

# Compliance Assessment Report



J.M. Fabrics Limited

21/05/2024 (dd/mm/yyyy)

Assessment Start date: 24/04/2024 (dd/mm/yyyy)

Assessment End date: 25/04/2024 (dd/mm/yyyy)

Cycle: 8

Modality: ONSITE

Report ID: 2058

Country: Bangladesh

Product type: Printing or Dyeing, Sewing or Final Product Assembly, Packaging

Supplier Name: J.M. Fabrics Limited

Supplier Address: 6 No Dogri, South Nayapara , Bhawal Mirzapur , Gazipur -1703

This compliance report includes information about this factory's compliance performance at the time of the Better Work assessment. The key compliance results are explained in more detail on the following pages.

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## Factory Visit Information

The following section includes general information on the factory, on its key strengths, and on the assessment process itself.

### Key Strengths and Process Integrity

Question	Answer
Was any part of the assessment conducted virtually?	No
What is the total number of employee interviews conducted?	40
Provide details about number of employees interviewed	<p>Number of workers interviewed: 40 (male: 17, female: 23).</p> <p>Individual interview: 22 (male:10, female: 12).</p> <p>3 group interviews (Participation Committee, Safety Committee, new workers, pregnant workers, new mothers): 18 (male: 07, female: 11).</p> <p>Sections covered: Cutting, Sewing, Finishing, Dyeing, Printing, Knitting, Embroidery, Store, Security.</p> <p>Interview location and process: Individual interviews were conducted in a separate area free from management presence. The group interviews were conducted in the meeting room and in separate areas free from management presence using open ended questions.</p> <p>Selection process: Workers were randomly selected from different committee lists, personnel files, wages sheets and factory tours.</p>
Did the Enterprise Advisor(s) conduct an offsite documentation review?	No
1. Cooperativeness of facility	The factory was cooperative.
2. Strengths of management practices	Nothing significant.
3. Any other comments	None

## Freedom of Association and Collective Bargaining

Question	Answer
Does the facility have a registered trade union(s) on-site?	No
How many Collective Bargaining Agreements (CBAs) have there been in effect at the facility during the assessment timeframe? (Ref 8979)	0
How many industrial actions/strikes have occurred? (Ref 7647)	0

## Contracts and Human Resources

Question	Answer
Facility is the legal owner of the site:	Yes
Total number of workers: (Ref 18130)	4880
Number of male workers: (Ref 18131)	2049
Number of full-time workers:	4880
Number of male full-time workers:	2049
Number of permanent workers: (Ref 9046)	4829
Number of male permanent workers: (Ref 9048)	2032
Number of temporary workers: (Ref 9059, 9070)	0
Number of agency/contract workers:	0
Number of contract workers who are not part of the production process:	0
Number of foreign migrant workers: (Ref T1540)	0
Number of domestic migrant workers:	4400
Number of male domestic migrant workers:	2156
Number of workers paid by unit:	0
Number of workers under probation: (Ref 9049)	51
Number of male workers under probation: (Ref 9051)	17
Number of casual workers: (Ref 9063)	0
How many workers under the age of 18 have worked at the facility during the assessment timeframe?	0
Number of workers who are trainees, apprentices or interns: (Ref 9054)	0

Number of workers who are pregnant/breastfeeding:	57
Number of workers with disabilities: (Ref 18154)	10
Number of male workers with disabilities: (Ref 18279)	9
Number of workers who bring work home or work at home exclusively:	0
Number of supervisors: (Ref 13355)	426
Number of male supervisors: (Ref 11538)	392
Number of foreign migrant supervisors: (Ref 7640)	0
Operating License/Registration #:	33-30-1-001-00003
Are subcontractors utilized by the facility to complete all or part of the production process? (Ref 7650)	No
Does the facility offer/ participate in any apprenticeship / trainee / internship programs? (Ref 9054)	No
Does the facility use fixed-term contracts?	No
Management and workers interviews indicated that the employer did not use fixed-term contracts for employing the workers. All contracts were open-term.	
How many workers became disabled (for whatever reason)?	0
How many members are in the bipartite committee?	24
How many female members are in the bipartite committee?	12
How many employer members are in the bipartite committee?	6
How many worker members are in the bipartite committee?	18

### Occupational Safety and Health

Question	Answer
Total number of buildings on-site:	5
Number of production buildings on-site:	3
Number of warehouses on-site:	2
Are warehouses within or separate from production buildings?	Warehouses are separate buildings AND within production buildings
Number of on-site dormitories:	0

Do workers stay in off-site housing managed or controlled by the facility? (Ref 9213)	No
Is there an on-site canteen/eating area? (Ref 18252)	Yes
Are there on-site childcare facilities?	Yes
Describe any other types of buildings:	No
Total Facility Area (m2) - only built premises:	26463
Facility is in a multi-floor building:	Yes
Number of all floors:	10 or more
Floors have been added since original construction:	Yes
Building is shared with other facilities/enterprises:	No
Residential building has been converted into a facility:	No
Residences are located within any facility buildings:	No
Does the facility use laser or radiation producing equipment?	No
Does the facility perform any type of "hot work" (i.e. welding, soldering etc.)?	Yes
Number of work-related injuries that resulted in at least three days of absence from work: (Ref T1606)	70
Number of work-related injuries that resulted in less than three days of absence from work: (Ref T1606)	12
Number of work-related dangerous occurrences in the last 12 months (e.g. collapse, partial collapse, explosions, electrical fire, etc.):	0
Number of commuting injuries in the last 12 months: (Ref T1606)	0
Number of work-related diseases in the last 12 months: (Ref T1606)	0

### Working Time

Question	Answer
Normal Hours of Operation per day:	8 Hours
Number of Shifts and Hours of Operation for each (Normal Operations):	2 shifts General Shift: 8:00-17:00 Shift 1: 8:00-17:00 and Shift 2: 20:00 to 05:00

<b>Number of Shifts and Hours of Operation for each (Peak Operations):</b>	2 shifts General Shift: 8:00-17:00 Shift 1: 8:00-17:00 and Shift 2: 20:00 to 05:00
<b>Peak Operation Months:</b>	Round the year

## Management systems

This section of the report contains information on the management systems of the factory, which create an enabling environment for sustainable compliance. This section is specific to BW factory engagement model, and is not a part of the SLCP tool. This information is not transmitted to the SLCP Gateway and is not included in the SLCP verification report.

### Human Resources Management

hrm-1	Does the employer have a written HR policy?	Yes
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hrm-1-1	Is the HR policy signed by top management?	Yes
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hrm-1-2	Does the HR policy include the following? (SELECT all that apply with an "X")	
<i>hrm-1-2-1</i>	<i>Applicability to all production and non-production workers, regardless of contractual status, including on-site subcontracted workers</i>	X
<i>hrm-1-2-2</i>	<i>Mandatory minimum age requirements</i>	X
<i>hrm-1-2-3</i>	<i>Appropriate work for young workers (if relevant)</i>	
<i>hrm-1-2-4</i>	<i>Equal treatment and non-discrimination</i>	X
<i>hrm-1-2-5</i>	<i>Preventing violence and harassment, including gender-based violence and harassment</i>	X
<i>hrm-1-2-6</i>	<i>Prohibition on forced labour</i>	X
<i>hrm-1-2-7</i>	<i>Legal requirements in relation to termination</i>	X
<i>hrm-1-2-8</i>	<i>Freedom of association</i>	X
<i>hrm-1-2-9</i>	<i>Working hours</i>	X
<i>hrm-1-2-10</i>	<i>Compensation</i>	X
<i>hrm-1-2-11</i>	<i>None of the above</i>	

hrm-2	Does the employer have written recruitment procedures?	Yes
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hrm-2-1	Does the recruitment procedure describe the following? (SELECT all that apply with an "X")	
<i>hrm-2-1-1</i>	<i>Hiring criteria that are applied equally to all job applicants</i>	X
<i>hrm-2-1-2</i>	<i>Methods for verifying the age of workers prior to hiring</i>	X



<i>hrm-2-1-3</i>	<i>Methods for ensuring compliance with legal requirements for workers under age 18 (if relevant)</i>	
<i>hrm-2-1-4</i>	<i>Methods for ensuring that workers retain all of their original ID documents</i>	
<i>hrm-2-1-5</i>	<i>None of the above</i>	

hrm-3	Does the employer have written disciplinary procedures?	Yes
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hrm-3-1	Do the disciplinary procedures include the following? (SELECT all that apply with an "X")	
<i>hrm-3-1-1</i>	<i>Clear specification of unacceptable behaviours or performance, such as violence and harassment, including gender-based violence and harassment</i>	X
<i>hrm-3-1-2</i>	<i>A step-by-step warning system</i>	X
<i>hrm-3-1-3</i>	<i>Right to representation during disciplinary processes</i>	X
<i>hrm-3-1-4</i>	<i>Time frames for warnings and payment</i>	
<i>hrm-3-1-5</i>	<i>None of the above</i>	

hrm-4	Does the employer have written termination procedures?	Yes
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hrm-4-1	Do the termination procedures include the following? (SELECT all that apply with an "X")	
<i>hrm-4-1-1</i>	<i>Opportunity for workers to defend themselves prior to termination</i>	X
<i>hrm-4-1-2</i>	<i>Legal notice periods</i>	X
<i>hrm-4-1-3</i>	<i>Termination payments</i>	X
<i>hrm-4-1-4</i>	<i>Provisions at least as favourable to workers as the law requires</i>	X
<i>hrm-4-1-5</i>	<i>None of the above</i>	

hrm-5	Does the employer have written grievance handling procedures?	Yes
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hrm-5-1	Do the grievance handling procedures ensure the following? (SELECT all that apply with an "X")	
<i>hrm-5-1-1</i>	<i>Clear options for submitting grievances</i>	X
<i>hrm-5-1-2</i>	<i>Anonymity</i>	X
<i>hrm-5-1-3</i>	<i>Confidentiality as appropriate</i>	X
<i>hrm-5-1-4</i>	<i>Non-retaliation</i>	X

<i>hrm-5-1-5</i>	<i>Fair review and appeal process</i>	X
<i>hrm-5-1-6</i>	<i>Communication of changes made and/or resolution of grievance as appropriate</i>	X
<i>hrm-5-1-7</i>	<i>None of the above</i>	

hrm-6	Does the employer have written dispute resolution procedures?	Yes
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hrm-6-1	Do the dispute resolution procedures ensure the following? (SELECT all that apply with an "X")	
<i>hrm-6-1-1</i>	<i>Clear options for submitting disputes</i>	X
<i>hrm-6-1-2</i>	<i>Anonymity</i>	X
<i>hrm-6-1-3</i>	<i>Confidentiality as appropriate</i>	X
<i>hrm-6-1-4</i>	<i>Non-retaliation</i>	X
<i>hrm-6-1-5</i>	<i>Fair review and appeal process</i>	X
<i>hrm-6-1-6</i>	<i>Communication of changes made and/or resolution of dispute as appropriate</i>	X
<i>hrm-6-1-7</i>	<i>None of the above</i>	

hrm-7	Has the employer assigned responsibility in writing to HR staff for following factory HR policies and procedures?	Yes
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hrm-8	Has the employer assigned accountability in writing to management for following factory policies and procedures relating to employment practices (i.e. contracts etc.) ?	Yes
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hrm-9	How does the employer communicate and implement HR policies and procedures? (SELECT all that apply with an "X")	
<i>hrm-9-1</i>	<i>Recruitment postings accurately reflect HR policies and procedures, e.g., on wages and working hours</i>	X
<i>hrm-9-2</i>	<i>The employer provides workers with signed copies of their contracts that reflect HR policies and procedures</i>	X
<i>hrm-9-3</i>	<i>The employer provides induction training for workers and staff on HR policies and procedures</i>	X
<i>hrm-9-4</i>	<i>The employer informs trade union and other worker representatives and/or worker-management committees about HR policies and procedures</i>	X
<i>hrm-9-5</i>	<i>HR policies and internal regulations are posted / easily accessible in facility</i>	X
<i>hrm-9-6</i>	<i>The employer trains staff on how to carry out HR policies and procedures</i>	X

hrm-9-7	None of the above	
hrm-10	Does the employer investigate performance under HR policies and procedures to identify weaknesses and make necessary adjustments?	Yes
hrm-10-1	When the employer's investigation of performance under HR policies and procedures uncovers shortcomings in HR performance, is the investigation followed by an actual change in practice or procedure?	Yes

## OSH Management

oshm-1	Does the employer have a written OSH policy?	Yes
oshm-1-1	Does the OSH policy include a clear commitment to the following? (SELECT all that apply with an "X")	
oshm-1-1-1	<i>continued improvement aimed at elimination of work-related injury and illness</i>	X
oshm-1-1-2	<i>compliance with legal requirements pertaining to OSH</i>	X
oshm-1-1-3	<i>establishing measurable objectives and improvement targets</i>	X
oshm-1-1-4	None of the above	
oshm-1-2	Is the OSH policy signed by top management?	Yes
oshm-1-3	Was the OSH policy developed in consultation with workers' representatives?	Yes
oshm-2	Does the employer have written emergency preparedness procedures?	Yes
oshm-2-1	Do the emergency preparedness procedures describe methods for the following? (SELECT all that apply with an "X")	
oshm-2-1-1	<i>reporting fires and other emergencies</i>	X
oshm-2-1-2	<i>alerting all workers to evacuate</i>	X
oshm-2-1-3	<i>evacuating workers to designated assembly location</i>	X
oshm-2-1-4	<i>accounting for all workers after an evacuation</i>	X
oshm-2-1-5	None of the above	
oshm-3	Does the employer have written hazard/risk management and control procedures?	Yes

oshm-3-1	Does the factory's hazard/risk management and control procedure describe methods for the following? (SELECT all that apply with an "X")	
<i>oshm-3-1-1</i>	<i>a systematic approach to identifying hazards</i>	X
<i>oshm-3-1-2</i>	<i>prioritising risks based on potential impact and likelihood (e.g., risk matrix)</i>	X
<i>oshm-3-1-3</i>	<i>a hierarchy of controls that is used to select effective controls</i>	X
<i>oshm-3-1-4</i>	<i>a risk register that drives the implementation of controls (list of risks, steps that must be taken to address the of risks, dates and owners, etc.)</i>	X
<i>oshm-3-1-5</i>	<i>None of the above</i>	

oshm-4	Does the employer have written accident investigation procedures?	Yes
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oshm-4-1	Does the factory's accident investigation procedure include the following? (SELECT all that apply with an "X")	
<i>oshm-4-1-1</i>	<i>root cause analysis</i>	X
<i>oshm-4-1-2</i>	<i>a focus on sustainable solutions</i>	X
<i>oshm-4-1-3</i>	<i>a requirement for change in order to avoid re-occurrence</i>	X
<i>oshm-4-1-4</i>	<i>None of the above</i>	

oshm-5	Has the employer defined accountability and/or responsibility for OSH issues in writing for OSH officer as well as top management he/she reports to?	Yes
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oshm-6	Does the factory have an OSH officer with sufficient time, expertise and authority to perform responsibilities?	Yes
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oshm-7	Is there an OSH committee or similar worker/management committee with a mandate to consider OSH issues in the workplace?	Yes
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oshm-8	How does the employer communicate and implement OSH policies and procedures? (SELECT all that apply with an "X")	
<i>oshm-8-1</i>	<i>the employer trains workers on OSH policies and procedures relevant to assigned tasks, including during induction</i>	X
<i>oshm-8-2</i>	<i>the employer trains OSH committee members on OSH policies and procedures</i>	X
<i>oshm-8-3</i>	<i>the employer posts the names of the OSH committee members in the workplace</i>	X

<i>oshm-8-4</i>	<i>OSH policies and work instructions are posted and easily accessible in the factory</i>	X
<i>oshm-8-5</i>	<i>the employer informs visitors/ contractors/ service providers about OSH policies and procedures</i>	X
<i>oshm-8-6</i>	<i>the employer posts evacuation plans in the workplace</i>	X
<i>oshm-8-7</i>	<i>None of the above</i>	

<i>oshm-9</i>	Does the employer do any of the following to investigate, monitor and measure OSH issues to identify root causes and make necessary adjustments to prevent recurrence? (SELECT all that apply with an "X")	
<i>oshm-9-1</i>	<i>investigate, monitor and measure OSH issues</i>	X
<i>oshm-9-2</i>	<i>conduct regular OSH tests, surveys and inspections (e.g. testing quality of drinking water or air testing in footwear factories)</i>	X
<i>oshm-9-3</i>	<i>log violations of OSH procedures</i>	X
<i>oshm-9-4</i>	<i>analyse violations of OSH procedures</i>	X
<i>oshm-9-5</i>	<i>regularly review the effectiveness of OSH management systems, including performance on measurable objectives and targets</i>	X
<i>oshm-9-6</i>	<i>change procedures/ practices where required based on accident investigations</i>	X
<i>oshm-9-7</i>	<i>None of the above</i>	

# Overview of Non-Compliance

The following is an overview of the areas of non-compliance found in the factory during the assessment visit. It is based on the compliance assessment tool.

## Working Conditions

### Compensation

#### Social Security and Other Benefits

Provident Fund (establishment or payment of employer contributions)

### Contracts and Human Resources

#### Contracting Procedures

Noncompliance with legal requirements regarding Wages and Benefits pertaining to non-production workers and/or sub-contracted workers

#### Dialogue, Discipline and Disputes

Factory Participation Committee [subject to public reporting] (Ref 18365)

#### Employment Contracts

Workers' understanding of the terms and conditions of employment. (Ref 11549)

### Occupational Safety and Health

#### Chemicals and Hazardous Substances

Assessing, monitoring, preventing and/or limiting workers' exposure to hazardous substances (Ref 11536)

Labelling of chemicals and hazardous substances (Ref 18246)

Training workers who work with chemicals and hazardous substances (Ref 11535)

Washing facilities or cleansing materials in the event of chemical exposure (Ref 9142)

Noncompliance with legal requirements regarding Chemicals and Hazardous Substances

## Emergency Preparedness

Fire detection and alarm system [subject to public reporting] (Ref 11574)

Fire fighting equipment (Ref 13301)

Accessible, unobstructed, and/or unlocked emergency exits and escape routes during working hours, including overtime [subject to public reporting] (Ref 9174)

## Health Services and First Aid

Medical checks for workers (Ref 11559)

## OSH Management Systems

Legally required construction/ building / safety/ use permits/ fire license [subject to public reporting] (Ref 13351)

Safety Committee (Ref 18242)

## Welfare Facilities

Lunch room and/or canteen (Ref 18252)

Day care facilities/children's room (Ref 12968)

## Worker Protection

Providing workers with personal protective clothing and equipment (Ref 9153)

Training and encouragement of workers to use PPE, machines and/or equipment safely (Ref 13289)

Legal requirements regarding electrical wires, cables, switches, plugs and equipment (e.g. transformer, generator) (Ref 13290)

## Detailed Non-Compliance Findings

The following section presents the non-compliance findings recorded by the Enterprise Advisors during the assessment visit.

### Working Conditions

#### Compensation

##### Social Security and Other Benefits

Issue	Provident Fund (establishment or payment of employer contributions)
Question	Which of the following facility social insurance contributions (both calculations and types required) are in line with legal requirements? (SELECT all that apply with an "X") - Pension/ Provident fund
Finding	Documents review, interviews with the management and workers indicated that the employer established a Provident Fund, and the Board of Trustees of the fund was formed on 27 February 2022. However, the Chairperson of the Trustee Board was not nominated by the Government.  Management acknowledged the issue.
Legal Reference	Sections 264, 267, BLA; Rules 237, 240, 250(1, 2), 256(2), 257, 258, 261, 263, BLR

#### Contracts and Human Resources

##### Contracting Procedures

Issue	Noncompliance with legal requirements regarding Wages and Benefits pertaining to non-production workers and/or sub-contracted workers
Question	Is the facility failing to comply with any legal requirements for Wages and Benefits pertaining to non-production workers and/or sub-contracted workers?
Finding	<p>1. Document review and interviews with workers and management indicated that the enterprise did not pay overtime allowance to workers properly. For example, on 23 December 2023, a cleaner's entry time was recorded at 07:29 AM, and exit time was recorded at 08:03 PM. In this case, payroll and time records indicated that the enterprise counted 03 hours instead of at least 3 hours and 30 minutes of overtime for the day. Accordingly, the worker was paid for 93 hours of overtime instead of at least 103 hours worked in the month of December 2023.</p> <p>Documents checked: Time records and payrolls for March 2024, December 2023, and June 2023.</p> <p>2. Documents review and interviews with workers and management indicated that the employer did not provide compensatory days off to workers for work performed on weekly rest days on Friday. Workers should be provided with a compensatory rest day within 3 working days from the missed weekly rest day. For example, at least 01 security guard worked on 12 April 2024, which was a weekly rest day. Time records indicated that the concerned worker continued working in the subsequent 13 days without a compensatory rest day.</p> <p>Documents checked: Time records of April 2024</p>
Legal Reference	None



## Dialogue, Discipline and Disputes

Issue	Factory Participation Committee [subject to public reporting] (Ref 18365)
	Are there any legally required bipartite committee(s) in place at the facility?
Question	Are bipartite committee(s) established and functioning in line with legal requirements?
Finding	<p>Document review, and worker and management interviews indicated that the enterprise formed a Participation Committee (PC) on 31 October 2022 through an election. The committee consists of a total of 24 members, which include 06 management representatives (Female- 02) and 18 worker representatives (Female- 10).</p> <p>The Participation Committee did not meet the following requirements:</p> <p>a) Roles and Responsibilities: Approximately 50% of the interviewed workers' representatives of the PC were not aware of the provisions of law applicable in their job, benefits available for workers, including service benefits, maternity benefits, termination benefits, injury/accident compensation, death compensation and welfare facilities. The members of the Participation Committee were not engaged on the following:</p> <ul style="list-style-type: none"> <li>-to ensure the application of labour law such as benefits of the workers and welfare facilities.</li> <li>-to improve productivity and quality and reduce production costs and waste.</li> </ul> <p>b) Training: PC members received training provided by the management on their roles and responsibilities. However, the training was inadequate because approximately 50% of the interviewed worker representatives of the Participation Committee were not aware of the legal provisions for workers' rights and responsibilities.</p> <p>Moreover, the Participation Committee met the following requirements:</p> <p>a) Election: The election was conducted through secret ballots. The Election Conduction Committee was formed with 05 members (01 from management and 04 from workers).</p> <p>b) Nomination: The candidates were nominated by their co-workers.</p> <p>c) Meeting agenda: The agenda of the meetings was set by both the management and workers. The management notified the worker representatives at least 7 days before the meeting.</p> <p>d) Meeting and minutes: The Participation Committee conducted a meeting once every two months. The last two meetings were conducted on 23 March 2024 and 14 February 2024, and the minutes were recorded on file. The meeting minutes were sent to the Department of Labour within 7 days of the respective meetings. The enterprise management allowed PC members to perform their roles with paid time off.</p> <p>e) Implementation of meeting decisions: The enterprise management implemented most of the decisions that had been taken during PC meetings.</p> <p>f) Communication: The workers' representatives of PC were known to the workers. The worker representatives of PC could bring workers' issues to the PC meetings and communicate with the workers about the decisions of the meetings.</p>
Legal Reference	ILO Convention 135; Sections 205-208, BLA; Rules 183-201, BLR

## Employment Contracts

Issue	Workers' understanding of the terms and conditions of employment. (Ref 11549)
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Question	Do workers understand the terms and conditions included within their written employment contracts?
Finding	The terms and conditions of employment such as earned leave, compensation for leaves, job separation procedures, and termination payments were unclear to approximately 40% of the interviewed workers. Management stated that they regularly conducted induction training for newly recruited workers and shared the corresponding training records.  Management had posted the approved working hours on the factory notice boards.
Legal Reference	Sections 5, 111 BLA; Rule 19, BLR

## Occupational Safety and Health

### Chemicals and Hazardous Substances

Issue	Assessing, monitoring, preventing and/or limiting workers' exposure to hazardous substances (Ref 11536)
Question	Has all legally required action been taken to assess, monitor, prevent and limit workers' exposure to chemicals and hazardous substances?
Finding	Floor tour, document review, and interviews indicated that the enterprise did not adequately prevent and limit workers' exposure to chemicals and hazardous substances. For example, the enterprise management did not take preventive measures to eliminate or substitute the use of hazardous chemicals such as Asufix Black Del-D (dyeing chemical), and Tissocyl RC 9 (dyeing chemical).
Legal Reference	ILO Convention 170; Recommendations 97, 177; Sections 53, 78, BLA; Rules 46, 80(b), BLR

Issue	Labelling of chemicals and hazardous substances (Ref 18246)
Question	Are chemicals and hazardous substances labeled in line with legal requirements?
Finding	Floor visit and interviews with the workers and management indicated that the employer did not provide labelling in the local language as per global harmonized system (GHS), including the information on product name or identifiers, supplier identification, hazard pictogram(s), signal word, hazard statements, precautionary statement for the chemicals and hazardous substance used in the workplace. For example, Gear oil M320 used and stored in the knitting section (building no. 2) did not have any labels in the local language.
Legal Reference	ILO Convention 170; Recommendation 177; Rule 33, Acid Rules (2004)

Issue	Training workers who work with chemicals and hazardous substances (Ref 11535)
Question	Are workers trained on chemical hazards and safe work practices particular to their job assignment in line with legal requirements?
Finding	Training records indicated that management had provided training to workers who work with chemicals and hazardous substances. However, 30% of the interviewed workers who work with chemicals appeared to have minimal awareness of how to handle chemicals and hazardous substances, safety precautions associated with the respective chemicals and use of appropriate PPE. Moreover, during the factory tour, the assessors found that at least 20% of the workers in the printing section were not wearing the provided respiratory masks, and at least 01 out of 06 spot lifting operators in the finishing section was not wearing the provided respiratory masks while working with chemicals such as Spotlifter-833, which is hazardous in nature.

Legal Reference	ILO Convention 170; Section 78A(3), BLA; Rules 67(2), 85, Schedule IV, BLR
Issue	Washing facilities or cleansing materials in the event of chemical exposure (Ref 9142)
Question	Does the facility have legally required showers, eyewash stations or other proper cleansing materials available for workers in the event of exposure to hazardous chemicals?
Finding	During the factory tour, the assessors observed that the provided eyewash stations in the central chemical store (shed no. 06), and dyeing section (ground floor, building no. 03) had no lid to cover the water nozzles. Moreover, the provided paddle press system was non-functional at the eyewash station in the dyeing section (ground floor, building no. 03).
Legal Reference	ILO Convention 170; Recommendation 177; Rule 77(5)(s), BLR; ILO Code of Practice on Safety in the Use of Chemicals

Issue	Noncompliance with legal requirements regarding Chemicals and Hazardous Substances
Question	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Chemicals and Hazardous Substances?
Finding	Factory tour, document review, and interviews indicated that the factory had a dyeing section, but the Environmental Clearance Certificate for dyeing related operations issued by the Department of Environment (DoE) expired on 10 January 2024. However, document review indicated that the management had applied for a renewal of the certificate on 20 December 2023.
Legal Reference	None

## Emergency Preparedness

Issue	Fire detection and alarm system [subject to public reporting] (Ref 11574)
Question	Is the fire detection and alarm system in line with legal requirements?
Finding	Floor tour, document review, and interviews with the management indicated that the enterprise installed an addressable fire detection and alarm system for the whole premises. However, during the floor tour, the assessors observed that the NAC (Notification Appliance Circuit) Power Extenders were powered off which resulted in non-functionality of approximately 171 sounders across the whole premises. Management stated that these circuits were powered off to conduct maintenance work on the fire alarm and detection system.
Legal Reference	Section 62(5), BLA; Guidelines for Assessment of Fire and Electrical Safety of Existing RMG Factory Buildings in Bangladesh, Sections 3.4, 3.7.12

Issue	Fire fighting equipment (Ref 13301)
Question	Does the facility have legally required fire fighting equipment?
Finding	1. During the factory visit (on 24 April 2024), it was observed that only 02 (two) portable fire extinguishers were provided for a total area of 3564 square feet (331 square meters) in the wastage shed (Jhut Godown) and only 01 (one) portable fire extinguisher was provided for a total area of 1512 square feet (140 square meters) in the carton storage area, instead of placing portable fire extinguishers for every 90 square meters.

	2. During the factory visit (on 24 April 2024), it was observed that at least 02 (two) fire resistant exit doors respectively on the 4th floor of building no. 01 and on the 4th floor of building no. 02 were kept open using non-engineered strings instead of magnetic stoppers, which would prevent these doors from automatically closing in the event of fire.
Legal Reference	Section 62(1), BLA; Rule 55(1-7, 15-17), BLR; Guidelines for Assessment of Fire and Electrical Safety of Existing RMG Factory Buildings in Bangladesh, Sections 2.8.1, 3.5
Issue	Accessible, unobstructed, and/or unlocked emergency exits and escape routes during working hours, including overtime [subject to public reporting] (Ref 9174)
Question	Are all emergency exits accessible, unobstructed and unlocked during working hours (including overtime) and lead to a place of safety?
Finding	During the floor tour, the following issues were observed: <ul style="list-style-type: none"> <li>- At least 2 aisles were partially blocked by bags of goods in the sample section (building no. 02, level -04).</li> <li>- At least 1 aisle in the sewing section (building no. 02, level 03) was partially blocked by finished goods cartons.</li> <li>- At least 5 aisles were found partially blocked by cartons of finished goods in the finished goods store (building no. 03, ground floor).</li> <li>- At least 1 aisle was found partially blocked by cartons of goods in the finishing section (building no.01, level-04).</li> </ul>
Legal Reference	Sections 62(3, 6), 72, BLA; Rules 54, 59, BLR; Guidelines for Assessment of Fire and Electrical Safety of Existing RMG Factory Buildings in Bangladesh, Sections 2.9.2, 2.9.5

### Health Services and First Aid

Issue	Medical checks for workers (Ref 11559)
Question	Are health checks of workers conducted in line with legal requirements?
Finding	Document review, management and workers' interviews indicated that the facility did not arrange the required medical checks (pre-assignment) for all the newly recruited workers who perform dangerous operations or work with hazardous substances and chemicals. For example, an operator in the dyeing section had started working on 8 October 2023 but no health check-up had been conducted before assigning the task. A total of 04 additional cases were noted during the document review.
Legal Reference	ILO Convention 148; Recommendations 156, 177; Section 79(c), BLA; Rules 68(1, 4, 5-8), BLR

### OSH Management Systems

Issue	Legally required construction/ building / safety/ use permits/ fire license [subject to public reporting] (Ref 13351)
Question	Do approved building plans reflect the current building's structure and use?
Finding	Floor tour, document review, and interviews indicated that the existing approved floor layout plan did not match the following locations:

	<ul style="list-style-type: none"> <li>- As per the approved layout plan, an area around 612 square feet on the 1st floor of building-1 was dedicated for office space, but the factory used this area for storing finished goods and cartons.</li> <li>- As per the approved layout plan, an area of the 2nd floor was dedicated for finished fabric and carton store, but the factory used this area for printing and embroidery (building-2).</li> <li>- As per the approved layout plan, an area on the ground floor was dedicated for printing and embroidery, but the factory used this area for fabric inspection and laser printing (building-2).</li> <li>- As per the approved layout plan, an area of the 1st floor of building 3 was dedicated for knitting gray fabric plate, but the factory set up approximately 25 knitting machines in the same area.</li> </ul>
Legal Reference	Section 326, BLA; Rules 53, 353, Schedule III, BLR; Forms 32, 76; Fire Prevention and Extinction Act (2003), Sections 4; Guidelines for Assessment of Structural Integrity of Existing RMG Factory Buildings in Bangladesh, Sections 1.4, 7.0, 9.0, 12.0, 14.0, 18.0

Issue	Safety Committee (Ref 18242)
Question	Is the OSH Committee formed and functioning in line with legal requirements?
Finding	<p>Floor visit, document review, management, and workers' interviews indicated that the enterprise formed a Safety Committee on 12 November 2022.</p> <p>The number of total members: 12, Management: 06 (Female- 0), Workers: 06 (Female- 04).</p> <p>a) Nomination: Workers' representatives of the Safety Committee were nominated by the worker's representatives of the Participation Committee.</p> <p>b) Meeting: Meetings were held every 3 months. Meeting minutes were preserved after the meeting and posted on the notice board. Meeting agendas were usually set by both worker and management representative. The last meeting was held on 20 March 2024.</p> <p>d) Communication: Interviewed workers indicated that they were aware about the activities of the Safety Committee.</p> <p>e) Training: An interview with the facility management indicated that the employer arranged training for the Safety Committee members and provide time off during working hours to perform their general functions.</p> <p>However, the Safety Committee did not meet the following requirements:</p> <p>a) Roles and Responsibilities: Interview with the representatives of the Safety Committee indicated that at least 2 out of 4 of the interviewed members of the Safety Committee were not aware of their roles &amp; responsibilities.</p> <p>Additionally, the Safety Committee did not fulfil the following functions:</p> <ul style="list-style-type: none"> <li>- Organize OSH training for workers.</li> <li>- Support to organize evacuation drills.</li> </ul>
Legal Reference	ILO Convention 155 and Recommendation 164; Section 90(a), BLA; Rules 81-85, Schedule IV, BLR

## Welfare Facilities

Issue	Lunch room and/or canteen (Ref 18252)
Question	Are canteens in line with legal requirements?

Finding	Floor tour, management and workers' interviews indicated that the enterprise had a common lunchroom and canteen facility. However, the lunchroom and canteen facility had a seating capacity of approximately 11.6% (570 seats) instead of the legally required 20% (976 seats) of the total workforce.
Legal Reference	Sections 92, 93, BLA; Rules 87-92, BLR

Issue	Day care facilities/children's room (Ref 12968)
Question	Are on-site childcare facilities in line with legal requirements?
Finding	<p>Factory tour, documents review, and interviews with workers and management indicated that the employer arranged a childcare facility. However, the provided childcare facility did not meet the legal requirements due to the following issues:</p> <ul style="list-style-type: none"> <li>- The breastfeeding area was not separated or screened off.</li> <li>- Unequipped with chairs for the parents to feed or attend to their children.</li> </ul>
Legal Reference	Section 94, BLA; Rules 94, 95, BLR

## Worker Protection

Issue	Providing workers with personal protective clothing and equipment (Ref 9153)
Question	Are workers provided with Personal Protective Equipment (PPE) in line with legal requirements?
Finding	<p>Floor tour, document review, management and workers' interviews indicated that the enterprise did not provide necessary personal protective equipment (PPE) to all workers. For example, appropriate dust masks were not provided to the knitting operators in the knitting section. The mentioned workers were provided with fabric masks, which were inadequate to protect against dust.</p> <p>However, the enterprise management provided:</p> <ul style="list-style-type: none"> <li>- Metal gloves to workers in the cutting section.</li> <li>- Respiratory masks, rubber gloves and goggles to workers in the spot cleaning section.</li> <li>- Respiratory masks, waterproof aprons and boots to workers in the chemical store, Dyeing section.</li> <li>- Respiratory masks, gloves, and goggles to the workers in the printing section.</li> <li>- Ear plugs to workers in the knitting section.</li> <li>- Earmuff to workers in the generator and compressor room.</li> </ul> <p>Documents checked: PPE distribution register.</p>
Legal Reference	ILO Recommendation 97; Section 78(a) BLA; Rules 46, 67, BLR

Issue	Training and encouragement of workers to use PPE, machines and/or equipment safely (Ref 13289)
Question	Are workers trained and encouraged to use personal protective equipment in line with legal requirements?
Finding	Document review and interviews indicated that the enterprise arranged orientation and awareness training for the workers on using PPE and safety equipment after recruitment. However, the assessors observed that the training was ineffective due to the following:

	- Approximately 40% of the sewing machine operators were using the provided needle guards at an inappropriate height, which cannot protect them from injury/accidents.
Legal Reference	ILO Recommendation 97; Section 78A BLA; Rules 57, 67, BLR
Issue	Legal requirements regarding electrical wires, cables, switches, plugs and equipment (e.g. transformer, generator) (Ref 13290)
Question	Are the following measures in place related to electrical wires, cables, switches, plugs and equipment (e.g. transformer, generator)? (SELECT all that apply with a "X") - Electrical wires, cables, switches, plugs and equipment (e.g. transformer, generator) are in line with legal requirements
Finding	Document review, management and workers' interviews indicated that the electrical systems, including grounding and wiring, were not inspected and certified by a licensed wiring inspector or institute once in every 24 months.
Legal Reference	Rule 58 (1, 3, 7, 8), BLR; Chapters V & VI, Rule 57, Electricity Rules, 1937; Assessment of Fire and Electrical Safety of Existing RMG Factory Buildings in Bangladesh 4.9.1; Ergonomic Checkpoints: Practical and easy-to-implement solutions for improving safety, health and working conditions. 2d ed. ILO 2010, Checkpoint 90

## Additional Information

This section of the report contains additional information provided by the Enterprise Advisors on areas NOT found to be in non-compliance, including on certain issues that require findings in all assessments regardless of their compliance status.

### Child Labour

#### Child Labourers

Question	Are any workers under the legal minimum age for employment? (Ref 18388)
Finding	Based on observations, interviews with workers, and employment record review, the assessors found no indication that management employed workers under the age of 14. Management stated that they hired workers who were at least 18 years old.  Documents checked: HR records for 12 workers.
Legal Reference	ILO Convention 138; Sections 2(Lxiii), 34(1), BLA

#### Documentation and Protection of Young Workers

Question	Does the facility verify minimum age requirements prior to hiring workers? (Ref 9003)
Legal Reference	ILO Convention 138; Recommendation 146; Section 36, BLA; Rule 34 and Form 15, BLR
<p>If yes, please describe what legal documentation or other proof of age are reviewed to verify minimum age requirements and whether copies are maintained: <b>Management required workers to provide at least one document to verify their ages prior to hiring such as national identification card, birth registration certificate, and school certificate (if any), or a certificate from a registered physician certifying the age of the person concerned. Interviewed workers and management related with the age verification process confirmed that the mentioned age verification process was being practiced in this enterprise.</b></p> <p><b>Documents checked: HR records for 12 workers.</b></p>	

### Freedom of Association and Collective Bargaining

#### Freedom to Associate

Question	Are workers free to form a trade union of their choosing? (Ref 18371)
Finding	Worker interviews indicated that workers were not aware of the role of unions and their activities. Workers had not taken any initiative to associate or form a union. Assessors did not find evidence during the assessment to indicate that factory management was opposed to workers exercising their Freedom of Association (FoA) rights.  The factory had an FoA policy, which was posted on the notice board.
Legal Reference	ILO Convention 87; Sections 176(a), 179, 183, 190, 193, BLA; Rules 167, 176, and Forms 55(A), 61(A), BLR



## Compensation

### Minimum Wages/Piece Rate Wages

Question	Do full-time production workers receive AT LEAST the legal minimum wage (and/or wage required by contract, CBA, or other agreement) for all regular hours worked? (Ref 18207)
Finding	<p>Document review, interviews with workers and management indicated that the management paid regular permanent workers in accordance with the Minimum Wage Gazette 2023, considering the worker's designation and grade (for ordinary hours of work). Management paid regular permanent workers in accordance with the individually negotiated amount based on the appointment letter and not less than the minimum wage circular.</p> <p>Workers confirmed that they received the amounts shown in the payroll.</p> <p>Documents checked: Payrolls for March 2024, December 2023, and June 2023.</p>
Legal Reference	Sections 148, 149, BLA; Rule 133(1), BLR; Minimum Wage Gazette for RMG Sector, December 2018; Minimum Wage Gazette for Cotton Textile Sector. May 2018.

### Wage Information, Use and Deduction

Question	Does the facility maintain only one accurate payroll record? (Ref 12385)
Finding	<p>Document review, management and workers' interviews indicated that management kept one accurate payroll that records all hours worked and all wages paid. The payroll included workers' ID numbers, names, basic and total net wages, payments for housing rent, transportation, medical treatment, food allowance, attendance bonus, overtime hours and allowance, deductions, and workers' signatures. Workers also stated that they have signed only one payroll.</p> <p>Document checked: Payrolls and time records for the months of March 2024, December 2023, and June 2023.</p>
Legal Reference	Rule 111(1), Form 38, BLR

## Contracts and Human Resources

### Employment Contracts

Question	Do all persons who perform work for the facility, both on the premises and offsite, have a contract? (Ref 9062)
Finding	<p>Document review, management and workers' interviews indicated that all workers who worked for the factory had a letter of appointment. Workers were hired on a probationary basis for 03 months at the start of their undetermined duration letter of appointment. Regular workers were employed under an undetermined duration letter of appointment. All workers' employment contracts were written. Management provided all workers with a copy of their letter of appointment.</p> <p>Documents checked: HR records for 10 workers. Interviewed 10 workers.</p>
Legal Reference	Section 5, BLA; Rule 19, BLR

## Occupational Safety and Health

### Emergency Preparedness

Question	Does the facility conduct regular emergency drills for all workers in line with legal requirements? (Ref 18256)
Finding	Document review and interviews indicated that management conducted emergency drills for all workers at least once every six months. The last three emergency drills were held on 24 April 2024, 11 March 2023 (night), and 10 March 2024.  Documents checked: Emergency drill records of 2024 and 2023.
Legal Reference	Section 62(7, 8), BLA; Rule 55(14), BLR; Guidelines for Assessment of Fire and Electrical Safety of Existing RMG Factory Buildings in Bangladesh, Section 3.8

### OSH Management Systems

Question	Does the facility have an occupational safety and health (OSH) committee? (Ref 18242)
Legal Reference	ILO Convention 155 and Recommendation 164; Section 90(a), BLA; Rules 81-85, Schedule IV, BLR
How many union representatives are in the OSH committee? <b>0</b>	
How many employer members are in the OSH committee? <b>6</b>	
How many female members are in the OSH committee? <b>4</b>	
How many worker members are in the OSH committee? <b>6</b>	
How many members are in the OSH committee? <b>12</b>	

## Working Time

### Overtime

Question	Which legal overtime limits are not being complied with? (SELECT all that apply with a "X") - Daily limits on overtime hours worked (Ref 18280)
Finding	1. Document review and interviews with workers and management indicated that the employer complied with limits on overtime hours. Management assigned overtime work for a maximum of 04 (four) hours in a day following the Government circular nos. 40.00.0000.016.30.008.17.118 and 40.00.0000.016.30.008.17.198 issued by the Wage Board Branch, Ministry of Labour and Employment on 17 May 2023, and 8 October 2023 respectively. Assessors noted the following working hours in the reviewed months in different sections.  In March 2024:  In the Cutting section: maximum 4 hours OT (total 12 hours) in a day.  In the Sewing section: maximum 4 hours OT (total 12 hours) in a day.  In the Finishing section: maximum 4 hours OT (total 12 hours) in a day.  In the Knitting section: maximum 3 hours OT (total 11 hours) in a day.

In the Dyeing section: maximum 3 hours OT (total 11 hours) in a day.  
 In the Printing section: maximum 3 hours OT (total 11 hours) in a day.  
 In the Embroidery section: maximum 3 hours OT (total 11 hours) in a day.  
 In December 2023:  
 In the cutting section: maximum 4 hours OT (total 12 hours) in a day.  
 In the sewing section: maximum 4 hours OT (total 12 hours) in a day.  
 In the finishing section: maximum 4 hours OT (total 12 hours) in a day.  
 In the Knitting section: maximum 3 hours OT (total 11 hours) in a day.  
 In the Dyeing section: maximum 3 hours OT (total 11 hours) in a day.  
 In the Printing section: maximum 3 hours OT (total 11 hours) in a day.  
 In the Embroidery section: maximum 3 hours OT (total 11 hours) in a day.  
 In June 2023:  
 In the Cutting section: maximum 4 hours OT (total 12 hours) in a day.  
 In the Sewing section: maximum 4 hours OT (total 12 hours) in a day.  
 In the Finishing section: maximum 4 hours OT (total 12 hours) in a day.  
 In the Knitting section: maximum 3 hours OT (total 11 hours) in a day.  
 In the Dyeing section: maximum 3 hours OT (total 11 hours) in a day.  
 In the Printing section: maximum 3 hours OT (total 11 hours) in a day.  
 In the Embroidery section: maximum 3 hours OT (total 11 hours) in a day.  
 Documents checked: Payroll and attendance record for March 2024, December 2023, and June 2023.

Legal Reference	Sections 2(66), 100, 102, BLA; Rule 99(1), BLR
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Question	Which legal overtime limits are not being complied with? (SELECT all that apply with a "X") - Weekly limits on overtime hours worked (Ref 18280)
Finding	<p>1. Document review and interviews with workers and management indicated that the employer complied with limits on overtime hours. Management assigned overtime work for a maximum of 24 (twenty-four) hours in a week following the Government circular nos. 40.00.0000.016.30.008.17.118 and 40.00.0000.016.30.008.17.198 issued by the Wage Board Branch, Ministry of Labour and Employment on 17 May 2023, and 8 October 2023 respectively. Assessors noted the following working hours in the reviewed months in different sections.</p> <p>In March 2024:</p> <p>In the Cutting section: maximum 24 hours OT (total 72 hours) in a week.        In the Sewing section: maximum 24 hours OT (total 72 hours) in a week.        In the Finishing section: maximum 24 hours OT (total 72 hours) in a week.        In the Knitting section: maximum 18 hours OT (total 66 hours) in a week.        In the Dyeing section: maximum 18 hours OT (total 66 hours) in a week.        In the Printing section: maximum 18 hours OT (total 66 hours) in a week.        In the Embroidery section: maximum 18 hours OT (total 66 hours) in a week.</p> <p>In December 2023:</p> <p>In the cutting section: maximum 24 hours OT (total 72 hours) in a week.</p>

	<p>In the sewing section: maximum 24 hours OT (total 72 hours) in a week.</p> <p>In the finishing section: maximum 24 hours OT (total 72 hours) in a week.</p> <p>In the Knitting section: maximum 18 hours OT (total 66 hours) in a week.</p> <p>In the Dyeing section: maximum 18 hours OT (total 66 hours) in a week.</p> <p>In the Printing section: maximum 18 hours OT (total 66 hours) in a week.</p> <p>In the Embroidery section: maximum 18 hours OT (total 66 hours) in a week.</p> <p>In June 2023:</p> <p>In the Cutting section: maximum 24 hours OT (total 72 hours) in a week.</p> <p>In the Sewing section: maximum 24 hours OT (total 72 hours) in a week.</p> <p>In the Finishing section: maximum 24 hours OT (total 72 hours) in a week.</p> <p>In the Knitting section: maximum 18 hours OT (total 66 hours) in a week.</p> <p>In the Dyeing section: maximum 18 hours OT (total 66 hours) in a week.</p> <p>In the Printing section: maximum 18 hours OT (total 66 hours) in a week.</p> <p>In the Embroidery section: maximum 18 hours OT (total 66 hours) in a week.</p> <p>Documents checked: Payroll and attendance record for March 2024, December 2023, and June 2023.</p>
Legal Reference	Sections 2(66), 100, 102, BLA; Rule 99(1), BLR

### Regular Hours

Question	Do regular working hours exceed legal requirements? (Ref 9001)
Finding	<p>Normal working hours did not exceed 8 hours per day, 6 days per week (48 hours). The employer has one working shift (08:00 AM to 05:00 PM) for cutting, sewing, and finishing section with a break of one hour. The employer also had two working shifts (08:00 AM to 05:00 PM and 08:00 PM to 05:00 AM) for knitting, dyeing, printing, and security sections with one hour break in each shift.</p> <p>Documents checked: Internal regulations, working hours posted in the workplace, time records of March 2024, December 2023, June 2023.</p> <p>Management and worker interviews confirmed this.</p>
Legal Reference	Sections 100, 102, BLA; Rule 99(1), BLR

Number of regular weekly hours worked at the facility: **48**

Number of regular daily hours worked at the facility: **8**

Question	Are the weekly rest days provided by the facility in line with legal requirements? (Ref 9013)
Legal Reference	Section 103, BLA; Rule 100, BLR
Number of weekly rest days provided by the facility: <b>1</b>	
Are weekly rest days at least 24 consecutive hours long? (Ref 9013) <b>Yes</b>	

## Better Work Clusters and Compliance Points

Better Work carries out factory assessments to monitor compliance with international core labour standards and national labour law, and where national law either fails to address or lacks clarity around a relevant issue regarding conditions at work, according to benchmarks established by Better Work based on international labour standards and good practices. Better Work organizes reporting into eight areas of labour standards, also known as clusters. Four of the clusters are international core labour standards, based on fundamental rights at work and four are based on national labour law relating to working conditions. As such, factory assessments aim to monitor compliance with these areas.

**Core labour standards:** Adopted in 1998, the ILO Declaration on Fundamental Principles and Rights at Work commits Member States to respect and promote principles and rights in four categories, whether or not they have ratified the relevant Conventions. These categories are: freedom of association and the effective recognition of the right to collective bargaining, the elimination of forced labour, the abolition of child labour, and the elimination of discrimination in respect of employment and occupation. The relevant ILO Conventions from which the 1998 Declaration derives—29, 87, 98, 105, 100, 111, 138, and 182— provide the framework for assessing non-compliance in the core labour standards clusters across all Better Work country programmes.

**National labour law:** The four other clusters monitor compliance with standards primarily set by national law, so they vary from country to country. This set consists of compensation, contracts and human resources, occupational safety and health, and working time.

Each of the eight clusters is divided into its key components, known as "compliance points". Each of these compliance points contains specific questions that may vary from country to country. Better Work's Global Compliance Assessment Tool (CAT) is available at <https://betterwork.org/blog/portfolio/better-works-global-compliance-assessment-tool/>