type ventilation. Provide or relocate windows in higher position.		
Nov-19	Occupational Safety and Health	Worker Protection	Electrical boxes were missing the hazard signs.	Identify electrical installations requiring warning signs and post corresponding signs.	Hazard signs have been posted on all electrical panels.	
Nov-19	Occupational Safety and Health	Worker Protection	Electrical installations are not properly maintained.	Keep all electrical panels closed and properly maintained.	Training has been provided to all electricians. A weekly check has been assigned.	
Nov-19	Occupational Safety and Health	Worker Protection	Dust masks are not provided to workers.	Provide dust mask to all workers in the sewing line.	Management has provided dust masks to all workers.	
Nov-19	Occupational Safety and Health	Welfare Facilities	Soap and toilet paper were not available in 3 buildings.	Ensure that soap and toilet paper are always available to workers.	Soap and paper are available. The OSH assistant is in charge of the verification.	

Nov-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		
Nov-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		
Nov-19	Occupational Safety and Health	Health Services and First Aid	The annual checks provided to workers are not in line with the legal requirements.	Provide annual health checks at not cost to workers.		
Nov-19	Occupational Safety and Health	Health Services and First Aid	The health checks are not provided to workers within the first three months of employment.	Provide free health checks to workers within the first three months of employment.		
Nov-19	Occupational Safety and Health	Emergency Preparedness	Insufficient number of fire drills conducted during the year.	Conduct at least one emergency drill every six months .	The last fire Drill was conducted in November 2019 . The Fire Drills are included in the OSH sustainability and training plan.	
Nov-19	Occupational Safety and Health	Emergency Preparedness	Exit routes and aisles are obstructed with boxes.	Identify a space to store finished goods and materials. Keep aisles and routes unobstructed.	A space has been identified and the Health and safety officer is responsible of the verification.	
Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguishers.	Ensure that access to fire extinguishers remain unobstructed in the workplace.	The boxes have been arranged properly on the floor. The Health and Safety officer is responsible to conduct the daily checks.	
Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed and also non-functioning alarm system in the workplace.	Have a fire detection and alarm system suitable for the factory conditions.	The factory has a fire detection and alarm system. The Health and Safety officer is the one in charge of the verification.	
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without chemical safety data sheets.	Prepare and post MSDS where chemicals are used.	The health and safety officer is in charge of receiving the MSDS. All chemicals hazardous used in the workplace have a MSDS.	
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in different section of the factory.	Label all chemical and hazardous substances used in the workplace.	The Health and Security officer conducts the regular checks on chemical safety.	
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of chemicals used in the workplace.	Assign a person responsible for updating the inventories of hazardous substances in the various locations where they are stored or used.	The Health and safety officer is responsible to update the inventories and also responsible for the verification.	
Nov-19	Contracts and Human Resources	Contracting Procedures	Sunday payment is not included in the regular payroll.	Include Sunday payment in the regular payroll.	Sunday payment is included in the regular payroll. The working hours of the employees are recorded.	

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

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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

17-Jun-22	Training	Virtual Negotiation Skills.
3-Jun-22	Training	Virtual Workers' Rights & Responsibilities.
12-May-22	Virtual advisory meeting	Meeting with the compliance team for the implementation of a bipartite committee. Review of the improvement plan: Annual leave, working environment, welfare facilities. Review of documentations Breast feeding brakes, compensation. COVID-19 Policy
28-Apr-22	Virtual advisory meeting	Meeting advisory to review and update the improvement plan, specially the compliance on social security benefits.
10-Mar-22	Virtual advisory meeting	First advisory to discuss about the roadmap and the improvement plan. Meeting was interrupted and has been plan for the next week.
4-Oct-21	Virtual advisory meeting	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	Virtual advisory meeting	Meeting with the compliance team to verify files of terminated workers and provide feedback. Then, review training records on PPE and chemical managem
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.

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		8
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.		8

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.		8
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.		8
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.		127
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.		127
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.		8
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.		8
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.		8
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.		60
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.		8
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.	8

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.		8
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.	8
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.		8
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.		8
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.		8
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.		8
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.	8
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.	69
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.	69

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.		69
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.		69
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.		69
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.		8
Nov-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Pay the lunch break.		8
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.		8
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.		8
	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.		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.	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	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.	
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.	
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.	
Aug-19	Occupational Safety and Health	Welfare Facilities	The production floor is not clean.	Implement an housekeeping program that identifies and assigns responsibilities.		
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.		
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.	
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.	
Aug-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		
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.		

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.	
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.	
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.	
Aug-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Increase the number of nurse.		
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.		
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.	
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.	
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.	
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.		
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.		

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.		
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.		
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.		

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Factory: S&H Global 1-6
Location: Arrondissement du Trou du Nord
Number of workers: 9,798
Date of registration: Jul-12
Date of last two Better Work assessments: Mar-21 May-22

Advisory and Training Services

Apr-22	Training	Virtual OSH Event Workshop.
Mar-22	Virtual advisory meeting	Advisory service to discuss about all the non compliance, and the bipartite committee. As the factory was severely affected by flooding, a list of non compliance issues was sent to S&H to provide feedback on the non-compliance issues resolution.
Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Supervisors.
Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Workers.
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.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment May 2022						
May-22	Forced Labour	Coercion	Foreign workers are prohibited from leaving the industrial park after working time	Remove the prohibition for foreign workers to leave the industrial park on their free time.	Foreign workers can leave the park after the working hours.	1

May-22	Forced Labour	Coercion	The foreign workers did not receive a copy of the contract prior to their arrival in Haiti. Furthermore, the airline tickets to their home country is at their own charge if they failed to complete seniority terms.	Share a written contract with the foreigners workers when before they travel in Haiti to fulfil their contract. Remove the clause that states the foreign workers must reimburse the ticket upon arrival and the return is at their own charge if they failed to complete terms of the contract.	Factory has updated the contract of the foreign workers and submitted it to headquarters for approval.	1
May-22	Compensation	Overtime Wages	Employer did not show evidence that foreign workers were paid properly for overtime hours worked.	Indicate in the payroll the overtime payment.		1
May-22	Compensation	Paid Leave	The annual leave payment does not include the lunch break payment.	Include the lunch break in the calculation of the annual leave.		13
May-22	Compensation	Paid Leave	The sick leave is paid on a prorated basis, depending on their term of service while the labor code stated that workers employed for more than one year are entitled to full pay.	Pay full sick leave payment after one year of service.		13
May-22	Compensation	Paid Leave	The maternity leave payment does not include the lunch break payment.	Include the lunch break in the calculation of monthly salary.		13
May-22	Compensation	Paid Leave	Lunch break is not compensated in the payroll.	Pay the lunch break.		13
May-22	Compensation	Paid Leave	Annual leave, sick leave and maternity leave payments are inaccurate because the lunch break payment is not included in the calculation.	Include the lunch break payment in the calculation of the annual, sick and maternity leaves.		13
May-22	Compensation	Social Security and Other Benefits	The annual salary supplement or bonus does not include the lunch break payment.	Include the lunch break in the calculation of the annual leave.		13
May-22	Compensation	Social Security and Other Benefits	The maternity leave and sick leave payment register and payroll records do not include the lunch break payment. As a result, workers payslips sent to OFATMA are inaccurate.	Include the lunch break payment in the worker's monthly earnings.		13
May-22	Compensation	Social Security and Other Benefits	The workers' and employers' contribution to ONA are inaccurate because the calculation does not include the lunch break payment.	Include the lunch break payment in the worker's monthly earnings.		13

May-22	Compensation	Social Security and Other Benefits	The workers' and employers' contribution to OFATMA are inaccurate because the calculation does not include the lunch break payment.	Include the lunch break payment in the worker's monthly earnings.		13
May-22	Contract and Human Resources	Employment Contracts	Contract for foreign workers do not specify the working hours and provides less than 15 days annual leave.	Specify working conditions in the contracts.		1
May-22	Occupational Safety and Health	OSH Management Systems	The factory did not submit accident report on a monthly basis to OFATMA.	Submit the accident reports on a monthly basis to OFATMA.		11
May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Several chemical product containers that were not properly labelled.	Label all chemicals stored and used in the workplace.	Management corrected the issues during the assessment visit.	35
May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous and chemicals products were missing the chemical safety data sheets.	Have all chemical data sheets for chemical used and stored in the workplace.	Management corrected the issue and placed MSDS for all these products, in the location where they are being used.	1
May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Four vacuum machines were not functioning properly in the spot cleaning section. No eyewash station was installed in the mixing rooms of module 4 and in the printshop of module 3 where chemical products are used.	Repair or replace the vacuum machines. Install eyewash facilities where chemicals are used and stored.		75
May-22	Occupational Safety and Health	Worker Protection	The employer has not been provided proper PPE to all workers.	Provide proper personal protective equipment to workers in the workplace.	Management provided the protective equipment during the assessment visit.	75
May-22	Occupational Safety and Health	Worker Protection	An electrical wire was hanging with clear masking tape on it, in the "Impossible" section of module 1.	Secure all possible sources of hazard.	Managed corrected the issue during the assessment visit.	35
May-22	Occupational Safety and Health	Worker Protection	One electrical box in module 2 was missing the hazard sign and 14 Electricals boxes in dormitories 1 and 4 were also missing hazard signs.	Post the hazard sign where necessary.	Managed corrected the issue during the assessment visit.	1
May-22	Occupational Safety and Health	Working Environment	The temperature levels exceeded the recommended 30 C in packing, section and quality sections.	Maintain the temperature level to 30 C and below in all sections.		1

May-22	Occupational Safety and Health	Working Environment	Noise levels are unacceptable in the packing, sewing and inspection sections.	Maintain the noise level up to 90 db.		75
May-22	Occupational Safety and Health	Welfare Facilities	Workers complained about the location of drinking water stations which are very close to the toilets.	Identify other location to install the drinking water stations.		13
May-22	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire seven more nurses.		1
May-22	Occupational Safety and Health	Health Services and First Aid	Five first aids boxes were missing inventory checklist of supplies, and one first aid box was obstructed.	Post the inventory list of supplies on the first aid box. Ensure that it is accessible.	All these issues were corrected during the assessment visit.	51
May-22	Occupational Safety and Health	Emergency Preparedness	The alarm systems in module 2 and 4 were not working properly, since the system was not interconnected. A smoke detector was not installed in the stockroom of module 6.	Regularly maintain the fire fighting equipment.	All these issues were corrected during the assessment visit.	1
May-22	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was overcharged. Three fire extinguishers were obstructed. Five fire extinguishers were missing. Five fire extinguisher needed to be recharged..	Regularly maintain the fire fighting equipment.	All these issues were corrected during the assessment visit.	13
May-22	Occupational Safety and Health	Emergency Preparedness	The evacuation plans in several modules are missing the meeting point. Factory floor in module 2 and module 4 needs to be painted.	Paint the floor of module 2 and 4. Update the evacuation plan to add the meeting point.		48
May-22	Working Time	Regular Hours	The employer did not post the factory's working hours in module 9.	Post the working hours in module 9.	Management posted the working hours in Module 9.	1
May-22	Working Time	Overtime	Contracts for foreign workers do not specify the amount of overtime required.	Include the effective time of overtime performed in the payroll.	Factory has updated the contract of the foreign workers and submitted it to headquarters for approval.	1
May-22	Working Time	Leave	Contract for foreign workers states that they are entitled to less than fifteen days of annual leave.	Provide 15 days of annual leave to foreign workers.	Factory has updated the contract for the foreign and submitted it to headquarters for approval.	1
May-22	Occupational Safety and Health	OSH Management Systems	OSH committee has organized two meeting for the past 12 months.	Maintain meeting for the OSH committee on a monthly basis.		1

May-22	Occupational Safety and Health	OSH Management Systems	Management has not posted names of OSH committee members.	Post names of the OSH committee members.		1
May-22	Occupational Safety and Health	OSH Management Systems	The factory has an emergency preparedness procedure that does not include the following: - Evacuating employees to a designated assembly location, and - Accounting for all employees after an evacuation.	Include missing element in the emergency preparedness procedures.		1
May-22	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.	Keep an inventory for all the chemicals used and stored in the workplace.		1
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.	
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.	
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.	
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.	
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.	
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.	

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.	
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.	
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.	
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.	
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory does not include all the location even though 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.	
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.	
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.	

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.	
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.	
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	
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.	
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.	

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.	
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-audition.	
Mar-21	Occupational Safety and Health	Working Environment	Lux level inappropriate in several sections.	Ensure that lux level is appropriate in all section.		
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.	
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	
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.	
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.	

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.	
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.	

222 BETTER WORK HAITI - 24TH SYNTHESIS REPORT



Factory: S&H Global Washing 7
Location: Arrondissement du Trou du Nord
Number of workers: 1,427
Date of registration: Sep-18
Date of last two Better Work assessments: Mar-21 May-22

Advisory and Training Services

28-Apr-22	Training	Virtual OSH Event Workshop.
11-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Supervisors.
10-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Workers.
30-Nov-21	Virtual advisory meeting	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	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	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, meeting with the compliance team to follow up on mass dismissal, temporary suspension, risk assessment and OSH issues
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.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment May 2022						
May-22	Occupational Safety and Health	Working Environment	Temperature levels exceeded the recommended 30 C in pressing, sewing and inspection sections.	Maintain the temperature level to 30 C and below in all sections.		1

May-22	Occupational Safety and Health	OSH Management Systems	The written OSH policy does not include measurable objectives and improvements targets and was not developed through consultation with workers representatives.	Update the OSH policy in consultation with workers representatives and include missing elements.		1
May-22	Occupational Safety and Health	OSH Management Systems	The factory has an emergency preparedness procedure that does not include all the necessary elements.	Include the following missing elements in the emergency preparedness procedures: Evacuating employees to a designated assembly location, and accounting for all employees after an evacuation.		1
May-22	Occupational Safety and Health	OSH Management Systems	Management has not posted names of OSH committee members on the factory floor.	Post names of the OSH committee members.		1
May-22	Occupational Safety and Health	OSH Management Systems	The OSH committee is not effectively functioning. Only two meetings were organized for the past 12 months.	Organize meeting for the OSH committee on a monthly basis and keep minutes of meetings.		1
May-22	Working Time	Leave	Contract for foreign workers states that they are entitled to less than fifteen days of annual leave.	Provide 15 days of annual leave to foreign workers.	Factory has updated the contract for the foreign and submitted it to headquarters for approval.	1
May-22	Working Time	Overtime	Foreign workers Contract do not however specify the amount of overtime required.	Include the effective time of overtime performed in the payroll.	Factory has updated the contract for the foreign and submitted it to headquarters for approval.	1
May-22	Working Time	Regular Hours	Factory's working hours for all shifts, including break time is not posted in building 7.	Post the working hours in building 7.	Management fixed the issue during the assessment visit.	1
May-22	Occupational Safety and Health	Emergency Preparedness	Two emergency exits in the washing section of building 2 were locked while workers were working overtime. Furthermore, the aisles was obstructed in the sewing warehouse room of building 7.	Keep evacuation route unobstructed. Ensure the exits remain accessible during the working hours	Management unlocked the exits during the assessment visit.	1

May-22	Occupational Safety and Health	Emergency Preparedness	The evacuation maps in building 7 and washing 1 were outdated. Furthermore the meeting point in one building is inaccessible.	Update the evacuation map to reflect the floor layout. Ensure that the meeting point is accessible.	Management fixed the issue during the assessment visit.	14
May-22	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was obstructed in the sewing warehouse of building 7.	Ensure that fire extinguisher remained accessible during the working hours.	Management fixed the issue during the assessment visit.	14
May-22	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire two additional nurses.		14
May-22	Occupational Safety and Health	Welfare Facilities	The factory did not provide any facility for workers to change their clothes after work.	Provide appropriate space where workers can change their clothes after work.		1
May-22	Occupational Safety and Health	Working Environment	One side of the floor of the washing building was slippery due to water spillage from a pipe and no danger signs was displayed.	Post warning sign in the area and take appropriate measures to fix the pipe.	Management removed workers from the area until the problem get solved.	1
May-22	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.		1
May-22	Occupational Safety and Health	Worker Protection	No safety belts were provided in a timely manner to workers in the packing area and warehouse for lifting heavy loads.	Provide safety belt to workers.	Safety belts are available for the workers.	1
May-22	Occupational Safety and Health	Worker Protection	One uncovered electrical box in the back of the washing section of building number 2.	Ensure that electrical equipment are properly maintained.	Management fixed the issue during the assessment visit.	1
May-22	Occupational Safety and Health	Worker Protection	The employer has not provided proper PPE to all workers.	Provide appropriate protective equipment to workers.	Management corrected these issues during the assessment visit.	1
May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	The spot cleaning area does not have the proper conditions to prevent unnecessary exposure of workers to chemicals.	Ensure the spot cleaning have proper condition to prevent unnecessary exposure of workers to chemicals.	Management fixed the issue during the assessment visit.	1

May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without chemical safety data sheets.	Ensure that the chemical data sheets are available for all the chemicals used in the workplace.		35
May-22	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Label all hazardous and chemicals substances used in the workplace.		35
May-22	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.	Keep the inventory updated and include all the chemicals used.		24
May-22	Occupational Safety and Health	OSH Management Systems	The factory did not submit work related accident report to OFATMA on a monthly basis.	Submit the accident reports on a monthly basis to OFATMA.		1
May-22	Contracts and Human Resources	Employment Contracts	Contract for foreign workers do not specify the working hours and provides less than 15 days annual leave.	Specify working conditions in the contracts.	Factory has updated the foreign workers' contract and submitted it to headquarters for approval.	1
May-22	Compensation	Social Security and Other Benefits	The workers' and employers' contribution to OFATMA are inaccurate because the calculation does not include the lunch break payment.	Include the lunch break payment in the worker's monthly earnings.		14
May-22	Compensation	Social Security and Other Benefits	The workers' and employers' contribution to ONA are inaccurate because the calculation does not include the lunch break payment.	Include the lunch break payment in the worker's monthly earnings.		14
May-22	Compensation	Social Security and Other Benefits	The maternity leave and sick leave payment register and payroll records do not include the lunch break payment. As a result, workers payslips sent to OFATMA are inaccurate.	Include the lunch break payment in the worker's monthly earnings.		14
May-22	Compensation	Social Security and Other Benefits	The annual salary supplement or bonus does not include the lunch break payment.	Include the lunch break in the calculation of the annual leave.		14

May-22	Compensation	Paid Leave	Annual leave, sick leave and maternity leave is not accurate correctly because the payment of the lunch break is not included in the calculation.	Include the lunch break payment in the calculation of the annual, sick and maternity leaves.		14
May-22	Compensation	Paid Leave	Lunch break is not compensated in the payroll.	Pay the lunch break.		14
May-22	Compensation	Paid Leave	The maternity leave and sick leave payment register and payroll records do not include the lunch break payment. As a result, workers payslips sent to OFATMA are inaccurate.	Include the lunch break payment in the worker's monthly earnings.		14
May-22	Compensation	Paid Leave	The sick leave is paid on a prorated basis, depending on their term of service while the labor code stated that workers employed for more than one year are entitled to full pay.	Pay full sick leave payment after one year of service.		1
May-22	Compensation	Paid Leave	The annual leave payment does not include the lunch break payment.	Include the lunch break payment in the calculation of the annual leave.		17
May-22	Compensation	Overtime Wages	Employer did not show evidence that foreign workers were paid properly for overtime hours worked.	Indicate in the payroll the overtime payment.	Factory has updated the contract of the foreign workers and submitted it to headquarters for approval.	1
May-22	Forced Labour	Coercion	The foreign workers did not receive a copy of the contract prior to their arrival in Haiti. Furthermore, the airline tickets to their home country is at their own charge if they failed to complete one year of employment.	Share a written contract with the foreigners workers when before they travel in Haiti to fulfil their contract. Remove the clause that states the foreign workers must reimburse the ticket upon arrival and the return is at their own charge if they failed to complete terms of the contract.	Factory has updated the contract of the foreign workers and submitted it to headquarters for approval.	1
May-22	Forced Labour	Coercion	Foreign workers are prohibited from leaving the park even on weekends and holidays.	Remove the prohibition for foreign workers to leave the industrial park on their free time.	Foreign workers can leave the park after the working hours.	1

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.	
Mar-21	Occupational Safety and Health	Emergency Preparedness	The evacuation map is not accurate.	Update the evacuation map o reflect the floor layout.	New evacuation maps have been printed and displayed.	
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.	
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.	
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 .	
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.	
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.	
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.	
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 labelled.	

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.	
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.	
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.	
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.	
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.	
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.	
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.	
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.	

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.	
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.	
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.	
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.	

Advisory and Training Services

31-May-22	Training	Virtual Financial Literacy.
13-May-22	Virtual bipartite Committee meeting	Meeting on self-assessment and action plan.
4-May-22	Training	Virtual Bipartite Committee training.
3-May-22	Training	Virtual Bipartite Committee training.
28-Apr-22	Training	Virtual OSH Event.
18-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Middle management.
11-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for supervisors.
10-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Workers.
2-Mar-22	Virtual advisory meeting	Meeting with the OSH committee to validate pending issues in Better Work's portal and discuss about the training needs. Virtual OSH tour: emergency preparedness, chemical management and Interview with workers' representatives.
28-Jan-22	Advisory meeting	Virtual meeting with the compliance team to review the Improvement plan. Coaching session on OSH objectives and Target. Follow up on sick leave payments.
24-Nov-21	Virtual advisory meeting	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	Virtual advisory meeting	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.
7-May-21	Training	Workplace Cooperation & Communication.
6-May-21	Training	Virtual Sexual Harassment Awareness and Prevention.
5-May-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 110.
5-May-21	Training	Virtual training Covid-19 Emergency Preparedness.

Assessment	Compliance Cluster	Compliance Point	Details of Non Compliance	Improvement Priorities	Remediation 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.		38
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.		38
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.		8
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.	More than 10 percent of the workforce has been trained. The factory has an internal training plan and a training Monitoring	8
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.	The Factory has planned 3 Fire Drill per year and conducted 2 fire drills for this year.	8
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.		8
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.		53
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.	Management has installed adequate fire-fighting equipment in this area and trained workers on electrical hazards.	53

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.	Management has installed some smoke detectors in this area and trained the workers on electrical hazards.	8
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.	More than 10 percent of the workforce has been trained. The factory has an internal training plan and a training Monitoring system in place.	8
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 nurses is insufficient.	Hire additional medical staff to have at least 7 nurses for the current workforce.		76
Sep-21	Occupational Safety and Health	Health Services and First Aid	Annual medical checks for workers are not in line with legal requirements.	Discuss the legal requirements with the General Manager. Pay the health card.	The compliance team have discussed about the legal requirements with the general manager. The factory has paid the CDS.	8
Sep-21	Occupational Safety and Health	Health Services and First Aid	Health checks for workers who are exposed to work-related hazards are 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.	The Factory has paid the health card. Management has a plan for workers that are exposed to work-related hazards to receive the health checks every six months.	8
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 card.	The factory has paid the CDS and has sent a request to OFATMA to provide the medical checks.	8
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.		85

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.		85
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.		69
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.		35
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.		8
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.		69
Sep-21	Compensation	Social Security and Other Benefits	Employer's contributions 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.		69
Sep-21	Compensation	Social Security and Other Benefits	Employer's 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.	8
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.		69

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.		69
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.		8
Sep-21	Contracts and Human Resources	Paid Leave	The lunch breaks is not compensated in the payroll.	Pay the lunch break.		8
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.		8
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.	Have a system to monitor the requests for sick leave. Pay the lunch break and include it in the calculation of sick leave.	All workers have received the sick leave payment.	8
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.		8
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.	8
Assessment October 2020 / August 2019						
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.	Record and 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' average daily 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 the average daily 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 average daily 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	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 number of toilets.	Increase the number of toilets for both, men and women.		
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	Nov-19	Apr-21
Work assessments:		

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

Assessment	Compliance Cluster	Compliance Point	Details of Non Compliance	Improvement Priorities	Remediation 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.	37
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.	37
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 .	37
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.		14
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.	14
Apr-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		14
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.		14
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.		43
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.		14
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.	14
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.		14

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.	43
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.	43
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.	14
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.		14
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.		43
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.		43
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.		43
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.		43
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.		14
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.		14

Apr-21	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Ensure that workers received the correct amount of maternity leave payments.		14
Apr-21	Compensation	Paid Leave	Inaccurate Sick leave payments.	Ensure that workers are Accurately compensate workers for sick leaves.		22
Apr-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average earnings		14
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.	14
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, labelled, 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.	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	Improper maintenance of fire extinguishers.	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 daily monitored.	
Nov-19	Occupational Safety and Health	Health Services and First Aid	First aid boxes found with missing products.	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	Insufficient number of medical personnel.	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	The factory does not provide free annual health checks to workers. The employer did not pay OFATMA for the medical cards.	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 Check-up 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	The factory does not provide free health checks to workers within the first three months of hiring.	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 Check-up to all the employees	
Nov-19	Occupational Safety and Health	Welfare Facilities	The factory did provide soap in the men's toilet.	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 house keeping materials.	
Nov-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Have 11 functioning toilets for men and 51 functioning toilets for women		
Nov-19	Occupational Safety and Health	Working Environment	Lighting level is unacceptable.	Increase light levels.		
Nov-19	Occupational Safety and Health	Working Environment	Temperature exceeds the recommended 30C.	Monitor the temperature level and maintain it under 30 C inside the workplace.		

Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No material safety data sheet were available for chemicals products used in the workplace.	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	Unlabelled containers of chemical products found in the workplace.	1. Conduct daily and or weekly monitoring 2. Train personnel on importance of using properly labelled containers 3. Provide standard labelled 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 labelled containers.	
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals and hazardous substances used in the workplace is inaccurate..	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	
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	

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	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

10-Jun-22	Virtual Advisory meeting	Meeting to discuss about: Documentation for 5 union workers who were fired. MSDS issues Workers protection materials.
06-May-22	Training	Virtual Bipartite Training
20-Apr-22	Virtual advisory meeting	Meeting with the compliance team for the implementation of a bipartite committee Review of the improvement plan: Annual leave, working environment, welfare facilities. Review of documentations Breast feeding breaks, compensation COVID-19 Policy
19-Apr-22	Virtual advisory meeting	Meeting for the year. Improvement plan review and data actualization.
24-Nov-21	Virtual advisory meeting	Meeting with management to discuss 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.

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.	8
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.	8
Oct-21	Occupational Safety and Health	Emergency Preparedness	Obstructed emergency exits.	Ensure all exits remain unobstructed.		8

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.	30
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.	30
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.	8
Oct-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Have adequate number of nurses.		115
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 ensure that drinking water provided to worker is safe.		8
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.		30
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.		38
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.		30
Oct-21	Occupational Safety and Health	Working Environment	Temperature exceeded 30C in all working sections.	Keep the temperature level at 30C or lower.		38
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.	8

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.	8
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.	108
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.	8
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.	8
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.	93
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.	23
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.	30
Oct-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemicals found in the workplace.	Label all containers of chemical products used in the factory.	Cleaning guns in the spot cleaning of building 37 and building 42 will be properly labelled.	30
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.	8
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.	8
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.	8

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.	8
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.	8
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.	8
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 Terms and condition of employment are properly explained to contract workers . Files will be properly kept.	8
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.	8
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.	23
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.	23
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.	23
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.	23
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.	8

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.	8
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.	8
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.	8
Oct-21		Interference and Discrimination	Wrongful termination of 6 union leaders.	Reinstate the 6 union leaders terminated on unjustified ground		8
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.		8
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.	
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.	
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.	
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.	

Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemicals found in the workplace.	Label all containers of chemical products used in the factory.	Oil containers were properly labelled in the mechanic shop. Thinner container was removed from trim stock. Thinner container in the spot cleaning room was properly identified. Water tank in the boiler room is in process of identification.	
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.	
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.	
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.	
Jul-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical equipment and installations.	Perform regular maintenance of all electrical equipment and installations.		
Jul-19	Occupational Safety and Health	Working Environment	Temperature exceeded 30C in all working sections.	Keep the temperature level at 30C or lower.		
Jul-19	Occupational Safety and Health	Working Environment	Noise levels exceeded 90 db.	Keep noise level below 90 db.		
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.		
Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for women.		
Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Add more nurses.		
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.	

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.	
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.	
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.	
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.		



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

9-Jun-22	Training	Virtual Supervisory Skills (SST)
8-Jun-22	Training	Virtual Supervisory Skills (SST)
7-Jun-22	Training	Virtual Supervisory Skills (SST)
31-May-22	Training	Virtual Financial literacy
24-May-22	Virtual Advisory meeting	Meeting with management on improvement plan. Meeting with Bipartite committee on challenges faced by the workers.
19-Apr-22	Virtual Advisory meeting	First meeting for 2022. Data actualization. Improvement plan review changes made for non compliances on worker protection and emergency preparedness upon evidences that have been sent.
18-Mar-22	Training	Virtual Sexual Harassment Awareness and Prevention for Middle Management
24-Nov-21	Virtual advisory meeting	Meeting with management was on the lunch break payment. The discussion was also on the improvement plan. Meeting with PICC on latest concerns regarding the dismissal of a worker.
2-Sep-21	Bipartite Committee Meeting	Meeting with the committee on improvement plan. Meeting with PICC on 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	Management meeting on improvement plan status. Meeting with the bipartite committee members on workers current concerns.

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 two additional breaks of 30 minutes each to pregnant women, as required by the labor code.	Facility will train all supervisors on the policy and its application.	7
Sep-21	Occupational Safety and Health	Emergency Preparedness	Less than 10 percent of the workforce is trained on the use fire fighting equipment.	Provide fire fighting training to at least 10 percent of the workforce.	This issue was reported by mistake. Fire fighting trainings are always conducted with 10% of the workforce.	7

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 that all fire extinguishers are properly maintained.	7
Sep-21	Occupational Safety and Health	Health Services and First Aid	Insufficient number of workers trained in first aid.	Train at least 10 percent of the workforce in first aid.	This issue was reported by mistake. First aid trainings are always conducted with 10% of the workforce.	7
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 boxes.	Facility will establish a procedure to have all first aid kits accessible in a timely manner. Expired items will be replaced promptly.	7
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.		41
Sep-21		Welfare Facilities	The factory does not have a water test conducted by a certified laboratory on a monthly basis.	Contract a certified laboratory to perform monthly water tests.		7
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.		41
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.		41
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.		41

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. 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.	15
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.	15
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 labelled.	36
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.	Install functioning eye wash stations or eye wash bottles where chemicals and hazardous substances are used and stored.	Facility will ensure that the eye wash stations are installed and functioning during the working hours.	7
Sep-21	Occupational Safety and Health	OSH Management Systems	The employer records work related accidents but does not submit them to OFATMA on a monthly basis.	Keep monthly records of work related accident and submit them to OFATMA on a monthly basis.	Facility will send work related accident records to OFATMA on a monthly basis.	7
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.	7
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.	7

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.	7
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.	7
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.	7
Sep-21	Compensation	Social Security and Other Benefits	The amount collected for OFATMA maternity and health 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.	7
Sep-21	Compensation	Social Security and Other Benefits	The amount collected for OFATMA maternity and health 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.	7
Sep-21	Compensation	Social Security and Other Benefits	The workers' contributions to ONA 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.	7
Sep-21	Compensation	Social Security and Other Benefits	The employer contribution to ONA 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.	7
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.	7
Sep-21	Compensation	Paid Leave	The lunch break 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.	7

Sep-21	Compensation	Paid Leave	Sick leave 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.	7
Sep-21	Compensation	Paid Leave	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.	7
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 the 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 toilets 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 were not properly maintained.	Ensure that electrical panels 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. Temporary workers are aware of the terms of employment in their contract.	
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.	

260 **BETTER WORK HAITI - 24TH SYNTHESIS REPORT**


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

14-Jun-22	Virtual advisory meeting	Meeting to discuss: - Worker Protection Employment contract/working hours - Breaks for pregnant women
06-May-22	Training	Virtual Bipartite Training
31-Mar-22	Virtual advisory meeting	Meeting with the compliance team for the implementation of a bipartite committee Review of the improvement plan: Annual leave, working environment, welfare facilities Review of documentations: Breast feeding breaks, compensation COVID-19 Policy
17-Mar-22	Virtual advisory meeting	Advisory meeting to discuss about improvement plan, about changes that had been made on OSH.
24-Nov-21	Virtual 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.
20-Nov-21	Virtual 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	Virtual 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
21-May-21	Virtual 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.

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.	12

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.	12
Sep-21		Health Services and First Aid	Insufficient number of medical staff.	Have a number of nurse compatible with the workforce.		118
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.		12
Sep-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Have a sufficient number of toilets for women.		127
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.		60
Sep-21	Occupational Safety and Health	Working Environment	The temperature level exceeded 30C in several sections.	Keep the temperature level at or below 30C.		34
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.	12
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.	12
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.	12
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.	12
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.	34

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.	12
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.	60
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.	53
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.	39
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.	12
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.	12
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.	12
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.	12
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.	12
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.	12

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.	12
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.	12
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.	12
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.	12
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.	12
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.	12
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.	12
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.	12
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.	12
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.	12
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.		12

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.	
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.	
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.	
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.	
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.	
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 .	
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.	
Aug-19	Occupational Safety and Health	Working Environment	The temperature level exceeded 30C in several sections.	Keep the temperature level at or below 30C.		
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.		
Aug-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for the female workforce.		

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.	
Aug-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire two more nurses.		
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 fire extinguishers were properly charged and mounted.	

Advisory and Training Services

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.		34
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.		8
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 another one was conducted in March 2022.	8
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.	8
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.		46
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.		46
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		8
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.		46
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.	8

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.	34
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.	Management provided support belt to workers.	34
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station was not available in the maintenance room where chemical products are stored and used.	Provide eye washing station or eye wash bottles. Train workers on its use or display the operating procedure in local language.	Management removed chemical products from the maintenance room.	8
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.	Store all chemicals and hazardous substances used in the factory properly.		8
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.	Label chemicals and hazardous substances properly. Specify who conducts regular checks on chemical safety.	The label has been translated in local language and the container has been identified.	8
Sep-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals is inaccurate and it is written in Spanish.	Assign a person who is responsible for updating inventories of hazardous substances in the various locations where they are stored or used.		50
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.	8

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 the calculation of the annual leave payment upon termination.	The discussions took place with the General Manager.	8
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 periods.	The discussions took place with the General Manager.	8
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.	Corrective action is being discussed with Korea office.	8
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.	8
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.	8
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.	8
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.	8
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.	8
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.	8

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.	8
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.	8
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	8
Assessment October 2020-July 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.	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 outlet	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

As a partnership between the International Labor Organization and the International Finance Corporation, a member of the World Bank Group, Better Work brings together various groups - governments, global brands, plant owners, trade unions and workers - to improve Work in apparel industry and make the sector more competitive.

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