

ASSESSMENT INFORMATION	
Assessment ID	PRJ607873
Initiated	August 10, 2022 11:07 AM
Last Updated	November 8, 2022 4:26 AM
Status	VRF - Verification Finalized
Facility Name	Binh Thuan Nha Be Garment JSC
Facility ID	FA334964
Facility Geolocation	10.665693, 107.766328
Accredited Host	Higg Co / Sustainable Apparel Coalition
Verifier Body	BCI Compliance Group Limited
Verifiers	Name: Hoang Nguyen Kha
	Date Assigned: October 12, 2022 2:10 AM
	Gender: M
	Name: Ho Thu
Date Assigned: October 12, 2022 2:10 AM	
Gender: F	
Tool Version	1.4.2

VERIFICATION SUMMARY (OVERVIEW OF "INACCURATE" AND "NON-COMPLIANCE" SELECTIONS)

Facility Name		Binh Thuan Nha Be Garment JSC						Completion		97.9%	
Verification Start Date		2022-10-17						Accuracy Index		70.6%	
Section	Sub-Section	Category	Number	Question	Facility Response	Verification Selection	Verification Data	Final Verified Response	Non-Compliance	Legal Reference	
RECRUITMENT & HIRING	Child Labor	Age Documentation	RH-CHI-1.1	If yes, please describe what legal documentation or other proof of age are reviewed to verify minimum age requirements and whether copies are maintained:	18 years old +	Inaccurate	Misunderstanding. From the document review and employee interview, we confirmed that the facility reviews both ID cards, educational certification and registration book of legal age documentation for all employees.	Misunderstanding. From the document review and employee interview, we confirmed that the facility reviews both ID cards, educational certification and registration book of legal age documentation for all employees.			
RECRUITMENT & HIRING	Child Labor	Remediation	RH-CHI-7.1	If yes, please describe the child remediation system in place:	Yes	Inaccurate	Misunderstanding. The remediation system included: 1. review the records, collect the evidence and determine the age of child labor exactly with factory representative. 2. stop using the child labor. 3. contact with child labor's family and support some funds so they can learn secondary education (if they wish). 4. After the child labor finished the school, the facility will invite them work for the facility if they want.	Misunderstanding. The remediation system included: 1. review the records, collect the evidence and determine the age of child labor exactly with factory representative. 2. stop using the child labor. 3. contact with child labor's family and support some funds so they can learn secondary education (if they wish). 4. After the child labor finished the school, the facility will invite them work for the facility if they want.			

RECRUITMENT & HIRING	Recruitment Practices	Recruiters	RH-REC-3	Are labor recruiters / employment agencies responsible for the recruitment of workers to the facility?	Yes	Inaccurate	Misunderstanding. During the verification we confirmed that the facility recruited its own employees directly and did not employ labor recruiters / employment agencies for this purpose.	No		
RECRUITMENT & HIRING	Recruitment Practices	Recruitment Fees	RH-REC-8	Are recruitment fees and related costs paid by workers in line with legal requirements?	Not Applicable	Inaccurate	Misunderstanding. From the document review, worker in interview and management in interview, we confirmed that workers did not pay any recruitment fees and related cost at any stage since recruitment and employment.	No applicable legal requirements		
RECRUITMENT & HIRING	Discrimination	Recruitment	RH-DIS-4-1	Religion	X	Inaccurate	Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.			
RECRUITMENT & HIRING	Discrimination	Recruitment	RH-DIS-6-1	National Extraction	X	Inaccurate	Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.			
RECRUITMENT & HIRING	Discrimination	Recruitment	RH-DIS-7-1	Social Origin	X	Inaccurate	Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.			
RECRUITMENT & HIRING	Discrimination	Recruitment	RH-DIS-8-1	Disability	X	Inaccurate	Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.			
RECRUITMENT & HIRING	Discrimination	Recruitment	RH-DIS-9-1	HIV / AIDS Status (real or perceived)	X	Inaccurate	Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.			
RECRUITMENT & HIRING	Discrimination	Recruitment	RH-DIS-11-1	Pregnancy / Maternity Status	X	Inaccurate	Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.			

RECRUITMENT & HIRING	Discrimination	Recruitment	RH-DIS-12-1	Marital Status	X	Inaccurate	Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.			
RECRUITMENT & HIRING	Discrimination	Recruitment	RH-DIS-14-1	Nationality / Foreign Migrant Worker Status	X	Inaccurate	Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.			
RECRUITMENT & HIRING	Discrimination	Recruitment	RH-DIS-15-1	Family responsibilities	X	Inaccurate	Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.			
RECRUITMENT & HIRING	Employment Practices	Workplace Rules	RH-EMP-1	Do workplace rules comply with legal requirements?	Yes	Inaccurate	Per the documentary review and the management interview, we noted that the internal workplace rules were updated according to the new labor law which was effective since Jan 2021 as legally required. However, the internal workplace rules did not cover the short breaks beside the break time as legally required. Per the documentary review and the management interview, we noted that the internal workplace did register to the local authority and still waiting for approval. The internal workplace rules were updated on June 20, 2022.	No	X	According to the Vietnam Labor Code 45/2019/QH14, dated on 20 November 2019, Article 118: Internal labor regulations, point 2, and according to Decree 145/2020/ND-CP, dated on December 14, 2020, Article 69, Point 2.A according to the Vietnam Labor Code 45/2019/QH14, dated on 20 November 2019, Article 119: Registration of internal labor regulations, Article 121: Article 119. Registration of internal labor regulations.
RECRUITMENT & HIRING	Employment Practices	Probationary Periods	RH-EMP-21	Are probationary (time) periods in line with legal requirements?	No applicable legal requirements	Inaccurate	Misunderstanding. Through the site observation, worker and management interview, we ascertained that probationary (time) periods for production workers does not exceed 30 days for jobs requiring tertiary-educated or technicians/skilled workers as law requirements which are in line with legal requirements.	Yes		

WORKING HOURS	Working Hours	Records	WH-WOR-1-1	Manually (i.e. written record)	X	Inaccurate	Misunderstanding. During the verification and worker interview, we verified that a fingerprint machine was used for tracking the number of hours worked. Employees had to record their time in/out 02 times per day (time-in, time-out). The day and dates employees worked were indicated on the time record.			
WORKING HOURS	Working Hours	Records	WH-WOR-1-3	Electronically (i.e. swipe card)	X	Inaccurate	Misunderstanding. During the verification and worker interview, we verified that a fingerprint machine was used for tracking the number of hours worked. Employees had to record their time in/out 02 times per day (time-in, time-out). The day and dates employees worked were indicated on the time record.			
WORKING HOURS	Working Hours	Records	WH-WOR-2-2	Management	X	Inaccurate	Misunderstanding. Per the site observation, worker and management interview, we ascertained that the individual worker will perform the clock-in/clock-out function by himself/herself.			
WORKING HOURS	Working Hours	Records	WH-WOR-2-3	Security	X	Inaccurate	Misunderstanding. Per the site observation, worker and management interview, we ascertained that the individual worker will perform the clock-in/clock-out by himself/herself.			
WORKING HOURS	Working Hours	Regular Hours	WH-WOR-6	Number of regular daily hours worked at the facility:	7	Inaccurate	Misunderstanding. From the documentary review, management and employee interview, we confirmed that regular daily hours worked at the facility are 8 hours.	8		
WORKING HOURS	Working Hours	Regular Hours	WH-WOR-8	Does the facility calculate regular hours as an average?	Yes	Inaccurate	Misunderstanding. During the documentary review, worker and management interview, we noted that the facility calculates regular hours based on labor law requirement, does not calculate regular hours as an average. The local law requires 48 hours per week as regular time and employees are paid based on their total actual working hours.	No		
WORKING HOURS	Working Hours	Overtime Hours	WH-WOR-10	Is overtime worked only for reasons permitted by law?	Yes	Inaccurate	Misunderstanding. No applicable legal requirements.	No applicable legal requirements		
WORKING HOURS	Working Hours	Overtime Hours	WH-WOR-12	Did the facility comply with legal requirements to inform and/or get permission from governmental authorities in order to work overtime?	Yes	Inaccurate	Misunderstanding. No applicable legal requirements.	No applicable legal requirements		
WORKING HOURS	Working Hours	Overtime Hours	WH-WOR-14	Are work targets for production (e.g. quota or piece work) in line with legal requirements?	Yes	Inaccurate	Misunderstanding. No applicable legal requirements.	No applicable legal requirements		

WORKING HOURS	Working Hours	Rest Days	WH-WOR-22	Number of weekly rest days provided by the facility:	0	Inaccurate	Misunderstanding. From the documentary review, management interview and employee interview, we verified that at the facility provides 1.0 rest day per week to employees.	1		
WORKING HOURS	Overtime	Exceptional Circumstances	WH-OVE-6	Does the facility require workers to take paid or unpaid leave when there is less work/production in the facility?	Yes	Inaccurate	Misunderstanding. Through the document review and worker interviews, we ascertained that in the last 12 months within this assessment period, the facility does not require workers to take paid leave or unpaid leave when there is less work/production in the facility which is in line with legal requirements.	No		
WAGES & BENEFITS	Wages and Benefits	Facility Information	WB-WAG-21	Hourly		Inaccurate	Misunderstanding. As per the documentary review, worker and management interview, we confirmed that workers are paid based on hourly wage rate and piece-rate compensation. During the verification we noted that the facility paid wages/compensation to its employees through direct payment on a timely basis, through bank account and in cash, once a month, by the 8th ~ 10th of the following month.	X		
WAGES & BENEFITS	Wages and Benefits	Wages	WB-WAG-18	How many wage grades/ levels does the facility have?	7	Inaccurate	Misunderstanding. The information was updated on the verification date.	3		
WAGES & BENEFITS	Wages and Benefits	Wages	WB-WAG-26	Number of workers in wage level skilled	5749	Inaccurate	Misunderstanding. The information was updated on the verification date.	43		
WAGES & BENEFITS	Wages and Benefits	Wages	WB-WAG-27	Number of workers in wage level semi-skilled	53	Inaccurate	Misunderstanding. The information was updated on the verification date.	1804		
WAGES & BENEFITS	Wages and Benefits	Wages	WB-WAG-28	Number of workers in wage level un-skilled	15	Inaccurate	Misunderstanding. The information was updated on the verification date.	155		
WAGES & BENEFITS	Wages and Benefits	Wages	WB-WAG-37-2	Living Wage Estimate	X	Inaccurate	Misunderstanding. During the verification, we verified that at the individual employee wage is not yet based on living wage.			
WAGES & BENEFITS	Wages and Benefits	Wages	WB-WAG-37-3	Skills	X	Inaccurate	Misunderstanding. During the verification, we verified that at the individual employee wage is not yet based on skills.			
WAGES & BENEFITS	Wages and Benefits	Wages	WB-WAG-37-4	Experience	X	Inaccurate	Misunderstanding. During the verification, we verified that at the individual employee wage is not yet based on experience.			
WAGES & BENEFITS	Wages and Benefits	Wages	WB-WAG-37-5	Length of Employment	X	Inaccurate	Misunderstanding. During the verification, we verified that at the individual employee wage is not yet based on length of employment.			
WAGES & BENEFITS	Wages and Benefits	Wage Increase	WB-WAG-40	Describe the most representative department within the facility:	finished product	Inaccurate	Misunderstanding. From the documentary review, management interview and employee interview, we verified that at sewing workers were moved into a higher position and that change in position resulted in a change in basic wage in the past 12 months.	Sewing workers		

WAGES & BENEFITS	Wages and Benefits	Wage Increase	WB-WAG-41	Number of female workers that were promoted with an increase in their basic wage as a result of their promotion	351	Inaccurate	Misunderstanding. During the documentary review and interaction with management team we verified that there were 23 cases of female workers moved into a higher position and that change in position resulted in a change in basic wage in the past 12 months.	23		
WAGES & BENEFITS	Wages and Benefits	Wage Increase	WB-WAG-42	Number of male workers that were promoted with an increase in their basic wage as a result of their promotion	428	Inaccurate	Misunderstanding. During the documentary review and interaction with management team we verified that there were 10 cases of male workers moved into a higher position and that change in position resulted in a change in basic wage in the past 12 months.	11		
WAGES & BENEFITS	Wages and Benefits	Bonus	WB-WAG-43.1	If yes, please describe all types of production / productivity bonuses:	product salary and basic salary	Inaccurate	From the documentary review, we verified that the facility has applied productivity (or "production") bonus. This amount depends on their monthly efficiency.	From the documentary review, we verified that the facility has applied productivity (or "production") bonus. This amount depends on their monthly efficiency.		
WAGES & BENEFITS	Wages and Benefits	Wage Payment	WB-WAG-47	What approximate percentage of workers are paid by cash?	99	Inaccurate	Misunderstanding. From the documentary review and management interview, we confirmed that the facility pays salaries for 20% workers who have not yet opened a bank account in cash.	20		
WAGES & BENEFITS	Wages and Benefits	Wage Payment	WB-WAG-47-1	Check	X	Inaccurate	Misunderstanding. Based on the documentary review, worker interview and interaction with management team, we verified that the facility paid wages/compensation to its employees through direct payment on a timely basis, through bank account and in cash, once a month, by the 8th ~ 13th of the following month.			
WAGES & BENEFITS	Wages and Benefits	Wage Payment	WB-WAG-49	What approximate percentage of workers are paid by direct deposit into bank accounts?	100	Inaccurate	Misunderstanding. From the documentary review and management interview, we confirmed that the facility pays salaries for 80% workers through bank account.	80		
WAGES & BENEFITS	Wages and Benefits	Wage Payment	WB-WAG-50-1	Card (with a stored value)	X	Inaccurate	Misunderstanding. Based on the documentary review, worker interview and interaction with management team, we verified that the facility paid wages/compensation to its employees through direct payment on a timely basis, through bank account and in cash, once a month, by the 8th ~ 13th of the following month.			
WORKER TREATMENT	Discrimination	Disability	WT-DIS-14.1	Please describe any accommodations/arrangements made:	Yes	Inaccurate	Misunderstanding. From the worker interview and interaction with management team, we verified that the facility has accommodations for physically disabled persons such as arrange suitable work for them. The facility provides sit-lean stools, anti-fatigue mat.	Misunderstanding. From the worker interview and interaction with management team, we verified that the facility has accommodations for physically disabled persons such as arrange suitable work for them. The facility provides sit-lean stools, anti-fatigue mat.		

WORKE R TREA TMENT	Discrim ination	Infection or Illness	WT-DIS-22	Has the facility t aken steps to en able workers wit h HIV/AIDS to re tain their work if they were medi cally able to?	No	Inaccurate	Misunderstanding. During th e documentary review, we v erified that during the assess ment period no workers wer e affected by HIV/AIDS.	Not Applicable		
WORKE R TREA TMENT	Discrim ination	Infection or Illness	WT-DIS-24	Has the facility t aken steps to en able workers wit h infections or ill ness (other than HIV/AIDS) to re tain their work if they were medi cally able to?	No	Inaccurate	Misunderstanding. During th e documentary review, we v erified that no workers were affected by infections or illne sses (other than HIV/AIDS) d uring the assessment period.	Not Applicable		
WORKE R INVO LVEME NT	FOA & CB	Trade Uni ons	WI-FOA-6	Name of union with the largest membership:	CÔNG TY CP MAY B ÌNH THUẬ N NHÀ BÈ	Inaccurate	Misunderstanding. The infor mation was updated on the verification date.	Trade Union of BinhT huan NhaBe Garment Joint Stock Company		
WORKE R INVO LVEME NT	FOA & CB	Trade Uni ons	WI-FOA-7	Name of the fed eration or confe deration (or bot h) with which th e largest union a t the facility is a ffiliated, if applic able (please indi cate whether it i s a federation or a confederation in your respons e):	union	Inaccurate	Misunderstanding. The infor mation was updated on the verification date.	LaGi Township Labor Confederation		
WORKE R INVO LVEME NT	FOA & CB	Trade Uni ons	WI-FOA-8	NUMBER of fem ale union memb ers in the union with the largest membership in t he facility	4351	Inaccurate	Misunderstanding. The infor mation was updated on the verification date.	1015		
WORKE R INVO LVEME NT	FOA & CB	Trade Uni ons	WI-FOA-9	NUMBER of mal e union member s in the union wi th the largest m embership in th e facility	1450	Inaccurate	Misunderstanding. The infor mation was updated on the verification date.	180		
WORKE R INVO LVEME NT	FOA & CB	Trade Uni ons	WI-FOA-10	NUMBER of fem ale union official s in the union wi th the largest m embership in th e facility	405	Inaccurate	Misunderstanding. The infor mation was updated on the verification date.	8		
WORKE R INVO LVEME NT	FOA & CB	Trade Uni ons	WI-FOA-11	NUMBER of mal e union officials i n the union with the largest mem bership in the fa cility	22	Inaccurate	Misunderstanding. The infor mation was updated on the verification date.	1		
WORKE R INVO LVEME NT	Workpl ace Co operati on	Workers' Represen tatives	WI-WOR-1	Are legally requi red workers' repr esentatives (if a ny) elected and functioning in li ne with legal re quirements?	Yes	Inaccurate	Misunderstanding. The infor mation was updated on the verification date.	No applicable legal re quirements		
WORKE R INVO LVEME NT	FOA & CB	Collectiv e Bargaini ng Agree ment	WI-FOA-55	How many Colle ctive Bargaining Agreements (CB As) are in effect at the facility?	6	Inaccurate	Misunderstanding. During th e documentary review and i nteraction with managemen t team we confirmed that th ere is one effective collectiv e bargaining agreement in th e facility.	1		
WORKE R INVO LVEME NT	FOA & CB	Collectiv e Bargaini ng Agree ment	WI-FOA-56	Parties to the C BA that covers t he greatest num ber of workers in the workplace:	2	Inaccurate	Misunderstanding. The infor mation was updated on the verification date.	BinhThuan NhaBe Gar ment Joint Stock Co mpany and Trade Uni on of BinhThuan Nha Be Garment Joint Sto ck Company		

WORKE R INVO LVEME NT	FOA & CB	Collectiv e Bargaini ng Agree ment	WI-FOA-57	PERCENTAGE of workforce cover ed by the CBA t hat covers the g reatest number of workers in th e workplace:	10	Inaccurate	Misunderstanding. The infor mation was updated on the verification date.	100		
WORKE R INVO LVEME NT	FOA & CB	Collectiv e Bargaini ng Agree ment	WI-FOA-58	Duration of the CBA that covers the greatest nu mber of workers in the workplace (provide NUMBE R value for durat ion in months):	12	Inaccurate	Misunderstanding. The infor mation was updated on the verification date.	36		
WORKE R INVO LVEME NT	FOA & CB	Collectiv e Bargaini ng Agree ment	WI-FOA-59	Overview of the issues covered i n the CBA that c overs the great est number of wo rkers in the work place:	5802	Inaccurate	Misunderstanding. The infor mation was updated on the verification date.	Wage & benefit, wag e scale, working & br eak hour, facility com mitment.		
WORKE R INVO LVEME NT	Grieva nce Sys tems	System	WI-GRI-2-2	Grievance handl ing and dispute r esolution proce dures are accessi ble in some lang uages spoken at the facility, but not all	X	Inaccurate	Misunderstanding. During th e documentary review, work er interview and managem ent interview we verified that grievance handling and dispu te resolution procedures are accessible in Vietnamese.			
WORKE R INVO LVEME NT	Grieva nce Sys tems	External Assistanc e	WI-GRI-5	Do workers hav e access to exte rnal contacts ou tside of manage ment that aid in resolving compl aints, grievance s, harassment or abuse cases?	No	Inaccurate	Misunderstanding. During th e documentary review, work er interview and managem ent interview we verified that workers have access to exte rnal contacts outside of mana gement that aid in resolving complaints, grievances, haras sment or abuse cases.	Yes		
WORKE R INVO LVEME NT	Grieva nce Sys tems	Settleme nt	WI-GRI-7.1	Please describe which stakehold ers/department s assist with the settlement:	Admin and Labore rmanage	Inaccurate	During the documentary rev iew, worker interview and int eraction with management t eam we verified that human resource department and uni on assist with the settleme nt.	During the documen tary review, worker i nterview and interac tion with managem ent team we verified t hat human resource department and uni on assist with the settl ement.		
HEALT H & SA FETY	Genera l Work Environ ment	Cleanline ss, Sanita tion & W aste	HS-GEN-16	Did the facility maintain waste disposal records, including docum entation of the f inal destination?	No	Inaccurate	Misunderstanding. From the site tour, document review a nd employee interview, we confirmed that the facility w ell maintained inventory kin d of waste. Report submitted once a year as per legal requ irement.	Yes		
HEALT H & SA FETY	Buildin g Safet y	Structure	HS-BUI-4	Are facility door s, exits and stairs in line with legal requirements?	Yes	Inaccurate	Misunderstanding. During th e factory tour and as confirm ed by the facility managem ent, we noted that doors of 1 of the safety exits in the fabr ic warehouse were sliding do ors; however, all these doors were fixed open by locking d evices during working hours.	No	X	According to C onstruction St andard: TCXD 276: 2003, Poin t 8.7
HEALT H & SA FETY	Buildin g Safet y	Floors	HS-BUI-5-1	Measures are in place to prevent workers from sli pping on floors d ue to poor const ruction or lack of maintenance	Not Appli cable	Inaccurate	Misunderstanding. From the site tour, document review a nd employee interview, we confirmed that the facility re gularly monitors the workplac e to prevent employees fro m slipping on floor due to po or construction or lack of mai ntenance.	X		
HEALT H & SA FETY	Buildin g Safet y	Confined Spaces	HS-BUI-12	Does the facility have confined s paces?	No	Inaccurate	Misunderstanding. The infor mation was updated on the verification date.	Yes		

HEALTH & SAFETY	Building Safety	Confined Spaces	HS-BUI-14-6	Workers/Contractors who enter the confined spaces know and understand how to do so safely		Facility did not reply during SA/JA	Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that the facility had not provided the training of Group 3 for 1 worker working in the confined space area.		X	According to Law No.84/2015/QH13, Article 14 & Decree 44/2016/ND-CP, Article 14, Clause 3.
HEALTH & SAFETY	Building Safety	PCB	HS-BUI-16	If equipment contains PCB, does the facility have all of the following safety measures in place: • Equipment containing PCB is inspected and labeled accordingly • Workers who work with or around equipment containing PCB understand the hazards of PCBs?	Not Applicable	Inaccurate	Misunderstanding. The information was updated on the verification date.	Yes		
HEALTH & SAFETY	Building Safety	On-site Vehicles	HS-BUI-19-3	Traffic lanes and walk paths are clearly marked	X	Inaccurate	Misunderstanding. From the site tour, document review and employee interview, we confirmed that traffic lanes and walk paths are NOT marked.			
HEALTH & SAFETY	Risk Assessment		HS-RIS-3	When was the last risk assessment conducted?	Within the last 6 months	Inaccurate	Misunderstanding. From the site tour, document review and employee interview, we confirmed that the facility conducts a health and safety risk assessment every year.	Within the last 12 months		
HEALTH & SAFETY	HS Committee		HS-HSC-3	How many members are in the OSH committee?	24	Inaccurate	Misunderstanding. The information was updated on the verification date.	6		
HEALTH & SAFETY	HS Committee		HS-HSC-4	How many female members are in the OSH committee?	24	Inaccurate	Misunderstanding. The information was updated on the verification date.	3		
HEALTH & SAFETY	HS Committee		HS-HSC-6	How many employer members are in the OSH committee?	23	Inaccurate	Misunderstanding. The information was updated on the verification date.	1		
HEALTH & SAFETY	HS Committee		HS-HSC-7	How many worker members are in the OSH committee?	24	Inaccurate	Misunderstanding. From the document review and employee interview, we confirmed that there are 2 worker members are in the OSH committee.	2		
HEALTH & SAFETY	HS Committee		HS-HSC-8	How many union representatives are in the OSH committee?	25	Inaccurate	Misunderstanding. The information was updated on the verification date.	1		
HEALTH & SAFETY	Emergency Preparedness	Fire-fighting Equipment	HS-EME-8	Does the facility have legally required fire fighting equipment?	Yes	Inaccurate	Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that the facility had not equipped sprinkler systems in Building #2 (workshop 4&5) as legally required.	No	X	According to TCVN 3890:2009, Art. 7.11 & Appendix C; TCVN 2622: 1995
HEALTH & SAFETY	Emergency Preparedness	Fire-fighting Equipment	HS-EME-10-1	Fire-fighting equipment is clearly marked and equipped with instructions on how to operate	X	Inaccurate	Misunderstanding. During facility tour and as confirmed by the facility management, we noted that the factory had not equipped the waste warehouse with automatic fire extinguishers.		X	According to TCVN 3890:2009, Article 5.1.3

HEALTH & SAFETY	Emergency Preparedness	Evacuation Markings	HS-EME-12	Does the facility have legally required posted evacuation plans, markings (or plot plans), pathways and emergency lighting?	Yes	Inaccurate	Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that the contents of 1 of the evacuation plans in Workshop #2 did not include the locations of firefighting equipment and the viewer.	No	X	According to the Circular No. 149/2020/TT-BCA, Article 5, Point 2
HEALTH & SAFETY	Emergency Preparedness	Emergency Exits	HS-EME-14	Are all emergency exits clearly marked?	Yes	Inaccurate	Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that the language shown on 2 of the evacuation signs in the production workshop and the fabric warehouse were not in Vietnamese.	No	X	According to TCVN 3890:2009, Article 10, Point 10.15
HEALTH & SAFETY	Emergency Preparedness	Evacuation Procedures	HS-EME-19-1	Emergency drills are unannounced	X	Inaccurate	Misunderstanding. From the document review and employee interview, we confirmed that emergency drills are announced.			
HEALTH & SAFETY	Emergency Preparedness	Response Team	HS-EME-22.1	Please describe when and how often members of the Fire Brigade/Emergency Response Team undergo both initial and refresher trainings on their responsibilities:	once a month	Inaccurate	Misunderstanding. Firefighters receive initial training at the time of enlistment to earn a Fire Training Certificate. The certificate will be renewed every 5 years. Fire crew members are trained annually with professional fire police during the facility's fire drills.	Misunderstanding. Firefighters receive initial training at the time of enlistment to earn a Fire Training Certificate. The certificate will be renewed every 5 years. Fire crew members are trained annually with professional fire police during the facility's fire drills.		
HEALTH & SAFETY	Chemicals and Hazardous Substances		HS-CHE-2	Has all legally required action been taken to assess, monitor, prevent and limit workers' exposure to chemicals and hazardous substances?	Yes	Inaccurate	Misunderstanding. During the document check and as confirmed by the facility management, we noted that the facility did not organize rehearsals on the response to chemical emergencies developed in the plan in the presence of representatives of the central or local specialized authorities annually as legally required.	No	X	According to Decree 113/2017/ND-CP, Article 20, Clause 8, Point c & Law No. 06/QH12, Article 37
HEALTH & SAFETY	Worker Protection	Personal Protective Equipment (PPE)	HS-WOR-5	Are workers trained and encouraged to use personal protective equipment in line with legal requirements?	Yes	Inaccurate	Misunderstanding. During the document check and as confirmed by the facility management, we noted that the facility did not provide training of Group III for 3 workers in the cutting workshop as legally required.	No	X	According to Decree 140/2018/ND-CP, Article 17, Point 3 & Decree 44/2016, Article 17 & Circulars 06/2020/TT – BLDTB (XH)
HEALTH & SAFETY	Worker Protection	Personal Protective Equipment (PPE)	HS-WOR-5.1	Please describe how often workers are trained on proper use of personal protective equipment:	fire protection	Inaccurate	Once a year	Once a year		
HEALTH & SAFETY	Worker Protection	Personal Protective Equipment (PPE)	HS-WOR-6-4	PPE equipment and clothing provided is consistently and effectively used by workers	X	Inaccurate	Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that the facility had provided all relevant PPE to workers as per job requirements at no cost. However, 1 of the workers in cleaning room was not using PPE while working as legally required.		X	According to Labor Code 45/2019/QH14, Article 134

HEALTH & SAFETY	Worker Protection	Personal Protective Equipment (PPE)	HS-WOR-6-6	Penalties (monetary or otherwise) are used to ensure that workers use PPE equipment and clothing	X	Inaccurate	Misunderstanding. From the factory tour, document review and employee interview, we confirmed that penalties (monetary or otherwise) are NOT used to ensure that workers use PPE equipment and clothing.			
HEALTH & SAFETY	Worker Protection	Machinery and Equipment	HS-WOR-10-3	Machinery and equipment have safety instructions displayed or posted in the facility in workers' language(s)	X	Inaccurate	Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that the facility had not labelled the emergency stop button for 1 of the automatic cutting machines in the production workshop in the local language.		X	According to Labor Code 45/2019/QH14, Article 134
HEALTH & SAFETY	Materials Handling and Storage	Ladders	HS-MAT-3	Does the facility use portable ladders?	Yes	Inaccurate	From the factory tour, document review and employee interview, we confirmed that the facility did not use portable ladders.	No		
HEALTH & SAFETY	Electrical Safety	Electrical Panels	HS-ELE-2-3	Electrical panels including circuit breakers are not in line with legal requirements		Inaccurate	Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that 1 of electrical cabinets in the air compressor room was not equipped with a warning sign as legally required.	X	X	According Law No. 28/2004/QH11, Article 57
HEALTH & SAFETY	Electrical Safety	Electrical Panels	HS-ELE-2-9	None of the above	X	Inaccurate	Misunderstanding. The information was updated on the verification date.			
HEALTH & SAFETY	First Aid and Medical	Medical Treatment	HS-FIR-6-4	Medical facilities/clinic(s) have an appointed doctor/nurse		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
HEALTH & SAFETY	First Aid and Medical	Contagious Diseases	HS-FIR-9-3	Physical barriers between workstations	X	Inaccurate	Misunderstanding. From the factory tour, document review and employee interview, we confirmed that there were no physical barriers between workstations.			
HEALTH & SAFETY	First Aid and Medical	Work-related Accidents and Diseases	HS-FIR-10	Does the facility record work-related accidents and diseases and report them to the competent authority in line with legal requirements?	Yes	Inaccurate	Misunderstanding. During the document check and as confirmed by the facility management, we noted that the facility did not send the statistical reports on occupational accidents and serious safety threat to the labor authority of province every 6 months and every year as legally required.	No	X	According to Law No. 84/2015/QH13, Article 36, Point 1.
HEALTH & SAFETY	Contractor Safety		HS-CON-2-7	If chemicals are brought into the facility, contractors submit the relevant Safety Data Sheets ("SDS", formerly named MSDS) for review		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
HEALTH & SAFETY	Facilities		HS-FAC-1	Does the facility provide all legally required facilities?	Yes	Inaccurate	Misunderstanding. The information was updated on the verification date.	No applicable legal requirements		
TERMINATION	Forced Labor	Notice	TER-FOR-1	For workers seeking to end their employment, how many days of notice are required by the facility?	29	Inaccurate	Misunderstanding. Through the documentary review, worker and management interview we verified that workers signed labor indefinite contract need to notify before 45 days to end their employment.	45		

TERMINATION	Employment Practices	Suspension / Reduction Workforce	TER-EMP-4	Did the facility consult with worker representatives and/or trade union representatives to develop alternatives to suspension or reduction in workforce that was due to economic, technological, structural, operational or other similar changes?	Yes	Inaccurate	Misunderstanding. The information was updated on the verification date.	Not Applicable		
MANAGEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-1.1	Please provide a list of all relevant written policies:	meeting report	Inaccurate	Recruitment and hiring, Prohibition of child labor, Child labor Policy, Prohibition of forced labor, Prohibition of harassment and abuse, Prohibition of discrimination, Wage and benefits, Working hours rest time, FOA & CB, Disability, Prohibition corruption actions, Prevention human tracking..	Recruitment and hiring, Prohibition of child labor, Child labor Policy, Prohibition of forced labor, Prohibition of harassment and abuse, Prohibition of discrimination, Wage and benefits, Working hours rest time, FOA & CB, Disability, Prohibition corruption actions, Prevention human tracking..		
MANAGEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-1.2	Please provide a list of all relevant written procedures:	labor contract	Inaccurate	Recruitment and hiring, Prohibition of child labor, Child labor Policy, Prohibition of forced labor, Prohibition of harassment and abuse, Prohibition of discrimination, Wage and benefits, Working hours rest time, FOA & CB, Disability, Prohibition corruption actions, Prevention human tracking..	Recruitment and hiring, Prohibition of child labor, Child labor Policy, Prohibition of forced labor, Prohibition of harassment and abuse, Prohibition of discrimination, Wage and benefits, Working hours rest time, FOA & CB, Disability, Prohibition corruption actions, Prevention human tracking..		
MANAGEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-2-2	Reference to international law/ILO conventions		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANAGEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.1	Please provide a list of all written policies and procedures referencing recruitment and hiring:	labor contract	Inaccurate	Recruitment policy and procedure, age verification process	Recruitment policy and procedure, age verification process		
MANAGEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.2	Please provide a list of all written policies and procedures referencing termination and retrenchment:	decision document	Inaccurate	Termination policy and procedure	Termination policy and procedure		
MANAGEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.3	Please provide a list of all written policies and procedures referencing facility workplace rules:	data	Inaccurate	Internal Working Regulations	Internal Working Regulations		
MANAGEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3-4	Child labor and/or young workers		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANAGEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.5	Please provide a list of all written policies and procedures referencing prohibition of forced labor:	data	Inaccurate	Prohibition of forced labor and guideline on handling violations of forced labor	Prohibition of forced labor and guideline on handling violations of forced labor		

MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.6	Please provide a list of all written policies and procedures referencing anti-harassment and abuse:	data	Inaccurate	Prohibition of anti-harassment and abuse and guideline on handling violations of anti-harassment and abuse	Prohibition of anti-harassment and abuse and guideline on handling violations of anti-harassment and abuse		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.7	Please provide a list of all written policies and procedures referencing anti-discrimination:	data	Inaccurate	Prohibition of anti-harassment and abuse and guideline on handling violations of anti-harassment and abuse	Prohibition of anti-harassment and abuse and guideline on handling violations of anti-harassment and abuse		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.8	Please provide a list of all written policies and procedures referencing working hours:	labor contract	Inaccurate	Working hour policy and guideline	Working hour policy and guideline		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.9	Please provide a list of all written policies and procedures referencing wages and benefits:	data contract	Inaccurate	Wages and benefits policy	Wages and benefits policy		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.10	Please provide a list of all written policies and procedures referencing discipline:	data contract	Inaccurate	Discipline policy and procedure	Discipline policy and procedure		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.11	Please provide a list of all written policies and procedures referencing freedom of association and collective bargaining:	meeting report	Inaccurate	Freedom of association and collective bargaining policy and procedure	Freedom of association and collective bargaining policy and procedure		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.12	Please provide a list of all written policies and procedures referencing grievance systems:	meeting report	Inaccurate	Grievance policy and procedure, Guideline on using grievance box	Grievance policy and procedure, Guideline on using grievance box		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.14	Please provide a list of all written policies and procedures referencing health and safety:	meeting report	Inaccurate	Policy about Health and Safety; Procedure about hazard identification and risk assessment; Procedure about licensing working safety permit; Occupational accident handling procedure;...	Policy about Health and Safety; Procedure about hazard identification and risk assessment; Procedure about licensing working safety permit; Occupational accident handling procedure;...		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3.18	Please provide a list of all written policies and procedures referencing suppliers/subcontractors:	contract	Inaccurate	Subcontractors and guest controlling procedure	Subcontractors and guest controlling procedure		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3-19	Raw materials sourcing	X	Inaccurate	Misunderstanding. The information was updated on the verification date.			
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-3-20	Bribery and anti-corruption		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-5-2	Prohibition of bonded labor		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-5-3	Prohibition of indentured labor		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		

MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-5-6	Voluntary employment		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-5-7	Voluntary overtime		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-5-8	Freedom of movement		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-5-10	Ethical recruitment/ use of employment agencies, recruiters, and/or labor agents	X	Inaccurate	Ethical recruitment/ use of employment agencies, recruiters, and/or labor agents			
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-6-3	Violence and harassment in the workplace		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-7-7	Non-discrimination based on disability		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-7-8	Non-discrimination based on HIV/AIDS status (real or perceived)		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-7-9	Non-discrimination based on sexual orientation		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-7-10	Non-discrimination based on pregnancy/maternity status		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-7-14	Non-discrimination based on Nationality/foreign migrant worker status		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-8-3	Premium rates		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-13-5	Emergency preparedness		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-13-6	Chemicals/Hazardous substances		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-13-9	Pressure vessels safety	X	Inaccurate	Misunderstanding. The information was updated on the verification date.			
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-13-10	Materials handling and storage		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-13-11	Above Ground Storage Tanks & Underground Storage Tanks	X	Inaccurate	Misunderstanding. From the document review and employee interview, we confirmed that the policies and procedures for health and safety were established. However, they not included Above Ground Storage Tanks & Underground Storage Tanks.			

MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-13-14	Bloodborne pathogens procedures		Inaccurate	Misunderstanding. The information was updated on the verification date.	X			
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-16-1	Definition of supplier which includes service providers and raw materials suppliers	X	Inaccurate	Misunderstanding. The information was updated on the verification date.				
MANA GEMENT SYSTEMS	Plan	Policies & Procedures	MS-PLA-16-4	EXISTING suppliers/subcontractors - Training and communication of the facility's social and labor procedures		Inaccurate	Misunderstanding. The information was updated on the verification date.	X			
MANA GEMENT SYSTEMS	Do	Roles and Responsibilities	MS-DO-1-2	Responsible person(s) have been defined and are accountable for informal (not written) procedures	X	Inaccurate	Misunderstanding. The information was updated on the verification date.				
MANA GEMENT SYSTEMS	Do	Roles and Responsibilities	MS-DO-2-4	Child labor and young workers		Inaccurate	Misunderstanding. The information was updated on the verification date.	X			
MANA GEMENT SYSTEMS	Do	Roles and Responsibilities	MS-DO-2-15	Foreign migrant workers	X	Inaccurate	Misunderstanding. The information was updated on the verification date.				
MANA GEMENT SYSTEMS	Do	Roles and Responsibilities	MS-DO-2-16	Domestic migrant workers	X	Inaccurate	Misunderstanding. The information was updated on the verification date.				
MANA GEMENT SYSTEMS	Do	Roles and Responsibilities	MS-DO-2-19	Raw materials sourcing	X	Inaccurate	Misunderstanding. The information was updated on the verification date.				
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-4-2	Communication and training based upon informal (not written) procedures	X	Inaccurate	Misunderstanding. The information was updated on the verification date.				
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-7-4	Child labor and young workers		Inaccurate	Misunderstanding. The information was updated on the verification date.	X			
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-7-16	Migrant workers	X	Inaccurate	Misunderstanding. The information was updated on the verification date.				
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-7-19	Raw materials sourcing	X	Inaccurate	Misunderstanding. The information was updated on the verification date.				
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-9-5	Child labor and young workers		Inaccurate	Misunderstanding. The information was updated on the verification date.	X			
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-9-19	Raw materials sourcing	X	Inaccurate	Misunderstanding. The information was updated on the verification date.				
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-11-4	Child labor and young workers		Inaccurate	Misunderstanding. The information was updated on the verification date.	X			
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-11-7	Anti-discrimination		Inaccurate	Misunderstanding. The information was updated on the verification date.	X			

MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-11.1	Please provide a list of all health and safety trainings offered to NEW production workers in the facility	meeting report	Inaccurate	orientation training	orientation training		
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-13-4	Child labor and young workers		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-13-6	Anti-harassment and abuse		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-13-8	Working Hours		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-13-11	Freedom of association and collective bargaining		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-13.1	Please provide a list of all health and safety trainings offered to EXISTING production workers in the facility	meeting report	Inaccurate	health and safety training	health and safety training		
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-17-1	Child labor and young workers		Inaccurate	Misunderstanding. The information was updated on the verification date.	X		
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-17-14	Supplier/subcontractor due diligence requirements	X	Inaccurate	Misunderstanding. The information was updated on the verification date.			
MANA GEMENT SYSTEMS	Do	Communication and Training	MS-DO-17-15	Raw materials sourcing due diligence requirements	X	Inaccurate	Misunderstanding. The information was updated on the verification date.			
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-2-3	Consultants	X	Inaccurate	Misunderstanding. The information was updated on the verification date.			
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-2-10	Magazine subscription(s)	X	Inaccurate	Misunderstanding. The information was updated on the verification date.			
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.1	Please describe how often (or when) the policies and procedures are reviewed/updated:	labor contract	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.2	Please describe how often (or when) the policies and procedures are reviewed/updated:	labor contract	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.3	Please describe how often (or when) the policies and procedures are reviewed/updated:	contract document	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3-4	Child labor and young workers		Inaccurate	The information was updated on the verification date.	X		

MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.5	Please describe how often (or when) the policies and procedures are reviewed/updated:	meeting report	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.6	Please describe how often (or when) the policies and procedures are reviewed/updated:	meeting report	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.7	Please describe how often (or when) the policies and procedures are reviewed/updated:	meeting report	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.8	Please describe how often (or when) the policies and procedures are reviewed/updated:	labor contract	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.9	Please describe how often (or when) the policies and procedures are reviewed/updated:	labor contract	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.10	Please describe how often (or when) the policies and procedures are reviewed/updated:	labor contract	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.11	Please describe how often (or when) the policies and procedures are reviewed/updated:	meeting report	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.12	Please describe how often (or when) the policies and procedures are reviewed/updated:	meeting report	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.14	Please describe how often (or when) the policies and procedures are reviewed/updated:	meeting report	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.18	Please describe how often (or when) the policies and procedures are reviewed/updated:	contract	Inaccurate	once per year or any changes	once per year or any changes		
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.19	Raw materials sourcing	X	Inaccurate	Misunderstanding. The information was updated on the verification date.			
MANA GEMENT SYSTEMS	Check	Self Assessment	MS-CHE-3.20	Please describe how often (or when) the policies and procedures are reviewed/updated:	meeting report	Inaccurate	once per year or any changes	once per year or any changes		

TABLE OF CONTENTS

FACILITY PROFILE

[Section Instructions](#)

[Section Instructions](#)

[Step Selection](#)

[Accuracy Index](#)

[OAR Open Apparel Registry](#)

[Facility](#)

[Basic Information](#)

[Facility](#)

[Hours of Operation](#)

[Peak Months](#)

[Assessment Submission](#)

[Building Structures](#)

[Total](#)

[Production](#)

[Warehouse](#)

[On-site Housing](#)

[Off-site Housing](#)

[On-site Canteen](#)

[On-site Childcare](#)

[Building Types](#)

[Facility Area](#)

[Additional Comments](#)

[Facility Ownership](#)

[Building Floors](#)

[Shared Building](#)

[Residential](#)

[Worker Demographics](#)

[Workers](#)

[Supervisors](#)

[Government programs](#)

[Nationalities](#)

[Languages](#)

[Operating Licenses](#)

[Certifications](#)

[Social Audits and Certifications](#)

[Production / Operation Information](#)

[Industry Sector](#)

[Facility Type](#)

[Facility Processes](#)

[Volume](#)

[Capacity](#)

[Planning](#)

[Subcontractors Used for Production / Operation](#)

[Subcontractors](#)

[Facility Comments](#)

RECRUITMENT & HIRING

[Section Instructions](#)

[Section Instructions](#)

[Child Labor](#)

[Sub-Section Instructions](#)

[Age Documentation](#)

[Minimum Age](#)

[Remediation](#)

[Historical Child Labor](#)

[Workers under 18](#)
[Hazardous Work and other Worst Forms](#)
[Other Legal Requirements](#)

[Apprenticeship / Trainee / Internship Programs](#)

[Forced Labor](#)

[Sub-Section Instructions](#)
[Prison Labor](#)
[Forced Labor by Governments](#)

[Recruitment Practices](#)

[Deposits](#)
[Recruiters](#)
[Foreign Migrant Workers](#)
[Recruitment Fees](#)

[Discrimination](#)

[Sub-Section Instructions](#)
[Recruitment](#)
[Hiring](#)
[Pregnancy and Maternity](#)
[Disability](#)
[Infection or Illness](#)
[Other Legal Requirements](#)

[Employment Practices](#)

[Sub-Section Instructions](#)
[Workplace Rules](#)
[Record-keeping](#)
[Contracts / T&Cs](#)
[Foreign Migrant Workers](#)
[Probationary Periods](#)
[Benefits Avoidance](#)
[Other Legal Requirements](#)

[Homeworkers](#)

[Facility Comments](#)

WORKING HOURS

[Section Instructions](#)

[Section Instructions](#)

[Working Hours](#)

[Sub-Section Instructions](#)
[Records](#)
[Regular Hours](#)
[Overtime Hours](#)
[Total Working Hours](#)
[Breaks](#)
[Break Payment](#)
[Rest Days](#)
[Other Legal Requirements](#)

[Forced Labor](#)

[Sub-Section Instructions](#)
[Forced Overtime](#)

[Overtime](#)

[Voluntary Overtime](#)
[Exceptional Circumstances](#)

[Facility Comments](#)

WAGES & BENEFITS

[Section Instructions](#)

[Section Instructions](#)

[Wages and Benefits](#)

[Sub-Section Instructions](#)
[Minimum Wage](#)
[Facility Information](#)
[Records](#)

[Overtime Wage](#)
[Other Premium Pay](#)
[Piece Rate Workers](#)
[Work-related Activities](#)
[Overtime Allowances](#)
[Wages](#)
[Performance Evaluations](#)
[Wage Increase](#)
[Bonus](#)
[Wage Payment](#)
[Loans & Advances](#)
[Legal Withholdings](#)
[Deductions](#)
[Social Insurance / Social Security](#)
[In-kind Benefits](#)
[Leave](#)
[Compensatory Leave](#)
[Work Stoppages](#)
[Other Benefits](#)
[Other Legal Requirements](#)

[Facility Comments](#)

WORKER TREATMENT

[Section Instructions](#)

[Section Instructions](#)

[Forced Labor](#)

[Sub-Section Instructions](#)
[Coercive Tactics](#)
[Violence or Threats](#)
[Physical Force](#)
[Freedom of Movement](#)
[Withholding](#)
[Other Legal Requirements](#)

[Harassment and Abuse](#)

[Sub-Section Instructions](#)
[Harassment](#)
[Discipline](#)
[Security Personnel](#)
[Discrimination](#)
[Race / Skin Color](#)
[Religion](#)
[Political Opinion](#)
[National Extraction](#)
[Social Origin](#)
[Disability](#)
[HIV/AIDS Status](#)
[Sexual Orientation](#)
[Gender Identity](#)
[Pregnancy Status](#)
[Marital Status](#)
[Age](#)
[Nationality / Foreign Migrant Worker Status](#)
[Other](#)
[Other Legal Requirements](#)

[Discrimination](#)

[Sub-Section Instructions](#)
[Sexual Harassment](#)
[Promotion and Access to Training](#)
[Compensation](#)
[Conditions of Work](#)
[Pregnancy and Maternity](#)
[Disability](#)
[Infection or Illness](#)
[Other Legal Requirements](#)

[Discipline](#)

[Sub-Section Instructions](#)

[Measures](#)

[Communication](#)

[Appeal](#)

[Records](#)

[Other Legal Requirements](#)

[Worker Treatment](#)

[Other Legal Requirements](#)

[Facility Comments](#)

WORKER INVOLVEMENT

[Section Instructions](#)

[Section Instructions](#)

[FOA & CB](#)

[Sub-Section Instructions](#)

[Freedom to Associate](#)

[Trade Unions](#)

[Trade Union Operations](#)

[Interference and Discrimination](#)

[Collective Bargaining](#)

[Non-Union Representative](#)

[Collective Bargaining Agreement](#)

[Industrial Action](#)

[Other Legal Requirements](#)

[Workplace Cooperation](#)

[Sub-Section Instructions](#)

[Workers' Representatives](#)

[Interference and Discrimination](#)

[Bipartite Committee\(s\)](#)

[Other Legal Requirements](#)

[Grievance Systems](#)

[Sub-Section Instructions](#)

[System](#)

[External Assistance](#)

[Settlement](#)

[Retaliation](#)

[Records](#)

[Worker Feedback](#)

[Facility Comments](#)

HEALTH & SAFETY

[Section Instructions](#)

[Section Instructions](#)

[Health & Safety](#)

[Sub-Section Instructions](#)

[General Work Environment](#)

[Temperature and Ventilation](#)

[Air Quality](#)

[Lighting](#)

[Noise Levels](#)

[Cleanliness, Sanitation & Waste](#)

[Toilet / Restroom](#)

[Toilet / Restroom Access](#)

[Drinking Water](#)

[Drinking Water Access](#)

[Building Safety](#)

[Permits and Certificates](#)

[Structure](#)

[Floors](#)

[Stairs and Raised Platforms](#)

[Fall Protection](#)

[Elevators](#)

[Confined Spaces](#)

[PCB](#)

[Asbestos](#)

[On-site Vehicles](#)

[Risk Assessment](#)

[HS Policy](#)

[Qualified HS Staff](#)

[HS Committee](#)

[HS Worker Engagement](#)

[HS Cooperation Mechanisms](#)

[Emergency Preparedness](#)

[Emergency Response Plan](#)

[Fire Detection and Alarm](#)

[Fire-fighting Equipment](#)

[Evacuation Markings](#)

[Emergency Exits](#)

[Evacuation Procedures](#)

[Response Team](#)

[Flammable and Combustible Materials](#)

[Chemicals and Hazardous Substances](#)

[Storage](#)

[Handling](#)

[Gas Cylinders](#)

[Other Legal Requirements](#)

[Worker Protection](#)

[Imminent Danger](#)

[Special Categories](#)

[Personal Protective Equipment \(PPE\)](#)

[Machinery and Equipment](#)

[Ergonomics](#)

[Hot Work](#)

[Materials Handling and Storage](#)

[Storage](#)

[Ladders](#)

[Forklifts](#)

[Safety Warnings](#)

[Electrical Safety](#)

[Safety Warnings](#)

[Electrical Panels](#)

[Electrical Wiring](#)

[Maintenance](#)

[Machinery](#)

[High Voltage Areas](#)

[Sub-Station](#)

[Emergency Systems](#)

[Compressors and Generators](#)

[First Aid and Medical](#)

[First-aid](#)

[Health Checks](#)

[Medical Treatment](#)

[Medical Treatment Access](#)

[Contagious Diseases](#)

[Work-related Accidents and Diseases](#)

[Contractor Safety](#)

[Dormitories](#)

[Canteens](#)

[Childcare](#)

[Children](#)

[Presence on Work Floor](#)

[Facilities](#)

[Health and Safety](#)

[Other Legal Requirements](#)

[Facility Comments](#)

TERMINATION

[Section Instructions](#)

[Section Instructions](#)

[Forced Labor](#)

[Sub-Section Instructions](#)

[Notice](#)

[Debts](#)

[Withholding](#)

[Leaving](#)

[Employment Practices](#)

[Unjust Termination](#)

[Notice](#)

[Opportunity to Defend](#)

[Invalid Reasons](#)

[Outstanding Wages](#)

[Severance Payment](#)

[Timely Termination Payment](#)

[Unused Annual Leave](#)

[Other Termination Benefits](#)

[Reinstatement/ Compensation Orders](#)

[Suspension / Reduction Workforce](#)

[Discrimination](#)

[Sub-Section Instructions](#)

[Termination](#)

[Absence due to Illness](#)

[Complaints / Proceedings](#)

[Other Legal Requirements](#)

[Termination](#)

[Other Legal Requirements](#)

[Facility Comments](#)

MANAGEMENT SYSTEMS

[Section Instructions](#)

[Section Instructions](#)

[Plan](#)

[Policies & Procedures](#)

[Strategy and Goals](#)

[Do](#)

[Roles and Responsibilities](#)

[Communication and Training](#)

[Check](#)

[Monitoring](#)

[Self Assessment](#)

[Act](#)

[Continuous Improvement](#)

[Facility Comments](#)

ABOVE & BEYOND

[Section Instructions](#)

[Section Instructions](#)

[Workplace Well-Being](#)

[Sub-Section Instructions](#)

[Developmental Programs](#)

[Market Access](#)

[Economic Empowerment Programs](#)

[Wage Aspirations](#)

[HS Recognition](#)

[Other](#)

[Community Impact](#)

[Sub-Section Instructions](#)

[Supplier Engagement](#)

[Community Service](#)

[Charitable Contributions](#)

[Community Investment](#)

[External Engagement & Collaboration](#)

[Goals / Targets](#)

[Sourcing Practices](#)

[Land Grabbing](#)

[Public Disclosure & Transparency](#)

[Other](#)

[Facility Comments](#)

VERIFICATION DETAILS

[Verification Details](#)

[Verification Dates](#)

[Verification Duration](#)

[Verification Window](#)

[Verifier Information](#)

[Verification Participants](#)

[Virtual Verification Activity](#)

[Exception Requests](#)

[Worker Interviews](#)

[Offsite Documentation Review](#)

[Worker Engagement](#)

[Verification Observations](#)

FACILITY PROFILE

Number	Question	Final Verified Response
--------	----------	-------------------------

Section Instructions

Section Instructions

	<p>Section Description: The purpose of the Facility Profile section is to understand the scope of facility operations and determine what questions in other sections of the Tool are applicable to this specific facility. Topics within this section include: • Step Selection • Basic Information • Building Structures • Worker Demographics • Nationalities • Languages • Operating Licenses • Certifications • Production / Operation Information • Subcontractors for Production / Operation</p> <p>IMPORTANT NOTES: 1) First make your "Step Selection" below. 2) Then complete all questions in the Facility Profile. Certain answers within your Facility Profile (especially within the "Building Structures" and "Worker Demographics" section) will dictate which questions you will see within the Tool. If a question with free text answer (Response Here) is not applicable to you, type "Not Applicable". If a question does not have the answer option that best fits your facility circumstances, please choose the most appropriate or positive answer and use the question under Sub-Section Facility Comments to provide your feedback. You will have to complete one Facility Profile question after you have finished your entire self/joint-assessment to ensure an accurate answer: FP-BAS-26 Date of self/ or joint-assessment submission (YY YY-MM-DD); Remember that the verification has to occur within two months after this submission date. If scheduling does not allow you to complete the verification in time, then ensure you update this self/joint-assessment prior to completing it on the Accredited Host platform.</p>	
--	--	--

Step Selection

FP-STE-1	Please choose which tool "Step" your facility would like to complete:	
Facility Response: Step 2		
Verification Selection: Verification not required		
Corrected Response:		
FP-STE-2	Overall Completion Percentage (based on Step Selection):	

Accuracy Index

FP-ACC-1	Accuracy Index	
----------	----------------	--

OAR Open Apparel Registry

Facility

FP-OAR-1	Open Apparel Registry (OAR) ID Number:	VN20193451RVPW2
Facility Response: VN20193451RVPW2		
Verification Selection: Accurate		

Basic Information		
Facility		
FP-BAS-1	Facility Name (as per business license):	BINHTHUAN NHABE GARMENT JOINT STOCK COMPANY
Facility Response: BINH THUAN NHABE GARMENT JSC		
Verification Selection: Updated during Verification		
Corrected Response: BINHTHUAN NHABE GARMENT JOINT STOCK COMPANY		
Verification Data: The information was updated on the verification date.		
FP-BAS-2	Facility Street Address (as per business license):	No.204, Thong Nhat Street, Tan Thien Ward, LaGi Township, Binh Thuan Province, Vietnam.
Facility Response: 204 Thong Nhat street, Tan Thien ward, Lagi town, Binh Thuan province, Viet Nam		
Verification Selection: Updated during Verification		
Corrected Response: No.204, Thong Nhat Street, Tan Thien Ward, LaGi Township, Binh Thuan Province, Vietnam.		
Verification Data: The information was updated on the verification date.		
FP-BAS-3	Facility City Address (as per business license):	None
Facility Response: tx. La Gi		
Verification Selection: Updated during Verification		
Corrected Response: None		
Verification Data: The information was updated on the verification date.		
FP-BAS-4	Facility State/Province Address (as per business license):	Binh Thuan
Facility Response: Vietnam		
Verification Selection: Updated during Verification		
Corrected Response: Binh Thuan		
Verification Data: The information was updated on the verification date.		
FP-BAS-5	Facility Zip Code/Postal Code Address (as per business license):	77662
Facility Response: (84) 252 3871 922		
Verification Selection: Updated during Verification		
Corrected Response: 77662		
Verification Data: The information was updated on the verification date.		
FP-BAS-6	Facility Name (in local language as per business license):	CÔNG TY CP MAY BÌNH THUẬN - NHÀ BÈ
Facility Response: CÔNG TY CP MAY BÌNH THUẬN NHÀ BÈ		
Verification Selection: Updated during Verification		
Corrected Response: CÔNG TY CP MAY BÌNH THUẬN - NHÀ BÈ		
Verification Data: The information was updated on the verification date.		
FP-BAS-7	Facility Address (in local language as per business license):	Số 204, Thống Nhất, Phường Tân Thiện, Thị xã La Gi, Tỉnh Bình Thuận, Việt Nam
Facility Response: 204 Thống Nhất, P. Tân Thiện, thị xã Lagi, Bình Thuận		
Verification Selection: Updated during Verification		
Corrected Response: Số 204, Thống Nhất, Phường Tân Thiện, Thị xã La Gi, Tỉnh Bình Thuận, Việt Nam		
Verification Data: The information was updated on the verification date.		
FP-BAS-8	Facility Country:	Vietnam
Facility Response: Vietnam		
Verification Selection: Accurate		
FP-BAS-9	Facility Geolocation Latitude:	10.665693
Facility Response: 10.6719683		
Verification Selection: Updated during Verification		
Corrected Response: 10.665693		
Verification Data: The information was updated on the verification date.		
FP-BAS-10	Facility Geolocation Longitude:	107.766328
Facility Response: 107.7597213		
Verification Selection: Updated during Verification		
Corrected Response: 107.766328		
Verification Data: The information was updated on the verification date.		

FP-BAS-11	Facility Contact Name:	Mr. Le Thanh Hoang
Facility Response: CÔNG TY CP MAY BÌNH THUẬN NHÀ BÈ		
Verification Selection: Updated during Verification		
Corrected Response: Mr. Le Thanh Hoang		
Verification Data: The information was updated on the verification date.		
FP-BAS-12	Facility Contact Title:	General Director
Facility Response: CÔNG TY CP MAY BÌNH THUẬN NHÀ BÈ		
Verification Selection: Updated during Verification		
Corrected Response: General Director		
Verification Data: The information was updated on the verification date.		
FP-BAS-13	Facility Contact Phone #:	+84 913 932 494
Facility Response: 0252 3871 857		
Verification Selection: Updated during Verification		
Corrected Response: +84 913 932 494		
Verification Data: The information was updated on the verification date.		
FP-BAS-14	Facility Phone #:	+84 252 3871 857
Facility Response: 0252 3871 857		
Verification Selection: Updated during Verification		
Corrected Response: +84 252 3871 857		
Verification Data: The information was updated on the verification date.		
FP-BAS-15	Facility Email:	info@binhthuannhabe.com
Facility Response: info@binhthuannhabe.com		
Verification Selection: Accurate		
Hours of Operation		
FP-BAS-16	Normal Hours of Operation per day:	8
Facility Response: 7:30AM - 16:30PM		
Verification Selection: Updated during Verification		
Corrected Response: 8		
Verification Data: The information was updated on the verification date.		
FP-BAS-17	Number of Shifts and Hours of Operation for each (Normal Operations):	1 shift (7:30AM - 16:30PM) and 8 hours
Facility Response: 7:30AM - 16:30PM		
Verification Selection: Updated during Verification		
Corrected Response: 1 shift (7:30AM - 16:30PM) and 8 hours		
Verification Data: The information was updated on the verification date.		
FP-BAS-18	Number of Shifts and Hours of Operation for each (Peak Operations):	None
Facility Response: 8 hours		
Verification Selection: Updated during Verification		
Corrected Response: None		
Verification Data: The information was updated on the verification date. As confirmed by facility management, we noted that there was no peak season in the past 12 months.		
Peak Months		
FP-BAS-19	Peak Operation Months:	None
Facility Response: annual		
Verification Selection: Updated during Verification		
Corrected Response: None		
Verification Data: The information was updated on the verification date. As confirmed by facility management, we noted that there was no peak season in the past 12 months.		
Assessment Submission		
FP-BAS-20	Submission Type:	Self-assessment (SA) by facility (only)
Facility Response: Joint assessment (JA) (facility + external assistance)		
Verification Selection: Updated during Verification		
Corrected Response: Self-assessment (SA) by facility (only)		

Verification Data: The information was updated on the verification date. During the documentary review and interaction with management team we learnt that the facility conducted the self-assessment by itself.		
FP-BAS-21	Please describe the organization that assisted with this assessment:	
Facility Response: CÔNG TY CP MAY BÌNH THUẬN NHÀ BÈ		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
FP-BAS-22	Please enter the name of the individual who assisted with this assessment:	
Facility Response: TRAN THI NGAN		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
FP-BAS-23	Please enter the contact email(s) of the individual who assisted with this assessment:	
Facility Response: tranngan@binhthuannhabe.com		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
FP-BAS-24	Facility Contact Name(s) of who is submitting the self/ or joint-assessment:	Ms. TRAN THI NGAN
Facility Response: TRAN THI NGAN		
Verification Selection: Updated during Verification		
Corrected Response: Ms. TRAN THI NGAN		
Verification Data: The information was updated on the verification date.		
FP-BAS-25	Facility Contact Email(s) of who is submitting the self/ or joint-assessment:	tranngan@binhthuannhabe.com
Facility Response: tranngan@binhthuannhabe.com		
Verification Selection: Accurate		
FP-BAS-26	Date of self/ or joint-assessment submission (YYYY-MM-DD):	2022-09-27
Facility Response: 2022-09-24		
Verification Selection: Updated during Verification		
Corrected Response: 2022-09-27		
Verification Data: The information was updated on the verification date.		
Building Structures		
Total		
FP-BUI-1	Total number of buildings on-site:	7
Facility Response: 6		
Verification Selection: Updated during Verification		
Corrected Response: 7		
Verification Data: The information was updated on the verification date. The verified factory consists of three main buildings housing the administrative offices and all of the production workshops and warehouses, where it occupies a land area of 20,000 sq. meters. Building #1 is a two-story building of 1,080 square meters and is 17 years old. 1F: Office for management and staffs. 2F: Office area, meeting room. Building #2 is a three-story building of 4,500 square meters and is 12 years old. 1F: Assessor warehouse, cutting workshop, embroidery workshop. Mezzanine: Finished Goods Warehouse, Packing Workshop. 2F: Cutting workshop, ironing workshop, inspection workshop (workshop 4). 3F: Cutting workshop, ironing workshop, inspection workshop (workshop 5). Building #3 is a one-story building of 1,500 square meters and is 17 years old. 1F: cutting workshop, sewing workshop, ironing workshop, inspecting workshop, packing workshop (workshop 3). Building #4 is a two-story building of 700 square meters and is 12 years old. 1F: clinic room, mechanic room. 2F: Office area. Building #5 is a one-story building of 3,000 square meters and is 17 years old. 1F: cutting workshop, sewing workshop, ironing workshop, inspecting workshop, packing workshop (workshop 1 & 6). Building #6 is a one-story building of 1,500 square meters and is 17 years old. 1F: cutting workshop, sewing workshop, ironing workshop, inspecting workshop, packing workshop (workshop 2). Building #7 is a one-story building of 1,500 square meters and is 17 years old. 1F: dining area, kitchen.		
Production		
FP-BUI-2	Number of production buildings on-site:	4
Facility Response: 4		
Verification Selection: Accurate		
Warehouse		
FP-BUI-3	Number of warehouses on-site:	3
Facility Response: 2		
Verification Selection: Updated during Verification		
Corrected Response: 3		
Verification Data: The information was updated on the verification date.		
FP-BUI-4	Are warehouses within or separate from production buildings?	Warehouses are within production buildings
Facility Response: Warehouses are separate buildings		
Verification Selection: Updated during Verification		

Corrected Response: Warehouses are within production buildings		
Verification Data: The information was updated on the verification date.		
On-site Housing		
FP-BUI-5	Number of on-site dormitories:	0
Facility Response: 0		
Verification Selection: Accurate		
Verification Data: Based on the onsite tour and worker interview we confirmed that the facility does not provide dormitory for both employees and management.		
Off-site Housing		
FP-BUI-6	Do workers stay in off-site housing managed or controlled by the facility?	No
Facility Response: No		
Verification Selection: Accurate		
FP-BUI-7	Do workers stay in off-site housing managed by an entity other than the facility?	No
Facility Response: No		
Verification Selection: Accurate		
FP-BUI-7.1	If yes, please provide details of the housing arrangements, including at minimum how many workers are living in the building, who is managing the building and what is the relationship between the facility and the entity providing the housing (e.g. does the facility pay for worker housing):	
Facility Response:		
On-site Canteen		
FP-BUI-8	Is there an on-site canteen/eating area?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: Per the site observation we confirmed that the facility provides an onsite eating area to workers.		
On-site Childcare		
FP-BUI-9	Are there on-site childcare facilities?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: Based on the onsite tour and interaction with management team, we confirmed that there are no on-site childcare facilities in this factory.		
Building Types		
FP-BUI-10	Describe any other types of buildings:	parking houses
Facility Response: parking houses		
Verification Selection: Accurate		
Facility Area		
FP-BUI-11	Total Facility Area (m2) - only built premises:	13780
Facility Response: 60000		
Verification Selection: Updated during Verification		
Corrected Response: 13780		
Verification Data: The information was updated on the verification date.		
Additional Comments		
FP-BUI-12	Please enter any additional building related comments here, including age of each facility building:	None
Facility Response: Good		
Verification Selection: Updated during Verification		
Corrected Response: None		
Verification Data: The information was updated on the verification date.		
Facility Ownership		
FP-BUI-13	Facility is the legal owner of the site:	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: During the documentary review and interaction with management, we confirmed that the facility is the legal owner of the site.		
Building Floors		
FP-BUI-14	Facility is in a multi-floor building:	Yes
Facility Response: Yes		
Verification Selection: Accurate		

FP-BUI-15	Number of all floors:	3
Facility Response: 2		
Verification Selection: Updated during Verification		
Corrected Response: 3		
Verification Data: The information was updated on the verification date.		
FP-BUI-16	Floors have been added since original construction:	Yes
Facility Response: No		
Verification Selection: Updated during Verification		
Corrected Response: Yes		
Verification Data: The information was updated on the verification date.		
Shared Building		
FP-BUI-17	Building is shared with other facilities/enterprises:	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: Per the site observation we confirmed that the facility does not share buildings with other businesses.		
Residential		
FP-BUI-18	Residential building has been converted into a facility:	No
Facility Response: Yes		
Verification Selection: Updated during Verification		
Corrected Response: No		
Verification Data: The information was updated on the verification date.		
FP-BUI-19	Residences are located within any facility buildings:	No
Facility Response: No		
Verification Selection: Accurate		
Worker Demographics		
Workers		
	NOTE: The numbers below should represent the number of workers as of the date of self/joint-assessment completion on the Accredited Host platform.	
FP-WOR-1	Total number of workers:	2002
Facility Response: 2316		
Verification Selection: Updated during Verification		
Corrected Response: 2002		
Verification Data: The information was updated on the verification date.		
FP-WOR-2	What percentage of the normal workforce does the Total number of workers reflect?	100
Facility Response: 100		
Verification Selection: Accurate		
FP-WOR-3	Number of male workers:	306
Facility Response: 579		
Verification Selection: Updated during Verification		
Corrected Response: 306		
Verification Data: The information was updated on the verification date.		
FP-WOR-4	Number of full-time workers:	2002
Facility Response: 5802		
Verification Selection: Updated during Verification		
Corrected Response: 2002		
Verification Data: The information was updated on the verification date.		
FP-WOR-5	Number of male full-time workers:	306
Facility Response: 2316		
Verification Selection: Updated during Verification		
Corrected Response: 306		
Verification Data: The information was updated on the verification date.		
FP-WOR-6	Number of part-time workers:	0

Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-7	Number of male part-time workers:	
Facility Response:		
FP-WOR-8	Number of permanent workers:	1328
Facility Response: 0		
Verification Selection: Updated during Verification		
Corrected Response: 1328		
Verification Data: The information was updated on the verification date.		
FP-WOR-9	Number of male permanent workers:	210
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: 210		
Verification Data: The information was updated on the verification date.		
FP-WOR-10	Number of temporary workers:	674
Facility Response: 0		
Verification Selection: Updated during Verification		
Corrected Response: 674		
Verification Data: The information was updated on the verification date.		
FP-WOR-11	Number of male temporary workers:	96
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: 96		
Verification Data: The information was updated on the verification date.		
FP-WOR-12	Number of agency/contract workers:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-13	Number of male agency/contract workers:	
Facility Response:		
FP-WOR-13.1	List the names of all organizations providing agency/contract workers:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
FP-WOR-14	Number of contract workers who are not part of the production process:	0
Facility Response: 152		
Verification Selection: Updated during Verification		
Corrected Response: 0		
Verification Data: The information was updated on the verification date.		
FP-WOR-14.1	List the names of all organizations providing contract workers who are not part of the production process, and the services provided by each (e.g., security or cleaning services):	
Facility Response: security, Cleaning staff		
Verification Selection: Verification not required		
Corrected Response:		
FP-WOR-15	Number of foreign migrant workers:	0
Facility Response: 0		
Verification Selection: Accurate		
Verification Data: Per the site observation, worker and management interview we confirmed that there is no foreign migrant worker in the facility so far.		
FP-WOR-16	Number of male foreign migrant workers:	
Facility Response:		
FP-WOR-17	Number of domestic migrant workers:	0
Facility Response: 70		
Verification Selection: Updated during Verification		
Corrected Response: 0		

Verification Data: The information was updated on the verification date.		
FP-WOR-18	Number of male domestic migrant workers:	
Facility Response: 0		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
FP-WOR-19	Number of workers paid by unit:	1180
Facility Response: 2316		
Verification Selection: Updated during Verification		
Corrected Response: 1180		
Verification Data: The information was updated on the verification date.		
FP-WOR-20	Number of male workers paid by unit:	179
Facility Response: 579		
Verification Selection: Updated during Verification		
Corrected Response: 179		
Verification Data: The information was updated on the verification date.		
FP-WOR-21	Number of workers under probation:	33
Facility Response: 30		
Verification Selection: Updated during Verification		
Corrected Response: 33		
Verification Data: The information was updated on the verification date.		
FP-WOR-22	Number of male workers under probation:	6
Facility Response: 12		
Verification Selection: Updated during Verification		
Corrected Response: 6		
Verification Data: The information was updated on the verification date.		
FP-WOR-23	Number of casual workers:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-24	Number of male casual workers:	
Facility Response:		
FP-WOR-25	Number of workers under the age of 18:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-26	Number of male workers under the age of 18:	
Facility Response:		
FP-WOR-27	Number of workers who are trainees, apprentices or interns:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-28	Number of male workers who are trainees, apprentices or interns:	
Facility Response:		
FP-WOR-29	Number of workers who are pregnant/breastfeeding:	200
Facility Response: 56		
Verification Selection: Updated during Verification		
Corrected Response: 200		
Verification Data: The information was updated on the verification date.		
FP-WOR-30	Number of workers who are currently on maternity leave	33
Facility Response: 15		
Verification Selection: Updated during Verification		
Corrected Response: 33		
Verification Data: The information was updated on the verification date.		
FP-WOR-31	Number of workers who have returned to work from maternity leave	194
Facility Response: 20		

Verification Selection: Updated during Verification		
Corrected Response: 194		
Verification Data: The information was updated on the verification date.		
FP-WOR-32	Number of workers with disabilities:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-33	Number of male workers with disabilities:	
Facility Response:		
FP-WOR-34	Number of workers with refugee status/ visa:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-35	Number of male workers with refugee status/ visa:	
Facility Response:		
FP-WOR-36	Number of workers who bring work home or work at home exclusively:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-37	Number of male workers who bring work home or work at home exclusively:	
Facility Response:		
FP-WOR-37.1	Please describe the types of processes carried out at home (e.g. embroidery):	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
Supervisors		
FP-WOR-38	Number of supervisors:	140
Facility Response: 120		
Verification Selection: Updated during Verification		
Corrected Response: 140		
Verification Data: The information was updated on the verification date.		
FP-WOR-39	Number of male supervisors:	27
Facility Response: 40		
Verification Selection: Updated during Verification		
Corrected Response: 27		
Verification Data: The information was updated on the verification date.		
FP-WOR-40	Number of foreign migrant supervisors:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-41	Number of male foreign migrant supervisors:	0
Facility Response: 0		
Verification Selection: Accurate		
Government programs		
FP-WOR-42	Does the facility accept workers from government-facilitated or government-sponsored programs?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: Based on the document review and interaction with management team, we verified that facility does not accept workers from government-facilitated or government sponsored program.		
FP-WOR-42.1	Please describe the government-facilitated or government-sponsored program the facility participates in:	
Facility Response:		
Nationalities		
FP-NAT-1	How many nationalities are represented among workers and supervisors at the facility?	1
Facility Response: 0		
Verification Selection: Updated during Verification		

Corrected Response: 1		
Verification Data: The information was updated on the verification date. There is only one nationality represented among workers and supervisors at the facility.		
FP-NAT-2	Nationality #1	Vietnam
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: Vietnam		
Verification Data: The information was updated on the verification date. There is only Vietnam nationality represented among workers and supervisors at the facility.		
FP-NAT-3	Approximate % of workers	100
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: 100		
Verification Data: The information was updated on the verification date.		
FP-NAT-4	Approximate % of supervisors	100
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: 100		
Verification Data: The information was updated on the verification date.		
FP-NAT-5	Nationality #2	
Facility Response:		
FP-NAT-6	Approximate % of workers	
Facility Response:		
FP-NAT-7	Approximate % of supervisors	
Facility Response:		
FP-NAT-8	Nationality #3	
Facility Response:		
FP-NAT-9	Approximate % of workers	
Facility Response:		
FP-NAT-10	Approximate % of supervisors	
Facility Response:		
FP-NAT-11	Nationality #4	
Facility Response:		
FP-NAT-12	Approximate % of workers	
Facility Response:		
FP-NAT-13	Approximate % of supervisors	
Facility Response:		
FP-NAT-14	Please list any additional nationalities and the approximate % of workers and supervisors here:	
Facility Response:		
Languages		
FP-LAN-1	How many languages must be spoken by supervisors and management in order to effectively communicate with ALL workers?	1
Facility Response: 1		
Verification Selection: Accurate		
FP-LAN-2	Primary language spoken at the facility:	Vietnamese
Facility Response: Vietnamese		
Verification Selection: Accurate		
FP-LAN-3	Please provide approximate % of workers who can communicate in the primary language spoken at the facility:	100
Facility Response: 100		
Verification Selection: Accurate		
FP-LAN-4	Please provide approximate % of supervisors who can communicate in the primary language spoken at the facility:	100
Facility Response: 100		
Verification Selection: Accurate		

FP-LAN-5	Second most commonly spoken language at the facility:	
Facility Response:		
FP-LAN-6	Please provide approximate % of workers who can communicate in this language:	
Facility Response:		
FP-LAN-7	Please provide approximate % of supervisors who can communicate in this language:	
Facility Response:		
FP-LAN-8	Third most commonly spoken language at the facility:	
Facility Response:		
FP-LAN-9	Please provide approximate % of workers who can communicate in this language:	
Facility Response:		
FP-LAN-10	Please provide approximate % of supervisors who can communicate in this language:	
Facility Response:		
FP-LAN-11	Primary language spoken by facility management:	Vietnamese
Facility Response: Vietnamese		
Verification Selection: Accurate		
Operating Licenses		
FP-OPE-1	Operating license/registration is available and up to date:	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: Based on the document review and interaction with management team, we verified that the facility has an operating license which is available and up to date. The business license No.3400408913. It was issued on January 7th, 2005 and updated on April 8th, 2021.		
FP-OPE-2	Operating License/Registration #:	3400408913
Facility Response: 3400408913		
Verification Selection: Accurate		
Certifications		
Social Audits and Certifications		
FP-CER-1	How many social / labor audits have taken place?	1
Facility Response: 1		
Verification Selection: Accurate		
FP-CER-2	How many still valid independent certification/standard audits has the facility participated in?	1
Facility Response: 1		
Verification Selection: Accurate		
	Please provide information on the still valid independent certification/standard audits:	
	Certification / Standard Audit #1	
FP-CER-3	Type	WRAP - Worldwide Responsible Accredited Production
Facility Response: WRAP - Worldwide Responsible Accredited Production		
Verification Selection: Accurate		
FP-CER-3.1	If other, please describe:	
Facility Response:		
FP-CER-4	First Audit Date (YYYY-MM-DD)	2022-05-31
Facility Response: 2022-05-31		
Verification Selection: Accurate		
FP-CER-5	Last Audit Date (YYYY-MM-DD)	2022-06-01
Facility Response: 2022-06-01		
Verification Selection: Accurate		
FP-CER-6	Audit Firm	ICG
Facility Response: ICG		
Verification Selection: Accurate		
FP-CER-7	Audit Result (if applicable)	Gold
Facility Response: Gold		
Verification Selection: Accurate		

FP-CER-8	Certification # (if applicable)	None
Facility Response: 14682		
Verification Selection: Updated during Verification		
Corrected Response: None		
Verification Data: The information was updated on the verification date. The certificate has not the number thereon.		
	Certification / Standard Audit #2	
FP-CER-9	Type	
Facility Response:		
FP-CER-9.1	If other, please describe:	
Facility Response:		
FP-CER-10	First Audit Date (YYYY-MM-DD)	
Facility Response:		
FP-CER-11	Last Audit Date (YYYY-MM-DD)	
Facility Response:		
FP-CER-12	Audit Firm	
Facility Response:		
FP-CER-13	Audit Result (if applicable)	
Facility Response:		
FP-CER-14	Certification # (if applicable)	
Facility Response:		
	Certification / Standard Audit #3	
FP-CER-15	Type	
Facility Response:		
FP-CER-15.1	If other, please describe:	
Facility Response:		
FP-CER-16	First Audit Date (YYYY-MM-DD)	
Facility Response:		
FP-CER-17	Last Audit Date (YYYY-MM-DD)	
Facility Response:		
FP-CER-18	Audit Firm	
Facility Response:		
FP-CER-19	Audit Result (if applicable)	
Facility Response:		
FP-CER-20	Certification # (if applicable)	
Facility Response:		
	Certification / Standard Audit #4	
FP-CER-21	Type	
Facility Response:		
FP-CER-21.1	If other, please describe:	
Facility Response:		
FP-CER-22	First Audit Date (YYYY-MM-DD)	
Facility Response:		
FP-CER-23	Last Audit Date (YYYY-MM-DD)	
Facility Response:		
FP-CER-24	Audit Firm	
Facility Response:		
FP-CER-25	Audit Result (if applicable)	
Facility Response:		
FP-CER-26	Certification # (if applicable)	
Facility Response:		
	Certification / Standard Audit #5	
FP-CER-27	Type	

Facility Response:		
FP-CER-27.1	If other, please describe:	
Facility Response:		
FP-CER-28	First Audit Date (YYYY-MM-DD)	
Facility Response:		
FP-CER-29	Last Audit Date (YYYY-MM-DD)	
Facility Response:		
FP-CER-30	Audit Firm	
Facility Response:		
FP-CER-31	Audit Result (if applicable)	
Facility Response:		
FP-CER-32	Certification # (if applicable)	
Facility Response:		
	Certification / Standard Audit #6	
FP-CER-33	Type	
Facility Response:		
FP-CER-33.1	If other, please describe:	
Facility Response:		
FP-CER-34	First Audit Date (YYYY-MM-DD)	
Facility Response:		
FP-CER-35	Last Audit Date (YYYY-MM-DD)	
Facility Response:		
FP-CER-36	Audit Firm	
Facility Response:		
FP-CER-37	Audit Result (if applicable)	
Facility Response:		
FP-CER-38	Certification # (if applicable)	
Facility Response:		

Production / Operation Information

Industry Sector

FP-PRO-1	SELECT ALL THAT APPLY WITH A "X":	
FP-PRO-1-1	Apparel	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: Based on the verification process and interaction with management team and the site observation, we confirmed that the facility industrial sector is apparel.		
FP-PRO-1-2	Footwear	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-3	Home Textiles	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-4	Accessories	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-5	Home Furnishings	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-6	Hard Goods	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-7	Food and Beverage	
Facility Response:		

Verification Selection: Accurate		
FP-PRO-1-8	Personal Care and Beauty Products	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-9	Other	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-11	If other, please describe:	
Facility Response:		
Facility Type		
FP-PRO-2	SELECT ALL THAT APPLY WITH A "X":	
FP-PRO-2-1	Sewing or Final Product Assembly	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: Based on the verification process and interaction with management team and the site observation, we confirmed that the facility type is sewing.		
FP-PRO-2-2	Footwear / Leather goods	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-3	Printing or Dyeing	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-4	Materials Supplier	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-5	Trim	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-6	Chemical	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-7	Packaging	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-8	Other	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-1	If other, please describe:	
Facility Response:		
Facility Processes		
FP-PRO-3	Does the facility include sandblasting in its processes?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: Based on the verification process and interaction with management team and the site observation, we confirmed that the facility does not include sandblasting in its process.		
	NOTE: The "Facility Processes" below will conditionally appear depending upon the answer to the "Facility Type" above.	
FP-PRO-4	SELECT ALL THAT APPLY WITH A "X":	
FP-PRO-5	Sewing or Final Product Assembly	
FP-PRO-5-1	Casting	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-5-2	Cutting	X
Facility Response: X		

Verification Selection: Accurate		
Verification Data: During the site observation, worker and management interview we confirmed that the facility's production included cutting, embroidering, sewing, ironing, inspecting and packing.		
FP-PRO-5-3	Embossing	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-5-4	Priming	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-5-5	Heat Press / Heating and Cooling	X
Facility Response: X		
Verification Selection: Accurate		
FP-PRO-5-6	Labeling	
Facility Response: X		
Verification Selection: Updated during Verification		
Corrected Response:		
Verification Data: The information was updated on the verification date.		
FP-PRO-5-7	Lasting	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-5-8	Molding	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-5-9	No sew	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-5-10	Packaging	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: During the site observation, worker and management interview we confirmed that the facility's production included cutting, embroidering, sewing, ironing, inspecting and packing.		
FP-PRO-5-11	Gluing	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-5-12	Seam Taping	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-5-13	Sewing	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: During the site observation, worker and management interview we confirmed that the facility's production included cutting, embroidering, sewing, ironing, inspecting and packing.		
FP-PRO-5-14	Sundries Application	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-5-15	Washing	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-5-16	Welding	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-5-17	Printing	
Facility Response:		
Verification Selection: Accurate		

FP-PRO-5-18	Embroidery	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: During the site observation, worker and management interview we confirmed that the facility's production included cutting, embroidering, sewing, ironing, inspecting and packing.		
FP-PRO-6	Footwear / Leather goods	
FP-PRO-6-1	Leather Tanning – Wet Operations	
Facility Response:		
FP-PRO-6-2	Leather Tanning – Finishing	
Facility Response:		
FP-PRO-6-3	Coating	
Facility Response:		
FP-PRO-6-4	Metal work	
Facility Response:		
FP-PRO-6-5	Molding	
Facility Response:		
FP-PRO-6-6	Printing	
Facility Response:		
FP-PRO-6-7	Laminating	
Facility Response:		
FP-PRO-6-8	Cutting	
Facility Response:		
FP-PRO-6-9	Upper production (including stitching)	
Facility Response:		
FP-PRO-6-10	Stock fitting	
Facility Response:		
FP-PRO-6-11	Lasting	
Facility Response:		
FP-PRO-6-12	Finishing	
Facility Response:		
FP-PRO-6-13	Packaging	
Facility Response:		
FP-PRO-7	Printing or Dyeing	
FP-PRO-7-1	Dyeing	
Facility Response:		
FP-PRO-7-2	Sublimation	
Facility Response:		
FP-PRO-7-3	Wet printing	
Facility Response:		
FP-PRO-7-4	Screen Printing	
Facility Response:		
FP-PRO-7-5	Rotary Printing	
Facility Response:		
FP-PRO-8	Materials Supplier	
FP-PRO-8-1	Casting	
Facility Response:		
FP-PRO-8-2	Coating	
Facility Response:		
FP-PRO-8-3	Dyeing	
Facility Response:		
FP-PRO-8-4	Extrusion	
Facility Response:		
FP-PRO-8-5	Finishing	

Facility Response:		
FP-PRO-8-6	Insulation: animal (down) processing	
Facility Response:		
FP-PRO-8-7	Insulation: non-woven processing	
Facility Response:		
FP-PRO-8-8	Knitting	
Facility Response:		
FP-PRO-8-9	Lamination	
Facility Response:		
FP-PRO-8-10	Mixing (EVA / Rubber / primer / glue)	
Facility Response:		
FP-PRO-8-11	Bonding	
Facility Response:		
FP-PRO-8-12	Spinning	
Facility Response:		
FP-PRO-8-13	Tanning (beam house or retannage)	
Facility Response:		
FP-PRO-8-14	Vulcanization	
Facility Response:		
FP-PRO-8-15	Washing	
Facility Response:		
FP-PRO-8-16	Weaving	
Facility Response:		
FP-PRO-9	Trim	
FP-PRO-9-1	Casting	
Facility Response:		
FP-PRO-9-2	Dyeing	
Facility Response:		
FP-PRO-9-3	Gluing	
Facility Response:		
FP-PRO-9-4	Heat Press / Heating and Cooling	
Facility Response:		
FP-PRO-9-5	Lamination/Coating	
Facility Response:		
FP-PRO-9-6	Molding	
Facility Response:		
FP-PRO-9-7	Non-woven	
Facility Response:		
FP-PRO-10	Chemical	
FP-PRO-10-1	Raw Material Storage / Warehousing	
Facility Response:		
FP-PRO-10-2	Chemical Synthesis	
Facility Response:		
FP-PRO-10-3	Standardization / Chemical Finishing	
Facility Response:		
FP-PRO-10-4	Blending / Formulating	
Facility Response:		
FP-PRO-10-5	Packaging	
Facility Response:		
FP-PRO-10-6	Waste Treatment / Management	
Facility Response:		
FP-PRO-10-7	Final Product Warehousing / Storage	

Facility Response:		
FP-PRO-10-8	Shipping	
Facility Response:		
FP-PRO-11	Packaging	
FP-PRO-11-1	Converting raw material (incoming paperboard or plastic resin)	
Facility Response:		
FP-PRO-11-2	Die cutting (e.g. Cartons)	
Facility Response:		
FP-PRO-11-3	Assembly (e.g. corrugated board)	
Facility Response:		
FP-PRO-11-4	Molding (plastic)	
Facility Response:		
FP-PRO-11-5	Printing	
Facility Response:		
FP-PRO-11-6	Assembly	
Facility Response:		
FP-PRO-11-7	Gluing	
Facility Response:		
FP-PRO-11-8	Finishing	
Facility Response:		
FP-PRO-11-9	Die cutting	
Facility Response:		
FP-PRO-11-10	Packing	
Facility Response:		
FP-PRO-11-11	Shipping	
Facility Response:		
Volume		
FP-PRO-12	Facility's monthly volume (unit of measurement):	Unit (piece or pair)
Facility Response: Unit (piece or pair)		
Verification Selection: Accurate		
Verification Data: During the site observation, worker and management interview we confirmed that the facility's monthly volume (unit of measurement) is piece unit.		
FP-PRO-12.1	If other, please describe:	
Facility Response:		
FP-PRO-13	Facility's monthly volume (numerical amount):	690000
Facility Response: 500000		
Verification Selection: Updated during Verification		
Corrected Response: 690000		
Verification Data: The information was updated on the verification date.		
Capacity		
FP-PRO-14	Facility's monthly capacity (unit of measurement):	Unit (piece or pair)
Facility Response: Unit (piece or pair)		
Verification Selection: Accurate		
Verification Data: During the site observation, worker and management interview we confirmed that the facility's monthly capacity (unit of measurement) is piece unit.		
FP-PRO-14.1	If other, please describe:	
Facility Response:		
FP-PRO-15	Facility's monthly capacity (numerical amount):	700000
Facility Response: 500000		
Verification Selection: Updated during Verification		
Corrected Response: 700000		
Verification Data: The information was updated on the verification date.		

FP-PRO-15.1	Please describe how the monthly capacity is calculated (e.g. do you base calculation on regular working hours or include overtime hours):	
Facility Response: yes		
Verification Selection: Verification not required		
Corrected Response:		
Verification Data: During the documentary review and interaction with management team, we learnt that the monthly capacity is based calculation on regular working hours.		
Planning		
FP-PRO-16	What is the facility's form of production/ operations planning?	Monthly
Facility Response: Weekly		
Verification Selection: Updated during Verification		
Corrected Response: Monthly		
Verification Data: The information was updated on the verification date. During the site observation, documentary review and management interview we confirmed that the facility's form of production planning is monthly.		
FP-PRO-16.1	If other, please describe:	
Facility Response:		
FP-PRO-17	What is the facility's definition of lead time?	based on the date of receiving the materials to the shipping date.
Facility Response: yes		
Verification Selection: Updated during Verification		
Corrected Response: based on the date of receiving the materials to the shipping date.		
Verification Data: The information was updated on the verification date.		
FP-PRO-18	What is the facility's maximum lead time (weeks as unit of measurement)?	8
Facility Response: 6		
Verification Selection: Updated during Verification		
Corrected Response: 8		
Verification Data: The information was updated on the verification date.		
FP-PRO-19	Has the facility had any rush orders within the last 12 months?	No
Facility Response: No		
Verification Selection: Accurate		
FP-PRO-19.1	If yes, please describe:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
Subcontractors Used for Production / Operation		
Subcontractors		
FP-SUB-1	Are subcontractors utilized by the facility to complete all or part of the production process?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: Based on the interaction with management team and document review, we confirmed that the facility has no subcontractor of the production process.		
FP-SUB-2	If yes, how many subcontractors?	
Facility Response:		
FP-SUB-3	Additional Comments: If you have additional comments regarding facility's use/non-use of subcontractors, please communicate them here:	
Facility Response:		
	Subcontractor #1	
FP-SUB-4	Name	
Facility Response:		
FP-SUB-5	Address	
Facility Response:		
FP-SUB-6	Contact Name	
Facility Response:		
FP-SUB-7	Contact Number	

Facility Response:		
FP-SUB-8	Email	
Facility Response:		
FP-SUB-9	Types of Processes Subcontracted:	
Facility Response:		
	Subcontractor #2	
FP-SUB-10	Name	
Facility Response:		
FP-SUB-11	Address	
Facility Response:		
FP-SUB-12	Contact Name	
Facility Response:		
FP-SUB-13	Contact Number	
Facility Response:		
FP-SUB-14	Email	
Facility Response:		
FP-SUB-15	Types of Processes Subcontracted:	
Facility Response:		
	Subcontractor #3	
FP-SUB-16	Name	
Facility Response:		
FP-SUB-17	Address	
Facility Response:		
FP-SUB-18	Contact Name	
Facility Response:		
FP-SUB-19	Contact Number	
Facility Response:		
FP-SUB-20	Email	
Facility Response:		
FP-SUB-21	Types of Processes Subcontracted:	
Facility Response:		
	Subcontractor #4	
FP-SUB-22	Name	
Facility Response:		
FP-SUB-23	Address	
Facility Response:		
FP-SUB-24	Contact Name	
Facility Response:		
FP-SUB-25	Contact Number	
Facility Response:		
FP-SUB-26	Email	
Facility Response:		
FP-SUB-27	Types of Processes Subcontracted:	
Facility Response:		
	Subcontractor #5	
FP-SUB-28	Name	
Facility Response:		
FP-SUB-29	Address	
Facility Response:		
FP-SUB-30	Contact Name	
Facility Response:		
FP-SUB-31	Contact Number	

Facility Response:		
FP-SUB-32	Email	
Facility Response:		
FP-SUB-33	Types of Processes Subcontracted:	
Facility Response:		
	Subcontractor #6	
FP-SUB-34	Name	
Facility Response:		
FP-SUB-35	Address	
Facility Response:		
FP-SUB-36	Contact Name	
Facility Response:		
FP-SUB-37	Contact Number	
Facility Response:		
FP-SUB-38	Email	
Facility Response:		
FP-SUB-39	Types of Processes Subcontracted:	
Facility Response:		
Facility Comments		
FP-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
RECRUITMENT & HIRING		
Number	Question	Final Verified Response
Section Instructions		
Section Instructions		
	Section Description: The purpose of the Recruitment and Hiring section is to understand the facility's social and labor practices in the initial stages of employment. The "recruitment" process is designed to select the most appropriate candidates for employment. The "hiring" process is how new workers are brought into the organization. Social and Labor topics within this section include: <ul style="list-style-type: none"> • Child Labor • Apprenticeship / Trainee / Internship Programs • Forced Labor • Recruitment Practices • Discrimination • Employment Practices • Homeworkers • Facility Comments 	
Child Labor		
Sub-Section Instructions		
	Overall International Labor Standards Compliance Guidance: Child labor is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children and interferes with their schooling by depriving them of the opportunity to attend school, by obliging them to leave school prematurely, or by requiring them to combine school attendance with excessively long and heavy work. In its most extreme forms, children are involved in illegal activities, or in work that exposes them to physical, sexual or psychological abuse. However, not all work done by children is classified as child labor that should be eliminated. Work that does not affect children's health and personal development or interfere with their schooling can be constructive. This includes activities such as helping parents around the home, helping in a family business or earning pocket money outside school time. Whether or not work being carried out by children constitutes child labor depends on the child's age, the type and hours of work performed, and the impact of the work on the child's health, development and access to education. In addition to determining whether there are child laborers working at the facility premises, the possibility of workers taking work home should be monitored. If work is performed outside the facility premises, determine whether underage family members are doing it. Applicable legal standards include: ILO Core Conventions, C138 Minimum Age Convention, 1973 and C182 Worst Forms of Child Labour Convention, 1999, which provide the baseline standards for child labor; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements Other relevant ILO documents: R146 Minimum Age Recommendation, 1973; R190 Worst Forms of Child Labour Recommendation, 1999	
Age Documentation		
RH-CHI-1	Does the facility verify minimum age requirements prior to hiring workers?	Yes
Facility Response: Yes		
Verification Selection: Accurate		

Verification Data: From the documentary review, management and employee interview, we verified that the facility verifies minimum age requirements prior to hiring workers.		
RH-CHI-11	If yes, please describe what legal documentation or other proof of age are reviewed to verify minimum age requirements and whether copies are maintained:	Misunderstanding. From the document review and employee interview, we confirmed that the facility reviews both ID cards, educational certification and registration book of legal age documentation for all employees.
Facility Response: 18 years old +		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. From the document review and employee interview, we confirmed that the facility reviews both ID cards, educational certification and registration book of legal age documentation for all employees.		
Minimum Age		
RH-CHI-2	What is the age of the youngest worker in the facility?	18
Facility Response: 18		
Verification Selection: Accurate		
Verification Data: From the documentary review, management and employee interview, we confirmed that the youngest employee was born on September 18, 2004 (18 years old), date of youngest worker was hired: October 3, 2022.		
RH-CHI-3	If other, please describe:	
Facility Response:		
RH-CHI-4	Are any workers under the legal minimum age for employment?	No
Facility Response: No		
Verification Selection: Accurate		
RH-CHI-5	How many females are under the applicable legal minimum working age?	
Facility Response:		
RH-CHI-6	How many males are under the applicable legal minimum working age?	
Facility Response:		
Remediation		
RH-CHI-7	Does the facility have a remediation system in place for when children (those under the legal minimum working age) are found to be working in the facility?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: Through the documentary review and management interview, we ascertained that the facility has a remediation system in place for when children are found to be working in the facility.		
RH-CHI-7.1	If yes, please describe the child remediation system in place:	Misunderstanding. The remediation system included: 1. review the records, collect the evidence and determine the age of child labor exactly with factory representative. 2. stop using the child labor. 3. contact with child labor's family and support some funds so they can learn secondary education (if they wish). 4. After the child labor finished the school, the facility will invite they work for the facility if they want.
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The remediation system included: 1. review the records, collect the evidence and determine the age of child labor exactly with factory representative. 2. stop using the child labor. 3. contact with child labor's family and support some funds so they can learn secondary education (if they wish). 4. After the child labor finished the school, the facility will invite they work for the facility if they want.		
Historical Child Labor		
RH-CHI-8	Do records indicate that any workers were under the legal minimum working age when hired?	No
Facility Response: No		
Verification Selection: Accurate		
Workers under 18		
RH-CHI-9	Does the facility maintain recorded parental permission for workers under the age of 18 in the facility?	
Facility Response:		
RH-CHI-10	Is the facility's practice of maintaining parental permission of workers under the age of 18 to work in the facility in line with legal requirements?	
Facility Response:		

RH-CHI-11	Does the facility maintain a list/register of all workers under age 18 in line with legal requirements?	
Facility Response:		
RH-CHI-12	Does the facility provide the list/register of workers under age 18 to government authorities in line with legal requirements?	
Facility Response:		
RH-CHI-13	Does the facility arrange health checks for all workers under the age of 18?	
Facility Response:		
RH-CHI-14	If yes, are health checks arranged prior to employment?	
Facility Response:		
RH-CHI-15	Is the facility's practice of arranging health checks for all workers under age 18 in line with legal requirements?	
Facility Response:		
RH-CHI-16	Does the facility provide special Health and Safety trainings (separate from normal adult training) to workers under the age of 18?	
Facility Response:		
RH-CHI-17	Is the facility's practice of providing special Health and Safety trainings (separate from normal adult training) to workers under the age of 18 in line with legal requirements?	
Facility Response:		
RH-CHI-18	Does the facility have special protective restrictions for workers under the age of 18?	
Facility Response:		
RH-CHI-18.1	If yes, please describe what type of protective restrictions are in place:	
Facility Response:		
RH-CHI-19	Are protective restrictions for workers under the age of 18 in line with legal requirements?	
Facility Response:		
RH-CHI-20	Does the facility monitor the working hours of all workers under the age of 18 separately?	
Facility Response:		
Hazardous Work and other Worst Forms		
RH-CHI-21	Which of the following work is performed by workers under age 18 (SELECT all that apply with a "X")	
RH-CHI-21-1	Work in a hazardous environment and/or work that is hazardous in nature in violation of legal standards	
Facility Response:		
RH-CHI-21.1	Please describe the type of hazardous work performed by both female and by male workers (if different):	
Facility Response:		
RH-CHI-21-2	Night Work	
Facility Response:		
RH-CHI-21.2	Please describe the type of night work and hours worked by both female and male workers (if different):	
Facility Response:		
RH-CHI-21-3	More hours than permitted by law	
Facility Response:		
RH-CHI-21.3	Please describe the hours and type of work performed in violation of legal standards by both female and by male workers (if different):	
Facility Response:		
RH-CHI-21-4	Other	
Facility Response:		
RH-CHI-21.4	If other, please describe:	
Facility Response:		
RH-CHI-21-5	None of the above	
Facility Response:		
RH-CHI-22	Have there been any incidences of forced labor, prostitution, pornography, or illegal activities involving workers under age 18, or work that exposes them to physical, psychological or sexual abuse?	
Facility Response:		
Other Legal Requirements		
RH-CHI-23	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Child Labor?	

Facility Response: No applicable legal requirements		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Apprenticeship / Trainee / Internship Programs		
RH-APP-1	Does the facility offer/ participate in any apprenticeship / trainee / internship programs?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: During the documentary review, management and worker interview, we confirmed that the facility did not offer/ participate in any apprenticeship / trainee / internship programs so far.		
RH-APP-2	Which of the following apprenticeship / trainee / internship programs does the facility offer/ participate in? (SELECT all that apply with a "X")	
RH-APP-2-1	Apprenticeship program	
Facility Response:		
RH-APP-2-1	Please describe your apprenticeship program:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
RH-APP-2-2	Trainee program	
Facility Response:		
RH-APP-2-2	Please describe your trainee program:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
RH-APP-2-3	Internship program	
Facility Response:		
RH-APP-2-3	Please describe your internship program:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
RH-APP-3	What is the maximum length of time (in days) that the facility considers workers as apprentices / interns / workers in training?	
Facility Response:		
RH-APP-4	Can apprentices / trainees / interns choose a position in the facility that is related to their area of study (or skill/trade)?	
Facility Response:		
RH-APP-5	Is the facility's apprenticeship / training / internship program in line with all legal requirements?	
Facility Response:		
Forced Labor		
Sub-Section Instructions		

Overall International Labor Standard Compliance Guidance: Forced labor is work exacted under the menace of penalty and for which the person has not offered him/herself voluntarily. Forced labor violates the basic human right to work in freedom and freely choose one's work. Two elements must be present in addition to labor, which refers to all types of work, service and employment, whether formal or informal, regardless of industry or sector. Labour does not include compulsory education or compulsory vocational training, however, trainings required in connection with employment would be considered labor. 1) The first element is that the worker must be subject to threat of penalty. Look for coercion on the part of the employer (e.g., action taken to control, manipulate, deceive and/or override a person's will). However, bear in mind that for vulnerable workers, a relatively small amount of coercion may lead to forced labor. For example, workers who are migrants, pregnant or from ethnic minorities often are vulnerable and therefore may be more susceptible to forced labor. Some possible examples of penalties that could be imposed or threatened include: • Beatings, torture or sexual assault; • Restrictions on freedom of movement, e.g., prohibiting workers from leaving the workplace or living accommodation; • Financial penalties, e.g., burdening workers with unmanageable debt or delaying wage payments to keep workers on the job; • Reporting workers to the authorities (police, immigration, etc.); • Deportation, for example in the case of migrants in irregular situations; • Denying workers access to their personal documents; • Termination or exclusion from future employment; • Exclusion from community and social life; • Refusal of food, shelter or other necessities; • Transfer to worse working conditions, and • Removal of rights or privileges. Coercion is an indicator of forced labor regardless of whether it occurs during regular hours or overtime. Subjecting workers to the coercive tactics listed below under the Coercion compliance point would be an indicator of forced labor, even if the tactics are used solely to force workers to work overtime. In a limited set of circumstances, forced labor also can arise when workers are forced to work overtime through economic coercion. The Forced Labour and Overtime compliance point addresses those situations. 2) The second element of forced labor is that the worker has not accepted the work voluntarily. Workers must freely consent to accept the work and they must be free to leave the job and the workplace at all times. Deciding whether work is performed voluntarily often involves looking at • the vulnerability of the worker and • external and indirect pressures that make it difficult for workers to choose not to work, for example, non-payment of wages, or denying workers access to their identity documents. Applicable legal standards include: ILO Core Conventions, C29 Forced Labour Convention, 1930 (and Protocol), and C105 Abolition of Forced Labour Convention, 1957, which provide the baseline standards for forced labor; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: C181 Private Employment Agencies Convention, 1997 and C1 Hours of Work (Industry) Convention, 1919

Prison Labor

RH-FOR-1	Does the facility use prison labor?	No
----------	-------------------------------------	----

Facility Response: No

Verification Selection: Accurate

RH-FOR-2	Does the facility follow any of the following practices concerning prison labor? (SELECT all that apply with a "X")	
----------	---	--

RH-FOR-2-1	Prison laborers have freely consented to perform the work	
------------	---	--

Facility Response:

RH-FOR-2-2	The facility treats prison laborers and non-prison workers similarly (conditions of work such as wages, hours of work, health and safety, etc.)	
------------	---	--

Facility Response:

RH-FOR-2-3	There is supervision and control by a public authority	
------------	--	--

Facility Response:

RH-FOR-2-4	None of the above	
------------	-------------------	--

Facility Response:

Forced Labor by Governments

RH-FOR-3	Does the facility need to release workers to be available for government-mandated forced labor?	No
----------	---	----

Facility Response: No

Verification Selection: Accurate

Verification Data: Through the site observation, worker and management interview, we verified that the facility does not release workers to be available for government-mandated forced labor.

RH-FOR-3.1	If yes, please describe the time periods and circumstances in which workers need to be released:	
------------	--	--

Facility Response:

Recruitment Practices

Deposits

RH-REC-1	Are any monetary deposits required of workers upon hire?	No
----------	--	----

Facility Response: No

Verification Selection: Accurate

Verification Data: Through the documentary review and management interview, we ascertained that there are not any monetary deposits required of workers prior to hire.

RH-REC-2	Are monetary deposits in line with legal requirements?	
----------	--	--

Facility Response:		
Recruiters		
RH-REC-3	Are labor recruiters / employment agencies responsible for the recruitment of workers to the facility?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Misunderstanding. During the verification we confirmed that the facility recruited its own employees directly and did not employ labor recruiters / employment agencies for this purpose.		
Foreign Migrant Workers		
RH-REC-4	Is the facility's recruitment process for foreign migrant workers in line with applicable legal requirements?	
Facility Response:		
Recruitment Fees		
RH-REC-5	Who is responsible for paying recruitment fees and related costs, the worker or the facility?	Facility
Facility Response: Facility		
Verification Selection: Accurate		
RH-REC-6	Which of the following recruitment fees or related costs does the worker pay for? (SELECT all that apply with a "X")	
RH-REC-6-1	Skills and qualification tests	
Facility Response:		
RH-REC-6-2	Medical costs	
Facility Response:		
RH-REC-6-3	Training and orientation	
Facility Response:		
RH-REC-6-4	Administrative costs	
Facility Response:		
RH-REC-6-5	Travel and lodging	
Facility Response:		
RH-REC-6-6	Equipment costs	
Facility Response:		
RH-REC-6-7	Insurance costs	
Facility Response:		
RH-REC-6-8	Other	
Facility Response:		
RH-REC-6.1	If other, please describe:	
Facility Response:		
RH-REC-7	Are workers reimbursed for recruitment fees and related costs paid?	
Facility Response:		
RH-REC-7.1	If yes, please provide: • type of recruitment fees • amount reimbursed (percentage) • the reimbursed (facility or other) • timing of reimbursement	
Facility Response:		
RH-REC-8	Are recruitment fees and related costs paid by workers in line with legal requirements?	No applicable legal requirements
Facility Response: Not Applicable		
Verification Selection: Inaccurate		
Corrected Response: No applicable legal requirements		
Verification Data: Misunderstanding. From the document review, worker interview and management interview, we confirmed that workers did not pay any recruitment fees and related cost at any stage since recruitment and employment.		
Discrimination		
Sub-Section Instructions		

	Overall International Labor Standard Compliance Guidance: Discrimination includes any distinction based on race, color, sex, religion, political opinion, national extraction or social origin, which results in unequal treatment. Other grounds of discrimination may be included in national law, such as disability, HIV/AIDS status, age and sexual orientation. Discrimination may be direct or indirect and does not have to be intentional. Indirect discrimination refers to apparently neutral practices, which in fact result in unequal treatment of people with certain characteristics. Distinctions are permissible when they are necessary because of the inherent requirements of the particular job, although this exception is rare. Also, measures to protect certain categories of workers are acceptable when they are provided for under international labor Conventions and Recommendations, such as maternity protection. Distinctions also may be permissible under national laws designed to help groups who need special protection, for example, laws that offer preferential treatment to women in hiring in order to remedy the effects of past discrimination. Applicable legal standards include: ILO Core Conventions, C100 Equal Remuneration Convention, 1951 and C111 Discrimination (Employment and Occupation) Convention, 1958, which provide the baseline standards for discrimination; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements Other relevant ILO documents: R90 Equal Remuneration Recommendation, 1951; R111 Discrimination (Employment and Occupation) Recommendation, 1958; C156 Workers with Family Responsibilities Convention, 1981; R165 Workers with Family Responsibilities Recommendation, 1981	
Recruitment		
RH-DIS-1	During the recruitment process, do materials such as job description or job application forms ever reference an applicant's race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only.		
RH-DIS-2	Which of the following elements are referenced in written job descriptions or job applications? (SELECT all that apply with a "X")	
RH-DIS-2-1	Race / Skin Color	
Facility Response:		
Verification Selection: Accurate		
RH-DIS-3	Are written job descriptions or job application forms that reference an applicant's race / skin color in line with applicable legal requirements?	
Facility Response:		
RH-DIS-3-1	Sex / Gender	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only.		
RH-DIS-4	Are written job descriptions or job application forms that reference an applicant's sex or gender in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-4-1	Religion	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-5	Are written job description or job application forms that reference an applicant's religion in line with legal requirements?	
Facility Response: Yes		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-5-1	Political Opinion	
Facility Response:		
Verification Selection: Accurate		

RH-DIS-6	Are written job description or job application forms that reference an applicant's political opinion in line with legal requirements?	
Facility Response:		
RH-DIS-6-1	National Extraction	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-7	Are written job description or job application forms that reference an applicant's national extraction in line with legal requirements?	
Facility Response: Yes		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-7-1	Social Origin	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-8	Are written job description or job application forms that reference an applicant's social origin in line with legal requirements?	
Facility Response: Yes		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-8-1	Disability	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-9	Are written job description or job application forms that reference an applicant's disability in line with legal requirements?	
Facility Response: Yes		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview, we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-9-1	HIV / AIDS Status (real or perceived)	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-10	Are written job description or job application forms that reference an applicant's HIV / AIDS status in line with legal requirements?	
Facility Response: Yes		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-10-1	Sexual Orientation	
Facility Response:		

Verification Selection: Accurate		
RH-DIS-11	Are written job description or job application forms that reference an applicant's sexual orientation in line with legal requirements?	
Facility Response:		
RH-DIS-11-1	Pregnancy / Maternity Status	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-12	Are written job description or job application forms that reference an applicant's pregnancy / maternity status in line with legal requirements?	
Facility Response: Yes		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-12-1	Marital Status	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-13	Are written job description or job application forms that reference an applicant's marital status in line with legal requirements?	
Facility Response: Yes		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-13-1	Age	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-14	Are written job description or job application forms that reference an applicant's age in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-14-1	Nationality / Foreign Migrant Worker Status	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-15	Are written job description or job application forms that reference an applicant's nationality/foreign migrant status in line with legal requirements?	
Facility Response: Yes		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-15-1	Family responsibilities	
Facility Response: X		
Verification Selection: Inaccurate		

Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-16	Are written job descriptions or job application forms that reference an applicant's family responsibilities in line with legal requirements?	
Facility Response: Yes		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we confirmed that the job application form mentioned to applicant's gender and age for the applicant's information collecting only which is in line with legal requirements.		
RH-DIS-16-1	Other	
Facility Response:		
Verification Selection: Accurate		
RH-DIS-16.1	If other, please describe:	
Facility Response:		
RH-DIS-17	Are written job description or job application forms that reference other discriminatory factors in line with legal requirements?	
Facility Response:		
Hiring		
RH-DIS-18	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding hiring?	No
Facility Response: No		
Verification Selection: Accurate		
RH-DIS-19	Which of the following is a factor in decisions on hiring? (SELECT all that apply with a "X")	
RH-DIS-19-1	Race / Skin Color	
Facility Response:		
RH-DIS-20	Is an applicant's race / skin color factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-20-1	Sex / Gender	
Facility Response:		
RH-DIS-21	Is an applicant's sex / gender factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-21-1	Religion	
Facility Response:		
RH-DIS-22	Is an applicant's religion factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-22-1	Political Opinion	
Facility Response:		
RH-DIS-23	Is an applicant's political opinion factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-23-1	National Extraction	
Facility Response:		
RH-DIS-24	Is an applicant's national extraction factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-24-1	Social Origin	
Facility Response:		
RH-DIS-25	Is an applicant's social origin factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-25-1	HIV / AIDS Status (real or perceived)	
Facility Response:		
RH-DIS-26	Is an applicant's HIV / AIDS status factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-26-1	Sexual Orientation	
Facility Response:		

RH-DIS-27	Is an applicant's sexual orientation factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-27-1	Pregnancy / Maternity Status	
Facility Response:		
RH-DIS-28	Is an applicant's pregnancy / maternity status factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-28-1	Marital Status	
Facility Response:		
RH-DIS-29	Is an applicant's marital status factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-29-1	Age	
Facility Response:		
RH-DIS-30	Is an applicant's age factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-30-1	Nationality / Foreign Migrant Worker Status	
Facility Response:		
RH-DIS-31	Is an applicant's nationality/foreign migrant status factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-31-1	Family responsibilities	
Facility Response:		
RH-DIS-32	Is an applicant's family responsibilities factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-32-1	Other	
Facility Response:		
RH-DIS-32.1	If other, please describe:	
Facility Response:		
RH-DIS-33	Is the Other ground(s) identified factored into hiring decisions in line with legal requirements?	
Facility Response:		
Pregnancy and Maternity		
RH-DIS-34	Does the facility follow any of the following practices related to worker pregnancy before or at hiring? (SELECT all that apply with a "X")	
RH-DIS-34-1	Facility requires pregnancy test before or at hiring	
Facility Response:		
Verification Selection: Accurate		
Verification Data: Through the employee interview, we ascertained that in its Employment Policies and Procedures the facility explicitly prohibited pregnancy and virginity testing as a condition before employment, at hiring or continued employment.		
RH-DIS-35	Are the tests required by applicable legislation regarding (i) work that is legally prohibited or restricted for pregnant or nursing women, or (ii) work that presents a recognized or significant risk to the health of the woman and child?	
Facility Response:		
RH-DIS-35-1	Facility requires virginity test before or at hiring	
Facility Response:		
Verification Selection: Accurate		
RH-DIS-35-2	Facility requires worker to provide commitments (verbally or in writing) that they will not become pregnant	
Facility Response:		
Verification Selection: Accurate		
RH-DIS-35-3	Facility requires the use of contraceptives or other forms of birth control at hiring	
Facility Response:		
Verification Selection: Accurate		
RH-DIS-35-4	None of the above	X
Facility Response: X		
Verification Selection: Accurate		

Disability		
RH-DIS-36	Does the facility hire disabled persons in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: Through the documentary review we verified that the facility has established a non-discrimination policy in place, and the employment of disabled persons is encouraged. Hiring officer will evaluate applicant according to their ability. During the verification we confirmed that there is not any disabled worker in this facility.		
Infection or Illness		
RH-DIS-37	Does the facility require HIV / AIDS testing during the hiring process?	No
Facility Response: No		
Verification Selection: Accurate		
RH-DIS-38	If yes, are these HIV / AIDS tests administered in line with legal requirements?	
Facility Response:		
RH-DIS-39	Does the facility require other infection or illness tests (e.g. Hepatitis B) during the hiring process?	No
Facility Response: No		
Verification Selection: Accurate		
RH-DIS-40	If yes, are these infection or illness tests administered in line with legal requirements?	
Facility Response:		
Other Legal Requirements		
RH-DIS-41	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Discrimination in Recruitment and Hiring?	
Facility Response: No applicable legal requirements		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Employment Practices		
Sub-Section Instructions		
	The Employment Practices section seeks to understand additional topics related to general employment terms and practices in the facility. The sub-section below includes questions on items such as workplace rules, written terms of employment, training and probation periods, homework.	
Workplace Rules		
RH-EMP-1	Do workplace rules comply with legal requirements?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Per the documentary review and the management interview, we noted that the internal workplace rules were updated according to the new labor law which was effective since Jan 2021 as legally required. However, the internal workplace rules did not cover the short breaks beside the break time as legally required. Per the documentary review and the management interview, we noted that the internal workplace did register to the local authority and still waiting for approval. The internal workplace rules were updated on June 20, 2022.		
Non-Compliance: X		
Legal Reference: According to the Vietnam Labor Code 45/2019/QH14, dated on 20 November 2019, Article 118: Internal labor regulations, point 2, and according to Decree 145/2020/ND-CP, dated on December 14, 2020, Article 69, Point 2. According to the Vietnam Labor Code 45/2019/QH14, dated on 20 November 2019, Article 119: Registration of internal labor regulations, Article 121: Article 119. Registration of internal labor regulations.		
RH-EMP-2	Are all new workers provided with a copy of the facility's workplace rules, available in all languages spoken at the facility, during orientation?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: During the documentary review, worker and management interview, we confirmed that all new workers are provided with a copy of the facility's workplace rules, the handbook, available in all languages spoken at the facility, during orientation.		
RH-EMP-3	Are workplace rules made visible in facility common areas (e.g. canteen, locker rooms, toilets, etc.) in all languages spoken in the facility?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Record-keeping		
RH-EMP-4	Does the facility maintain job descriptions for all positions within the facility?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
RH-EMP-5	Does the facility keep all worker health information confidential?	Yes

Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: During the documentary review, worker and management interview, we confirmed that the facility always keeps all worker health information confidential in HR department with access control.		
RH-EMP-6	Are personnel files maintained in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Contracts / T&Cs		
RH-EMP-7	Do all persons who perform work for the facility, both on the premises and offsite, have a contract?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: During the documentary review, worker and management interview, we confirmed that all persons who perform work for the facility, both on the premises and offsite, have a contract. One copy is provided to employee and one copy is kept on file.		
RH-EMP-8	Are contracts for all persons who perform work for the facility, both on the premises and offsite, in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
RH-EMP-9	Do other types of written documents explaining the terms and conditions (T&Cs) of employment exist?	
Facility Response:		
RH-EMP-10	Does the facility follow any of the following practices related to contracts? (SELECT all that apply with a "X")	
RH-EMP-10-1	Signed copies of contracts between the facility and each worker are maintained on file	X
Facility Response: X		
Verification Selection: Accurate		
RH-EMP-10-2	Contracts clearly and accurately state the terms and conditions of employment	X
Facility Response: X		
Verification Selection: Accurate		
RH-EMP-10-3	Copies of contracts are provided to workers, in line with applicable legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
RH-EMP-10-4	None of the above	
Facility Response:		
Verification Selection: Accurate		
RH-EMP-11	Do workers understand the terms and conditions included within their written employment contracts?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: During the documentary review, worker and management interview, we confirmed that workers understand fully the terms and conditions included within their written employment contracts.		
RH-EMP-12	Does the facility follow any of the following practices related to other types of written terms and conditions documents? (SELECT all that apply with a "X")	
RH-EMP-12-1	Signed copies of terms and conditions documents between the facility and each worker are maintained on file	
Facility Response:		
RH-EMP-12-2	Terms and conditions documents are up to date	
Facility Response:		
RH-EMP-12-3	Terms and conditions documents clearly and accurately state the terms and conditions of employment	
Facility Response:		
RH-EMP-12-4	Copies of terms and conditions documents are provided to workers	
Facility Response:		
RH-EMP-12-5	None of the above	
Facility Response:		
RH-EMP-13	Do workers understand the information included within their written terms and conditions documents?	

Facility Response:		
RH-EMP-14	Does the facility use fixed-term contracts?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
RH-EMP-15	Does the facility place limits on the use of fixed-term contracts?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: Through the site observation, worker and management interview, we verified that the facility places limits on the use of fixed-term contracts.		
RH-EMP-16	Is the facility's practice around limits on the use of fixed-term contracts in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: Through the site observation, worker and management interview, we ascertained that the facility's practice is around limits on the use of fixed-term contracts which is in line with legal requirements.		
RH-EMP-17	Are the facility's employment contracts for foreign migrants in line with legal requirements?	
Facility Response:		
Foreign Migrant Workers		
RH-EMP-18	Does the facility (or recruiting agency) provide foreign migrants with a signed written employment contract prior to leaving their home country?	
Facility Response:		
RH-EMP-19	If yes, does the facility (or recruiting agency) ever request that foreign migrants sign a new contract once they are in their host country?	
Facility Response:		
RH-EMP-20	If yes, are the terms and conditions the same?	
Facility Response:		
Probationary Periods		
RH-EMP-21	Are probationary (time) periods in line with legal requirements?	Yes
Facility Response: No applicable legal requirements		
Verification Selection: Inaccurate		
Corrected Response: Yes		
Verification Data: Misunderstanding. Through the site observation, worker and management interview, we ascertained that probationary (time) periods for production workers does not exceed 30 days for jobs requiring tertiary-educated or technicians/skilled workers as law requirements which are in line with legal requirements.		
Benefits Avoidance		
RH-EMP-22	Has the facility acted against legal requirements by hiring temporary/probationary/trainee/fixed-term contract workers to avoid legal obligations?	No
Facility Response: No		
Verification Selection: Accurate		
Other Legal Requirements		
RH-EMP-23	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Contracts and Hiring Practices?	
Facility Response: No applicable legal requirements		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
RH-EMP-24	Is the facility in non-compliance with any legal requirements for Contracts and Hiring Practices pertaining to non-production workers and/or sub-contracted workers?	No
Facility Response: No		
Verification Selection: Accurate		
Homeworkers		
RH-HOM-1	Does the facility comply with applicable legal requirements concerning homeworkers?	
Facility Response:		
Facility Comments		
RH-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		

Corrected Response:

WORKING HOURS

Number	Question	Final Verified Response
Section Instructions		
Section Instructions		
	Section Description: The purpose of this section is to understand the facility's social and labor practices with respect to Working Hours. Social and labor topics within this section include: • Working Hours • Forced Labor • Overtime • Facility Comments	
Working Hours		
Sub-Section Instructions		
	Working hours refers to hours worked in an activity during normal periods of work, plus overtime, time spent at the place of work, when the worker is at the disposal of the employer. Working Hours are a fundamental component to the employment process and limitations (legal or otherwise) should be respected. For industrial enterprises, international standards limit regular (pre-overtime) working hours to 8 hours each day, 48 hours each week, subject to certain exceptions. They also say that workers must have at least one day off in seven. The sub-section below includes questions on items such as working hour records, regular and overtime hours, breaks, and rest days.	
Records		
WH-WOR-1	How are hours of work recorded for all workers? (SELECT all that apply with a "X")	
WH-WOR-1-1	Manually (i.e. written record)	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the verification and worker interview, we verified that a fingerprint machine was used for tracking the number of hours worked. Employees had to record their time in/out 02 times per day (time-in, time-out). The day and dates employees worked were indicated on the time record.		
WH-WOR-1-2	Mechanically (i.e. punch card)	
Facility Response:		
Verification Selection: Accurate		
WH-WOR-1-3	Electronically (i.e. swipe card)	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the verification and worker interview, we verified that a fingerprint machine was used for tracking the number of hours worked. Employees had to record their time in/out 02 times per day (time-in, time-out). The day and dates employees worked were indicated on the time record.		
WH-WOR-1-4	Biometrically (i.e. fingerprint/face scan)	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: During the verification and worker interview, we verified that a fingerprint machine was used for tracking the number of hours worked. Employees had to record their time in/out 02 times per day (time-in, time-out). The day and dates employees worked were indicated on the time record.		
WH-WOR-1-5	None of the above	
Facility Response:		
Verification Selection: Accurate		
WH-WOR-11	If none of the above, please describe how the facility records hours of work:	
Facility Response:		
WH-WOR-2	Who performs the clock-in/clock-out function for workers? (SELECT all that apply with a "X")	
WH-WOR-2-1	The individual worker	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: Per the site observation, worker and management interview, we ascertained that the individual worker will performs the clock-in/clock-out function by himself/ herself.		
WH-WOR-2-2	Management	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. Per the site observation, worker and management interview, we ascertained that the individual worker will performs the clock-in/clock-out function by himself/ herself.		

WH-WOR-21	Please describe in what circumstances management performs this function:	Misunderstanding. Per the site observation, worker and management interview, we ascertained that the individual worker will performs the clock-in/clock-out function by himself/ herself.
Facility Response: Personal Administration Dept		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. Per the site observation, worker and management interview, we ascertained that the individual worker will performs the clock-in/clock-out function by himself/ herself.		
WH-WOR-2-3	Security	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. Per the site observation, worker and management interview, we ascertained that the individual worker will performs the clock-in/clock-out by himself/ herself.		
WH-WOR-22	Please describe in what circumstances security performs this function:	Misunderstanding. Per the site observation, worker and management interview, we ascertained that the individual worker will performs the clock-in/clock-out by himself/ herself.
Facility Response: save computer		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. Per the site observation, worker and management interview, we ascertained that the individual worker will performs the clock-in/clock-out by himself/ herself.		
WH-WOR-2-4	Other	
Facility Response:		
Verification Selection: Accurate		
WH-WOR-23	If other, please describe:	
Facility Response:		
WH-WOR-3	Does the facility maintain only one accurate set of working hour records that is in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: During the documentary review, management and worker interview, we confirmed that the facility maintains only one accurate set of working hour records that is in line with legal requirements.		
WH-WOR-4	Does the facility follow any of the following practices regarding working hour records? (SELECT all that apply with a "X")	
WH-WOR-4-1	Working hour records for each worker are maintained for at least the last 12 months	X
Facility Response: X		
Verification Selection: Accurate		
WH-WOR-4-2	Working hour records for each worker's regular and overtime hours are maintained	X
Facility Response: X		
Verification Selection: Accurate		
WH-WOR-4-3	Start and finish times are recorded for all periods of work	X
Facility Response: X		
Verification Selection: Accurate		
WH-WOR-4-4	Start and finish times in the payroll system match exact time in/out in time records.	X
Facility Response: X		
Verification Selection: Accurate		
WH-WOR-4-5	Working hour records are consistent with payroll and other records	X
Facility Response: X		
Verification Selection: Accurate		
WH-WOR-4-6	Workers have unrestricted access to verify the accuracy of working hours	X
Facility Response: X		
Verification Selection: Accurate		
WH-WOR-4-7	None of the above	
Facility Response:		

Verification Selection: Accurate		
Regular Hours		
WH-WOR-5	Number of regular weekly hours worked at the facility:	48
Facility Response: 48		
Verification Selection: Accurate		
Verification Data: From the documentary review, management and employee interview, we confirmed that regular weekly hours worked at the facility are 48 hours.		
WH-WOR-6	Number of regular daily hours worked at the facility:	8
Facility Response: 7		
Verification Selection: Inaccurate		
Corrected Response: 8		
Verification Data: Misunderstanding. From the documentary review, management and employee interview, we confirmed that regular daily hours worked at the facility are 8 hours.		
WH-WOR-7	Do regular working hours exceed legal requirements?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: During the documentary review and management interview, we noted that working hours did not exceed legal requirements.		
WH-WOR-8	Does the facility calculate regular hours as an average?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Misunderstanding. During the documentary review, worker and management interview, we noted that the facility calculates regular hours based on labor law requirement, does not calculate regular hours as an average. The local law requires 48 hours per week as regular time and employees are paid based on their total actual working hours.		
WH-WOR-9	If yes, do regular hours exceed 48 hours?	
Facility Response: No		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker and management interview, we noted that the facility calculates regular hours based on labor law requirement, does not calculate regular hours as an average. The local law requires 48 hours per week as regular time and the employees are paid based on their total actual working hours.		
Overtime Hours		
WH-WOR-10	Is overtime worked only for reasons permitted by law?	No applicable legal requirements
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No applicable legal requirements		
Verification Data: Misunderstanding. No applicable legal requirements.		
WH-WOR-11	Are all overtime working hours in line with legal limits?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the documentary review, management and employee interview, we confirmed that overtime working hours did not exceed legally limited hours.		
WH-WOR-12	Did the facility comply with legal requirements to inform and/or get permission from governmental authorities in order to work overtime?	No applicable legal requirements
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No applicable legal requirements		
Verification Data: Misunderstanding. No applicable legal requirements.		
WH-WOR-13	Are exemption terms accurate, current, valid and followed by the facility?	
Facility Response: Yes		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
WH-WOR-14	Are work targets for production (e.g. quota or piece work) in line with legal requirements?	No applicable legal requirements
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No applicable legal requirements		

Verification Data: Misunderstanding. No applicable legal requirements.		
Total Working Hours		
WH-WOR-15	Did any workers work more than 60 hours in total (regular + overtime) within any given week?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that there are no workers work more than 60 hours in total (regular + overtime) within the past 12 months.		
WH-WOR-16	Did any workers work more than 72 hours in total (regular + overtime) within any given week?	
Facility Response:		
WH-WOR-17	Did any workers work more than 80 hours in total (regular + overtime) within any given week?	
Facility Response:		
WH-WOR-18	Did any workers work more than 90 hours in total (regular + overtime) within any given week?	
Facility Response:		
Breaks		
WH-WOR-19	Does the facility provide breaks during the workday in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the documentary review and employee interview, we confirmed that the facility provides 1 hour as lunch break during the workday to the workers which are in line with legal requirements.		
WH-WOR-20	Does the facility provide time off for breastfeeding in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the documentary review and employee interview, we confirmed that the facility provides time off for female workers who are breastfeeding 1 leave early one hour with full paid which is in line with legal requirements.		
Break Payment		
WH-WOR-21	Are workers paid during breastfeeding breaks in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Rest Days		
WH-WOR-22	Number of weekly rest days provided by the facility:	1
Facility Response: 0		
Verification Selection: Inaccurate		
Corrected Response: 1		
Verification Data: Misunderstanding. From the documentary review, management interview and employee interview, we verified that the facility provides 1.0 rest day per week to employees.		
WH-WOR-23	Are the weekly rest days provided by the facility in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: Based on the documentary review, worker and management interview, we confirmed that the weekly rest day is provided by the facility in line with legal requirements.		
WH-WOR-24	Are weekly rest days at least 24 consecutive hours long?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Other Legal Requirements		
WH-WOR-25	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Working Hours?	
Facility Response: No applicable legal requirements		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
WH-WOR-26	Is the facility in non-compliance with any legal requirements for Working Hours pertaining to non-production workers and/or sub-contracted workers?	No
Facility Response: No		
Verification Selection: Accurate		
Forced Labor		

Sub-Section Instructions

	<p>Overall International Labor Standard Compliance Guidance: Forced labor is work exacted under the menace of penalty and for which the person has not offered him/herself voluntarily. Forced labor violates the basic human right to work in freedom and freely choose one's work. Two elements must be present in addition to labor, which refers to all types of work, service and employment, whether formal or informal, regardless of industry or sector. Labour does not include compulsory education or compulsory vocational training, however, trainings required in connection with employment would be considered labor. 1) The first element is that the worker must be subject to threat of penalty. Look for coercion on the part of the employer (e.g., action taken to control, manipulate, deceive and/or override a person's will). However, bear in mind that for vulnerable workers, a relatively small amount of coercion may lead to forced labor. For example, workers who are migrants, pregnant or from ethnic minorities often are vulnerable and therefore may be more susceptible to forced labor. Some possible examples of penalties that could be imposed or threatened include: • Beatings, torture or sexual assault; • Restrictions on freedom of movement, e.g., prohibiting workers from leaving the workplace or living accommodation; • Financial penalties, e.g., burdening workers with unmanageable debt or delaying wage payments to keep workers on the job; • Reporting workers to the authorities (police, immigration, etc.); • Deportation, for example in the case of migrants in irregular situations; • Denying workers access to their personal documents; • Termination or exclusion from future employment; • Exclusion from community and social life; • Refusal of food, shelter or other necessities; • Transfer to worse working conditions, and • Removal of rights or privileges. Coercion is an indicator of forced labor regardless of whether it occurs during regular hours or overtime. Subjecting workers to the coercive tactics listed below under the Coercion compliance point would be an indicator of forced labor, even if the tactics were used solely to force workers to work overtime. In a limited set of circumstances, forced labor also can arise when workers are forced to work overtime through economic coercion. The Forced Labour and Overtime compliance point addresses those situations. 2) The second element of forced labor is that the worker has not accepted the work voluntarily. Workers must freely consent to accept the work and they must be free to leave the job and the workplace at all times. Deciding whether work is performed voluntarily often involves looking at • the vulnerability of the worker and • external and indirect pressures that make it difficult for workers to choose not to work, for example, non-payment of wages, or denying workers access to their identity documents. Applicable legal standards include the ILO Core Conventions, C29 Forced Labour Convention, 1930 (and Protocol), and C105 Abolition of Forced Labour Convention, 1957, which provide the baseline standards for forced labor; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: C181 Private Employment Agencies Convention, 1997 and C1 Hours of Work (Industry) Convention, 1919</p>	
--	---	--

Forced Overtime

WH-FOR-1	Are workers forced to work overtime under threat of penalty?	No
Facility Response: No		
Verification Selection: Accurate		

Overtime

Voluntary Overtime

WH-OVE-1	Are workers able to refuse overtime for ANY REASON?	Yes
Facility Response: Yes		
Verification Selection: Accurate		

WH-OVE-2	Is overtime voluntary, in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		

Verification Data: Through the document review and worker interviews, we ascertained that all employees are working at the facility voluntarily, including overtime hours which is in line with legal requirements.

Exceptional Circumstances

WH-OVE-3	Did the facility experience exceptional circumstances (i.e. large late customer change orders, weather disasters etc.) that resulted in significant changes to its production schedules?	No
Facility Response: No		
Verification Selection: Accurate		

WH-OVE-4	Does the facility consult with workers and/or provide a minimum notice period for overtime work and/or changes in rest days?	Yes
Facility Response: Yes		
Verification Selection: Accurate		

Verification Data: As per the documentary review, worker and management interview, we confirmed that in the last 12 months within this assessment period, the facility has been consulting with workers and/or provide a minimum notice period for overtime work and/or changes in rest days.

WH-OVE-5	Is the facility's practice of consulting with workers and/or notifying them in advance about overtime work and/or changes in rest days in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		

WH-OVE-6	Does the facility require workers to take paid or unpaid leave when there is less work/production in the facility?	No
----------	--	----

Facility Response: Yes	
Verification Selection: Inaccurate	
Corrected Response: No	
Verification Data: Misunderstanding. Through the document review and worker interviews, we ascertained that in the last 12 months within this assessment period, the facility does not require workers to take paid leave or unpaid leave when there is less work/production in the facility which is in line with legal requirements.	
WH-OVE-7	Is the facility's practice of requiring workers to take paid or unpaid leave in line with legal requirements?
Facility Response: Yes	
Verification Selection: No longer applicable due to verification	
Corrected Response:	
Verification Data: Misunderstanding. Through the document review and worker interviews, we ascertained that in the last 12 months within this assessment period, the facility does not require workers to take paid leave or unpaid leave when there is less work/production in the facility which is in line with legal requirements.	

Facility Comments

WH-FAC-1	Please describe any concerns or difficulties with questions listed in this section:
Facility Response:	
Verification Selection: Verification not required	
Corrected Response:	

WAGES & BENEFITS

Number	Question	Final Verified Response
--------	----------	-------------------------

Section Instructions

Section Instructions

	Section Description: The purpose of this section is to understand the facility's social and labor practices with respect to Wages and Benefits. Social and Labor topics within this section include: • Wages and Benefits • Facility Comments
--	---

Wages and Benefits

Sub-Section Instructions

	Wages and Benefits refer to the compensation a worker receives - or should be receiving - as a result of their work in the facility. Wages refer specifically to the monetary (cash) wages received. And benefits cover any other form of compensation the worker receives other than monetary (cash) wages. Minimum wages may be set by law or regulation, by wage boards, councils, courts or tribunals, or by collective agreement. Minimum wage rates may be different across groups of worker, sectors of economic activity, or by geographical location. The sub-section below includes questions on items such as minimum wage, overtime wage, wage payment, deductions, in-kind benefits and various forms of worker leave.
--	---

Minimum Wage

	NOTE: The following types of workers are based on your answers in the Facility Profile. Please ensure that your answers are correct or the appropriate questions will not appear below.
--	---

WB-WAG-5	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?	Yes. Workers wages in line with all applicable legal requirements
----------	---	---

Facility Response: Yes. Workers wages in line with all applicable legal requirements

Verification Selection: Accurate

Verification Data: From the document review, interaction with management team and worker interview, we verified that in the last 12 months within this assessment period, 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.

WB-WAG-6	Do workers other than 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?	Yes. Workers wages in line with all applicable legal requirements
----------	--	---

Facility Response: Yes. Workers wages in line with all applicable legal requirements

Verification Selection: Accurate

Verification Data: From the document review, interaction with management team and worker interview, we verified that in the last 12 months within this assessment period, the employees received AT LEAST the legal minimum wage (or minimum wage by contractual agreement) for all regular hours worked for workers other than full-time production workers.

WB-WAG-7	If no, please select all the types of workers who did not receive at least the legal minimum wage: (SELECT all that apply with a "X")	
----------	---	--

WB-WAG-7-1	Part-time workers	
------------	-------------------	--

Facility Response:

WB-WAG-7-2	Agency/contract workers	
------------	-------------------------	--

Facility Response:

WB-WAG-7-3	Contract workers who are not part of the production process	
------------	---	--

Facility Response:		
WB-WAG-7-4	Workers under probation	
Facility Response:		
WB-WAG-7-5	Workers who are trainees, apprentices or interns	
Facility Response:		
WB-WAG-7-6	Other	
Facility Response:		
WB-WAG-7.1	If other, please describe:	
Facility Response:		
Facility Information		
WB-WAG-1	Please select the facility's applicable three letter currency code:	VND
Facility Response: VND		
Verification Selection: Accurate		
WB-WAG-2	What are the units for rate of pay for production workers? (SELECT all that apply with a "X")	
WB-WAG-2-1	Hourly	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. As per the documentary review, worker and management interview, we confirmed that workers are paid based on hourly wage rate and piece-rate compensation. During the verification we noted that the facility paid wages/compensation to its employees through direct payment on a timely basis, through bank account and in cash, once a month, by the 8th ~ 10th of the following month.		
WB-WAG-2-2	Daily	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-2-3	Weekly	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-2-4	Twice a month	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-2-5	Monthly	X
Facility Response: X		
Verification Selection: Accurate		
WB-WAG-2-6	Unit Rate	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: As per the documentary review, worker and management interview, we confirmed that workers are paid based on hourly wage rate and piece-rate compensation. During the verification we noted that the facility paid wages/compensation to its employees through direct payment on a timely basis, through bank account and in cash, once a month, by the 8th ~ 10th of the following month.		
WB-WAG-2-7	Other	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-2.1	If other, please describe:	
Facility Response:		
Records		
WB-WAG-3	Does the facility maintain only one accurate payroll record that is in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the document review, interaction with management team and worker interview, we verified that the facility maintains only one accurate payroll record onsite at the facility and in an orderly fashion that is in line with legal requirements.		
WB-WAG-4	Does the facility follow any of the following practices related to maintaining payroll records: (SELECT all that apply with a "X")	
WB-WAG-4-1	Payroll records for each worker are maintained for at least the last 12 months	X
Facility Response: X		

Verification Selection: Accurate		
WB-WAG-4-2	Payroll records are consistent with attendance records and other records	X
Facility Response: X		
Verification Selection: Accurate		
WB-WAG-4-3	None of the above	
Facility Response:		
Verification Selection: Accurate		
Overtime Wage		
WB-WAG-8	Is the facility not paying any workers correctly for any of these types of overtime hours as legally required: • Ordinary overtime hours • Overtime hours performed at night • Overtime hours performed on weekly rest days • Overtime hours performed on public holidays?	No
Facility Response: No		
Verification Selection: Accurate		
WB-WAG-9	Which of the following types of overtime hours is the facility not paying workers as legally required? (SELECT all that apply with a "X")	
WB-WAG-9-1	Ordinary overtime hours	
Facility Response:		
WB-WAG-9-2	Overtime hours performed at night	
Facility Response:		
WB-WAG-9-3	Overtime hours performed on weekly rest days	
Facility Response:		
WB-WAG-9-4	Overtime hours performed on public holidays	
Facility Response:		
WB-WAG-10	Are overtime hours paid at a premium rate of AT LEAST 1.25 times the base rate?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the document review, we confirmed that the overtime hours are paid at a premium rate of AT LEAST 1.50 times the basis wage.		
Other Premium Pay		
WB-WAG-11	Is the facility not paying workers correctly for any of these types of regular hours worked at a premium rate as legally required: • Regular hours worked at night • Regular hours worked on weekly rest days • Regular hours worked on public holidays?	No
Facility Response: No		
Verification Selection: Accurate		
WB-WAG-12	Which of the following types of regular hours worked at a premium rate is the facility not paying workers as legally required? (SELECT all that apply with a "X")	
WB-WAG-12-1	Regular hours worked at night	
Facility Response:		
WB-WAG-12-2	Regular hours worked on weekly rest days	
Facility Response:		
WB-WAG-12-3	Regular hours worked on public holidays	
Facility Response:		
WB-WAG-13	Is the facility not paying workers premium pay as legally required based on: • worker's competence (e.g. experience, skills, training) and/or • the nature of the work (e.g. hazard pay)?	No
Facility Response: No		
Verification Selection: Accurate		
Piece Rate Workers		
WB-WAG-14	Are piece rate workers paid correctly for ordinary hours of work when their piece rate earnings exceed minimum wage?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the document review, interaction with management team and worker interview, we verified that piece rate workers are paid correctly for ordinary hours of work when their piece rate earnings exceed minimum wage.		
Work-related Activities		
WB-WAG-15	Are workers paid for all work-related activities outside of regular working hours?	Yes
Facility Response: Yes		

Verification Selection: Accurate		
Overtime Allowances		
WB-WAG-16	Are overtime allowances provided/paid in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the document review, interaction with management team and worker interview, we verified that the overtime allowances are paid in line with legal or collective bargaining agreement requirements.		
Wages		
WB-WAG-17	How does the facility define wage grades/ levels?	Skill (skilled/ semi-skilled/ un-skilled)
Facility Response: Skill (skilled/ semi-skilled/ un-skilled)		
Verification Selection: Accurate		
Verification Data: During the document review and confirmation with facility management, we ascertained that the facility has defined wage by skill.		
WB-WAG-17.1	If other, please describe:	
Facility Response:		
WB-WAG-18	How many wage grades/ levels does the facility have?	3
Facility Response: 7		
Verification Selection: Inaccurate		
Corrected Response: 3		
Verification Data: Misunderstanding. The information was updated on the verification date.		
	NOTE: The Tool supports a maximum of 7 wage levels (7 entries for facility data). For selection of "Skill" as wage level definition, the Tool only supports 3 wage levels (3 entries for facility data). If you have more wage levels, select "Other" for how the facility defines wage grades/ levels.	
WB-WAG-19	Number of workers in wage level Grade 1	
Facility Response:		
WB-WAG-20	Number of workers in wage level Grade 2	
Facility Response:		
WB-WAG-21	Number of workers in wage level Grade 3	
Facility Response:		
WB-WAG-22	Number of workers in wage level Grade 4	
Facility Response:		
WB-WAG-23	Number of workers in wage level Grade 5	
Facility Response:		
WB-WAG-24	Number of workers in wage level Grade 6	
Facility Response:		
WB-WAG-25	Number of workers in wage level Grade 7	
Facility Response:		
WB-WAG-26	Number of workers in wage level skilled	43
Facility Response: 5749		
Verification Selection: Inaccurate		
Corrected Response: 43		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WB-WAG-27	Number of workers in wage level semi-skilled	1804
Facility Response: 53		
Verification Selection: Inaccurate		
Corrected Response: 1804		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WB-WAG-28	Number of workers in wage level un-skilled	155
Facility Response: 15		
Verification Selection: Inaccurate		
Corrected Response: 155		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WB-WAG-29	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		

WB-WAG-30	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-31	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-32	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-33	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-34	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-35	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-36	Are worker's basic wages ever reviewed and adjusted for the entire facility (or portion of the facility)?	
Facility Response:		
WB-WAG-37	What are individual worker's basic wages based upon? (SELECT all that apply with a "X")	
WB-WAG-37-1	Legal (or contractual agreement) requirements	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the document review, interaction with management team, we confirmed that the individual employee wages based upon legal requirements.		
WB-WAG-37-2	Living Wage Estimate	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the verification, we verified that the individual employee wage is not yet based on living wage.		
WB-WAG-37-3	Skills	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the verification, we verified that the individual employee wage is not yet based on skills.		
WB-WAG-37-4	Experience	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the verification, we verified that the individual employee wage is not yet based on experience.		
WB-WAG-37-5	Length of Employment	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the verification, we verified that the individual employee wage is not yet based on length of employment.		
WB-WAG-37-6	Performance	X
Facility Response: X		
Verification Selection: Accurate		
WB-WAG-37-7	Other	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-37.1	If other, please describe:	
Facility Response:		

WB-WAG-37-8	None of the above	
Facility Response:		
Verification Selection: Accurate		
Performance Evaluations		
WB-WAG-38	Does the facility conduct worker performance evaluations based on a standard set of criteria?	
Facility Response:		
WB-WAG-39	If yes, are worker performance evaluations shared and/or discussed with workers?	
Facility Response:		
Wage Increase		
	For the most representative department within the facility, indicate the number of workers that were promoted with an increase in their basic wage as a result of their promotion:	
WB-WAG-40	Describe the most representative department within the facility:	Sewing workers
Facility Response: finished product		
Verification Selection: Inaccurate		
Corrected Response: Sewing workers		
Verification Data: Misunderstanding. From the documentary review, management interview and employee interview, we verified that sewing workers were moved into a higher position and that change in position resulted in a change in basic wage in the past 12 months.		
WB-WAG-41	Number of female workers that were promoted with an increase in their basic wage as a result of their promotion	23
Facility Response: 351		
Verification Selection: Inaccurate		
Corrected Response: 23		
Verification Data: Misunderstanding. During the documentary review and interaction with management team we verified that there were 23 cases of female workers moved into a higher position and that change in position resulted in a change in basic wage in the past 12 months.		
WB-WAG-42	Number of male workers that were promoted with an increase in their basic wage as a result of their promotion	11
Facility Response: 428		
Verification Selection: Inaccurate		
Corrected Response: 11		
Verification Data: Misunderstanding. During the documentary review and interaction with management team we verified that there were 10 cases of male workers moved into a higher position and that change in position resulted in a change in basic wage in the past 12 months.		
Bonus		
WB-WAG-43	Do workers receive any type of productivity (or "production") bonus?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the documentary review, we verified that the facility has applied productivity (or "production") bonus.		
WB-WAG-43.1	If yes, please describe all types of production / productivity bonuses:	From the documentary review, we verified that the facility has applied productivity (or "production") bonus. This amount depends on their monthly efficiency.
Facility Response: product salary and basic salary		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: From the documentary review, we verified that the facility has applied productivity (or "production") bonus. This amount depends on their monthly efficiency.		
Wage Payment		
WB-WAG-44	Are wage payments made regularly and on time and in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: Based on the documentary review, worker interview and interaction with management team, we verified that in the last 12 months within this assessment period, the wage payments are made on time and in line with legal or collective bargaining agreement requirements. The facility paid wages/compensation to its employees through direct payment on a timely basis, through bank account and in cash, once a month, by the 8th ~ 10th of the following month.		
WB-WAG-45	Are workers paid their full wages in the legally required manner?	
Facility Response: Yes		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: No applicable legal requirements.		

WB-WAG-46	How are workers paid? (SELECT all that apply with a "X")	
WB-WAG-46-1	Cash	X
Facility Response: X		
Verification Selection: Accurate		
WB-WAG-47	What approximate percentage of workers are paid by cash?	20
Facility Response: 99		
Verification Selection: Inaccurate		
Corrected Response: 20		
Verification Data: Misunderstanding. From the documentary review and management interview, we confirmed that the facility pays salaries for 20% workers who have not yet opened a bank account in cash.		
WB-WAG-47-1	Check	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. Based on the documentary review, worker interview and interaction with management team, we verified that the facility paid wages/compensation to its employees through direct payment on a timely basis, through bank account and in cash, once a month, by the 8th ~ 13th of the following month.		
WB-WAG-48	What approximate percentage of workers are paid by check?	
Facility Response: 100		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. Based on the documentary review, worker interview and interaction with management team, we verified that the facility paid wages/compensation to its employees through direct payment on a timely basis, through bank account and in cash, once a month, by the 8th ~ 13th of the following month.		
WB-WAG-48-1	Direct deposit into a bank account	X
Facility Response: X		
Verification Selection: Accurate		
WB-WAG-49	What approximate percentage of workers are paid by direct deposit into bank accounts?	80
Facility Response: 100		
Verification Selection: Inaccurate		
Corrected Response: 80		
Verification Data: Misunderstanding. From the documentary review and management interview, we confirmed that the facility pays salaries for 80% workers through bank account.		
WB-WAG-49-1	Mobile money	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-50	What approximate percentage of workers are paid by mobile money?	
Facility Response:		
WB-WAG-50-1	Card (with a stored value)	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. Based on the documentary review, worker interview and interaction with management team, we verified that the facility paid wages/compensation to its employees through direct payment on a timely basis, through bank account and in cash, once a month, by the 8th ~ 13th of the following month.		
WB-WAG-51	What approximate percentage of workers are paid by card (with a stored value)?	
Facility Response: 99		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: Misunderstanding. Based on the documentary review, worker interview and interaction with management team, we verified that the facility paid wages/compensation to its employees through direct payment on a timely basis, through bank account and in cash, once a month, by the 8th ~ 13th of the following month.		
WB-WAG-51-1	Other	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-51.1	If other, please describe:	

Facility Response:		
WB-WAG-52	What approximate percentage of workers are paid by these other means?	
Facility Response:		
WB-WAG-53	If workers are paid by direct deposit into a bank account, do they have sole control of the bank account once opened?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WB-WAG-54	Are workers paid directly by the facility or through 3rd party agents?	By the Facility
Facility Response: By the Facility		
Verification Selection: Accurate		
WB-WAG-54.1	If other, please describe:	
Facility Response:		
WB-WAG-55	If workers are paid through 3rd party agents, have all workers authorized this in writing?	
Facility Response:		
WB-WAG-56	Are workers informed about their individual wages and deductions in line with legal requirements (e.g. through pay slips)?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WB-WAG-57	Are pay slips in a language all workers can understand?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WB-WAG-58	Do pay slips contain accurate information on worker wages in a detailed and comprehensive manner for all workers?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From documentary review and worker interview, we confirmed that all employees can understand the details provided in their pay slips. The pay slips contain accurate information on worker wages in a detailed and comprehensive manner for all workers.		
WB-WAG-59	Is the receipt of wage payment confirmed in writing by all workers?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Loans & Advances		
WB-WAG-60	Does the facility loan and/or advance money to workers?	
Facility Response:		
WB-WAG-60.1	If yes, please describe the circumstances:	
Facility Response:		
WB-WAG-61	Are all loans and/or advances in line with legal requirements?	
Facility Response:		
WB-WAG-62	Are workers informed of the terms and conditions surrounding the granting and repayment of advances and loans?	
Facility Response:		
WB-WAG-62.1	If yes, please describe the terms of the loans and/or advances (i.e. Interest rate, repayment terms, etc.) and how workers are informed of these terms:	
Facility Response:		
WB-WAG-63	Is there written documentation surrounding the terms and conditions of the granting and repayment of advances and loans?	
Facility Response:		
WB-WAG-64	If yes, do workers confirm the accuracy of payouts and re-payments in writing?	
Facility Response:		
Legal Withholdings		
WB-WAG-65	Does the facility take any deductions from wages that are not in line with legal requirements?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: From the document review and worker interview, we verified that the facility does not take any deductions from wages that are not in line with legal requirements.		
WB-WAG-66	Were withholdings from wages, other than social security, calculated correctly and in line with legal requirements?	Yes

Facility Response: Yes		
Verification Selection: Accurate		
Deductions		
WB-WAG-67	Did the facility have any other wage deductions (besides legally required withholdings and social security)?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: From documentary review, worker interview and management interview we verified that in the last 12 months within this assessment period, the facility does not have any other wage deductions (except legally required withholdings).		
WB-WAG-67.1	If yes, please describe the type of deductions of wages made (besides legally required withholdings and social security):	
Facility Response:		
WB-WAG-68	If yes, does the facility follow any of the following practices regarding deductions: (SELECT all that apply with a "X")	
WB-WAG-68-1	Deductions are voluntarily accepted by workers	
Facility Response:		
WB-WAG-68-2	Workers sign a document (in a language they understand) giving consent for monies to be deducted	
Facility Response:		
WB-WAG-68-3	Deductions to wages are explained to workers	
Facility Response:		
WB-WAG-68-4	Workers have access to the account status of all wage deductions (i.e. history of payments, current account balances etc.)	
Facility Response:		
WB-WAG-68-5	None of the above	
Facility Response:		
WB-WAG-69	Are workers ever responsible for the cost of any of the following? (SELECT all that apply with a "X")	
WB-WAG-69-1	IDs/Badges/Swipe Cards	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-69-2	Uniforms	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-69-3	Other	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-69.1	If other, please describe:	
Facility Response:		
WB-WAG-69-4	None of the above	X
Facility Response: X		
Verification Selection: Accurate		
Social Insurance / Social Security		
WB-WAG-70	Does the facility collect and forward workers' contributions to any of the following social insurance or social security programs in line with legal requirements? (SELECT all that apply with an "X")	
WB-WAG-70-1	Pension/ Provident fund	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From documentary review, interaction with management team and worker interview, we confirmed that the factory has collected and forwarded worker's contributions to Pension/ Provident, medical, Work-related injury/ illness/ death, Unemployment and maternity fund in line with legal requirements.		
WB-WAG-70-2	Medical	X
Facility Response: X		
Verification Selection: Accurate		
WB-WAG-70-3	Work-related injury/ illness/ death	X
Facility Response: X		
Verification Selection: Accurate		
WB-WAG-70-4	Unemployment	X

Facility Response: X		
Verification Selection: Accurate		
WB-WAG-70-5	Maternity	X
Facility Response: X		
Verification Selection: Accurate		
WB-WAG-70-6	Other	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-70.1	If other, please describe:	
Facility Response:		
WB-WAG-70-7	None of the above	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-71	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")	
WB-WAG-71-1	Pension/ Provident fund	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: During the verification we confirmed that Pension/ Provident fund contributions (both calculations and types required) were in line with legal requirements.		
WB-WAG-71-2	Medical	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: During the verification we confirmed that medical fund contributions (both calculations and types required) were in line with legal requirements.		
WB-WAG-71-3	Work-related injury/ illness/ death	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: During the verification we confirmed that work-related injury/ illness/ death fund contributions (both calculations and types required) were in line with legal requirements.		
WB-WAG-71-4	Unemployment	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: During the verification we confirmed that unemployment fund contributions (both calculations and types required) were in line with legal requirements.		
WB-WAG-71-5	Maternity	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: During the verification we confirmed that maternity fund contributions (both calculations and types required) were in line with legal requirements.		
WB-WAG-71-6	Other	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-71.1	If other, please describe:	
Facility Response:		
WB-WAG-71-7	None of the above	
Facility Response:		
Verification Selection: Accurate		
WB-WAG-72	Does the facility provide legally required compensation/ benefits related to social protection directly to workers (e.g. old age, accident, illness and death benefits)?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
In-kind Benefits		
WB-WAG-73	Does the facility provide in-kind benefits in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		

Verification Data: From interaction with facility, we verified that the facility provides free meals, transportation, and childcare allowance to all employees which is in line with legal requirements.		
WB-WAG-74	Does the facility provide in-kind benefits, even if not legally required?	
Facility Response:		
WB-WAG-75	Which types of in-kind benefits does the facility provide? (SELECT all that apply with a "X")	
WB-WAG-75-1	Child Care	
Facility Response:		
WB-WAG-75.1	Please describe:	
Facility Response:		
WB-WAG-75-2	Transportation	
Facility Response:		
WB-WAG-75.2	Please describe:	
Facility Response:		
WB-WAG-75-3	Housing	
Facility Response:		
WB-WAG-75.3	Please describe:	
Facility Response:		
WB-WAG-75-4	Food	
Facility Response:		
WB-WAG-75.4	Please describe:	
Facility Response:		
WB-WAG-75-5	Medical Services	
Facility Response:		
WB-WAG-75.5	Please describe:	
Facility Response:		
WB-WAG-75-6	Energy (i.e. fuel, coal, electricity, gas etc.)	
Facility Response:		
WB-WAG-75.6	Please describe:	
Facility Response:		
WB-WAG-75-7	Footwear / Clothing	
Facility Response:		
WB-WAG-75.7	Please describe:	
Facility Response:		
WB-WAG-75-8	Other	
Facility Response:		
WB-WAG-75.8	If other, please describe:	
Facility Response:		
WB-WAG-76	Are all in-kind benefits voluntary?	
Facility Response:		
WB-WAG-77	Does the facility charge for in-kind benefits at or below cost?	
Facility Response:		
WB-WAG-78	Are workers informed of the existence of in-kind benefits?	
Facility Response:		
Leave		
WB-WAG-79	Is the facility not correctly providing workers time off for any of these types of leave as legally required: • All public holidays • Annual leave • Sick leave • Maternity leave • Paternity leave • Personal leave • Other types of required leave?	No
Facility Response: No		
Verification Selection: Accurate		
WB-WAG-80	Which of the following types of leave is the facility not correctly providing workers time off for, as legally required? (SELECT all that apply with a "X")	
WB-WAG-80-1	All public holidays	
Facility Response:		
WB-WAG-80-2	Annual leave	

Facility Response:		
WB-WAG-80-3	Sick leave	
Facility Response:		
WB-WAG-80-4	Maternity leave	
Facility Response:		
WB-WAG-80-5	Paternity leave	
Facility Response:		
WB-WAG-80-6	Personal leave	
Facility Response:		
WB-WAG-80-7	Other types of required leave	
Facility Response:		
WB-WAG-80.1	If other, please describe the TYPE of required leave that is not provided:	
Facility Response:		
WB-WAG-81	Is the facility not paying workers correctly for any of these types of leave as legally required: • All public holidays • Annual leave • Sick leave • Maternity leave • Paternity leave • Personal leave • Other types of required leave?	No
Facility Response: No		
Verification Selection: Accurate		
WB-WAG-82	Which of the following types of leave is the facility not correctly paying workers for, as legally required? (SELECT all that apply with a "X")	
WB-WAG-82-1	All public holidays	
Facility Response:		
WB-WAG-82-2	Annual leave	
Facility Response:		
WB-WAG-82-3	Sick leave	
Facility Response:		
WB-WAG-82-4	Maternity leave	
Facility Response:		
WB-WAG-82-5	Paternity leave	
Facility Response:		
WB-WAG-82-6	Personal leave	
Facility Response:		
WB-WAG-82-7	Other types of required leave	
Facility Response:		
WB-WAG-82.1	If other, please describe the TYPE of required leave that is not paid for:	
Facility Response:		
WB-WAG-83	Are there any restrictions to workers applying for or taking leave?	No
Facility Response: No		
Verification Selection: Accurate		
WB-WAG-84	Are workers free to take leave once given approval?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WB-WAG-85	Does the facility comply with legal restrictions regarding payment instead of leave?	No applicable legal requirements
Facility Response: No applicable legal requirements		
Verification Selection: Accurate		
Compensatory Leave		
WB-WAG-86	Does the facility provide workers with compensatory time off in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Work Stoppages		
WB-WAG-87	Does the facility pay workers correctly during work stoppages in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		

Other Benefits

WB-WAG-88	Were all OTHER wage payments in line with legal requirements?	Yes
-----------	---	-----

Facility Response: Yes

Verification Selection: Accurate

Other Legal Requirements

WB-WAG-89	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Wages and Benefits?	
-----------	--	--

Facility Response: No applicable legal requirements

Verification Selection: No longer applicable due to verification

Corrected Response:

WB-WAG-90	Is the facility in non-compliance with any legal requirements for Wages and Benefits pertaining to non-production workers and/or sub-contracted workers?	No
-----------	--	----

Facility Response: No

Verification Selection: Accurate

Verification Data: From the documentary review, we verified that the facility is in compliance with any legal requirements for Wages and Benefits pertaining to non-production workers and/or sub-contracted workers.

Facility Comments

WB-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
----------	---	--

Facility Response:

Verification Selection: Verification not required

Corrected Response:

WORKER TREATMENT

Number	Question	Final Verified Response
--------	----------	-------------------------

Section Instructions**Section Instructions**

	Section Description: The purpose of the Worker Treatment section is to understand how the facility treats workers while they are in the facility. From freedom of movement to harassment, this section seeks to understand if workers are treated in a fair and responsible manner, in line with applicable legal standards. Social and Labor topics within this section include: • Forced Labor • Harassment and Abuse • Discrimination • Discipline • Facility Comments	
--	---	--

Forced Labor**Sub-Section Instructions**

Overall International Labor Standard Compliance Guidance: Forced labor is work exacted under the menace of penalty and for which the person has not offered him/herself voluntarily. Forced labor violates the basic human right to work in freedom and freely choose one's work. Two elements must be present in addition to labor, which refers to all types of work, service and employment, whether formal or informal, regardless of industry or sector. Labour does not include compulsory education or compulsory vocational training, however, trainings required in connection with employment would be considered labor. 1) The first element is that the worker must be subject to threat of penalty. Look for coercion on the part of the employer (e.g., action taken to control, manipulate, deceive and/or override a person's will). However, bear in mind that for vulnerable workers, a relatively small amount of coercion may lead to forced labor. For example, workers who are migrants, pregnant or from ethnic minorities often are vulnerable and therefore may be more susceptible to forced labor. Some possible examples of penalties that could be imposed or threatened include: • Beatings, torture or sexual assault; • Restrictions on freedom of movement, e.g., prohibiting workers from leaving the workplace or living accommodation; • Financial penalties, e.g., burdening workers with unmanageable debt or delaying wage payments to keep workers on the job; • Reporting workers to the authorities (police, immigration, etc.); • Deportation, for example in the case of migrants in irregular situations; • Denying workers access to their personal documents; • Termination or exclusion from future employment; • Exclusion from community and social life; • Refusal of food, shelter or other necessities; • Transfer to worse working conditions, and • Removal of rights or privileges. Coercion is an indicator of forced labor regardless of whether it occurs during regular hours or overtime. Subjecting workers to the coercive tactics listed below under the Coercion compliance point would be an indicator of forced labor, even if the tactics were used solely to force workers to work overtime. In a limited set of circumstances, forced labor also can arise when workers are forced to work overtime through economic coercion. The Forced Labour and Overtime compliance point addresses those situations. 2) The second element of forced labor is that the worker has not accepted the work voluntarily. Workers must freely consent to accept the work and they must be free to leave the job and the workplace at all times. Deciding whether work is performed voluntarily often involves looking at • the vulnerability of the worker and • external and indirect pressures that make it difficult for workers to choose not to work, for example, non-payment of wages, or denying workers access to their identity documents. Applicable legal standards include the ILO Core Conventions, C29 Forced Labour Convention, 1930 (and Protocol), and C105 Abolition of Forced Labour Convention, 1957, which provide the baseline standards for forced labor; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: C181 Private Employment Agencies Convention, 1997 and C1 Hours of Work (Industry) Convention, 1919

Coercive Tactics

WT-FOR-1	Does the employer use any other coercive tactics to force workers to work?	No
----------	--	----

Facility Response: No

Verification Selection: Accurate

Violence or Threats

WT-FOR-2	Have any cases of violence or threats of violence to intimidate workers and force them to work occurred at the workplace?	No
----------	---	----

Facility Response: No

Verification Selection: Accurate

WT-FOR-3	Are there written records of these cases?	
----------	---	--

Facility Response:

WT-FOR-4	If yes, how many cases were reported by male workers?	
----------	---	--

Facility Response:

WT-FOR-5	If yes, how many cases were reported by female workers?	
----------	---	--

Facility Response:

WT-FOR-6	Have any cases of threats, such as reporting to authorities, deportation or threats against a worker's family/close associates, or cancelation of visa or other documents (e.g. work permits, residence permits, etc.) occurred in order to force migrant workers to stay at the job?	
----------	---	--

Facility Response: No

Verification Selection: No longer applicable due to verification

Corrected Response:

Physical Force

WT-FOR-7	Have workers been forced to work as a disciplinary measure or as punishment for participation in a strike?	No
----------	--	----

Facility Response: No

Verification Selection: Accurate

WT-FOR-8	Are there written records of these cases?	
----------	---	--

Facility Response:

Freedom of Movement

WT-FOR-9	Are workers restricted from leaving the workplace in order to force them to work?	No
----------	---	----

Facility Response: No

Verification Selection: Accurate		
WT-FOR-10	Are workers free to come and go from the dormitories and the industrial park or zone in which the facility is located?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Withholding		
WT-FOR-11	Do workers keep all of their personal documents (such as birth certificates, passports, work permits and ID cards)?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: During the worker interview and management interview we confirmed that all original documents (such as birth certificates, passports, and ID cards) of each worker were kept by workers only.		
WT-FOR-12	Have workers been denied access to their personal documents (such as birth certificates, passports, work permits and ID cards) when they need them?	No
Facility Response: No		
Verification Selection: Accurate		
Other Legal Requirements		
WT-FOR-13	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Forced Labor in Worker Treatment?	
Facility Response: No applicable legal requirements		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Harassment and Abuse		
Sub-Section Instructions		
	Harassment or abuse refers to every worker being treated with respect and dignity. No worker shall be subject to any physical, sexual, psychological or verbal harassment, abuse or threats of abuse. The sub-section below includes questions on items such as disciplinary measures, harassment, discriminatory harassment and use of security personnel.	
Harassment		
WT-HAR-1	Have there been any cases of physical, verbal, psychological harassment or abuse?	No
Facility Response: No		
Verification Selection: Accurate		
WT-HAR-2	Are there written records of these cases?	
Facility Response:		
WT-HAR-3	If yes, how many cases were reported by male workers?	
Facility Response:		
WT-HAR-4	If yes, how many cases were reported by female workers?	
Facility Response:		
Discipline		
WT-HAR-5	Does the facility have effective remediation processes in place to address cases of harassment or abuse?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WT-HAR-5.1	If yes, please describe the processes:	remediation processes in place to address cases of harassment or abuse
Facility Response: remediation processes in place to address cases of harassment or abuse		
Verification Selection: Accurate		
Security Personnel		
WT-HAR-6	Does the facility employ (or contract services for) security personnel on-site?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: Per our site observation, documentary review and management interview we confirmed that the facility employs security personnel on-site.		
WT-HAR-7	How many cases of worker harassment by security personnel have occurred?	0
Facility Response: 0		
Verification Selection: Accurate		

Verification Data: Per our site observation, documentary review and management interview we confirmed that in the last 12 months within this assessment period, there are no cases of employee harassment by security personnel have occurred in this facility until now.		
WT-HAR-8	Do security personnel carry weapons?	No
Facility Response: No		
Verification Selection: Accurate		
WT-HAR-9	Do security personnel carry weapons on the production floor?	
Facility Response:		
WT-HAR-10	Do security personnel carry weapons in line with legal requirements?	
Facility Response:		
Discrimination		
WT-HAR-11	Have there been any cases of harassment based upon race, skin color, religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, gender identity, pregnancy/maternity status, marital status, family responsibilities, age, nationality/foreign migrant worker status?	No
Facility Response: No		
Verification Selection: Accurate		
WT-HAR-12	If yes, how many cases were reported by male workers?	
Facility Response:		
WT-HAR-13	If yes, how many cases were reported by female workers?	
Facility Response:		
WT-HAR-14	Please specify the basis of the harassment: (SELECT all that apply with a "X")	
WT-HAR-14-1	Race / Skin Color	
Facility Response:		
WT-HAR-14-2	Religion	
Facility Response:		
WT-HAR-14-3	Political Opinion	
Facility Response:		
WT-HAR-14-4	National Extraction	
Facility Response:		
WT-HAR-14-5	Social Origin	
Facility Response:		
WT-HAR-14-6	Disability	
Facility Response:		
WT-HAR-14-7	HIV / AIDS Status (real or perceived)	
Facility Response:		
WT-HAR-14-8	Sexual Orientation	
Facility Response:		
WT-HAR-14-9	Gender Identity	
Facility Response:		
WT-HAR-14-10	Pregnancy / Maternity Status	
Facility Response:		
WT-HAR-14-11	Marital Status	
Facility Response:		
WT-HAR-14-12	Age	
Facility Response:		
WT-HAR-14-13	Nationality / Foreign Migrant Worker Status	
Facility Response:		
WT-HAR-14-14	Family responsibilities	
Facility Response:		
WT-HAR-14-15	Other	
Facility Response:		
WT-HAR-14.1	Please describe what "Other" ground of harassment occurred:	
Facility Response:		
Race / Skin Color		

WT-HAR-15	How many cases of harassment based upon race / skin color occurred?	
Facility Response:		
WT-HAR-16	Are there written records of these cases?	
Facility Response:		
Religion		
WT-HAR-17	How many cases of harassment based upon religion occurred?	
Facility Response:		
WT-HAR-18	Are there written records of these cases?	
Facility Response:		
Political Opinion		
WT-HAR-19	How many cases of harassment based upon political opinion occurred?	
Facility Response:		
WT-HAR-20	Are there written records of these cases?	
Facility Response:		
National Extraction		
WT-HAR-21	How many cases of harassment based upon national extraction occurred?	
Facility Response:		
WT-HAR-22	Are there written records of these cases?	
Facility Response:		
Social Origin		
WT-HAR-23	How many cases of harassment based upon social origin occurred?	
Facility Response:		
WT-HAR-24	Are there written records of these cases?	
Facility Response:		
Disability		
WT-HAR-25	How many cases of harassment based upon disability occurred?	
Facility Response:		
WT-HAR-26	Are there written records of these cases?	
Facility Response:		
HIV/AIDS Status		
WT-HAR-27	How many cases of harassment based upon HIV/AIDS status occurred?	
Facility Response:		
WT-HAR-28	Are there written records of these cases?	
Facility Response:		
Sexual Orientation		
WT-HAR-29	How many cases of harassment based upon sexual orientation occurred?	
Facility Response:		
WT-HAR-30	Are there written records of these cases?	
Facility Response:		
Gender Identity		
WT-HAR-31	How many cases of harassment based upon gender identity occurred?	
Facility Response:		
WT-HAR-32	Are there written records of these cases?	
Facility Response:		
Pregnancy Status		
WT-HAR-33	How many cases of harassment based upon pregnancy/maternity status occurred?	
Facility Response:		
WT-HAR-34	Are there written records of these cases?	
Facility Response:		
Marital Status		
WT-HAR-35	How many cases of harassment based upon marital status occurred?	
Facility Response:		

WT-HAR-36	Are there written records of these cases?	
Facility Response:		
Age		
WT-HAR-37	How many cases of harassment based upon age occurred?	
Facility Response:		
WT-HAR-38	Are there written records of these cases?	
Facility Response:		
Nationality / Foreign Migrant Worker Status		
WT-HAR-39	How many cases of harassment based upon nationality/foreign migrant worker status occurred?	
Facility Response:		
WT-HAR-40	Are there written records of these cases?	
Facility Response:		
Other		
WT-HAR-41	How many cases of harassment based upon "Other" occurred?	
Facility Response:		
WT-HAR-42	Are there written records of these cases?	
Facility Response:		
Other Legal Requirements		
WT-HAR-43	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Harassment and Abuse?	
Facility Response: No		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Discrimination		
Sub-Section Instructions		
	<p>Overall International Labor Standard Compliance Guidance: Discrimination includes any distinction based on race, color, sex, religion, political opinion, national extraction or social origin, which results in unequal treatment. Other grounds of discrimination may be included in national law, such as disability, HIV/AIDS status, age and sexual orientation. Discrimination may be direct or indirect and does not have to be intentional. Indirect discrimination refers to apparently neutral practices, which in fact result in unequal treatment of people with certain characteristics. Distinctions are permissible when they are necessary because of the inherent requirements of the particular job, although this exception is rare. Also, measures to protect certain categories of workers are acceptable when they are provided for under international labor Conventions and Recommendations, such as maternity protection. Distinctions also may be permissible under national laws designed to help groups who need special protection, for example, laws that offer preferential treatment to women in hiring in order to remedy the effects of past discrimination. Applicable legal standards include the ILO Core Conventions, C100 Equal Remuneration Convention, 1951 and C111 Discrimination (Employment and Occupation) Convention, 1958, which provide the baseline standards for discrimination; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: R90 Equal Remuneration Recommendation, 1951; R111 Discrimination (Employment and Occupation) Recommendation, 1958; C156 Workers with Family Responsibilities Convention, 1981; R165 Workers with Family Responsibilities Recommendation, 1981</p>	
Sexual Harassment		
WT-DIS-1	Are workers subject to sexual harassment?	No
Facility Response: No		
Verification Selection: Accurate		
WT-DIS-2	How many cases of sexual harassment occurred?	
Facility Response:		
WT-DIS-3	Are there written records of these cases?	
Facility Response:		
Promotion and Access to Training		
WT-DIS-4	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding promotion or access to training?	No
Facility Response: No		
Verification Selection: Accurate		

WT-DIS-5	Which of the following is a factor in decisions on promotion or access to training? (SELECT all that apply with a "X")	
WT-DIS-5-1	Race / Skin Color	
Facility Response:		
WT-DIS-5-2	Sex / Gender	
Facility Response:		
WT-DIS-5-3	Religion	
Facility Response:		
WT-DIS-5-4	Political Opinion	
Facility Response:		
WT-DIS-5-5	National Extraction	
Facility Response:		
WT-DIS-5-6	Social Origin	
Facility Response:		
WT-DIS-5-7	Disability	
Facility Response:		
WT-DIS-5-8	HIV / AIDS Status (real or perceived)	
Facility Response:		
WT-DIS-5-9	Sexual Orientation	
Facility Response:		
WT-DIS-5-10	Pregnancy / Maternity Status	
Facility Response:		
WT-DIS-5-11	Marital Status	
Facility Response:		
WT-DIS-5-12	Age	
Facility Response:		
WT-DIS-5-13	Nationality / Foreign Migrant Worker Status	
Facility Response:		
WT-DIS-5-14	Family responsibilities	
Facility Response:		
WT-DIS-5-15	Other	
Facility Response:		
WT-DIS-5.1	Please describe what "Other" factor is considered in the promotion or access to training process:	
Facility Response:		
Compensation		
WT-DIS-6	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding compensation?	No
Facility Response: No		
Verification Selection: Accurate		
WT-DIS-7	Which of the following is a factor in decisions on compensation? (SELECT all that apply with a "X")	
WT-DIS-7-1	Race / Skin Color	
Facility Response:		
WT-DIS-7-2	Sex / Gender	
Facility Response:		
WT-DIS-7-3	Religion	
Facility Response:		
WT-DIS-7-4	Political Opinion	
Facility Response:		
WT-DIS-7-5	National Extraction	
Facility Response:		
WT-DIS-7-6	Social Origin	
Facility Response:		

WT-DIS-7-7	Disability	
Facility Response:		
WT-DIS-7-8	HIV / AIDS Status (real or perceived)	
Facility Response:		
WT-DIS-7-9	Sexual Orientation	
Facility Response:		
WT-DIS-7-10	Pregnancy / Maternity Status	
Facility Response:		
WT-DIS-7-11	Marital Status	
Facility Response:		
WT-DIS-7-12	Age	
Facility Response:		
WT-DIS-7-13	Nationality / Foreign Migrant Worker Status	
Facility Response:		
WT-DIS-7-14	Family responsibilities	
Facility Response:		
WT-DIS-7-15	Other	
Facility Response:		
WT-DIS-7.1	Please describe what "Other" factor is considered in the compensation process:	
Facility Response:		
Conditions of Work		
WT-DIS-8	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding conditions of work?	No
Facility Response: No		
Verification Selection: Accurate		
WT-DIS-9	Which of the following is a factor in decisions on conditions of work? (SELECT all that apply with a "X")	
WT-DIS-9-1	Race / Skin Color	
Facility Response:		
WT-DIS-9-2	Sex / Gender	
Facility Response:		
WT-DIS-9-3	Religion	
Facility Response:		
WT-DIS-9-4	Political Opinion	
Facility Response:		
WT-DIS-9-5	National Extraction	
Facility Response:		
WT-DIS-9-6	Social Origin	
Facility Response:		
WT-DIS-9-7	Disability	
Facility Response:		
WT-DIS-9-8	HIV / AIDS Status (real or perceived)	
Facility Response:		
WT-DIS-9-9	Sexual Orientation	
Facility Response:		
WT-DIS-9-10	Pregnancy / Maternity Status	
Facility Response:		
WT-DIS-9-11	Marital Status	
Facility Response:		
WT-DIS-9-12	Age	
Facility Response:		
WT-DIS-9-13	Nationality / Foreign Migrant Worker Status	

Facility Response:		
WT-DIS-9-14	Family responsibilities	
Facility Response:		
WT-DIS-9-15	Other	
Facility Response:		
WT-DIS-9.1	Please describe what "Other" factor is considered in decisions regarding conditions of work:	
Facility Response:		
Pregnancy and Maternity		
WT-DIS-10	Does the facility maintain any of the following for workers during and after maternity leave? (SELECT all that apply with a "X")	
WT-DIS-10-1	Employment status	X
Facility Response: X		
Verification Selection: Accurate		
WT-DIS-10-2	Position	X
Facility Response: X		
Verification Selection: Accurate		
WT-DIS-10-3	Wages	X
Facility Response: X		
Verification Selection: Accurate		
WT-DIS-10-4	Benefits	X
Facility Response: X		
Verification Selection: Accurate		
WT-DIS-10-5	Not Applicable	
Facility Response:		
Verification Selection: Accurate		
WT-DIS-10-6	None of the above	
Facility Response:		
Verification Selection: Accurate		
WT-DIS-11	Does the facility include all maternity leave in the workers' period of continuous service?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WT-DIS-12	Does the facility follow any of the following practices related to worker pregnancy at any time during employment? (SELECT all that apply with a "X")	
WT-DIS-12-1	Facility requires pregnancy test at any time during employment	
Facility Response:		
Verification Selection: Accurate		
WT-DIS-13	Are the tests required by applicable legislation regarding (i) work that is legally prohibited or restricted for pregnant or nursing women, or (ii) work that presents a recognized or significant risk to the health of the woman and child?	
Facility Response:		
WT-DIS-13-1	Facility requires the use of contraceptives or other forms of birth control at any time during employment	
Facility Response:		
Verification Selection: Accurate		
WT-DIS-13-2	None of the above	X
Facility Response: X		
Verification Selection: Accurate		
Disability		
WT-DIS-14	Has the facility made accommodations/arrangements for physically disabled persons?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the worker interview and interaction with management team, we verified that the facility has accommodations for physically disabled persons such as arrange suitable work for them.		

WT-DIS-14.1	Please describe any accommodations/arrangements made:	Misunderstanding. From the worker interview and interaction with management team, we verified that the facility has accommodations for physically disabled persons such as arrange suitable work for them. The facility provides sit-lean stools, anti-fatigue mat.
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. From the worker interview and interaction with management team, we verified that the facility has accommodations for physically disabled persons such as arrange suitable work for them. The facility provides sit-lean stools, anti-fatigue mat.		
WT-DIS-15	Are the facility's practices around making accommodations for physically disabled persons in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WT-DIS-16	How many workers became disabled (for whatever reason)?	0
Facility Response: 0		
Verification Selection: Accurate		
WT-DIS-17	Has the facility taken steps to enable workers who become disabled (for whatever reason) to retain their work?	
Facility Response:		
Infection or Illness		
WT-DIS-18	Does the facility require HIV / AIDS testing at any time during employment?	No
Facility Response: No		
Verification Selection: Accurate		
WT-DIS-19	If yes, are these HIV / AIDS tests administered in line with legal requirements?	
Facility Response:		
WT-DIS-20	Does the facility require other infection or illness tests (e.g. Hepatitis B) at any time during employment?	No
Facility Response: No		
Verification Selection: Accurate		
WT-DIS-21	If yes, are these infection or illness tests administered in line with legal requirements?	
Facility Response:		
WT-DIS-22	Has the facility taken steps to enable workers with HIV/AIDS to retain their work if they were medically able to?	Not Applicable
Facility Response: No		
Verification Selection: Inaccurate		
Corrected Response: Not Applicable		
Verification Data: Misunderstanding. During the documentary review, we verified that during the assessment period no workers were affected by HIV/AIDS.		
WT-DIS-23	Are these steps to help workers with HIV / AIDS in line with legal requirements?	
Facility Response:		
WT-DIS-24	Has the facility taken steps to enable workers with infections or illness (other than HIV/AIDS) to retain their work if they were medically able to?	Not Applicable
Facility Response: No		
Verification Selection: Inaccurate		
Corrected Response: Not Applicable		
Verification Data: Misunderstanding. During the documentary review, we verified that no workers were affected by infections or illnesses (other than HIV/AIDS) during the assessment period.		
WT-DIS-25	Are these steps to help workers with infections or illnesses (other than HIV / AIDS) in line with legal requirements?	
Facility Response:		
Other Legal Requirements		
WT-DIS-26	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Discrimination in Worker Treatment?	
Facility Response: No		
Verification Selection: No longer applicable due to verification		
Corrected Response:		

Discipline		
Sub-Section Instructions		
	Discipline refers to the actions supervisory personnel take to correct behavior that does not meet established company rules. The sub-section below includes questions on disciplinary measures, communication methods, record keeping and appeals process.	
Measures		
WT-DISC-1	Are disciplinary measures for workers in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Communication		
WT-DISC-2	When a disciplinary action is initiated against a worker, is that worker always informed?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WT-DISC-3	Do workers sign all written records of disciplinary actions taken against them?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Appeal		
WT-DISC-4	Do workers have the right to respond to and/or appeal any disciplinary decisions without any negative repercussions?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WT-DISC-5	Do workers have the right to consult with and be represented either by a trade union or by worker representatives when evaluating and contesting disciplinary decisions?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Records		
WT-DISC-6	Are written records of disciplinary actions maintained in workers' personnel files?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WT-DISC-7	For how many months are records of disciplinary actions maintained in worker personnel files?	11
Facility Response: 11		
Verification Selection: Accurate		
Other Legal Requirements		
WT-DISC-8	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Discipline?	
Facility Response: No		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Worker Treatment		
Other Legal Requirements		
WT-WOR-1	Is the facility in non-compliance with any legal requirements for Discipline, Harassment and Abuse pertaining to non-production workers and/or sub-contracted workers?	No
Facility Response: No		
Verification Selection: Accurate		
Facility Comments		
WT-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
WORKER INVOLVEMENT		
Number	Question	Final Verified Response
Section Instructions		
Section Instructions		

	Section Description: The purpose of the Worker Involvement section is to understand how the facility involves workers in the improvement process within the facility. From participation in Freedom of Association to Grievance systems, this section seeks to understand the facility's mechanisms in place to facilitate dialogue and action between management and workers. Social and Labor topics within this section include: • Freedom of Association and Collective Bargaining • Worker Representatives • Bipartite committee(s) • Grievance Systems • Worker Feedback • Facility Comments	
FOA & CB		
Sub-Section Instructions		
	Overall International Labor Standard Compliance Guidance: Freedom of association means the right of workers to join together to create organizations (unions) that represent them. It also applies to employer organizations. Collective bargaining is the process of negotiation between unions and employers, usually on working conditions and terms of employment. Both are fundamental rights, and they are linked together. Without freedom of association, collective bargaining cannot work because the views of the workers cannot be properly represented. Workers themselves must be free to choose how they are to be represented, and employers must not interfere in this process. Applicable legal standards include the ILO Core Conventions, C87 Freedom of Association and Protection of the Right to Organize Convention, 1948; C98 Right to Organize and Collective Bargaining Convention 1949, which provide the baseline standards for freedom of association and collective bargaining; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements Other relevant ILO documents: C135 Workers' Representatives Convention, 1971; C154 Collective Bargaining Convention, 1981; R143 Workers' Representatives Recommendation, 1971; R163 Collective Bargaining Recommendation, 1981	
Freedom to Associate		
WI-FOA-1	Are workers free to form a trade union of their choosing?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-2	Are workers free to join a trade union of their choosing?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Trade Unions		
WI-FOA-3	Does the facility have a registered trade union(s) on-site?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-4	NUMBER of registered trade unions in the facility:	1
Facility Response: 1		
Verification Selection: Accurate		
WI-FOA-5	PERCENTAGE of workers that are trade union members:	100
Facility Response: 100		
Verification Selection: Accurate		
WI-FOA-6	Name of union with the largest membership:	Trade Union of BinhThuan NhaBe Garment Joint Stock Company
Facility Response: CÔNG TY CP MAY BÌNH THUẬN NHÀ BÈ		
Verification Selection: Inaccurate		
Corrected Response: Trade Union of BinhThuan NhaBe Garment Joint Stock Company		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WI-FOA-7	Name of the federation or confederation (or both) with which the largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	LaGi Township Labor Confederation
Facility Response: union		
Verification Selection: Inaccurate		
Corrected Response: LaGi Township Labor Confederation		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WI-FOA-8	NUMBER of female union members in the union with the largest membership in the facility	1015
Facility Response: 4351		
Verification Selection: Inaccurate		
Corrected Response: 1015		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WI-FOA-9	NUMBER of male union members in the union with the largest membership in the facility	180
Facility Response: 1450		
Verification Selection: Inaccurate		

Corrected Response: 180		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WI-FOA-10	NUMBER of female union officials in the union with the largest membership in the facility	8
Facility Response: 405		
Verification Selection: Inaccurate		
Corrected Response: 8		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WI-FOA-11	NUMBER of male union officials in the union with the largest membership in the facility	1
Facility Response: 22		
Verification Selection: Inaccurate		
Corrected Response: 1		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WI-FOA-12	Name of union with the 2nd largest membership:	
Facility Response:		
WI-FOA-13	Name of the federation or confederation (or both) with which the 2nd largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	
Facility Response:		
WI-FOA-14	NUMBER of female union members in the union with the 2nd largest membership in the facility	
Facility Response:		
WI-FOA-15	NUMBER of male union members in the union with the 2nd largest membership in the facility	
Facility Response:		
WI-FOA-16	NUMBER of female union officials in the union with the 2nd largest membership in the facility	
Facility Response:		
WI-FOA-17	NUMBER of male union officials in the union with the 2nd largest membership in the facility	
Facility Response:		
WI-FOA-18	Name of union with the 3rd largest membership:	
Facility Response:		
WI-FOA-19	Name of the federation or confederation (or both) with which the 3rd largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	
Facility Response:		
WI-FOA-20	NUMBER of female union members in the union with the 3rd largest membership in the facility	
Facility Response:		
WI-FOA-21	NUMBER of male union members in the union with the 3rd largest membership in the facility	
Facility Response:		
WI-FOA-22	NUMBER of female union officials in the union with the 3rd largest membership in the facility	
Facility Response:		
WI-FOA-23	NUMBER of male union officials in the union with the 3rd largest membership in the facility	
Facility Response:		
WI-FOA-24	Name of union with the 4th largest membership:	
Facility Response:		
WI-FOA-25	Name of the federation or confederation (or both) with which the 4th largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	
Facility Response:		
WI-FOA-26	NUMBER of female union members in the union with the 4th largest membership in the facility	
Facility Response:		
WI-FOA-27	NUMBER of male union members in the union with the 4th largest membership in the facility	
Facility Response:		
WI-FOA-28	NUMBER of female union officials in the union with the 4th largest membership in the facility	
Facility Response:		
WI-FOA-29	NUMBER of male union officials in the union with the 4th largest membership in the facility	
Facility Response:		
WI-FOA-30	Name of union with the 5th largest membership:	

Facility Response:		
WI-FOA-31	Name of the federation or confederation (or both) with which the 5th largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	
Facility Response:		
WI-FOA-32	NUMBER of female union members in the union with the 5th largest membership in the facility	
Facility Response:		
WI-FOA-33	NUMBER of male union members in the union with the 5th largest membership in the facility	
Facility Response:		
WI-FOA-34	NUMBER of female union officials in the union with the 5th largest membership in the facility	
Facility Response:		
WI-FOA-35	NUMBER of male union officials in the union with the 5th largest membership in the facility	
Facility Response:		
WI-FOA-36	For each additional active trade union that is smaller than the 5th largest unions in the facility, provide: • name of the union • name of the federation or confederation with which the union is affiliated, if applicable • number of female union members • number of male union members • number of female union officials • number of male union officials	
Facility Response:		
WI-FOA-37	Can the trade union(s) freely form and join federations and confederations of their choice without interference?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-38	Does the facility require workers to join a trade union?	No
Facility Response: No		
Verification Selection: Accurate		
Trade Union Operations		
WI-FOA-39	Do trade union representatives have access to workers in the workplace?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-40	Does the facility deduct trade union dues from wages in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-41	Is the facility's practice around financial or other support of the union in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-42	Does facility management regularly meet with trade unions to proactively address issues of worker concern?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-43	Is the facility consulting with trade unions in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-44	Are legally required mechanisms for dialogue between the employer and the union(s) in place and functioning in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-45	Are workers provided with a private meeting space at the workplace in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-46	Does the employer allow workers to carry out trade union activities in accordance with applicable legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Interference and Discrimination		

WI-FOA-47	Are workers and workers' representatives free to meet without the presence of management?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-48	Does the facility treat all trade unions equally, or as stipulated by applicable legal requirements?	
Facility Response:		
WI-FOA-49	Has the facility management tried to control, manipulate or interfere with any of the unions in the facility?	No
Facility Response: No		
Verification Selection: Accurate		
WI-FOA-50	Is a job applicant's current or previous trade union membership or trade union activities a factor during the hiring process?	No
Facility Response: No		
Verification Selection: Accurate		
WI-FOA-51	Has the facility engaged in any of these actions due to a worker's trade union membership or activities? (SELECT all that apply with a "X")	
WI-FOA-51-1	Threatened intimidated, or harassed	
Facility Response:		
Verification Selection: Accurate		
WI-FOA-51-2	Punished	
Facility Response:		
Verification Selection: Accurate		
WI-FOA-51-3	Terminated workers or did not renew their contract	
Facility Response:		
Verification Selection: Accurate		
WI-FOA-51-4	None of the above	X
Facility Response: X		
Verification Selection: Accurate		
WI-FOA-52	Were terminations of trade union official(s) (if any) in line with applicable legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Collective Bargaining		
WI-FOA-53	Does the facility refuse to bargain collectively or refuse to bargain in good faith with the union, worker representatives, union federations or confederations?	No
Facility Response: No		
Verification Selection: Accurate		
Non-Union Representative		
WI-FOA-54	If the facility has no trade union, are workers free to choose their non-union representatives?	
Facility Response:		
Collective Bargaining Agreement		
WI-FOA-55	How many Collective Bargaining Agreements (CBAs) are in effect at the facility?	1
Facility Response: 6		
Verification Selection: Inaccurate		
Corrected Response: 1		
Verification Data: Misunderstanding. During the documentary review and interaction with management team we confirmed that there is one effective collective bargaining agreement in the facility.		
WI-FOA-56	Parties to the CBA that covers the greatest number of workers in the workplace:	BinhThuan NhaBe Garment Joint Stock Company and Trade Union of BinhThuan NhaBe Garment Joint Stock Company
Facility Response: 2		
Verification Selection: Inaccurate		
Corrected Response: BinhThuan NhaBe Garment Joint Stock Company and Trade Union of BinhThuan NhaBe Garment Joint Stock Company		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WI-FOA-57	PERCENTAGE of workforce covered by the CBA that covers the greatest number of workers in the workplace:	100
Facility Response: 10		

Verification Selection: Inaccurate		
Corrected Response: 100		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WI-FOA-58	Duration of the CBA that covers the greatest number of workers in the workplace (provide NUMBER value for duration in months):	36
Facility Response: 12		
Verification Selection: Inaccurate		
Corrected Response: 36		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WI-FOA-59	Overview of the issues covered in the CBA that covers the greatest number of workers in the workplace:	Wage & benefit, wage scale, working & break hour, facility commitment.
Facility Response: 5802		
Verification Selection: Inaccurate		
Corrected Response: Wage & benefit, wage scale, working & break hour, facility commitment.		
Verification Data: Misunderstanding. The information was updated on the verification date.		
WI-FOA-60	Parties to the CBA that covers the 2nd greatest number of workers in the workplace:	
Facility Response: 408		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
WI-FOA-61	PERCENTAGE of workforce covered by the CBA that covers the 2nd greatest number of workers in the workplace:	
Facility Response: 10		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
WI-FOA-62	Duration of the CBA that covers the 2nd greatest number of workers in the workplace (provide NUMBER value for duration in months):	
Facility Response: 10		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
WI-FOA-63	Overview of the issues covered in the CBA that covers the greatest 2nd number of workers in the workplace:	
Facility Response: 40		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
WI-FOA-64	Parties to the CBA that covers the 3rd greatest number of workers in the workplace:	
Facility Response: 36		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
WI-FOA-65	PERCENTAGE of workforce covered by the CBA that covers the 3rd greatest number of workers in the workplace:	
Facility Response: 10		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
WI-FOA-66	Duration of the CBA that covers the 3rd greatest number of workers in the workplace (provide NUMBER value for duration in months):	
Facility Response: 12		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
WI-FOA-67	Overview of the issues covered in the CBA that covers the greatest 3rd number of workers in the workplace:	
Facility Response: 30		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
WI-FOA-68	For each additional Collective Bargaining Agreement (CBA) not covered above indicate: • the parties to the CBA • the % of the workforce covered by the CBA • the duration of the CBA (provide NUMBER value for duration in months) • an overview of the issues covered in the CBA	

Facility Response: 10		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
WI-FOA-69	Are provisions within the Collective Bargaining Agreements (CBA) at least as favorable for workers as applicable legislation?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-70	Has the facility not implemented any of the provisions in the CBAs?	No
Facility Response: No		
Verification Selection: Accurate		
WI-FOA-71	Does the facility Inform all workers about CBAs and provide copies in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Industrial Action		
WI-FOA-72	Has the facility ever tried to prevent any workers from participating in a strike?	No
Facility Response: No		
Verification Selection: Accurate		
WI-FOA-73	How many industrial actions/strikes have occurred?	0
Facility Response: 0		
Verification Selection: Accurate		
WI-FOA-74	How many total days were workers on strike (for all strikes during the assessment period):	
Facility Response:		
WI-FOA-75	How many total person days were workers on strike (for all strikes during the assessment period):	
Facility Response:		
WI-FOA-75.1	For each strike, indicate: ● dates of the strike ● why workers went on strike ● whether the strike complied with legal requirements, and if not, which requirements were not complied with (consult applicable legal requirements) ● whether the strike resulted in violence	
Facility Response:		
WI-FOA-76	Did any of the following occur during or after industrial actions/strikes? (SELECT all that apply with a "X")	
WI-FOA-76-1	New workers were hired to replace striking workers during industrial actions/strikes	
Facility Response:		
WI-FOA-76-2	Workers were punished for participating in industrial actions/strikes	
Facility Response:		
WI-FOA-76-3	Security guards, the police, or armed forces were called by the facility to break up the industrial actions/strikes or arrest participating workers	
Facility Response:		
WI-FOA-76-4	None of the above	
Facility Response:		
Other Legal Requirements		
WI-FOA-77	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Freedom of Association and Collective Bargaining?	
Facility Response: No applicable legal requirements		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Workplace Cooperation		
Sub-Section Instructions		
	Beyond the consultations, dialogue and collective bargaining engaged in between trade unions and employers, other measures may be put in place to promote consultation and co-operation between employers and workers. For example, workers may elect (non-union) representatives to engage in dialogue with the employer, and/or facilities may establish bipartite committees, which include both workers' representatives (union or non-union) and employer representatives. Some jurisdictions legally require these types of measures. The questions in this section look at different types of measures to promote workplace cooperation.	
Workers' Representatives		
WI-WOR-1	Are legally required workers' representatives (if any) elected and functioning in line with legal requirements?	No applicable legal requirements

Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No applicable legal requirements		
Verification Data: Misunderstanding. The information was updated on the verification date.		
Interference and Discrimination		
WI-WOR-2	Has the facility threatened, intimidated, harassed, punished, terminated or not renewed worker contracts due to their worker representative role or activities?	No
Facility Response: No		
Verification Selection: Accurate		
Bipartite Committee(s)		
WI-WOR-3	Are there any legally required bipartite committee(s) in place at the facility?	No applicable legal requirements
Facility Response: No applicable legal requirements		
Verification Selection: Accurate		
WI-WOR-4	Are bipartite committee(s) established and functioning in line with legal requirements?	
Facility Response:		
WI-WOR-5	How many members are in the bipartite committee?	
Facility Response:		
WI-WOR-6	How many female members are in the bipartite committee?	
Facility Response:		
WI-WOR-7	How many foreign migrant workers are in the bipartite committee?	
Facility Response:		
WI-WOR-8	How many employer members are in the bipartite committee?	
Facility Response:		
WI-WOR-9	How many worker members are in the bipartite committee?	
Facility Response:		
WI-WOR-10	How many union representatives are in the bipartite committee?	
Facility Response:		
WI-WOR-11	Does the facility observe any of the following practices related to the bipartite committee? (SELECT all that apply with a "X")	
WI-WOR-11-1	Bipartite committee meetings are held on a monthly basis	
Facility Response:		
WI-WOR-11-2	Bipartite committee meetings are held at least quarterly	
Facility Response:		
WI-WOR-11-3	Bipartite committee meeting minutes are shared with the workforce	
Facility Response:		
WI-WOR-11-4	Bipartite committee meeting action items are tracked	
Facility Response:		
WI-WOR-11-5	Bipartite committee communicates complaints and problems shared by workers to upper management	
Facility Response:		
WI-WOR-11-6	None of the above	
Facility Response:		
Other Legal Requirements		
WI-WOR-12	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Workplace Cooperation, Grievances and Disputes?	
Facility Response: No applicable legal requirements		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Grievance Systems		
Sub-Section Instructions		
	Grievance systems provide channels for workers to express their concerns, comments, recommendations, reports or complaints concerning the workplace, and seek redress of their grievances through a complaint management system. These systems should be confidential, unbiased, quick, and non-retaliatory. Grievance systems aim to address complaints quickly and systematically, and to build mutual trust and confidence.	

System		
WI-GRI-1	Does the facility have established grievance handling and dispute resolution procedures?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-GRI-11	If yes, please describe how workers are able to submit grievances:	contact with personal Admin Dept
Facility Response: contact with personal Admin Dept		
Verification Selection: Accurate		
Verification Data: During the documentary review, worker interview and management interview we verified that worker could access to a suggestion box or facility hotline number to submit grievances.		
WI-GRI-2	Are grievance handling and dispute resolution procedures accessible in different languages? (SELECT all that apply with a "X")	
WI-GRI-2-1	Grievance handling and dispute resolution procedures are accessible in all languages spoken at the facility	X
Facility Response: X		
Verification Selection: Accurate		
WI-GRI-2-2	Grievance handling and dispute resolution procedures are accessible in some languages spoken at the facility, but not all	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we verified that grievance handling and dispute resolution procedures are accessible in Vietnamese.		
WI-GRI-21	Please describe which languages are not available in grievance handling and dispute resolution procedures:	
Facility Response: Vietnam		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
WI-GRI-3	Was the grievance mechanism developed through social dialogue between both male and female workers, unions and/or worker representative structures and managers?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-GRI-4	Are workers aware of the processes in place for grievance handling and dispute resolution?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
External Assistance		
WI-GRI-5	Do workers have access to external contacts outside of management that aid in resolving complaints, grievances, harassment or abuse cases?	Yes
Facility Response: No		
Verification Selection: Inaccurate		
Corrected Response: Yes		
Verification Data: Misunderstanding. During the documentary review, worker interview and management interview we verified that workers have access to external contacts outside of management that aid in resolving complaints, grievances, harassment or abuse cases.		
WI-GRI-6	If yes, please confirm which type(s) of contact(s) workers have access to (SELECT all that apply with a "X")	
WI-GRI-6-1	Non-government organizations (NGOs) / Women's groups	X
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: X		
Verification Data: During the documentary review, worker interview and management interview we verified that workers can access to non-government organizations (NGOs) / Women's groups that aid in resolving complaints, grievances, harassment or abuse cases.		
WI-GRI-6-2	Health clinics	X
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: X		
Verification Data: During the documentary review, worker interview and management interview we verified that workers can access to health clinics that aid in resolving complaints, grievances, harassment or abuse cases.		
WI-GRI-6-3	Respected community member(s)	

Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response:		
Verification Data: Not applicable		
WI-GRI-6-4	Local brand representatives	X
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: X		
Verification Data: During the documentary review, worker interview and management interview we verified that workers can access to local brand representatives that aid in resolving complaints, grievances, harassment or abuse cases.		
WI-GRI-6-5	Union representatives	X
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: X		
Verification Data: During the documentary review, worker interview and management interview we verified that workers can access to union representatives that aid in resolving complaints, grievances, harassment or abuse cases.		
WI-GRI-6-6	Worker representatives	X
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: X		
Verification Data: During the documentary review, worker interview and management interview we verified that workers can access to worker representatives that aid in resolving complaints, grievances, harassment or abuse cases.		
WI-GRI-6-7	Local law enforcement or government agency	X
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: X		
Verification Data: During the documentary review, worker interview and management interview we verified that workers can access to local law enforcement or government agency that aid in resolving complaints, grievances, harassment or abuse cases.		
WI-GRI-6-8	Legal services	
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response:		
Verification Data: During the documentary review, worker interview and management interview we verified that workers can access to Legal services that aid in resolving complaints, grievances, harassment or abuse cases.		
WI-GRI-6-9	Other	
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response:		
Verification Data: Not applicable		
WI-GRI-6.1	If other, please describe:	
Facility Response:		
Settlement		
WI-GRI-7	How are complaints and grievances settled? (SELECT all that apply with a "X")	
WI-GRI-7-1	Settled directly between the worker and their immediate supervisor	X
Facility Response: X		
Verification Selection: Accurate		
WI-GRI-7-2	Settled with the assistance of additional stakeholders/departments (i.e. the Human Resources (HR) department, Unions, Worker Representative, etc.)	X
Facility Response: X		
Verification Selection: Accurate		
WI-GRI-7.1	Please describe which stakeholders/departments assist with the settlement:	During the documentary review, worker interview and interaction with management team we verified that human resource department and union assist with the settlement.
Facility Response: Admin and Laborer/manage		
Verification Selection: Inaccurate		

Corrected Response:		
Verification Data: During the documentary review, worker interview and interaction with management team we verified that human resource department and union assist with the settlement.		
WI-GRI-7-3	There are options for senior management review if direct settlement with the supervisor or additional stakeholders/departments has failed	X
Facility Response: X		
Verification Selection: Accurate		
WI-GRI-7-4	Workers have the right to respond to and/or appeal the settlement	X
Facility Response: X		
Verification Selection: Accurate		
WI-GRI-7-5	None of the above	
Facility Response:		
Verification Selection: Accurate		
WI-GRI-8	Are grievances and disputes resolved in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Retaliation		
WI-GRI-9	Are managers and supervisors held accountable for ensuring that there are no negative consequences towards workers who report grievances?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Records		
WI-GRI-10	Are written records of complaints and grievances and the management's response maintained for at least 12 months?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-GRI-11	If yes, how many complaints and grievances were received by female workers?	0
Facility Response: 0		
Verification Selection: Accurate		
WI-GRI-12	If yes, how many complaints and grievances were received by male workers?	0
Facility Response: 0		
Verification Selection: Accurate		
Worker Feedback		
WI-WORK-1	How does the facility engage with workers to proactively seek suggestions and feedback? (SELECT all that apply with an "X"):	
WI-WORK-1-1	Phone Hotlines	
Facility Response:		
WI-WORK-1-2	Website Forms	
Facility Response:		
WI-WORK-1-3	Surveys (in-person or online)	
Facility Response:		
WI-WORK-1-4	Team Meetings	
Facility Response:		
WI-WORK-1-5	Company Town Halls	
Facility Response:		
WI-WORK-1-6	Other	
Facility Response:		
WI-WORK-1-7	None of the above	
Facility Response:		
WI-WORK-2	Are written records of suggestions and feedback maintained for at least 12 months?	
Facility Response:		
WI-WORK-3	If yes, how many suggestions and feedback received by the facility addressed topics related to women's rights in the workplace?	
Facility Response:		

Facility Comments		
WI-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
HEALTH & SAFETY		
Number	Question	Final Verified Response
Section Instructions		
Section Instructions		
	Section Description: The purpose of this section is to understand the facility's social and labor practices with respect to Health and Safety in the facility's operations. Facilities include those involved in production of goods, and also those involved in operations related to the product, e.g. distribution. The term "production" should not be seen as limiting to production of goods only, but rather general operations of the facility. Social and Labor topics within this section include: <ul style="list-style-type: none"> • General Work Environment • Building Safety • Risk Assessment • HS Policy • HS Committee • HS Worker Engagement • Emergency Preparedness • Flammable/Combustible Materials • Chemicals/Hazardous Substances • Worker Protection • Materials Handling and Storage • Electrical Safety • First Aid/Medical • Contractor Safety • Dormitories • Canteens • Childcare • Children • Facilities • Facility Comments 	
Health & Safety		
Sub-Section Instructions		
	Overall International Labor Standard Compliance Guidance: Improvements in occupational safety and health enhance productivity by reducing the number of interruptions in the manufacturing process, by reducing absences, by decreasing the number of accidents and by improving work efficiency. Safety is preventative. The cooperation of workers and employers is essential. While the government has obligations outlined in the ILO Conventions, Protocols, and Recommendations, employers and workers also have responsibilities and rights to ensure occupational safety and health. ILO Conventions and Recommendation on Occupational Health: https://www.ilo.org/global/topics/safety-and-health-at-work/areasofwork/occupational-health/WCMS_108547/lang--en/index.htm ILO Codes of Practice and Guides on Occupational Health: https://www.ilo.org/global/topics/safety-and-health-at-work/areasofwork/occupational-health/WCMS_117570/lang--en/index.htm	
General Work Environment		
Temperature and Ventilation		
HS-GEN-1	Does the facility have any inhalation (airborne) exposure hazards (particulates/ dust/ fibers/ fumes)?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility did not have any inhalation (airborne) exposure hazards.		
HS-GEN-11	If yes, please describe what inhalation (airborne) exposure hazards are present:	
Facility Response:		
HS-GEN-2	Are temperature and ventilation systems maintained in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the temperature and ventilation systems were maintained.		
HS-GEN-3	Are facility temperature and ventilation in line with applicable legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the temperature in this facility is suitable for the industrial and working condition.		
Air Quality		
HS-GEN-4	Does the facility monitor indoor air quality?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility monitored indoor air quality.		
Lighting		
HS-GEN-5	Is facility lighting in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		

Verification Data: From the site tour, document review and employee interview, we confirmed that adequate lighting provided in all the workplace and lighting quality meets the legal standards. The recent working environment test was conducted on July 27, 2022.		
Noise Levels		
HS-GEN-6	Is noise level testing performed at the facility?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility well monitored noise level in the workplaces. The recent working environment test was conducted on July 27, 2022.		
HS-GEN-7	Is the facility's practice to test noise levels in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility well monitored noise level in the workplaces. The recent working environment test was conducted on July 27, 2022.		
HS-GEN-8	Are noise levels in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility well monitored noise level in the workplaces. The recent working environment test was conducted on July 27, 2022.		
Cleanliness, Sanitation & Waste		
HS-GEN-9	Is the workplace clean and tidy?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the workplace was clean and tidy.		
HS-GEN-10	Are the facility's sanitation practices in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility's sanitation practices were in line with legal requirements.		
HS-GEN-11	Are the facility's waste disposal practices in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility's waste disposal practices were in line with legal requirements. The facility provided adequate trash for living waste, industrial waste and hazardous waste.		
HS-GEN-12	Are waste disposal/discharge permits available and up to date?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that: + The wastewater discharging permit No.1493/GP - UBND was issued by authority on June 13, 2018 with 5 years validation.		
HS-GEN-13	Does the facility have written procedures for classification, collection, and disposal of waste?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility has a written procedure for waste classification.		
HS-GEN-14	Are there cases where trash, debris, or empty containers have accumulated to the point where they pose a safety hazard or obstruct exits?	No
Facility Response: No		
Verification Selection: Accurate		
HS-GEN-15	Does the facility have a current contract with an authorized agency to safely and legally dispose of hazardous waste?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility has signed a contract with PEDACO ENVIROMENT JSC for hazardous of waste collecting and disposal on September 28, 2021 with 2 years validation.		
HS-GEN-16	Did the facility maintain waste disposal records, including documentation of the final destination?	Yes
Facility Response: No		
Verification Selection: Inaccurate		
Corrected Response: Yes		

Verification Data: Misunderstanding. From the site tour, document review and employee interview, we confirmed that the facility well maintained inventory kind of waste. Report submitted once a year as per legal requirement.		
HS-GEN-17	Is burning of waste done on-site?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility did not burn waste onsite.		
HS-GEN-17.1	If yes, please describe how burning of waste is controlled:	
Facility Response:		
Toilet / Restroom		
HS-GEN-18	Are toilets in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility had 25 toilets for male, and 43 toilets for female. All to iletS were cleaned.		
HS-GEN-19	Are toilets clean, and sanitized on a regular basis?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility had 25 toilets for male, and 43 toilets for female. All to iletS were cleaned.		
HS-GEN-20	Are separate restrooms provided for males and females?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the employees can access to adequate and functional toilets that separated for male 25 sets and female 43 sets.		
HS-GEN-21	Does the facility provide hand washing facilities equipped with clean water and soap, along with a sanitary way for drying hands after washing them?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility provides hand washing facilities with clean water and soap, along with a sanitary way for drying hands after washing them.		
HS-GEN-22	Does the facility have a sufficient number of toilets for the number of workers?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility had 25 toilets for male, and 43 toilets for female. All to iletS were cleaned.		
HS-GEN-23	Are restrooms regularly stocked with necessary supplies?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility provides hand washing facilities with clean water and soap, along with a sanitary way for drying hands after washing them.		
Toilet / Restroom Access		
HS-GEN-24	Are workers allowed access to toilets/restrooms at any time?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the workers are allowed access to toilets/restrooms at any time.		
Drinking Water		
HS-GEN-25	Does the facility provide workers with free, potable drinking water?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the employees can access to clean drinking water at no cost. The drinking water was test by authority on June 17, 2022.		
HS-GEN-26	Does the facility provide workers with potable drinking water in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the employees can access to clean drinking water at no cost. The drinking water was test by authority on June 17, 2022.		

Drinking Water Access		
HS-GEN-27	Are workers allowed access to drinking water at any time?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the employees can access to clean drinking water at no cost. The drinking water was test by authority on June 17, 2022.		
Building Safety		
Permits and Certificates		
HS-BUI-1	Are building/construction, structural safety and fire permits and certificates in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that:+ The construction permit No. 293/ GPXD was approved on September 7, 2009+ The final acceptance of building completion was issued on August 25, 2015+ The Approval for fire safety and firefighting design No. 1085/TD - PCCC was issued on September 11, 2006+ The Approval for fire safety and firefighting design No. 1544/TD - PCCC was issued on July 10, 2009+ The Pre-acceptance test of fire prevention and fighting system was issued on December 22, 2006+ The Pre-acceptance test of fire prevention and fighting system was issued on June 28, 2010		
Structure		
HS-BUI-2	Do approved building plans reflect the current building's structure and use?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the all buildings are consist with approval plans.		
HS-BUI-3	Have there been and/or are there currently cases of concern about the physical integrity and stability of the facility?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that there's no case of concerned about the physical integrity.		
HS-BUI-3.1	If yes, please describe what type of concerns were made regarding the physical integrity and stability of the facility:	
Facility Response:		
HS-BUI-4	Are facility doors, exits and stairs in line with legal requirements?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that doors of 1 of the safety exits in the fabric warehouse were sliding doors; however, all these doors were fixed open by locking devices during working hours.		
Non-Compliance: X		
Legal Reference: According to Construction Standard: TCXD 276: 2003, Point 8.7		
Floors		
HS-BUI-5	Does the facility have any of the following safety measures in place for flooring? (SELECT all that apply with a "X")	
HS-BUI-5-1	Measures are in place to prevent workers from slipping on floors due to poor construction or lack of maintenance	X
Facility Response: Not Applicable		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. From the site tour, document review and employee interview, we confirmed that the facility regular monitors the workplace to prevent employees from slipping on floor due to poor construction or lack of maintenance.		
HS-BUI-5-2	Measures are in place to prevent standing water due to inadequate drainage	X
Facility Response: X		
Verification Selection: Accurate		
HS-BUI-5-3	Measures are in place to prevent floor openings and/or holes missing covers/suitable barriers	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility regular monitors building safety both indoor either outdoor to prevent floor openings or holes missing cover. Observed from the site tour, all the holes were properly covered and the open floors were install barriers such as waste water treatment plant.		
HS-BUI-5-4	None of the above	

Facility Response:		
Verification Selection: Accurate		
Stairs and Raised Platforms		
HS-BUI-6	Does the facility have any of the following safety measures in place for stairs and raised platforms? (SELECT all that apply with a "X")	
HS-BUI-6-1	Exposed overhead working surfaces (such as working docks, mezzanine floors, exposed platforms) have adequate guardrails and fencing	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that all working floors have adequate guardrail and fencing.		
HS-BUI-6-2	All stairways are equipped with hand railings in good condition	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the stairways are equipped with hand railings and are in good condition.		
HS-BUI-6-3	All facility stairway steps are even	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that all stairway steps are evenly.		
HS-BUI-6-4	All facility step surfaces are made from slip resistant materials or have anti-slip protection (i.e. anti-slip stickers or embossed/rough surfaces)	X
Facility Response: X		
Verification Selection: Accurate		
HS-BUI-6-5	Protection from falling objects underneath graded surfaces	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility's step surfaces were made from slip resistant materials.		
HS-BUI-6-6	None of the above	
Facility Response:		
Verification Selection: Accurate		
Fall Protection		
HS-BUI-7	Has the facility taken legally required measures to protect workers from falls from heights?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-BUI-8	Does the facility have any of the following safety measures in place for fall protection? (SELECT all that apply with a "X")	
HS-BUI-8-1	Workers use fall protection when needed	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that employees used fall protection when needed.		
HS-BUI-8-2	Fall protection equipment is in good condition	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the fall protection equipment was in good condition.		
HS-BUI-8-3	Fall protection equipment is stored properly in a designated location	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the fall protection equipment is stored properly in a designated location.		
HS-BUI-8-4	Workers are trained on the proper use of fall protection equipment	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that workers are trained on the proper use of fall protection equipment.		

HS-BUI-8-5	High working areas have walls, fences, or other barriers (or workers wear fall protection at all times when working in these areas)	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the high working areas have walls, fences and barriers.		
HS-BUI-8-6	Not Applicable	
Facility Response:		
Verification Selection: Accurate		
HS-BUI-8-7	None of the above	
Facility Response:		
Verification Selection: Accurate		
Elevators		
HS-BUI-9	Does the facility have elevators (lifts)?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that there are 2 elevators in the facility.		
HS-BUI-10	Does the facility have any of the following safety measures in place for elevators? (SELECT all that apply with a "X")	
HS-BUI-10-1	Elevators (lifts) are inspected regularly	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that elevators are inspected regularly.		
HS-BUI-10-2	Elevator's load capacity (i.e. number of people/kg/lbs.) is clearly displayed in all elevators	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that elevator's load capacity is clearly displayed in all elevators.		
HS-BUI-10-3	All elevators have a sign warning against their use in cases of emergency (i.e. "Do not use elevator in cases of emergency")	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that all elevators have a sign warning against their use in cases of emergency.		
HS-BUI-10-4	Safety devices have been fitted on elevator doors to prevent them from opening unless the elevator is present	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that safety devices have been fitted on elevator doors to prevent them from opening unless the elevator is present.		
HS-BUI-10-5	Elevators are wired to be inoperable when elevator doors are open	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that elevators are wired to be inoperable when elevator doors are open.		
HS-BUI-10-6	None of the above	
Facility Response:		
Verification Selection: Accurate		
HS-BUI-11	Are elevators (lifts) in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that all elevators were in line with legal requirements.		
Confined Spaces		
HS-BUI-12	Does the facility have confined spaces?	Yes
Facility Response: No		
Verification Selection: Inaccurate		
Corrected Response: Yes		

Verification Data: Misunderstanding. The information was updated on the verification date.		
HS-BUI-13	In line with legal requirements, are any of the confined spaces permit required?	Yes
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response: Yes		
Verification Data: The information was updated on the verification date.		
HS-BUI-14	Does the facility have any of the following safety measures in place for confined spaces? (SELECT all that apply with a "X")	
HS-BUI-14-1	Each confined space has signs indicating they are a confined space	X
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response: X		
Verification Data: The information was updated on the verification date.		
HS-BUI-14-2	Each confined space has the appropriate protections to ensure no accidental entry	X
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response: X		
Verification Data: The information was updated on the verification date.		
HS-BUI-14-3	Each confined space has authorized entry-only access	X
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response: X		
Verification Data: The information was updated on the verification date.		
HS-BUI-14-4	Workers/Contractors that enter confined spaces do so only when appropriate measures have been taken to protect them from any physical hazards present	X
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: X		
Verification Data: The information was updated on the verification date.		
HS-BUI-14-5	Workers/Contractors that enter confined spaces do so when the atmosphere is safe and the air has been tested when needed	X
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response: X		
Verification Data: The information was updated on the verification date.		
HS-BUI-14-6	Workers/Contractors who enter the confined spaces know and understand how to do so safely	
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response:		
Verification Data: Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that the facility had not provided the training of Group 3 for 1 worker working in the confined space area.		
Non-Compliance: X		
Legal Reference: According to Law No.84/2015/QH13, Article 14 & Decree 44/2016/ND – CP, Article 14, Clause 3.		
HS-BUI-14-7	Rescue equipment ready for use	X
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
HS-BUI-14-8	None of the above	
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
PCB		

HS-BUI-15	Has the facility conducted an assessment to identify if equipment contains PCB?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility has conducted an assessment to identify if equipment contains PCB.		
HS-BUI-16	If equipment contains PCB, does the facility have all of the following safety measures in place: • Equipment containing PCB is inspected and labeled accordingly • Workers who work with or around equipment containing PCB understand the hazards of PCBs?	Yes
Facility Response: Not Applicable		
Verification Selection: Inaccurate		
Corrected Response: Yes		
Verification Data: Misunderstanding. The information was updated on the verification date.		
Asbestos		
HS-BUI-17	Does the facility have safety measures in place regarding asbestos? (SELECT all that apply with a "X")	
HS-BUI-17-1	Facility has performed an asbestos exposure assessment	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility has performed an asbestos exposure assessment.		
HS-BUI-17-2	Facility has taken the proper steps to ensure that workers are not exposed to asbestos	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility has taken the proper steps to ensure that workers are not exposed to asbestos.		
HS-BUI-17-3	Materials containing asbestos/asbestos exposure areas are labeled as such	Not Applicable
Facility Response: Not Applicable		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility did not have materials containing asbestos/asbestos exposure areas.		
HS-BUI-17-4	None of the above	
Facility Response:		
Verification Selection: Accurate		
On-site Vehicles		
HS-BUI-18	Is there on-site vehicle traffic at the facility?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-BUI-19	Does the facility have safety measures in place regarding on-site vehicle traffic (SELECT all that apply with a "X")	
HS-BUI-19-1	Only authorized people/vehicles are allowed to drive on-site	X
Facility Response: X		
Verification Selection: Accurate		
HS-BUI-19-2	Vehicles are driven at an appropriate speed	X
Facility Response: X		
Verification Selection: Accurate		
HS-BUI-19-3	Traffic lanes and walk paths are clearly marked	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. From the site tour, document review and employee interview, we confirmed that traffic lanes and walk paths are NOT marked.		
HS-BUI-19-4	Vehicles are in good working condition	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that vehicles are in good working condition.		
HS-BUI-19-5	Only authorized, trained, and qualified people drive vehicles	X
Facility Response: X		

Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that only authorized, trained, and qualified people drive vehicles.		
HS-BUI-19-6	Vehicles are used for purposes for which they are intended and designed	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that vehicles are used for purposes for which they are intended and designed.		
HS-BUI-19-7	Facility provides visual management such as indicators, convex mirrors in dead ends, reflectors, etc., to ensure safe driving practices on facility premises	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that facility provides visual management such as indicators, convex mirrors in dead ends, reflectors, etc., to ensure safe driving practices on facility premises.		
HS-BUI-19-8	None of the above	
Facility Response:		
Verification Selection: Accurate		
Risk Assessment		
HS-RIS-1	Has the facility conducted a health and safety risk assessment?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the facility conducted a health and safety risk assessment as legally required.		
HS-RIS-2	Has the facility conducted a health and safety risk assessment in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-RIS-3	When was the last risk assessment conducted?	Within the last 12 months
Facility Response: Within the last 6 months		
Verification Selection: Inaccurate		
Corrected Response: Within the last 12 months		
Verification Data: Misunderstanding. From the site tour, document review and employee interview, we confirmed that the facility conducts a health and safety risk assessment every year.		
HS-RIS-4	Is the risk assessment updated if new machinery, processes, chemicals or construction are introduced to the facility?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS Policy		
HS-HSP-1	Is there a written occupational health and safety policy in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the site tour, document review and employee interview, we confirmed that the occupational health and safety policy was established and updated on January 4, 2022.		
Qualified HS Staff		
HS-QUA-1	Does the facility comply with legal requirements regarding qualified OSH staff?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that the factory assigned 1 full-time OSH officers who were qualified.		
HS Committee		
HS-HSC-1	Does the facility have an occupational safety and health (OSH) committee?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that the occupational safety and health (OSH) committee was established on January 2, 2019 with 6 members.		
HS-HSC-2	Is the OSH Committee formed and functioning in line with legal requirements?	Yes

Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that the occupational safety and health (OSH) committee was established on January 2, 2019 with 6 members.		
HS-HSC-3	How many members are in the OSH committee?	6
Facility Response: 24		
Verification Selection: Inaccurate		
Corrected Response: 6		
Verification Data: Misunderstanding. The information was updated on the verification date.		
HS-HSC-4	How many female members are in the OSH committee?	3
Facility Response: 24		
Verification Selection: Inaccurate		
Corrected Response: 3		
Verification Data: Misunderstanding. The information was updated on the verification date.		
HS-HSC-5	How many foreign migrant worker members are in the OSH committee?	
Facility Response:		
HS-HSC-6	How many employer members are in the OSH committee?	1
Facility Response: 23		
Verification Selection: Inaccurate		
Corrected Response: 1		
Verification Data: Misunderstanding. The information was updated on the verification date.		
HS-HSC-7	How many worker members are in the OSH committee?	2
Facility Response: 24		
Verification Selection: Inaccurate		
Corrected Response: 2		
Verification Data: Misunderstanding. From the document review and employee interview, we confirmed that there are 2 worker members are in the OSH committee.		
HS-HSC-8	How many union representatives are in the OSH committee?	1
Facility Response: 25		
Verification Selection: Inaccurate		
Corrected Response: 1		
Verification Data: Misunderstanding. The information was updated on the verification date.		
HS-HSC-9	Does the facility observe any of the following practices related to the OSH committee? (SELECT all that apply with a "X")	
HS-HSC-9-1	Safety committee meetings are held on a monthly basis	X
Facility Response: X		
Verification Selection: Accurate		
HS-HSC-9-2	Safety committee meetings are held at least quarterly	X
Facility Response: X		
Verification Selection: Accurate		
Legal Reference: From the document review and employee interview, we confirmed that the safety committee meetings are held at least quarterly. The latest meeting was conducted on 16, 2022.		
HS-HSC-9-3	Safety committee meeting minutes are shared with the workforce	X
Facility Response: X		
Verification Selection: Accurate		
HS-HSC-9-4	Safety committee meeting action items are tracked	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that the safety committee meeting action items are tracked.		
HS-HSC-9-5	Safety committee communicates complaints and problems shared by workers about OHS to upper management	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that the safety committee communicates complaints and problems shared by workers about OHS to upper management.		

HS-HSC-9-6	Upper management recognizes/ accepts the safety committee	X
Facility Response: X		
Verification Selection: Accurate		
HS-HSC-9-7	Safety committee meets to review safety issues, track corrective actions and identify opportunities for further improvement of safety conditions	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that the safety committee meets to review safety issues, track corrective actions and identify opportunities for further improvement of safety conditions.		
HS-HSC-9-8	None of the above	
Facility Response:		
Verification Selection: Accurate		
HS Worker Engagement		
HS Cooperation Mechanisms		
HS-HSW-1	Are mechanisms to ensure cooperation between workers and management on occupational safety and health matters formed and functioning in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Emergency Preparedness		
Emergency Response Plan		
HS-EME-1	Does the facility have a written Emergency Response Plan?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that the facility had a written Emergency Response Plan.		
HS-EME-2	Is an annual review of the Emergency Response Plan conducted to ensure accurate capture and handling of all possible emergency situations?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Fire Detection and Alarm		
HS-EME-3	Does the facility have a fire detection (e.g., smoke/heat detector) system in place?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that the facility installed 237 fire detectors.		
HS-EME-4	Is the fire detection system in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that the facility installed 237 fire detectors.		
HS-EME-5	Does the facility have an emergency alarm system in place to notify workers of emergencies?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that the facility has installed 237 fire alarm buttons to notify workers of emergencies. Moreover, it is functional during testing.		
HS-EME-6	Is the emergency alarm system in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that the facility has installed 237 fire alarm buttons to notify workers of emergencies. Moreover, it is functional during testing.		
HS-EME-7	Does the facility have any of the following safety measures in place related to the emergency alarm system? (SELECT all that apply with a "X")	
HS-EME-7-1	Emergency alarm system is fully functioning	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that the emergency alarm system is fully functioning.		
HS-EME-7-2	Emergency alarm system is regularly maintained and inspected/ tested	X

Facility Response: X		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that the emergency alarm system was monthly checked by the internal team and records were kept.		
HS-EME-7-3	Emergency alarm system can be heard and seen across all facility areas	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that the emergency alarm system can be heard and seen across all facility areas.		
HS-EME-7-4	Emergency alarm system buttons/switches/pull stations are easily identified and accessible	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that the emergency alarm system buttons are easily identified and accessible.		
HS-EME-7-5	Emergency alarm system is fitted with a back-up power source (e.g., battery back-up)	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that the emergency alarm system is fitted with a back-up power source.		
HS-EME-7-6	Emergency alarm system is automatic and centralized	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that emergency alarm system is automatic and centralized.		
HS-EME-7-7	Emergency alarm system is distinct from regular alarms	X
Facility Response: X		
Verification Selection: Accurate		
HS-EME-7-8	None of the above	
Facility Response:		
Verification Selection: Accurate		
Fire-fighting Equipment		
HS-EME-8	Does the facility have legally required fire fighting equipment?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that the facility had not equipped sprinkler systems in Building #2 (workshop 4&5) as legally required.		
Non-Compliance: X		
Legal Reference: According to TCVN 3890:2009, Art. 7.11 & Appendix C; TCVN 2622: 1995		
HS-EME-8.1	Please describe the types of fire fighting equipment used and in which areas of the facility the fire fighting equipment is present:	fire extinguisher; automatic shower
Facility Response: fire extinguisher; automatic shower		
Verification Selection: Accurate		
Verification Data: fire extinguisher, fire hose		
HS-EME-9	Does the facility regularly test and service fire extinguishers in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-EME-10	Does the facility have any of the following safety measures in place related to fire-fighting equipment? (SELECT all that apply with a "X")	
HS-EME-10-1	Fire-fighting equipment is clearly marked and equipped with instructions on how to operate	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During facility tour and as confirmed by the facility management, we noted that the factory had not equipped the waste warehouse with automatic fire extinguishers.		
Non-Compliance: X		

Legal Reference: According to TCNV 3890:2009, Article 5.1.3		
HS-EME-10-2	Certified fire resistant doors and fire resistant walls are in use in production units	X
Facility Response: X		
Verification Selection: Accurate		
HS-EME-10-3	None of the above	
Facility Response:		
Verification Selection: Accurate		
HS-EME-11	Has the facility trained workers to use fire-fighting equipment in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that the facility has trained workers to use fire-fighting equipment in line with legal requirements.		
Evacuation Markings		
HS-EME-12	Does the facility have legally required posted evacuation plans, markings (or plot plans), pathways and emergency lighting?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that the contents of 1 of the evacuation plans in Workshop #2 did not include the locations of firefighting equipment and the viewer.		
Non-Compliance: X		
Legal Reference: According to the Circular No. 149/2020/TT-BCA, Article 5, Point 2		
Emergency Exits		
HS-EME-13	Are there at least 2 emergency exits from all work stations and rest areas, and on every floor?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that there are at least 2 emergency exits from all work stations.		
HS-EME-14	Are all emergency exits clearly marked?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that the language shown on 2 of the evacuation signs in the production workshop and the fabric warehouse were not in Vietnamese.		
Non-Compliance: X		
Legal Reference: According to TCNV 3890:2009, Article 10, Point 10.1.5		
HS-EME-15	Are all emergency exits accessible, unobstructed and unlocked during working hours (including over time) and lead to a place of safety?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that all emergency exits were accessible, unobstructed and unlocked during working hours.		
HS-EME-16	Does the facility have any of the following additional safety measures in place related to emergency exits? (SELECT all that apply with a "X")	
HS-EME-16-1	Emergency exits are illuminated and visible when it is dark or there is smoke	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that emergency exits are illuminated and visible when it is dark or there is smoke. Moreover, it is functional during testing.		
HS-EME-16-2	Emergency exit doors open outwards or are securely kept open during working hours	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that all emergency exits were opened outward as legally required.		
HS-EME-16-3	Doors that are not exits are clearly marked as "Not an Exit"	X
Facility Response: X		
Verification Selection: Accurate		

Verification Data: From facility tour, the document review and employee interview, we confirmed that doors that are not exits are clearly marked as "Not an Exit".		
HS-EME-16-4	Emergency exit lighting has a back-up battery providing continuous lighting within a timeframe	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that emergency exit lighting has a back-up battery providing continuous lighting within a timeframe.		
HS-EME-16-5	None of the above	
Facility Response:		
Verification Selection: Accurate		
HS-EME-17	Are emergency exits in line with other legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From facility tour, the document review and employee interview, we confirmed that all emergency exits were at least 1 meter of wide and 2 meter s of high, which is complied with legal requirements.		
Evacuation Procedures		
HS-EME-18	Does the facility conduct regular emergency drills for all workers in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that the facility conducted fire drill with police on December 31, 2021 and internal evacuation drill on July 25, 2022. The facility has planned to conduct an annually fire drill on January 2023.		
HS-EME-19	Does the facility have any of the following measures in place related to emergency drills? (SELECT all that apply with a "X")	
HS-EME-19-1	Emergency drills are unannounced	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. From the document review and employee interview, we confirmed that emergency drills are announced.		
HS-EME-19-2	Emergency drills cover all shifts, floors, and buildings associated with the facility	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that emergency drills cover all shifts, floors, and buildings associated with the facility.		
HS-EME-19-3	Every worker evacuates	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that all employees were attended on fire drill.		
HS-EME-19-4	All workers know their primary evacuation route and their secondary route if the primary route is blocked	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that all workers know their primary evacuation route and their secondary route if the primary route is blocked.		
HS-EME-19-5	Facility has designated emergency assembly areas/meeting points which are large enough to safely accommodate all workers	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that the facility has designated emergency assembly areas/meeting points which are large enough to safely accommodate all workers.		
HS-EME-19-6	Workers meet at assembly/meeting points	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that workers meet at assembly/meeting points.		
HS-EME-19-7	All power is turned off	X
Facility Response: X		
Verification Selection: Accurate		
HS-EME-19-8	Doors and windows are closed	X

Facility Response: X		
Verification Selection: Accurate		
HS-EME-19-9	Staff monitors/leads are present to listen and watch to ensure all alarms work properly and all workers are evacuated as planned	X
Facility Response: X		
Verification Selection: Accurate		
HS-EME-19-10	There is a system in place to account for all workers during an emergency evacuation	X
Facility Response: X		
Verification Selection: Accurate		
HS-EME-19-11	There is an assessment after the drill to learn how to improve the evacuation process	X
Facility Response: X		
Verification Selection: Accurate		
HS-EME-19-12	Emergency drills are documented in a written log	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that emergency drills are documented in a written log.		
HS-EME-19-13	None of the above	
Facility Response:		
Verification Selection: Accurate		
HS-EME-20	Are emergency evacuation procedures in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that the emergency evacuation procedures were established on January 4, 2022.		
Response Team		
HS-EME-21	Does the facility have its own Fire Brigade/Emergency Response Team of designated workers with special responsibilities for fire safety?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that Fire Brigade/Emergency Response Team was established with 27 members and was trained on July 29, 2022 with 2 years validation.		
HS-EME-22	Does the facility have any of the following measures in place related to a Fire Brigade/Emergency Response Team? (SELECT all that apply with a "X")	
HS-EME-22-1	Members of the Fire Brigade/Emergency Response Team undergo both initial and refresher trainings on their responsibilities	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that Fire Brigade/Emergency Response Team was established with 27 members and was trained on July 29, 2022 with 2 years validation.		
HS-EME-22.1	Please describe when and how often members of the Fire Brigade/Emergency Response Team undergo both initial and refresher trainings on their responsibilities:	Misunderstanding. Firefighters receive initial training at the time of enlistment to earn a Fire Training Certificate. The certificate will be renewed every 5 years. Fire crew members are trained annually with professional fire police during the facility's fire drills.
Facility Response: once a month		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. Firefighters receive initial training at the time of enlistment to earn a Fire Training Certificate. The certificate will be renewed every 5 years. Fire crew members are trained annually with professional fire police during the facility's fire drills.		
HS-EME-22-2	Members of the Fire Brigade/Emergency Response Team have the appropriate equipment to fight fires (including the correct PPE, e.g., breathing apparatus)	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that the facility provided the safety equipment to fire fighting team.		
HS-EME-22-3	None of the above	
Facility Response:		

Verification Selection: Accurate		
HS-EME-23	Is the facility accessible to fire response and emergency response vehicles?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Legal Reference: From the document review and employee interview, we confirmed that the facility was accessible to fire response and emergency response vehicles.		
Flammable and Combustible Materials		
HS-FLA-1	Are flammable/combustible materials safely stored?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the document review and employee interview, we confirmed that flammable/combustible materials were safely stored.		
HS-FLA-2	Are possible sources of ignition sufficiently safeguarded?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Chemicals and Hazardous Substances		
HS-CHE-1	Does the facility use chemicals and/or hazardous substances?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the facility used chemicals.		
HS-CHE-2	Has all legally required action been taken to assess, monitor, prevent and limit workers' exposure to chemicals and hazardous substances?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Misunderstanding. During the document check and as confirmed by the facility management, we noted that the facility did not organize rehearsals on the response to chemical emergencies developed in the plan in the presence of representatives of the central or local specialized authorities annually as legally required.		
Non-Compliance: X		
Legal Reference: According to Decree 113/2017/ND-CP, Article 20, Clause 8, Point c & Law No. 06/QH12, Article 37		
Storage		
HS-CHE-3	Does the facility maintain an inventory of all chemicals and hazardous substances used in the workplace in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the facility maintained an inventory of all chemicals and hazardous substances used in the workplace.		
HS-CHE-4	Are Safety Data Sheets ("SDS", formerly MSDS) available for all chemicals used in the workplace in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the MSDS was posted in the chemical warehouse.		
HS-CHE-5	Are chemicals and hazardous substances stored in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that all chemical tanks were labeled and placed on secondary containers.		
HS-CHE-6	Are chemicals and hazardous substances labeled in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that all chemical tanks were labeled and placed on secondary containers.		
HS-CHE-7	Does the facility have any additional safety measures in place related to the storage of chemicals and hazardous substances? (SELECT all that apply with a "X")	
HS-CHE-7-1	Chemical storage areas are appropriately designed, constructed and located for the safe storage of chemicals and hazardous substances	X

Facility Response: X		
Verification Selection: Accurate		
HS-CHE-7-2	Chemical storage areas have measures in place to prevent unauthorized entry	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that chemical storage areas have measures in place to prevent unauthorized entry.		
HS-CHE-7-3	When not in use, all chemical containers are properly capped and stored away so as to prevent spillage, leakage, and unsafe exposure to workers	X
Facility Response: X		
Verification Selection: Accurate		
HS-CHE-7-4	Chemical storage areas with flammable chemicals are equipped with an automatic fire extinguishing system	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that chemical storage areas with flammable chemicals are equipped with an automatic fire extinguishing system.		
HS-CHE-7-5	In cases of emergency, there are easy entry(ies) and exit(s) to all chemical storage areas	X
Facility Response: X		
Verification Selection: Accurate		
HS-CHE-7-6	Chemical storage areas have an alarm notification system	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that chemical storage areas had an alarm notification system.		
HS-CHE-7-7	None of the above	
Facility Response:		
Verification Selection: Accurate		
Handling		
HS-CHE-8	Are workers trained on chemical hazards and safe work practices particular to their job assignment in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the worker who contacted with chemical was trained by authority on June 14, 2022 with 2 years validation.		
HS-CHE-9	Does the facility have any of the following measures in place to ensure the safe handling of chemicals and hazardous substances? (SELECT all that apply with a "X")	
HS-CHE-9-1	Training records on chemical use and handling and disposal and spill cleanup are maintained for the last 12 months	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that training on chemical use and handling and disposal and spill cleanup was provided to employee on May 4, 2022.		
HS-CHE-9-2	Appropriate containers are used for dispensing all chemicals	X
Facility Response: X		
Verification Selection: Accurate		
HS-CHE-9-3	Written procedures are in place for reporting and responding to chemical spills inside the production area	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that written procedures for reporting and responding to chemical spills inside the production area was established.		
HS-CHE-9-4	A complete spill kit (appropriate for the types and use of chemicals in the facility) is available for use	X
Facility Response: X		
Verification Selection: Accurate		
HS-CHE-9-5	Chemicals are not disposed of in waste bin containers which are generally used for food and drink	X
Facility Response: X		

Verification Selection: Accurate		
HS-CHE-9-6	None of the above	
Facility Response:		
Verification Selection: Accurate		
HS-CHE-10	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?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-CHE-11	Does the facility have any of the following safety measures in place regarding eyewash stations and showers? (SELECT all that apply with a "X")	
HS-CHE-11-1	Eyewash stations and showers are clearly identifiable	X
Facility Response: X		
Verification Selection: Accurate		
HS-CHE-11-2	Eyewash stations and showers are easy to access	X
Facility Response: X		
Verification Selection: Accurate		
HS-CHE-11-3	Eyewash stations and showers are clear of clutter/debris	X
Facility Response: X		
Verification Selection: Accurate		
HS-CHE-11-4	Eyewash stations and showers use potable water at the right temp and pressure	X
Facility Response: X		
Verification Selection: Accurate		
HS-CHE-11-5	Eyewash stations and showers are regularly inspected	X
Facility Response: X		
Verification Selection: Accurate		
HS-CHE-11-6	None of the above	
Facility Response:		
Verification Selection: Accurate		
HS-CHE-12	Have any workers been exposed to a chemical at a level which surpassed the "Threshold Limit Value" outlined in legal requirements?	No
Facility Response: No		
Verification Selection: Accurate		
Gas Cylinders		
HS-CHE-13	Does the facility use compressed gas cylinders?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-CHE-14	Does the facility have any of the following safety measures in place related to compressed gas cylinders? (SELECT all that apply with a "X")	
HS-CHE-14-1	All compressed gas cylinders are secure from accidental tipping/falling	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that all compressed gas cylinders are secure from accidental tipping/falling		
HS-CHE-14-2	All compressed gas cylinders have closed valves when not in use	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that all compressed gas cylinders have closed valves when not in use		
HS-CHE-14-3	Compressed gas cylinders are transported safely	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that compressed gas cylinders are transported safely.		
HS-CHE-14-4	Compressed gas cylinders are stored away from heat and other fire sources	X
Facility Response: X		
Verification Selection: Accurate		

Verification Data: From the factory tour, document review and employee interview, we confirmed that compressed gas cylinders are stored away from heat and other fire sources.		
HS-CHE-14-5	Compressed gas cylinders are only used by qualified workers	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that compressed gas cylinders are only used by qualified workers.		
HS-CHE-14-6	Compressed gas cylinders are labeled and segregated	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that compressed gas cylinders are labeled and segregated.		
HS-CHE-14-7	Compressed gas cylinders are stored in an enclosed cage	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that compressed gas cylinders are stored in an enclosed cage.		
HS-CHE-14-8	Compressed gas cylinders are connected with fixed piping	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that compressed gas cylinders are connected with fixed piping.		
HS-CHE-14-9	None of the above	
Facility Response:		
Verification Selection: Accurate		
Other Legal Requirements		
HS-CHE-15	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Chemicals and Hazardous Substances?	No applicable legal requirements
Facility Response: No applicable legal requirements		
Verification Selection: Accurate		
Worker Protection		
Imminent Danger		
HS-WOR-1	Are workers subject to negative consequences if they remove themselves from work situations that they believe present an imminent and serious danger to life or health?	No
Facility Response: No		
Verification Selection: Accurate		
Special Categories		
HS-WOR-2	Are pregnant and nursing workers protected against safety and health risks in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Personal Protective Equipment (PPE)		
HS-WOR-3	Are workers provided with Personal Protective Equipment (PPE) in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that workers was provided with Personal Protective Equipment.		
HS-WOR-4	Are PPE and clothing paid for by the facility for all workers?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that PPE and clothing were paid for by the facility for all workers.		
HS-WOR-5	Are workers trained and encouraged to use personal protective equipment in line with legal requirements?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Misunderstanding. During the document check and as confirmed by the facility management, we noted that the facility did not provide training of Group III for 3 workers in the cutting workshop as legally required.		
Non-Compliance: X		

Legal Reference: According to Decree 140/2018/ND-CP, Article 17, Point 3 & Decree 44/2016, Article 17 & Circulars 06/2020/TT – BLDTBXH)		
HS-WOR-5.1	Please describe how often workers are trained on proper use of personal protective equipment:	Once a year
Facility Response: fire protection		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Once a year		
HS-WOR-6	Does the facility have any of the following measures in place related to Personal Protective Equipment (PPE)? (SELECT all that apply with a "X")	
HS-WOR-6-1	PPE equipment and clothing provided is in good condition and replaced as needed to ensure effectiveness and protect workers from identified hazards	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that PPE equipment and clothing provided are in good condition.		
HS-WOR-6-2	PPE is the correct size for all workers	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that PPE is the correct size for all workers.		
HS-WOR-6-3	PPE equipment (such as hearing protection) is provided where noise levels approach or exceed the equivalent dose of 85 decibels (dB) for 8 hours	X
Facility Response: X		
Verification Selection: Accurate		
HS-WOR-6-4	PPE equipment and clothing provided is consistently and effectively used by workers	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that the facility had provided all relevant PPE to workers as per job requirements at no cost. However, 1 of the workers in cleaning room was not using PPE while working as legally required.		
Non-Compliance: X		
Legal Reference: According to Labor Code 45/2019/QH14, Article 134		
HS-WOR-6-5	Warnings (either through verbal or written communication) are used to ensure that workers use PPE equipment and clothing	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that warnings are posted in the production workshop to ensure that workers use PPE equipment and clothing.		
HS-WOR-6-6	Penalties (monetary or otherwise) are used to ensure that workers use PPE equipment and clothing	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. From the factory tour, document review and employee interview, we confirmed that penalties (monetary or otherwise) are NOT used to ensure that workers use PPE equipment and clothing.		
HS-WOR-6.1	Please describe the penalties (monetary or otherwise) used by the facility to ensure that workers use PPE equipment and clothing:	
Facility Response: deduction bonus		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
HS-WOR-6-7	The facility ensures the appropriate and safe storage of PPE equipment and clothing on-site	X
Facility Response: X		
Verification Selection: Accurate		
HS-WOR-6-8	None of the above	
Facility Response:		
Verification Selection: Accurate		
Machinery and Equipment		
HS-WOR-7	Are legally required guards properly installed and maintained on all dangerous machinery and equipment?	Yes
Facility Response: Yes		

Verification Selection: Accurate		
HS-WOR-8	Does the facility have legally required and up to date permits/ certificates/ licenses for the installation/ operation/ maintenance of special machines and equipment (e.g., electrical installations, generator, boiler, other pressure vessels, lifting equipment, elevators and/or welding)?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that:+ 4 air-compressor machines were inspected by authority on April 7, 2021 with 2 years validation.+ 2 boiler machined were inspected by authority on April 7, 2021 with 2 years validation.+ 2 elevators were inspected by authority on April 7, 2021 with 2 years validation.		
HS-WOR-9	Do operators/ technicians for machinery, equipment, electrical installations, boiler, lifting equipment, and/or welding have legally required license/ permit/ certification/ training?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that:+ 5 air-compressor operators were trained and qualified by authority on June 13, 2022 with 2 years validation.+ 4 boiler operators were trained and qualified by authority on June 14, 2022 with 2 years validation.+ 3 elevator operator s were trained and qualified by authority on June 13, 2022 with 2 years validation.		
HS-WOR-10	Does the facility have any of the following safety measures in place related to machinery and equipment? (SELECT all that apply with a "X")	
HS-WOR-10-1	Machinery and equipment have a functioning lockout/tagout program, if applicable	X
Facility Response: X		
Verification Selection: Accurate		
HS-WOR-10-2	Worker machinery and equipment training records are maintained for at least the last 12 months	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the worker machinery and equipment training records are maintained for at least the last 12 months.		
HS-WOR-10-3	Machinery and equipment have safety instructions displayed or posted in the facility in workers' language(s)	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that the facility had not labelled the emergency stop button for 1 of the automatic cutting machines in the production workshop in the local language.		
Non-Compliance: X		
Legal Reference: According to Labor Code 45/2019/QH14, Article 134		
HS-WOR-10-4	None of the above	
Facility Response:		
Verification Selection: Accurate		
HS-WOR-11	Does the facility use laser or radiation producing equipment?	No
Facility Response: No		
Verification Selection: Accurate		
HS-WOR-11.1	If yes, please describe what type of laser or radiation equipment is used in the facility:	
Facility Response:		
HS-WOR-12	Does the facility have any of the following safety measures in place related to laser/radiation equipment? (SELECT all that apply with a "X")	
HS-WOR-12-1	Laser/radiation equipment is maintained and regularly inspected	
Facility Response:		
HS-WOR-12-2	Laser/radiation equipment have the appropriate protection	
Facility Response:		
HS-WOR-12-3	Laser/radiation equipment has the appropriate signs	
Facility Response:		
HS-WOR-12-4	Workers working with radiation sources are protected and not exposed to more than three rems/year	
Facility Response:		
HS-WOR-12-5	Workers that work with laser/radiation-producing equipment understand why and how to operate the equipment safely	
Facility Response:		
HS-WOR-12-6	None of the above	

Facility Response:		
HS-WOR-13	Is laser and radiation producing equipment in line with legal requirements?	
Facility Response:		
Ergonomics		
HS-WOR-14	Does the facility have ergonomic measures in place that consider the requirements of both women and men?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-WOR-15	Does the facility have any of the following safety measures in place related to ergonomics? (SELECT all that apply with a "X")	
HS-WOR-15-1	Facility has a system for identifying, evaluating and minimizing risks from physically demanding work to prevent work-related injuries and health impacts	X
Facility Response: X		
Verification Selection: Accurate		
HS-WOR-15-2	Workers are rotated to reduce exposure to repetitive tasks	X
Facility Response: X		
Verification Selection: Accurate		
HS-WOR-15-3	Workers can take short ergonomic breaks during the work day	X
Facility Response: X		
Verification Selection: Accurate		
HS-WOR-15-4	Facility provides adjustable workstations to accommodate individual worker needs	
Facility Response:		
HS-WOR-15-5	Facility provides adjustable equipment to accommodate individual worker needs	
Facility Response:		
HS-WOR-15-6	Facility provides training on ergonomic factors and good practices to prevent and/or reduce injuries	
Facility Response:		
HS-WOR-15-7	None of the above	
Facility Response:		
Verification Selection: Accurate		
HS-WOR-16	Are ergonomic measures in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Hot Work		
HS-WOR-17	Does the facility perform any type of "hot work" (i.e. welding, soldering etc.)?	No
Facility Response: No		
Verification Selection: Accurate		
HS-WOR-17.1	If yes, please describe what type of hot work is performed in the facility:	
Facility Response:		
HS-WOR-18	Is hot work performed in line with legal requirements?	
Facility Response:		
HS-WOR-19	Does the facility have any of the following safety measures in place related to hot work? (SELECT all that apply with a "X")	
HS-WOR-19-1	The facility has performed a risk assessment of where heat exposure may be significant	
Facility Response:		
HS-WOR-19-2	Shields are in place to protect workers from radiant heat sources	
Facility Response:		
HS-WOR-19-3	Workers who are exposed to heat/radiation are given rest breaks and/or rotations	
Facility Response:		
HS-WOR-19-4	Facility has implemented basic medical surveillance techniques to monitor workers who are exposed to heat sources	
Facility Response:		
HS-WOR-19-5	None of the above	
Facility Response:		
Materials Handling and Storage		

Storage		
HS-MAT-1	Does the facility have any of the following safety measures in place related to storage areas? (SELECT all that apply with a "X")	
HS-MAT-1-1	Storage racks and shelving has been secured to permanent structures	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that storage racks and shelving have been secured to permanent structures.		
HS-MAT-1-2	Lighting in storage areas is protected or explosion proof	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that lighting in storage areas is protected.		
HS-MAT-1-3	Facility storage racks have adequate strength to support existing loads	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the facility storage racks have adequate strength to support existing loads.		
HS-MAT-1-4	None of the above	
Facility Response:		
Verification Selection: Accurate		
HS-MAT-2	Are fuel storage tanks designed and handled in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that fuel storage tanks were designed and handled in line with legal requirements.		
Ladders		
HS-MAT-3	Does the facility use portable ladders?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the facility did not use portable ladders.		
HS-MAT-4	Does the facility have any of the following safety measures in place related to portable ladders? (SELECT all that apply with a "X")	
HS-MAT-4-1	Portable ladders have been inspected for damage and maintenance	
Facility Response: X		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
HS-MAT-4-2	Ladders have locking devices so that they are secure when open or in use	
Facility Response: X		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
HS-MAT-4-3	Workers are trained to place ladders on a secure, even surface when in use	
Facility Response: X		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
HS-MAT-4-4	The facility prohibits tying or fastening together ladders to achieve additional height	
Facility Response: X		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
HS-MAT-4-5	The facility prohibits placing ladders in front of any doors that may or may not be locked or guarded	
Facility Response: X		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
HS-MAT-4-6	The facility prohibits using ladders in the horizontal position as a platform or scaffolding	

Facility Response: X		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
HS-MAT-4-7	Ladders are secured when not in use	
Facility Response: X		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
HS-MAT-4-8	None of the above	
Facility Response:		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Forklifts		
HS-MAT-5	Does the facility have forklifts (or other types of lifting equipment)?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the facility did not have forklifts.		
HS-MAT-6	Does the facility have any of the following safety measures in place related to forklifts (and other types of lifting equipment)? (SELECT all that apply with a "X")	
HS-MAT-6-1	Fork lifts are inspected and maintained on a regular basis	
Facility Response:		
HS-MAT-6-2	Forklift trucks have warning lights and audible signals for reverse travel	
Facility Response:		
HS-MAT-6-3	Facility prohibits overloading materials on forklift trucks	
Facility Response:		
HS-MAT-6-4	The facility prohibits using forklifts to lift workers so that they can perform activities at higher heights	
Facility Response:		
HS-MAT-6-5	The facility prohibits locating battery charging areas for electric forklift trucks close to storage areas of combustible materials	
Facility Response:		
HS-MAT-6-6	Forklift routes are clearly marked	
Facility Response:		
HS-MAT-6-7	Forklifts are parked in designated location(s) when not in use	
Facility Response:		
HS-MAT-6-8	None of the above	
Facility Response:		
Safety Warnings		
HS-SAF-1	Are legally required safety warnings posted in the workplace?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Electrical Safety		
Safety Warnings		
HS-ELE-1	Do safety warning labels exist on all electrical equipment?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Electrical Panels		
HS-ELE-2	Are there any instances of unsafe maintenance related to electrical panels / control panels / distribution boards? (SELECT all that apply with a "X")	
HS-ELE-2-1	Electrical panels are not easy to access, blocked, and not sufficiently separated from work areas	
Facility Response:		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that electrical panels are easy to access, blocked, and sufficiently separated from work areas.		

HS-ELE-2-2	Electrical panels including circuit breakers are not adequately labeled	
Facility Response:		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that electrical panels including circuit breakers are adequately labeled.		
HS-ELE-2-3	Electrical panels including circuit breakers are not in line with legal requirements	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. During the factory tour and as confirmed by the facility management, we noted that 1 of electrical cabinets in the air compressor room was not equipped with a warning sign as legally required.		
Non-Compliance: X		
Legal Reference: According Law No. 28/2004/QH11, Article 57		
HS-ELE-2-4	Electrical panels / control panels / distribution boards are not well maintained and not fully enclosed in non-flammable material	
Facility Response:		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that electrical panels / control panels / distribution boards are well maintained and fully enclosed in non-flammable material.		
HS-ELE-2-5	Circuit breakers are not installed in the electrical panel box	
Facility Response:		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that circuit breakers are installed in the electrical panel box.		
HS-ELE-2-6	Electrical circuits show indications of overheating or burning due to being overloaded	
Facility Response:		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that electrical circuits did not show indications of overheating or burning due to being overloaded.		
HS-ELE-2-7	Switches, plugs and junction boxes are not covered and wires are exposed	
Facility Response:		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that switches, plugs and junction boxes are covered and wires are exposed.		
HS-ELE-2-8	Electrical wirings are not insulated in non-flammable material, and are exposed	
Facility Response:		
Verification Selection: Accurate		
HS-ELE-2-9	None of the above	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
Electrical Wiring		
HS-ELE-3	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")	
HS-ELE-3-1	Switches, plugs and junction boxes are covered so that no wires are exposed	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that switches, plugs and junction boxes are covered so that no wires are exposed.		
HS-ELE-3-2	Electrical wirings are insulated in non-flammable material	X
Facility Response: X		
Verification Selection: Accurate		
HS-ELE-3-3	Electrical wirings are adequately maintained and damage free	X
Facility Response: X		
Verification Selection: Accurate		

HS-ELE-3-4	Electrical wirings are in a safe place (i.e. not on the floor)	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that electrical wirings are in a safe place.		
HS-ELE-3-5	Electrical wirings are properly grounded (i.e. with electrical panels, metal conduits etc.)	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that electrical wirings are properly grounded.		
HS-ELE-3-6	Electrical wires, cables, switches, plugs and equipment (e.g. transformer, generator) are in line with legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
HS-ELE-3-7	None of the above	
Facility Response:		
Verification Selection: Accurate		
Maintenance		
HS-ELE-4	Is electrical equipment inspection and maintenance carried out by a certified, competent and authorized entity (i.e. is the electrician licensed) in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that there are 2 electricians who were qualified by authority.		
HS-ELE-5	Does the facility maintain records of electrical equipment maintenance activities?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the facility maintains records of electrical equipment maintenance activities.		
HS-ELE-6	Does the facility conduct maintenance on live electrical equipment?	No
Facility Response: No		
Verification Selection: Accurate		
Machinery		
HS-ELE-7	Is all of the machinery equipment grounded in line with legal requirements (including production equipment, compressors, transformer, generator, etc.)?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the lightning protection inspection was conducted April 21, 2022 with 1 year validation.		
HS-ELE-8	Are Ground Fault Circuit Interrupters (GFCI) outlets used in wet environments?	Not Applicable
Facility Response: Not Applicable		
Verification Selection: Accurate		
HS-ELE-9	Are machinery and lighting connected to the appropriate type of power source/industrial connections?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that machinery and lighting was connected to the appropriate type of power source/industrial connections.		
High Voltage Areas		
HS-ELE-10	Is access to high voltage areas and generator areas restricted to authorized personnel only?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that access to high voltage areas and generator areas was restricted to authorized personnel only.		
HS-ELE-11	Are any materials stored in high voltage areas?	No
Facility Response: No		
Verification Selection: Accurate		
Sub-Station		

HS-ELE-12	Is there an electrical power sub-station on-site at the facility?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-ELE-13	Is the sub-station in line with legal requirements or fire-rated construction?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Emergency Systems		
HS-ELE-14	Is a lightning protector/arrestor system installed on the building?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-ELE-15	Is the lightning protector/arrestor system in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-ELE-16	Is the back-up emergency power system working and in good condition?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Compressors and Generators		
HS-ELE-17	Are the belt areas of compressors and generators fully enclosed and guarded?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the belt areas of compressors and generators were fully enclosed and guarded.		
First Aid and Medical		
First-aid		
HS-FIR-1	Does the facility comply with legal requirements for any of the following related to first aid? (SELECT all that apply with a "X")	
HS-FIR-1-1	First-aid kits are sufficient in number	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that first-aid kits are sufficient in number.		
HS-FIR-1-2	First-aid kits are sufficiently maintained (fully stocked and without expired items)	X
Facility Response: X		
Verification Selection: Accurate		
HS-FIR-1-3	First aid kits are clearly marked and readily accessible	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that first aid kits are clearly marked and readily accessible.		
HS-FIR-1-4	Facility trains a sufficient number of workers in first aid	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the first aid team had 52 members who were trained by authority on July 25, 2022 with 1 year validation.		
HS-FIR-1-5	First aid training records are retained	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the first aid team had 52 members who were trained by authority on July 25, 2022 with 1 year validation.		
HS-FIR-1-6	None of the above	
Facility Response:		
Verification Selection: Accurate		
Health Checks		
HS-FIR-2	Are specialized health checks conducted for workers performing high-risk activities (i.e. radiation, chemicals, loud machinery etc.)?	Yes
Facility Response: Yes		

Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that health checks of workers were conducted every 6 months. The last time was conducted on June 24, 2022.		
HS-FIR-3	Are health checks of workers conducted in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that health checks of workers were conducted every 6 months. The last time was conducted on June 24, 2022.		
HS-FIR-4	Is documentation of health checks maintained and up to date?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Medical Treatment		
HS-FIR-5	Are on-site medical facilities/clinic(s) and staff in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that there is a clinic room with the nurse. Moreover, the facility has signed health care service contract with Thien Phu Clinic Center from January 1, 2017 to December 21, 2022 to take care the health of employee in emergency case.		
HS-FIR-6	Does the facility have any of the following measures in place related to on-site medical treatment? (SELECT all that apply with a "X")	
HS-FIR-6-1	Medical facilities/clinic(s) are provided with supplies and equipment for the injuries expected	X
Facility Response: X		
Verification Selection: Accurate		
HS-FIR-6-2	Medical facilities/clinics are kept clean and sanitary	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that medical facilities/clinics are kept clean and sanitary.		
HS-FIR-6-3	Medical facilities/clinics are in operation during all working hours, including overtime	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that medical facilities/clinics are in operation during all working hours, including overtime.		
HS-FIR-6-4	Medical facilities/clinic(s) have an appointed doctor/nurse	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
HS-FIR-6-5	Medical facilities/clinic(s) are equipped for maternal healthcare	X
Facility Response: X		
Verification Selection: Accurate		
HS-FIR-6-6	Medicines stored in medical facilities/clinics are kept under lock and key and only accessible by medical personnel	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that medicines stored in medical facilities/clinics are kept under lock and key and only accessible by medical personnel.		
HS-FIR-6-7	None of the above	
Facility Response:		
Verification Selection: Accurate		
Medical Treatment Access		
HS-FIR-7	Are workers allowed access to on-site medical facilities at any time?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that workers are allowed access to on-site medical facilities at any time.		
Contagious Diseases		

HS-FIR-8	Does the facility have a written plan for handling outbreaks of contagious diseases?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the facility had a written plan for handling outbreaks of contagious diseases.		
HS-FIR-9	What health and safety measures does the facility have to prevent the spread of contagious diseases? (SELECT all that apply with a "X")	
HS-FIR-9-1	Handwashing/sanitizing stations	X
Facility Response: X		
Verification Selection: Accurate		
HS-FIR-9-2	Workstations are more than 6ft apart	X
Facility Response: X		
Verification Selection: Accurate		
HS-FIR-9-3	Physical barriers between workstations	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. From the factory tour, document review and employee interview, we confirmed that there were no physical barriers between workstations.		
HS-FIR-9-4	Temperature checks or other health scans as workers enter the workplace	
Facility Response:		
Verification Selection: Accurate		
HS-FIR-9-5	Training for workers on preventing the spread of contagious diseases	X
Facility Response: X		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the factory provides training for workers on preventing the spread of contagious diseases.		
HS-FIR-9-6	Providing workers with additional PPE (e.g. masks, gloves) specifically to prevent the spread of contagious diseases	X
Facility Response: X		
Verification Selection: Accurate		
HS-FIR-9-7	Other	
Facility Response:		
Verification Selection: Accurate		
HS-FIR-9.1	If other, please describe:	
Facility Response:		
HS-FIR-9-8	Not Applicable	
Facility Response:		
Verification Selection: Accurate		
HS-FIR-9-9	None of the above	
Facility Response:		
Verification Selection: Accurate		
Work-related Accidents and Diseases		
HS-FIR-10	Does the facility record work-related accidents and diseases and report them to the competent authority in line with legal requirements?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Misunderstanding. During the document check and as confirmed by the facility management, we noted that the facility did not send the statistical reports on occupational accidents and serious safety threat to the labor authority of province every 6 month and every year as legally required.		
Non-Compliance: X		
Legal Reference: According to Law No. 84/2015/QH13, Article 36, Point 1.		
HS-FIR-11	Were records of all work-related injuries, fatalities, accidents and incidents retained for at least 12 months?	Yes
Facility Response: Yes		

Verification Selection: Accurate		
HS-FIR-12	Number of work-related injuries that resulted in at least three days of absence from work:	0
Facility Response: 0		
Verification Selection: Accurate		
HS-FIR-13	Number of work-related injuries that resulted in less than three days of absence from work:	0
Facility Response: 0		
Verification Selection: Accurate		
HS-FIR-14	Number of work-related dangerous occurrences in the last 12 months (e.g. collapse, partial collapse, explosions, electrical fire, etc.):	0
Facility Response: 0		
Verification Selection: Accurate		
HS-FIR-15	Number of commuting injuries in the last 12 months:	0
Facility Response: 0		
Verification Selection: Accurate		
HS-FIR-16	Number of work-related diseases in the last 12 months:	0
Facility Response: 0		
Verification Selection: Accurate		
HS-FIR-17	Does the facility have an established accident investigation procedure to effectively determine root cause(s) and corrective actions?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: From the factory tour, document review and employee interview, we confirmed that the facility had an established accident investigation procedure to effectively determine root cause(s) and corrective actions.		
HS-FIR-18	Does the facility comply with occupational safety and health-related legal requirements on HIV/AIDS?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Contractor Safety		
HS-CON-1	Does the facility use contractor personnel to perform maintenance work?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-CON-2	Does the facility have any of the following safety measures in place, when appropriate, regarding contractor safety? (SELECT all that apply with a "X")	
HS-CON-2-1	Facility verifies that contractor personnel have appropriate qualifications and licenses for work being performed	X
Facility Response: X		
Verification Selection: Accurate		
HS-CON-2-2	Facility provides contractor personnel with a safety orientation	X
Facility Response: X		
Verification Selection: Accurate		
HS-CON-2-3	Facility monitors contracted personnel to ensure they perform work in a safe and legal manner	X
Facility Response: X		
Verification Selection: Accurate		
HS-CON-2-4	Scaffolding is used in a safe way (i.e. secured to a permanent structure, able to carry intended load etc.)	X
Facility Response: X		
Verification Selection: Accurate		
HS-CON-2-5	Excavation and/or trenching work is performed in a safe way (i.e. will not damage or disrupt underground utilities, storage tanks, or other facilities)	X
Facility Response: X		
Verification Selection: Accurate		
HS-CON-2-6	A fire extinguisher is provided by the facility when hot works are performed (i.e. if the contractor did not bring their own)	X
Facility Response: X		
Verification Selection: Accurate		

HS-CON-2-7	If chemicals are brought into the facility, contractors submit the relevant Safety Data Sheets ("SDS", formerly named MSDS) for review	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
HS-CON-2-8	None of the above	
Facility Response:		
Verification Selection: Accurate		
Dormitories		
HS-DOR-1	Are building/construction, structural safety and fire permits and certificates for housing/dormitories in line with legal requirements?	
Facility Response:		
HS-DOR-2	Does the facility have any of the following measures in place regarding housing/dormitories? (SELECT all that apply with a "X")	
HS-DOR-2-1	Housing/dormitories are separate from the production and warehouse areas (even though they may be in the same compound/industrial park)	
Facility Response:		
HS-DOR-2-2	Housing/dormitories are clean	
Facility Response:		
HS-DOR-2-3	Housing/dormitories provide a separate bed for each worker	
Facility Response:		
HS-DOR-2-4	Housing/dormitories have minimum space dimensions in line with applicable legal requirements	
Facility Response:		
HS-DOR-2-5	Beds are arranged in tiers not more than two	
Facility Response:		
HS-DOR-2-6	Housing/dormitories are lit in line with applicable legal requirements	
Facility Response:		
HS-DOR-2-7	Housing/dormitories are ventilated in line with applicable legal requirements	
Facility Response:		
HS-DOR-2-8	Housing/dormitories are protected against heat, cold, and dampness in line with applicable legal requirements	
Facility Response:		
HS-DOR-2-9	Housing/dormitories are protected against noise in line with applicable legal requirements	
Facility Response:		
HS-DOR-2-10	Housing/dormitories are protected against disease carrying animals or insects in line with applicable legal requirements	
Facility Response:		
HS-DOR-2-11	Housing/dormitories cooking and storage facilities are in line with applicable legal requirements	
Facility Response:		
HS-DOR-2-12	Housing/dormitories offer workers adequate privacy	
Facility Response:		
HS-DOR-2-13	Housing/dormitories have free and potable water in line with applicable legal requirements	
Facility Response:		
HS-DOR-2-14	Housing/dormitories have legally required toilets, showers, sewage and garbage disposal system	
Facility Response:		
HS-DOR-2-15	Dormitories/ rooms, toilet and bathing facilities are marked, and segregated by gender	
Facility Response:		
HS-DOR-2-16	Housing/dormitories are protected from fire in line with applicable legal requirements	
Facility Response:		
HS-DOR-2-17	Housing/dormitories are prepared for emergencies in line with applicable legal requirements	
Facility Response:		
HS-DOR-2-18	Housing/dormitories provide provisions for pregnant and nursing mothers	
Facility Response:		

HS-DOR-2-19	Housing/dormitories having trained security personnel	
Facility Response:		
HS-DOR-2-20	None of the above	
Facility Response:		
HS-DOR-3	Are housing/dormitories in line with all other health and safety legal requirements?	
Facility Response:		
Canteens		
HS-CAN-1	Are canteens in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-CAN-2	Does the facility have any of the following safety measures in place regarding canteen / eating areas? (SELECT all that apply with a "X")	
HS-CAN-2-1	Canteen / eating areas are separate from the production areas (even though they may be in the same compound/industrial park)	X
Facility Response: X		
Verification Selection: Accurate		
HS-CAN-2-2	Canteen / eating areas are protected from the elements and provide adequate seating, tables and lighting	X
Facility Response: X		
Verification Selection: Accurate		
HS-CAN-2-3	Food preparation, storage, and eating areas are kept clean, safe, and hygienic (including temperature, ventilation, light, noise etc.)	X
Facility Response: X		
Verification Selection: Accurate		
HS-CAN-2-4	Food is prepared in a manner that reduces the potential for foodborne illnesses	X
Facility Response: X		
Verification Selection: Accurate		
HS-CAN-2-5	Food service workers receive annual medical examinations to ensure they are healthy and free from communicable diseases	X
Facility Response: X		
Verification Selection: Accurate		
HS-CAN-2-6	Food service workers handling food are trained about and follow food safety and proper hygiene rules	X
Facility Response: X		
Verification Selection: Accurate		
HS-CAN-2-7	Food service workers have valid health/sanitation certificates/permits, as legally required	X
Facility Response: X		
Verification Selection: Accurate		
HS-CAN-2-8	None of the above	
Facility Response:		
Verification Selection: Accurate		
Childcare		
HS-CHI-1	Are on-site childcare facilities in line with legal requirements?	Not Applicable
Facility Response: Not Applicable		
Verification Selection: Accurate		
HS-CHI-2	Does the facility have any of the following measures in place regarding on-site childcare facilities? (SELECT all that apply with a "X")	
HS-CHI-2-1	Childcare facilities are on the ground floor	
Facility Response:		
HS-CHI-2-2	Childcare facilities are kept clean, safe, and hygienic (including temperature, ventilation, light, noise etc.)	
Facility Response:		
HS-CHI-2-3	Childcare facilities are provided with adequate supplies and infrastructure (i.e. food, recreational items, washroom, feeding area etc.)	
Facility Response:		

HS-CHI-2-4	Childcare staff go through an appropriate pre-work screening process	
Facility Response:		
HS-CHI-2-5	Childcare staff are present in sufficient numbers to ensure the safety and well-being of the number of children present	
Facility Response:		
HS-CHI-2-6	Capacity of the childcare facility is sufficient to cover the need of all workers	
Facility Response:		
HS-CHI-2-7	A system is in place to ensure that children are only released to parents or other authorized adult/guardians	
Facility Response:		
HS-CHI-2-8	None of the above	
Facility Response:		
Children		
Presence on Work Floor		
HS-CHIL-1	Are children below the legal minimum age for employment allowed in the production area, even if they are not working?	No
Facility Response: No		
Verification Selection: Accurate		
Facilities		
HS-FAC-1	Does the facility provide all legally required facilities?	No applicable legal requirements
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No applicable legal requirements		
Verification Data: Misunderstanding. The information was updated on the verification date.		
Health and Safety		
Other Legal Requirements		
HS-HEAL-1	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Health & Safety?	No applicable legal requirements
Facility Response: No applicable legal requirements		
Verification Selection: Accurate		
HS-HEAL-2	Is the facility in non-compliance with any legal requirements for Health & Safety pertaining to non-production workers and/or sub-contracted workers?	No
Facility Response: No		
Verification Selection: Accurate		
Facility Comments		
HS-FACI-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
TERMINATION		
Number	Question	Final Verified Response
Section Instructions		
Section Instructions		
	Section Description: The purpose of the Termination section is to understand the facility's social and labor practices in the final stages of employment. Termination is the voluntary or involuntary ending of the employment relationship. Termination is typically voluntary in cases of resignation or retirement and involuntary in cases of dismissal or layoffs. Social and Labor topics within this section include: • Forced Labor • Employment Practices • Discrimination • Facility Comments	
Forced Labor		
Sub-Section Instructions		

Overall International Labor Standard Compliance Guidance: Forced labor is work exacted under the menace of penalty and for which the person has not offered him/herself voluntarily. Forced labor violates the basic human right to work in freedom and freely choose one's work. Two elements must be present in addition to labor, which refers to all types of work, service and employment, whether formal or informal, regardless of industry or sector. Labour does not include compulsory education or compulsory vocational training, however, trainings required in connection with employment would be considered labor. 1) The first element is that the worker must be subject to threat of penalty. Look for coercion on the part of the employer (e.g., action taken to control, manipulate, deceive and/or override a person's will). However, bear in mind that for vulnerable workers, a relatively small amount of coercion may lead to forced labor. For example, workers who are migrants, pregnant or from ethnic minorities often are vulnerable and therefore may be more susceptible to forced labor. Some possible examples of penalties that could be imposed or threatened include: • Beatings, torture or sexual assault; • Restrictions on freedom of movement, e.g., prohibiting workers from leaving the workplace or living accommodation; • Financial penalties, e.g., burdening workers with unmanageable debt or delaying wage payments to keep workers on the job; • Reporting workers to the authorities (police, immigration, etc.); • Deportation, for example in the case of migrants in irregular situations; • Denying workers access to their personal documents; • Termination or exclusion from future employment; • Exclusion from community and social life; • Refusal of food, shelter or other necessities; • Transfer to worse working conditions, and • Removal of rights or privileges. Coercion is an indicator of forced labor regardless of whether it occurs during regular hours or overtime. Subjecting workers to the coercive tactics listed below under the Coercion compliance point would be an indicator of forced labor, even if the tactics were used solely to force workers to work overtime. In a limited set of circumstances, forced labor also can arise when workers are forced to work overtime through economic coercion. The Forced Labour and Overtime compliance point addresses those situations. 2) The second element of forced labor is that the worker has not accepted the work voluntarily. Workers must freely consent to accept the work and they must be free to leave the job and the workplace at all times. Deciding whether work is performed voluntarily often involves looking at • the vulnerability of the worker and • external and indirect pressures that make it difficult for workers to choose not to work, for example, non-payment of wages, or denying workers access to their identity documents. Applicable legal standards include the ILO Core Conventions, C29 Forced Labour Convention, 1930 (and Protocol), and C105 Abolition of Forced Labour Convention, 1957, which provide the baseline standards for forced labor; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: C181 Private Employment Agencies Convention, 1997 and C1 Hours of Work (Industry) Convention, 1919

Notice

TER-FOR-1	For workers seeking to end their employment, how many days of notice are required by the facility?	45
-----------	--	----

Facility Response: 29

Verification Selection: Inaccurate

Corrected Response: 45

Verification Data: Misunderstanding. Through the documentary review, worker and management interview we verified that workers signed labor indefinite contract need to notify before 45 days to end their employment.

Debts

TER-FOR-2	Can workers who owe debts to the facility and/or a third party freely leave their jobs?	Yes
-----------	---	-----

Facility Response: Yes

Verification Selection: Accurate

Withholding

TER-FOR-3	Has the facility ever withheld - or threatened to withhold - or delayed wage payments in order to keep workers at the facility?	No
-----------	---	----

Facility Response: No

Verification Selection: Accurate

Leaving

TER-FOR-4	Are workers free to terminate their employment after their notice period and/or contract expiry?	Yes
-----------	--	-----

Facility Response: Yes

Verification Selection: Accurate

Verification Data: Through the documentary review, worker and management interview we verified that workers are free to terminate their employment after their notice period and/or contract expiry as local law requirements.

Employment Practices

Unjust Termination

TER-EMP-1	Does the facility not follow legal requirements when workers resign or are terminated in relation to: • prior notice, • workers' opportunity to defend, • valid reasons for termination, • outstanding wages, • termination payments, • termination payments all paid on time, • compensation for unused annual leave, and/or • reinstatement/ compensation orders?	No
-----------	---	----

Facility Response: No

Verification Selection: Accurate

TER-EMP-2	Please specify which of the items below apply (SELECT all that apply with a "X")	
-----------	--	--

Notice

TER-EMP-2-1	Workers were not given notice prior to termination in line with applicable legal requirements	
Facility Response:		
Opportunity to Defend		
TER-EMP-2-2	Workers did not have an opportunity to defend themselves before they were terminated based on their conduct or performance	
Facility Response:		
Invalid Reasons		
TER-EMP-2-3	Workers were terminated for invalid reasons	
Facility Response:		
Outstanding Wages		
TER-EMP-2-4	Workers were not paid correctly for outstanding wages	
Facility Response:		
Severance Payment		
TER-EMP-2-5	Workers were not paid correct severance payments	
Facility Response:		
Timely Termination Payment		
TER-EMP-2-6	Termination payments were not paid on time	
Facility Response:		
Unused Annual Leave		
TER-EMP-2-7	Workers were not compensated correctly for unused annual leave	
Facility Response:		
Other Termination Benefits		
TER-EMP-2-8	Workers were not paid other termination benefits in line with legal requirements	
Facility Response:		
Reinstatement/ Compensation Orders		
TER-EMP-2-9	The facility did not comply with any order(s) to reinstate or compensate workers who were found to be unjustly terminated	
Facility Response:		
Suspension / Reduction Workforce		
TER-EMP-3	Does the facility comply with legal requirements before suspending workers or reducing the size of the workforce due to economic, technological, structural, operational or other similar changes?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
TER-EMP-4	Did the facility consult with worker representatives and/or trade union representatives to develop alternatives to suspension or reduction in workforce that was due to economic, technological, structural, operational or other similar changes?	Not Applicable
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: Not Applicable		
Verification Data: Misunderstanding. The information was updated on the verification date.		
Discrimination		
Sub-Section Instructions		

Overall International Labor Standard Compliance Guidance: Discrimination includes any distinction based on race, color, sex, religion, political opinion, national extraction or social origin, which results in unequal treatment. Other grounds of discrimination may be included in national law, such as disability, HIV/AIDS status, age and sexual orientation. Discrimination may be direct or indirect and does not have to be intentional. Indirect discrimination refers to apparently neutral practices, which in fact result in unequal treatment of people with certain characteristics. Distinctions are permissible when they are necessary because of the inherent requirements of the particular job, although this exception is rare. Also, measures to protect certain categories of workers are acceptable when they are provided for under international labor Conventions and Recommendations, such as maternity protection. Distinctions also may be permissible under national laws designed to help groups who need special protection, for example, laws that offer preferential treatment to women in hiring in order to remedy the effects of past discrimination. Applicable legal standards include the ILO Core Conventions, C100 Equal Remuneration Convention, 1951 and C111 Discrimination (Employment and Occupation) Convention, 1958, which provide the baseline standards for discrimination; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: R90 Equal Remuneration Recommendation, 1951; R111 Discrimination (Employment and Occupation) Recommendation, 1958; C156 Workers with Family Responsibilities Convention, 1981; R165 Workers with Family Responsibilities Recommendation, 1981

Termination

TER-DIS-1	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding termination, forced resignation, retrenchment or retirement?	No
-----------	--	----

Facility Response: No

Verification Selection: Accurate

TER-DIS-2	Which of the following is a factor in decisions on termination, forced resignation, retrenchment or retirement? (SELECT all that apply with a "X")	
-----------	--	--

TER-DIS-2-1	Race / Skin Color	
-------------	-------------------	--

Facility Response:

TER-DIS-2-2	Sex / Gender	
-------------	--------------	--

Facility Response:

TER-DIS-2-3	Religion	
-------------	----------	--

Facility Response:

TER-DIS-2-4	Political Opinion	
-------------	-------------------	--

Facility Response:

TER-DIS-2-5	National Extraction	
-------------	---------------------	--

Facility Response:

TER-DIS-2-6	Social Origin	
-------------	---------------	--

Facility Response:

TER-DIS-2-7	Disability	
-------------	------------	--

Facility Response:

TER-DIS-2-8	HIV / AIDS Status (real or perceived)	
-------------	---------------------------------------	--

Facility Response:

TER-DIS-2-9	Sexual Orientation	
-------------	--------------------	--

Facility Response:

TER-DIS-2-10	Pregnancy / Maternity Status	
--------------	------------------------------	--

Facility Response:

TER-DIS-2-11	Marital Status	
--------------	----------------	--

Facility Response:

TER-DIS-2-12	Age	
--------------	-----	--

Facility Response:

TER-DIS-2-13	Nationality / Foreign Migrant Worker Status	
--------------	---	--

Facility Response:

TER-DIS-2-14	Family responsibilities	
--------------	-------------------------	--

Facility Response:

TER-DIS-2-15	Other	
--------------	-------	--

Facility Response:

TER-DIS-2-1	Please describe what "Other" factor is considered in decisions regarding termination, forced resignation, retrenchment or retirement:	
-------------	---	--

Facility Response:

Absence due to Illness		
TER-DIS-3	Have decisions of termination, forced resignation, retrenchment or retirement been dependent upon a worker's absence due to illness?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: From the document review and interaction with management team, we verified that in the last 12 months within this assessment period, the employee's absence due to illness were not terminated labor contract.		

Complaints / Proceedings		
TER-DIS-4	Has termination, forced resignation, retrenchment or retirement ever occurred due to a worker filing a complaint or taking part in proceedings against the facility?	No
Facility Response: No		
Verification Selection: Accurate		

Other Legal Requirements		
TER-DIS-5	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Discrimination in Termination?	
Facility Response: No		
Verification Selection: No longer applicable due to verification		
Corrected Response:		

Termination		
Other Legal Requirements		
TER-TER-1	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Termination Practices?	
Facility Response: No		
Verification Selection: No longer applicable due to verification		
Corrected Response:		

TER-TER-2	Is the facility in non-compliance with any legal requirements for Termination pertaining to non-production workers and/or sub-contracted workers?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: From the document review and interaction with management team, we verified that facility is in compliance with legal requirements for Termination pertaining to non-production workers and/or sub-contracted workers.		

Facility Comments		
TER-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		

MANAGEMENT SYSTEMS

Number	Question	Final Verified Response
Section Instructions		
Section Instructions		
	<p>Section Description: Management Systems related to Social and Labor practices are very facility dependent. They can take many forms depending upon a facility's size, worker demographics, production process and organizational maturity. However, despite their general differences, common themes can be found within most social management systems. With this in mind, the questions below represent an information gathering exercise on possible Social and Labor elements the facility might have based on a Plan, Do Check, Act "PDCA" structure. PDCA is framework for managing processes and systems and within this tool, covers the following items: "Plan" - Policies and Procedures / Strategy and Goals "Do" - Roles and Responsibility / Communication and Training "Check" - Self-Assessment "Act" - Continuous Improvement The questions listed below are simply a starting point to better understand the various aspects that might make up a facility's management system. Having - or not having - certain items in place is not in and of itself a direct reflection of the overall quality of the management system. As with other sections within this tool, answers simply offer an opportunity to further understand the facility's processes so that additional discussions outside of the tool with interested parties can take place. A note to the respondent: Many of the same social and labor topics mentioned in "Step 1" are also included in the questions below. "Step 1" questions primarily ask about whether certain items "exist" or certain actions "are a taking place". While "Step 2" will determine if more formal management systems exist.</p>	
Plan		
Policies & Procedures		

MS-PLA-1	Does the facility have written policies and/or formal procedures for social and labor practices? (SELECT all that apply with a "X")	
MS-PLA-1-1	Written Policies	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-1-1	Please provide a list of all relevant written policies:	Recruitment and hiring, Prohibition of child labor, Child labor Policy, Prohibition of forced labor, Prohibition of harassment and abuse, Prohibition of discrimination, Wage and benefits, Working hours rest time, FOA & CB, Disability, Prohibition corruption actions, Prevention human tracking.
Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Recruitment and hiring, Prohibition of child labor, Child labor Policy, Prohibition of forced labor, Prohibition of harassment and abuse, Prohibition of discrimination, Wage and benefits, Working hours rest time, FOA & CB, Disability, Prohibition corruption actions, Prevention human tracking.		
MS-PLA-1-2	Written Procedures	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-1-2	Please provide a list of all relevant written procedures:	Recruitment and hiring, Prohibition of child labor, Child labor Policy, Prohibition of forced labor, Prohibition of harassment and abuse, Prohibition of discrimination, Wage and benefits, Working hours rest time, FOA & CB, Disability, Prohibition corruption actions, Prevention human tracking.
Facility Response: labor contract		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Recruitment and hiring, Prohibition of child labor, Child labor Policy, Prohibition of forced labor, Prohibition of harassment and abuse, Prohibition of discrimination, Wage and benefits, Working hours rest time, FOA & CB, Disability, Prohibition corruption actions, Prevention human tracking.		
MS-PLA-1-3	No written policies or procedures in place (but informal procedures may exist)	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-1-3	Please describe these informal procedures:	
Facility Response:		
MS-PLA-2	Do these policies and/or procedures have a reference to national law and/or international requirements? (SELECT all that apply with a "X")	
MS-PLA-2-1	Reference to national law	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-2-2	Reference to international law/ILO conventions	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-2-1	Please describe which international laws/ILO conventions are referenced:	Child Labor (138 & 132), Forced Labor (29 & 105), Discrimination (100 & 111), Freedom of Association and Collective Bargaining (87 & 98),...
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response:		
Verification Data: Child Labor (138 & 132), Forced Labor (29 & 105), Discrimination (100 & 111), Freedom of Association and Collective Bargaining (87 & 98),...		
MS-PLA-2-3	Reference to other national or international requirements/declarations/goals/guiding principles etc.	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-2-2	Please describe which other national or international requirements / declarations / goals / guiding principles are referenced:	
Facility Response:		
MS-PLA-2-4	No references to any of the above	

Facility Response:		
Verification Selection: Accurate		
MS-PLA-3	Which of the following topics are included within the facility's written policies and procedures? (SELECT all that apply with a "X")	
MS-PLA-3-1	Recruitment and hiring	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-3-1	Please provide a list of all written policies and procedures referencing recruitment and hiring:	Recruitment policy and procedure, age verification process
Facility Response: labor contract		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Recruitment policy and procedure, age verification process		
MS-PLA-3-2	Termination and retrenchment	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-3-2	Please provide a list of all written policies and procedures referencing termination and retrenchment:	Termination policy and procedure
Facility Response: decision document		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Termination policy and procedure		
MS-PLA-3-3	Facility workplace rules	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-3-3	Please provide a list of all written policies and procedures referencing facility workplace rules:	Internal Working Regulations
Facility Response: data		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Internal Working Regulations		
MS-PLA-3-4	Child labor and/or young workers	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-3-4	Please provide a list of all written policies and procedures referencing child labor and/or young workers:	Child labor policy and remediation procedure, ..
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response:		
Verification Data: Child labor policy and remediation procedure, ..		
MS-PLA-3-5	Prohibition of forced labor	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-3-5	Please provide a list of all written policies and procedures referencing prohibition of forced labor:	Prohibition of forced labor and guideline on handling violations of forced labor
Facility Response: data		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Prohibition of forced labor and guideline on handling violations of forced labor		
MS-PLA-3-6	Anti-harassment and abuse	X
Facility Response: X		
Verification Selection: Accurate		

MS-PLA-3-6	Please provide a list of all written policies and procedures referencing anti-harassment and abuse:	Prohibition of anti-harassment and abuse and guideline on handling violations of anti-harassment and abuse
Facility Response: data		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Prohibition of anti-harassment and abuse and guideline on handling violations of anti-harassment and abuse		
MS-PLA-3-7	Anti-discrimination	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-3-7	Please provide a list of all written policies and procedures referencing anti-discrimination:	Prohibition of anti-harassment and abuse and guideline on handling violations of anti-harassment and abuse
Facility Response: data		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Prohibition of anti-harassment and abuse and guideline on handling violations of anti-harassment and abuse		
MS-PLA-3-8	Working hours	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-3-8	Please provide a list of all written policies and procedures referencing working hours:	Working hour policy and guid
Facility Response: labor contract		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Working hour policy and guid		
MS-PLA-3-9	Wages and benefits	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-3-9	Please provide a list of all written policies and procedures referencing wages and benefits:	Wages and benefits policy
Facility Response: data contract		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Wages and benefits policy		
MS-PLA-3-10	Discipline	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-3-10	Please provide a list of all written policies and procedures referencing discipline:	Discipline policy and procedure
Facility Response: data contract		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Discipline policy and procedure		
MS-PLA-3-11	Freedom of association and collective bargaining	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-3-11	Please provide a list of all written policies and procedures referencing freedom of association and collective bargaining:	Freedom of association and collective bargaining policy and procedure
Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Freedom of association and collective bargaining policy and procedure		
MS-PLA-3-12	Grievance systems	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-3-12	Please provide a list of all written policies and procedures referencing grievance systems:	Grievance policy and procedure, Guideline on using grievance box

Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Grievance policy and procedure, Guidline on using grievance box		
MS-PLA-3-13	Worker feedback	
Facility Response:		
MS-PLA-3-13	Please provide a list of all written policies and procedures referencing worker feedback:	
Facility Response:		
MS-PLA-3-14	Health and safety	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-3-14	Please provide a list of all written policies and procedures referencing health and safety:	Policy about Health and Safety; Procedure about hazard identification and risk assessment; Procedure about licensing working safety permit; Occupational accident handling procedure;...
Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Policy about Health and Safety; Procedure about hazard identification and risk assessment; Procedure about licensing working safety permit; Occupational accident handling procedure;...		
MS-PLA-3-15	Foreign migrant workers	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-3-15	Please provide a list of all written policies and procedures referencing foreign migrant workers:	
Facility Response:		
MS-PLA-3-16	Domestic migrant workers	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-3-16	Please provide a list of all written policies and procedures referencing domestic migrant workers:	
Facility Response:		
MS-PLA-3-17	Homeworkers	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-3-17	Please provide a list of all written policies and procedures referencing homeworkers:	
Facility Response:		
MS-PLA-3-18	Suppliers/subcontractors	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-3-18	Please provide a list of all written policies and procedures referencing suppliers/subcontractors:	Subcontractors and guest controlling procedure
Facility Response: contract		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Subcontractors and guest controlling procedure		
MS-PLA-3-19	Raw materials sourcing	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-3-19	Please provide a list of all written policies and procedures referencing raw materials sourcing:	
Facility Response: contract		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
MS-PLA-3-20	Bribery and anti-corruption	X
Facility Response:		

Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-3-20	Please provide a list of all written policies and procedures referencing Bribery and anti-corruption:	Bribery and anti-corruption policy
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response:		
Verification Data: Bribery and anti-corruption policy		
MS-PLA-3-21	Other	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-3-21	If other, please describe and provide a list of the relevant written policies and procedures:	
Facility Response:		
MS-PLA-4	Which of the following topics are included within the facility's written policies and procedures for child labor and young workers? (SELECT all that apply with a "X")	
MS-PLA-4-1	Facility minimum age requirement	X
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-4-2	Facility minimum age requirements for certain types of workers (if applicable)	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-4-3	Age Verification Process	X
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-4-4	Remediation for child labor (for when children under the legal minimum working age are found to be working for the facility)	X
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-4-5	Children visiting facility production areas (i.e. for when those under the legal working are visiting the production floor)	
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-4-6	Work restrictions for young workers	X
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-4-7	Work restrictions for apprentices/interns/trainees	
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-4-8	Other	
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response:		

Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-4.1	If other, please describe:	
Facility Response:		
MS-PLA-5	Which of the following topics are included within the facility's written policies and procedures for the prohibition of forced labor? (SELECT all that apply with a "X")	
MS-PLA-5-1	Prohibition of forced labor	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-5-2	Prohibition of bonded labor	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-5-3	Prohibition of indentured labor	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-5-4	Prohibition of prison labor	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-5-5	Prohibition of human trafficking	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-5-6	Voluntary employment	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-5-7	Voluntary overtime	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-5-8	Freedom of movement	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-5-9	Voluntary end of employment	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-5-10	Ethical recruitment/ use of employment agencies, recruiters, and/or labor agents	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Ethical recruitment/ use of employment agencies, recruiters, and/or labor agents		
MS-PLA-5-11	State-imposed forced labor/ Government-mandated forced labor	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-5-12	Other	
Facility Response:		
Verification Selection: Accurate		

MS-PLA-5.1	If other, please describe:	
Facility Response:		
MS-PLA-6	Which of the following topics are included within the facility's written policies and procedures for an ti-harassment and abuse? (SELECT all that apply with a "X")	
MS-PLA-6-1	Appropriate behavior among/between workers, management, supervisors	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-6-2	Appropriate behavior by security guards (if applicable)	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-6-3	Violence and harassment in the workplace	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-6-4	Anti-discrimination	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-6-5	Other	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-6.1	If other, please describe:	
Facility Response:		
MS-PLA-7	Which of the following topics are included within the facility's written policies and procedures for an ti-discrimination? (SELECT all that apply with a "X")	
MS-PLA-7-1	Non-discrimination based on race / skin color	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-2	Non-discrimination based on sex / gender	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-3	Non-discrimination based on religion	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-4	Non-discrimination based on political opinion	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-5	Non-discrimination based on national extraction	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-6	Non-discrimination based on social origin	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-7	Non-discrimination based on disability	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-7-8	Non-discrimination based on HIV/AIDS status (real or perceived)	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		

MS-PLA-7-9	Non-discrimination based on sexual orientation	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-7-10	Non-discrimination based on pregnancy/maternity status	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-7-11	Non-discrimination based on marital status	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-12	Non-discrimination based on age	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-13	Non-discrimination based on membership in worker organizations	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-14	Non-discrimination based on Nationality/foreign migrant worker status	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-7-15	Non-discrimination based on family responsibilities	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-16	Non-discrimination in recruitment and hiring	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-17	Non-discrimination in compensation and promotion	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-18	Non-discrimination in working conditions	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-19	Non-discrimination in discipline	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-20	Non-discrimination in termination	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-21	Unconscious bias	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-7-22	Other	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-7.1	If other, please describe:	
Facility Response:		
MS-PLA-8	Which of the following topics are included within the facility's written policies and procedures for working hours? (SELECT all that apply with a "X")	
MS-PLA-8-1	Regular hours	X

Facility Response: X		
Verification Selection: Accurate		
MS-PLA-8-2	Overtime - Including maximum hours possible	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-8-3	Premium rates	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-8-4	Overtime applicability and corresponding rates of pay	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-8-5	Overtime accessibility for all workers	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-8-6	Other	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-8.1	If other, please describe:	
Facility Response:		
MS-PLA-9	Which of the following topics are included within the facility's written policies and procedures for wages and benefits? (SELECT all that apply with a "X")	
MS-PLA-9-1	Wage payments	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-9-2	Wage calculations	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-9-3	Rates by unit	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-9-4	Overtime pay	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-9-5	Paid leave	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-9-6	Annual leave	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-9-7	Sick leave	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-9-8	Maternity leave	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-9-9	Paternity leave	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-9-10	Emergency family leave	X
Facility Response: X		
Verification Selection: Accurate		

MS-PLA-9-11	Benefits	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-9-12	Deductions	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-9-13	Other	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-9.1	If other, please describe:	
Facility Response:		
MS-PLA-10	Which of the following topics are included within the facility's written policies and procedures for discipline? (SELECT all that apply with a "X")	
MS-PLA-10-1	Facility rules concerning discipline	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-10-2	Worker appeals process	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-10-3	Worker grievance process	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-10-4	Other	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-10.1	If other, please describe:	
Facility Response:		
MS-PLA-11	Which of the following topics are included within the facility's written policies and procedures for freedom of association and collective bargaining? (SELECT all that apply with a "X")	
MS-PLA-11-1	Right to freedom of association / Right to form or join a trade union	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-11-2	Rights to freely choose worker representatives (or facility commitments to not obstruct this)	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-11-3	Rights to bargain collectively	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-11-4	Non-discrimination and non-retaliation of workers on basis of trade union membership/non-membership or activities	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-11-5	Non-discrimination and non-retaliation of workers on basis of their worker representative role or activities	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-11-6	Democratic election and engagement of worker representatives	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-11-7	Communications and consultation process	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-11-8	Right to participate in strikes / industrial action	X
Facility Response: X		

Verification Selection: Accurate		
MS-PLA-11-9	Other	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-11.1	If other, please describe:	
Facility Response:		
MS-PLA-12	Which of the following topics are included within the facility's written policies and procedures for grievance systems? (SELECT all that apply with a "X")	
MS-PLA-12-1	Grievance system and process	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-12-2	Non-reprisal for workers filing a grievance/complaint	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-12-3	Equal access to grievance systems for both female and male workers	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-12-4	Worker Feedback	
Facility Response:		
MS-PLA-12-5	Equal importance given to all concerns and grievances	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-12-6	Commitment to confidentiality throughout the entire grievance process	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-12-7	Providing time off (including monetary compensation) during a grievance process	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-12-8	Other	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-12.1	If other, please describe:	
Facility Response:		
MS-PLA-13	Which of the following topics are included within the facility's written policies and procedures for health and safety? (SELECT all that apply with a "X")	
MS-PLA-13-1	Occupational health and safety laws	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-13-2	General work environment (i.e. ventilation, cleanliness, noise, etc)	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-13-3	Building safety	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-13-4	Powered Motor Vehicles (PMV) procedures	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-13-5	Emergency preparedness	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-13-6	Chemicals/Hazardous substances	X

Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-13-7	Nanomaterials	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-13-8	Worker Protection (personal protective equipment, machinery and equipment etc.)	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-13-9	Pressure vessels safety	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-13-10	Materials handling and storage	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-13-11	Above Ground Storage Tanks & Underground Storage Tanks	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. From the document review and employee interview, we confirmed that the policies and procedures for health and safety were established. However, they not included Above Ground Storage Tanks & Underground Storage Tanks.		
MS-PLA-13-12	Electrical safety	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-13-13	First aid/Medical	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-13-14	Bloodborne pathogens procedures	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-13-15	Contractor safety	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-13-16	Dormitories	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-13-17	Canteens	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-13-18	Childcare	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-13-19	Standard operating procedures (SOPs) for how to perform each job safely	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-13-20	Steps for workers to raise health and safety concerns	X

Facility Response: X		
Verification Selection: Accurate		
MS-PLA-13-21	Protection against retaliation for workers who raise health and safety concerns	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-13-22	Other	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-13.1	If other, please describe:	
Facility Response:		
MS-PLA-14	Which of the following topics are included within the facility's written policies and procedures for foreign migrant workers? (SELECT all that apply with a "X")	
MS-PLA-14-1	Reference to following all local laws for recruitment in both the sending and receiving countries	
Facility Response:		
MS-PLA-14-2	Recruitment fees and expenses	
Facility Response:		
MS-PLA-14-3	Employment contracts	
Facility Response:		
MS-PLA-14-4	Deposits	
Facility Response:		
MS-PLA-14-5	Bank accounts	
Facility Response:		
MS-PLA-14-6	Handling of government-issued identification documents	
Facility Response:		
MS-PLA-14-7	Accommodations	
Facility Response:		
MS-PLA-14-8	Arrival orientation	
Facility Response:		
MS-PLA-14-9	Freedom of movement	
Facility Response:		
MS-PLA-14-10	Non-discrimination in employment	
Facility Response:		
MS-PLA-14-11	Harassment and abuse in employment	
Facility Response:		
MS-PLA-14-12	Discipline in employment	
Facility Response:		
MS-PLA-14-13	Repatriation / end of employment	
Facility Response:		
MS-PLA-14-14	Early termination of contract by migrant worker	
Facility Response:		
MS-PLA-14-15	Involuntary termination of contract by employer	
Facility Response:		
MS-PLA-14-16	Requirements for labor agents/brokers	
Facility Response:		
MS-PLA-14-17	Other	
Facility Response:		
MS-PLA-14.1	If other, please describe:	
Facility Response:		
MS-PLA-15	Which of the following topics are included within the facility's written policies and procedures for domestic migrant workers? (SELECT all that apply with a "X")	
MS-PLA-15-1	Recruitment fees and expenses	
Facility Response:		
MS-PLA-15-2	Employment contracts	

Facility Response:		
MS-PLA-15-3	Deposits	
Facility Response:		
MS-PLA-15-4	Wages and benefits	
Facility Response:		
MS-PLA-15-5	Working Hours	
Facility Response:		
MS-PLA-15-6	Accommodations	
Facility Response:		
MS-PLA-15-7	Freedom of movement	
Facility Response:		
MS-PLA-15-8	Non-discrimination in employment	
Facility Response:		
MS-PLA-15-9	Harassment and abuse in employment	
Facility Response:		
MS-PLA-15-10	Discipline in employment	
Facility Response:		
MS-PLA-15-11	End of employment	
Facility Response:		
MS-PLA-15-12	Requirements for labor agents/brokers	
Facility Response:		
MS-PLA-15-13	Other	
Facility Response:		
MS-PLA-15.1	If other, please describe:	
Facility Response:		
MS-PLA-16	Which of the following topics are included within the facility's written policies and procedures for suppliers/subcontractors? (SELECT all that apply with a "X")	
MS-PLA-16-1	Definition of supplier which includes service providers and raw materials suppliers	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-16-2	NEW and EXISTING suppliers/subcontractors - Risk assessment to differentiate high risk suppliers/subcontractors within the supply chain	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-16-3	NEW suppliers/subcontractors - Initial screening based on social and labor practices / conducting social and labor due diligence	
Facility Response:		
Verification Selection: Accurate		
MS-PLA-16-4	EXISTING suppliers/subcontractors - Training and communication of the facility's social and labor procedures	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-PLA-16-5	EXISTING suppliers/subcontractors - Monitoring system of social and labor performance/ continued social and labor due diligence	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-16-6	Requiring suppliers to conduct social and labor due diligence of their supply chains	X
Facility Response: X		
Verification Selection: Accurate		
MS-PLA-16-7	Other	

Facility Response:		
Verification Selection: Accurate		
MS-PLA-16.1	If other, please describe:	
Facility Response:		
MS-PLA-17	Which of the following topics are included within the facility's written policies and procedures for raw materials sourcing? (SELECT all that apply with a "X")	
MS-PLA-17-1	Customer and/or legal requirements for raw materials identification, reporting and/or due diligence	
Facility Response: X		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
MS-PLA-17-2	Raw material supply chain policy applicable to suppliers/subcontractors through facility's sourcing agreements with its suppliers/subcontractors	
Facility Response: X		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
MS-PLA-17-3	Risk assessment to differentiate high risk materials within the supply chain	
Facility Response: X		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
MS-PLA-17-4	Other	
Facility Response:		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
MS-PLA-17.1	If other, please describe:	
Facility Response:		
Strategy and Goals		
MS-PLA-18	Does the facility have a written strategy / goals document(s) for social and labor practices addressing the following points? (SELECT all that apply with a "X")	
MS-PLA-18-1	Reference to overall goals in terms of social and labor outcomes	
Facility Response:		
MS-PLA-18.1	Please provide the name of document(s) referencing overall goals in terms of social and labor outcomes:	
Facility Response:		
MS-PLA-18-2	Reference to national law	
Facility Response:		
MS-PLA-18-3	Reference to international law/ILO conventions	
Facility Response:		
MS-PLA-18-4	Reference to other national or international requirements/declarations/goals/guiding principles etc.	
Facility Response:		
MS-PLA-18-5	Reference to a risk assessment process, specifically a strategy for responsible sourcing from high risk suppliers or high risk raw material origins	
Facility Response:		
MS-PLA-18-6	Reference to integration with business objectives	
Facility Response:		
MS-PLA-18-7	Reference to suppliers/subcontractors social and labor due diligence	
Facility Response:		
MS-PLA-18-8	Reference to gender equality and women's empowerment	
Facility Response:		
MS-PLA-18-9	Key stakeholders are involved in strategy development (i.e. customers, etc.)	
Facility Response:		
MS-PLA-18.2	Please describe the key stakeholders involved:	
Facility Response:		
MS-PLA-18-10	No written strategy/goals document exists (but informal strategies/goals may exist)	
Facility Response:		

MS-PLA-19	Has the facility set targets for social and labor performance addressing the following points? (SELECT all that apply with a "X")	
MS-PLA-19-1	Child labor and/or young workers	
Facility Response:		
MS-PLA-19.1	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-2	Prohibition of forced labor	
Facility Response:		
MS-PLA-19.2	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-3	Anti-harassment and abuse	
Facility Response:		
MS-PLA-19.3	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-4	Anti-discrimination	
Facility Response:		
MS-PLA-19.4	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-5	Working hours	
Facility Response:		
MS-PLA-19.5	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-6	Wages and benefits	
Facility Response:		
MS-PLA-19.6	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-7	Discipline	
Facility Response:		
MS-PLA-19.7	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-8	Freedom of association and collective bargaining	
Facility Response:		
MS-PLA-19.8	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-9	Worker Feedback	
Facility Response:		
MS-PLA-19.9	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-10	Grievance systems	
Facility Response:		
MS-PLA-19.10	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-11	Health and safety	
Facility Response:		
MS-PLA-19.11	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-12	Foreign migrant workers	
Facility Response:		
MS-PLA-19.12	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-13	Domestic migrant workers	
Facility Response:		
MS-PLA-19.13	Please briefly describe any associated targets/KPIs:	

Facility Response:		
MS-PLA-19-14	Homeworkers	
Facility Response:		
MS-PLA-19-14	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-15	Gender equality and women's rights in the workplace	
Facility Response:		
MS-PLA-19-15	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-16	Bribery and anti-corruption	
Facility Response:		
MS-PLA-19-16	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-17	Suppliers/subcontractors	
Facility Response:		
MS-PLA-19-17	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-18	Other	
Facility Response:		
MS-PLA-19-18	If other, please describe:	
Facility Response:		
MS-PLA-19-19	The facility does not set targets / key performance indicators	
Facility Response:		
Do		
Roles and Responsibilities		
MS-DO-1	Has the facility defined the person(s) responsible for the implementation and management of social and labor practices? (SELECT all that apply with a "X")	
MS-DO-1-1	Responsible person(s) have been defined and are accountable for written policies and/or procedures	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-1-2	Responsible person(s) have been defined and are accountable for informal (not written) procedures	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-1-3	The facility has not defined responsible person(s)	
Facility Response:		
Verification Selection: Accurate		
MS-DO-2	Which of the following topics have been assigned to a responsible person(s)? (SELECT all that apply with a "X")	
MS-DO-2-1	Recruitment and hiring	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-2	Termination and retrenchment	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-3	Facility workplace rules	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-4	Child labor and young workers	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		

Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-2-5	Prohibition of forced labor	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-6	Anti-harassment and abuse	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-7	Anti-discrimination	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-8	Working hours	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-9	Wages and benefits	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-10	Discipline	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-11	Freedom of association and collective bargaining	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-12	Grievance systems	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-13	Worker feedback	
Facility Response:		
MS-DO-2-14	Health and safety	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-15	Foreign migrant workers	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-2-16	Domestic migrant workers	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-2-17	Homeworkers	
Facility Response:		
Verification Selection: Accurate		
MS-DO-2-18	Suppliers/subcontractors	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-19	Raw materials sourcing	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-2-20	Bribery and anti-corruption	X

Facility Response: X		
Verification Selection: Accurate		
MS-DO-2-21	Other	
Facility Response:		
Verification Selection: Accurate		
MS-DO-21	If Other, please describe:	
Facility Response:		
MS-DO-3	Does the facility have a written chart showing the individuals responsible for social and labor topics (i.e. a "social compliance team" chart)?	
Facility Response:		
MS-DO-3.1	Please provide the name of the document(s) here:	
Facility Response:		
Communication and Training		
MS-DO-4	Does the facility provide communication and training on social and labor practices? (SELECT all that apply with a "X")	
MS-DO-4-1	Communication and training based upon written policies and/or procedures	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-4-2	Communication and training based upon informal (not written) procedures	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-4-3	The facility does not provide communication and training on social and labor practices	
Facility Response:		
Verification Selection: Accurate		
MS-DO-5	Who receives communication and training? (SELECT all that apply with a "X")	
MS-DO-5-1	Senior management	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-5-2	Individuals responsible for implementation	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-5-3	Production workers	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-5-4	Security guards	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-5-5	Subcontractors / Suppliers	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-5-6	Other	
Facility Response:		
Verification Selection: Accurate		
MS-DO-5.1	If other, please describe:	
Facility Response:		
MS-DO-6	How does the facility provide communication and training to senior management? (SELECT all that apply with a "X")	
MS-DO-6-1	Verbal communication	
Facility Response:		
MS-DO-6-2	Written communication (i.e. copy of Standard Operating Procedures or "SOP")	
Facility Response:		

MS-DO-6-3	Training - new workers receive onboarding trainings in-person (i.e. classroom trainings)	
Facility Response:		
MS-DO-6-4	Training - existing workers receive on-going trainings in-person (i.e. classroom trainings)	
Facility Response:		
MS-DO-6-5	Other	
Facility Response:		
MS-DO-6.1	If other, please describe:	
Facility Response:		
MS-DO-7	Which of the following topics are part of the communication and training for senior management? (SELECT all that apply with a "X")	
MS-DO-7-1	Recruitment and hiring	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-2	Termination and retrenchment	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-3	Facility workplace rules	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-4	Child labor and young workers	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-7-5	Prohibition of forced labor	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-6	Anti-harassment and abuse	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-7	Anti-discrimination	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-8	Specifically for senior managers responsible for promotion: non-bias in promotion of pregnant and married workers	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-9	Working Hours	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-10	Wages and Benefits	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-11	Discipline	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-12	Freedom of association and collective bargaining	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-13	Grievance systems	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-14	Worker Feedback	

Facility Response:		
MS-DO-7-15	Health and safety	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-16	Migrant workers	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-7-17	Homeworkers	
Facility Response:		
Verification Selection: Accurate		
MS-DO-7-18	Suppliers/subcontractors	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-19	Raw materials sourcing	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-7-20	Bribery and anti-corruption	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-7-21	Other	
Facility Response:		
Verification Selection: Accurate		
MS-DO-7.1	If other, please describe:	
Facility Response:		
MS-DO-8	How does the facility provide communication and training to individuals responsible for implementation? (SELECT all that apply with a "X")	
MS-DO-8-1	Verbal communication	
Facility Response:		
MS-DO-8-2	Written communication (i.e. copy of Standard Operating Procedures or "SOPs")	
Facility Response:		
MS-DO-8-3	Training - new workers receive onboarding trainings in-person (i.e. classroom trainings)	
Facility Response:		
MS-DO-8-4	Training - existing workers receive on-going trainings in-person (i.e. classroom trainings)	
Facility Response:		
MS-DO-8-5	The facility does not provide communication and training to individuals responsible for implementation	
Facility Response:		
MS-DO-8-6	Other	
Facility Response:		
MS-DO-8.1	If other, please describe:	
Facility Response:		
MS-DO-9	Which of the following topics are part of the communication and training for individuals responsible for implementation? (SELECT all that apply with a "X")	
MS-DO-9-1	Recruitment and hiring	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-2	Specifically for managers responsible for hiring: non-bias in recruitment of pregnant and married workers	X
Facility Response: X		
Verification Selection: Accurate		

MS-DO-9-3	Termination and retrenchment	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-4	Facility workplace rules	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-5	Child labor and young workers	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-9-6	Prohibition of forced labor	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-7	Anti-harassment and abuse	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-8	Anti-discrimination	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-9	Working Hours	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-10	Wages and Benefits	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-11	Discipline	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-12	Freedom of association and collective bargaining	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-13	Grievance systems	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-14	Worker Feedback	
Facility Response:		
MS-DO-9-15	Health and safety	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-1	Please provide a list of all trainings offered to workers responsible for implementation of health and safety in the facility	meeting report
Facility Response: meeting report		
Verification Selection: Accurate		
MS-DO-9-16	Migrant workers	
Facility Response:		
Verification Selection: Accurate		
MS-DO-9-17	Homeworkers	
Facility Response:		
Verification Selection: Accurate		
MS-DO-9-18	Suppliers/subcontractors	X
Facility Response: X		
Verification Selection: Accurate		

MS-DO-9-19	Raw materials sourcing	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-9-20	Bribery and anti-corruption	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-9-21	Other	
Facility Response:		
Verification Selection: Accurate		
MS-DO-9.2	If other, please describe:	
Facility Response:		
MS-DO-10	How does the facility provide communication and training to NEW production workers? (SELECT all that apply with a "X")	
MS-DO-10-1	Verbal communication	
Facility Response:		
MS-DO-10-2	Written communication (i.e. new workers might receive a worker handbook and/or information that is included in their employment contract)	
Facility Response:		
MS-DO-10-3	Posted communication (i.e. display postings around the facility)	
Facility Response:		
MS-DO-10-4	Multi-media communication (i.e. new workers watch a video, online learning, etc.)	
Facility Response:		
MS-DO-10-5	Training - new workers receive onboarding trainings in-person (i.e. classroom trainings, trainings at their work station etc.)	
Facility Response:		
MS-DO-10-6	Communication and training is provided in a language understood by workers	
Facility Response:		
MS-DO-10-7	Other	
Facility Response:		
MS-DO-10.1	If other, please describe:	
Facility Response:		
MS-DO-11	Which of the following topics are part of the communication and training to NEW production workers? (SELECT all that apply with a "X")	
MS-DO-11-1	Recruitment and hiring	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-11-2	Termination and retrenchment	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-11-3	Facility workplace rules	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-11-4	Child labor and young workers	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-11-5	Prohibition of forced labor	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-11-6	Anti-harassment and abuse	X
Facility Response: X		

Verification Selection: Accurate		
MS-DO-11-7	Anti-discrimination	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-11-8	Working Hours	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-11-9	Wages and Benefits	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-11-10	Discipline	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-11-11	Freedom of association and collective bargaining	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-11-12	Grievance systems	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-11-13	Worker Feedback	
Facility Response:		
MS-DO-11-14	Health and safety	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-11-1	Please provide a list of all health and safety trainings offered to NEW production workers in the facility	orientation training
Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: orientation training		
MS-DO-11-15	Migrant workers	
Facility Response:		
Verification Selection: Accurate		
MS-DO-11-16	Homeworkers	
Facility Response:		
Verification Selection: Accurate		
MS-DO-11-17	Suppliers/subcontractors	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-11-18	Bribery and anti-corruption	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-11-19	Other	
Facility Response:		
Verification Selection: Accurate		
MS-DO-11-2	If other, please describe:	
Facility Response:		
MS-DO-12	How does the facility provide on-going communication and training to EXISTING production workers? (SELECT all that apply with a "X")	
MS-DO-12-1	Verbal communication	
Facility Response:		

MS-DO-12-2	Written communication (i.e. current workers might receive written notification regarding changes to company handbooks)	
Facility Response:		
MS-DO-12-3	Posted communication (i.e. display postings around the facility)	
Facility Response:		
MS-DO-12-4	Multi-media communication (i.e. workers watch a video, online learning, etc.)	
Facility Response:		
MS-DO-12-5	Training - existing workers receive on-going trainings in-person (i.e. classroom trainings, trainings at their work station etc.)	
Facility Response:		
MS-DO-12-6	Communication and training is provided in a language understood by workers	
Facility Response:		
MS-DO-12-7	Other	
Facility Response:		
MS-DO-121	If other, please describe:	
Facility Response:		
MS-DO-13	Which of the following topics are part of the on-going communication and training to EXISTING production workers? (SELECT all that apply with a "X")	
MS-DO-13-1	Recruitment and hiring	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-13-2	Termination and retrenchment	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-13-3	Facility workplace rules	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-13-4	Child labor and young workers	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-13-5	Prohibition of forced labor	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-13-6	Anti-harassment and abuse	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-13-7	Anti-discrimination	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-13-8	Working Hours	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-13-9	Wages and Benefits	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-13-10	Discipline	X
Facility Response: X		
Verification Selection: Accurate		

MS-DO-13-11	Freedom of association and collective bargaining	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-13-12	Grievance systems	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-13-13	Worker Feedback	
Facility Response:		
MS-DO-13-14	Health and safety	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-13.1	Please provide a list of all health and safety trainings offered to EXISTING production workers in the facility	health and safety training
Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: health and safety training		
MS-DO-13-15	Migrant workers	
Facility Response:		
Verification Selection: Accurate		
MS-DO-13-16	Homeworkers	
Facility Response:		
Verification Selection: Accurate		
MS-DO-13-17	Suppliers/subcontractors	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-13-18	Bribery and anti-corruption	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-13-19	Other	
Facility Response:		
Verification Selection: Accurate		
MS-DO-13.2	If other, please describe:	
Facility Response:		
MS-DO-14	How does the facility provide communication and training to security guards? (SELECT all that apply with a "X")	
MS-DO-14-1	Verbal communication	
Facility Response:		
MS-DO-14-2	Written communication (i.e. new workers might receive a worker handbook and/or information that is included in their employment contract)	
Facility Response:		
MS-DO-14-3	Posted communication (i.e. display postings around the facility)	
Facility Response:		
MS-DO-14-4	Multi-media communication (i.e. new workers watch a video, online learning, etc.)	
Facility Response:		
MS-DO-14-5	Training - new workers receive onboarding trainings in-person (i.e. classroom trainings, trainings at their work station etc.)	
Facility Response:		
MS-DO-14-6	Training - existing workers receive on-going trainings in-person (i.e. classroom trainings, trainings at their work station etc.)	
Facility Response:		
MS-DO-14-7	Other	

Facility Response:		
MS-DO-14.1	If other, please describe:	
Facility Response:		
MS-DO-15	Which of the following topics are part of the communication and training to security guards? (SELECT all that apply with a "X")	
MS-DO-15-1	Prohibition of forced labor	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-15-2	Anti-harassment and abuse	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-15-3	Anti-discrimination	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-15-4	Bribery and anti-corruption	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-15-5	Other	
Facility Response:		
Verification Selection: Accurate		
MS-DO-15.1	If other, please describe:	
Facility Response:		
MS-DO-16	How does the facility provide communication and training to suppliers/subcontractors? (SELECT all that apply with a "X")	
MS-DO-16-1	Verbal communication	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-16-2	Written communication (i.e. supply contracts might include reference to social and labor practices)	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-16-3	Multi-media communication (i.e. video, online learning, etc.)	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-16-4	Training - new subcontractors/suppliers receive onboarding trainings in-person (i.e. classroom trainings etc.)	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-16-5	Training - existing subcontractors/suppliers receive on-going trainings in-person (i.e. classroom trainings etc.)	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-16-6	Other	
Facility Response:		
Verification Selection: Accurate		
MS-DO-16.1	If other, please describe:	
Facility Response:		
MS-DO-17	Which of the following topics are part of the communication and training to suppliers/subcontractors? (SELECT all that apply with a "X")	
MS-DO-17-1	Child labor and young workers	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-17-2	Prohibition of forced labor	X

Facility Response: X		
Verification Selection: Accurate		
MS-DO-17-3	Anti-harassment and abuse	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-17-4	Anti-discrimination	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-17-5	Working Hours	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-17-6	Wages and Benefits	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-17-7	Discipline	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-17-8	Freedom of association and collective bargaining	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-17-9	Grievance systems	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-17-10	Worker Feedback	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-17-11	Health and safety	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-17-12	Migrant workers	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-17-13	Homeworkers	
Facility Response:		
Verification Selection: Accurate		
MS-DO-17-14	Supplier/subcontractor due diligence requirements	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-17-15	Raw materials sourcing due diligence requirements	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-DO-17-16	Bribery and anti-corruption	X
Facility Response: X		
Verification Selection: Accurate		
MS-DO-17-17	Other	
Facility Response:		
Verification Selection: Accurate		
MS-DO-17.1	If other, please describe:	

Facility Response:		
Check		
Monitoring		
MS-CHE-1	Does the facility conduct regular reviews and/or assessments of social and labor practices? (SELECT all that apply with a "X")	
MS-CHE-1-1	Facility conducts regular internal reviews and/or assessments of all social and labor policies and procedures that the facility has implemented	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-1-2	Facility conducts regular reviews and/or assessments of social and labor practices within their supply chain, i.e. of suppliers and subcontractors, including raw materials suppliers	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-1-3	Facility keeps records of these assessments and any violations that were uncovered	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-1-4	Results are reported to senior management	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-1-5	Facility does not perform regular reviews and/or assessments on social and labor practices within the facility and/or within their supply chain	
Facility Response:		
Verification Selection: Accurate		
Self Assessment		
MS-CHE-2	Does the facility have a system for reviewing policies and procedures (written or informal) for changes/updates to existing requirements (legal or other)? (SELECT all that apply with a "X")	
MS-CHE-2-1	Government websites	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-2-2	Government offices /communications	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-2-3	Consultants	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-CHE-2-4	Internet	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-2-5	Customer briefing	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-2-6	Health and safety executive	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-2-7	Corporate Social Responsibility or "CSR" team established in facility	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-2-8	Management team briefs the workforce	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-2-9	Appointed worker / team	X
Facility Response: X		

Verification Selection: Accurate		
MS-CHE-2-10	Magazine subscription(s)	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		
MS-CHE-2-11	Industry body briefings	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-2-12	Other	
Facility Response:		
Verification Selection: Accurate		
MS-CHE-2-1	If other, please describe:	
Facility Response:		
MS-CHE-2-13	Facility does not use any methods and is not aware of changes/updates	
Facility Response:		
Verification Selection: Accurate		
MS-CHE-3	Does the facility review/update policies and procedures (written or informal)? (SELECT all that apply with a "X")	
MS-CHE-3-1	Recruitment and hiring	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.1	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: labor contract		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-2	Termination and retrenchment	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.2	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: labor contract		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-3	Facility workplace rules	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.3	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: dt document		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-4	Child labor and young workers	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: The information was updated on the verification date.		
MS-CHE-3.4	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response:		
Verification Data: once per year or any changes		

MS-CHE-3-5	Prohibition of forced labor	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.5	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-6	Anti-harassment and abuse	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.6	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-7	Anti-discrimination	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.7	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-8	Working Hours	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.8	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: labor contract		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-9	Wages and Benefits	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.9	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: labor contract		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-10	Discipline	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.10	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: labor contract		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-11	Freedom of association and collective bargaining	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.11	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes

Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-12	Grievance systems	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.12	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-13	Worker Feedback	
Facility Response:		
MS-CHE-3.13	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-14	Health and safety	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.14	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-15	Foreign migrant workers	
Facility Response:		
Verification Selection: Accurate		
MS-CHE-3.15	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-16	Domestic migrant workers	
Facility Response:		
Verification Selection: Accurate		
MS-CHE-3.16	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-17	Homeworkers	
Facility Response:		
Verification Selection: Accurate		
MS-CHE-3.17	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-18	Suppliers/subcontractors	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3.18	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: contract		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-19	Raw materials sourcing	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: Misunderstanding. The information was updated on the verification date.		

MS-CHE-3-19	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response: contract		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
MS-CHE-3-20	Bribery and anti-corruption	X
Facility Response: X		
Verification Selection: Accurate		
MS-CHE-3-20	Please describe how often (or when) the policies and procedures are reviewed/updated:	once per year or any changes
Facility Response: meeting report		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: once per year or any changes		
MS-CHE-3-21	Other	
Facility Response:		
Verification Selection: Accurate		
MS-CHE-3-21	If other, please describe:	
Facility Response:		
MS-CHE-3-22	Facility does not review/update policies and procedures (written or informal)	
Facility Response:		
Verification Selection: Accurate		
Act		
Continuous Improvement		
MS-ACT-1	Does the facility create improvement plans based on social and labor practices? (SELECT all that apply with a "X")	
MS-ACT-1-1	Plans are created based on issues uncovered through monitoring and evaluation	X
Facility Response: X		
Verification Selection: Accurate		
MS-ACT-1-2	Plans include root cause analysis (RCA)	X
Facility Response: X		
Verification Selection: Accurate		
MS-ACT-1-3	Plans include grievances and suggestions raised by workers	X
Facility Response: X		
Verification Selection: Accurate		
MS-ACT-1-4	Plans are completed and the related issues resolved	X
Facility Response: X		
Verification Selection: Accurate		
MS-ACT-1-5	Written records are maintained	X
Facility Response: X		
Verification Selection: Accurate		
MS-ACT-1-6	Other	
Facility Response:		
Verification Selection: Accurate		
MS-ACT-1-1	If other, please describe:	
Facility Response:		
MS-ACT-1-7	The facility does not create improvement plans	
Facility Response:		
Verification Selection: Accurate		
MS-ACT-2	Does the facility communicate improvement plans to interested stakeholders? (SELECT all that apply with a "X")	
MS-ACT-2-1	Senior management	
Facility Response:		
MS-ACT-2-2	Workers	
Facility Response:		

MS-ACT-2-3	Customers	
Facility Response:		
MS-ACT-2-4	Other	
Facility Response:		
MS-ACT-2-1	If other, please describe:	
Facility Response:		

Facility Comments

MS-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		

ABOVE & BEYOND

Number	Question	Final Verified Response
--------	----------	-------------------------

Section Instructions

Section Instructions

	<p>Section Description: The purpose of the "Above and Beyond" section is to gather information on facility practices that go above and beyond social responsibility industry standards, are not required by national or international law, and that seek to elevate workplace well-being and community impact. Topics within this section include: • Workplace Well-being • Community Impact</p>	
--	--	--

Workplace Well-Being

Sub-Section Instructions

	<p>The International Labour Organization (ILO) defines "Workplace Well-being" as relating "to all aspects of working life, from the quality and safety of the physical environment, to how workers feel about their work, their working environment, the climate at work and work organization. The aim of measures for workplace well-being is to complement OSH measures to make sure workers are safe, healthy, satisfied and engaged at work." The sub-section below seeks to understand what type of above and beyond practices are taking place to promote workplace well-being "within the facility walls".</p>	
--	--	--

Developmental Programs

AB-WOR-1	Are all workers offered any of the following types of developmental programs by the facility? (SELECT all that apply with a "X"):	
AB-WOR-1-1	Health Education	
Facility Response:		
AB-WOR-1-1	Please describe:	
Facility Response:		
AB-WOR-1-2	Gender Equality	
Facility Response:		
AB-WOR-1-2	Please describe:	
Facility Response:		
AB-WOR-1-3	Gender Empowerment	
Facility Response:		
AB-WOR-1-3	Please describe:	
Facility Response:		
AB-WOR-1-4	Career Development	
Facility Response:		
AB-WOR-1-4	Please describe:	
Facility Response:		
AB-WOR-1-5	Other	
Facility Response:		
AB-WOR-1-5	If other, please describe:	
Facility Response:		
AB-WOR-1-6	None of the above	
Facility Response:		
AB-WOR-2	Are all workers offered any of the following programs by the facility to promote health? (SELECT all that apply with a "X"):	
AB-WOR-2-1	Nutrition	

Facility Response:		
AB-WOR-2.1	Please describe:	
Facility Response:		
AB-WOR-2.2	Exercise	
Facility Response:		
AB-WOR-2.2	Please describe:	
Facility Response:		
AB-WOR-2.3	Drug and Alcohol Abuse	
Facility Response:		
AB-WOR-2.3	Please describe:	
Facility Response:		
AB-WOR-2.4	Smoking	
Facility Response:		
AB-WOR-2.4	Please describe:	
Facility Response:		
AB-WOR-2.5	Sexual Health	
Facility Response:		
AB-WOR-2.5	Please describe:	
Facility Response:		
AB-WOR-2.6	Pre- and post-natal	
Facility Response:		
AB-WOR-2.6	Please describe:	
Facility Response:		
AB-WOR-2.7	Mental Well-being	
Facility Response:		
AB-WOR-2.7	Please describe:	
Facility Response:		
AB-WOR-2.8	Access to clean drinking water	
Facility Response:		
AB-WOR-2.8	Please describe:	
Facility Response:		
AB-WOR-2.9	Other	
Facility Response:		
AB-WOR-2.9	If other, please describe:	
Facility Response:		
AB-WOR-2.10	None of the above	
Facility Response:		
Market Access		
AB-WOR-3	Are all workers offered any of the following types of market access programs by the facility? (SELECT all that apply with a "X"):	
AB-WOR-3-1	Financial Literacy Programs	
Facility Response:		
AB-WOR-3.1	Please describe:	
Facility Response:		
AB-WOR-3-2	Digital Payment Assistance	
Facility Response:		
AB-WOR-3.2	Please describe:	
Facility Response:		
AB-WOR-3-3	Home Financing Program	
Facility Response:		
AB-WOR-3.3	Please describe:	
Facility Response:		
AB-WOR-3-4	Other	

Facility Response:		
AB-WOR-3.4	If other, please describe:	
Facility Response:		
AB-WOR-3-5	None of the above	
Facility Response:		
Economic Empowerment Programs		
AB-WOR-4	Did the facility participate in any type of economic empowerment programs that collect facility contributions into a separate account (or fund) that can be used for worker well-being? (SELECT all that apply with a "X"):	
AB-WOR-4-1	Facility's own program	
Facility Response:		
AB-WOR-4.1	Please describe:	
Facility Response:		
AB-WOR-4-2	External program	
Facility Response:		
AB-WOR-4.2	Please describe:	
Facility Response:		
AB-WOR-4-3	Other	
Facility Response:		
AB-WOR-4.3	If other, please describe:	
Facility Response:		
AB-WOR-4-4	None of the above	
Facility Response:		
Wage Aspirations		
AB-WOR-5	Did the facility actively seek to provide (or attain) any of the following types of wage aspirations for workers? (SELECT all that apply with a "X"):	
AB-WOR-5-1	"Living Wage"	
Facility Response:		
AB-WOR-5.1	Please describe:	
Facility Response:		
AB-WOR-5-2	"Prevailing Wage"	
Facility Response:		
AB-WOR-5.2	Please describe:	
Facility Response:		
AB-WOR-5-3	System to secure that annual wage increase (excluding OT-hours) is at or above the inflation rate	
Facility Response:		
AB-WOR-5-4	Skill Matrix - including all worker skill levels	
Facility Response:		
AB-WOR-5.3	Please describe:	
Facility Response:		
AB-WOR-5-5	Other	
Facility Response:		
AB-WOR-5.4	If other, please describe:	
Facility Response:		
AB-WOR-5-6	None of the above	
Facility Response:		
HS Recognition		
AB-WOR-6	Has the facility received recognition (award) from a PUBLICLY KNOWN institution for their achievement on Health and Safety?	
Facility Response:		
AB-WOR-6.1	If yes, please describe:	
Facility Response:		
Other		

AB-WOR-7	Has the facility implemented any other projects that have sought to improve social well-being of workers in the facility that they would like to share?	
Facility Response:		
AB-WOR-7.1	If yes, please describe:	
Facility Response:		
Community Impact		
Sub-Section Instructions		
	The sub-section below seeks to understand what type of above and beyond practices are taking place to promote positive community impact "outside the facility walls".	
Supplier Engagement		
AB-COM-1	Does the facility offer female workers in the supply chain (i.e. female workers at suppliers/subcontractors to the facility) any of the following types of professional developmental opportunities? (SELECT all that apply with a "X"):	
AB-COM-1-1	Professional Training	
Facility Response:		
AB-COM-1.1	Please describe:	
Facility Response:		
AB-COM-1-2	Mentoring/ sponsorship program	
Facility Response:		
AB-COM-1.2	Please describe:	
Facility Response:		
AB-COM-1-3	Educational opportunities	
Facility Response:		
AB-COM-1.3	Please describe:	
Facility Response:		
AB-COM-1-4	Other	
Facility Response:		
AB-COM-1.4	If other, please describe:	
Facility Response:		
AB-COM-1-5	None of the above	
Facility Response:		
Community Service		
AB-COM-2	Did the facility participate in any of the following activities related to community service? (SELECT all that apply with an "X".)	
AB-COM-2-1	The facility sponsored (paid for and/or organized) a community service event	
Facility Response:		
AB-COM-2.1	Please describe:	
Facility Response:		
AB-COM-2-2	Workers were encouraged to voluntarily engage in community service	
Facility Response:		
AB-COM-2.2	Please describe:	
Facility Response:		
AB-COM-2-3	Workers were permitted certain hours to voluntarily engage in community service during working hours and were not penalized for the hours served	
Facility Response:		
AB-COM-2.3	Please describe:	
Facility Response:		
AB-COM-2-4	Blood Donation Programs	
Facility Response:		
AB-COM-2.4	Please describe:	
Facility Response:		
AB-COM-2-5	Gender equality and empowerment programs	
Facility Response:		
AB-COM-2.5	Please describe:	

Facility Response:		
AB-COM-2-6	Other	
Facility Response:		
AB-COM-2-6	If other, please describe:	
Facility Response:		
AB-COM-2-7	None of the above	
Facility Response:		
Charitable Contributions		
AB-COM-3	Did the facility participate in any of the following activities related to charitable contributions? (SELECT all that apply with an "X":)	
AB-COM-3-1	The facility made regular donations to charitable (non-profit/non-governmental) organizations or projects	
Facility Response:		
AB-COM-3-1	Please describe:	
Facility Response:		
AB-COM-3-2	Facility conducted a needs analysis of charitable programs to address the critical needs in the community	
Facility Response:		
AB-COM-3-2	Please describe:	
Facility Response:		
AB-COM-3-3	Other	
Facility Response:		
AB-COM-3-3	If other, please describe:	
Facility Response:		
AB-COM-3-4	None of the above	
Facility Response:		
Community Investment		
AB-COM-4	Did the facility participate in any of the following activities related to community investment? (SELECT all that apply with a "X":)	
AB-COM-4-1	The facility drafted (or maintained an existing) strategy/policy for community investment that includes assessment of root causes of social issues in community related to its workforce	
Facility Response:		
AB-COM-4-1	Please describe:	
Facility Response:		
AB-COM-4-2	Facility workers and local civil society groups were engaged in identifying, implementing, and evaluating community investment initiatives	
Facility Response:		
AB-COM-4-2	Please describe:	
Facility Response:		
AB-COM-4-3	The facility was involved directly or through partnerships in efforts on the ground that address root causes of social issues in the local community	
Facility Response:		
AB-COM-4-3	Please describe:	
Facility Response:		
AB-COM-4-4	Other	
Facility Response:		
AB-COM-4-4	If other, please describe:	
Facility Response:		
AB-COM-4-5	None of the above	
Facility Response:		
External Engagement & Collaboration		
AB-COM-5	Did the facility participate in any of the following activities related to engagement with external organizations and other facilities? (SELECT all that apply with a "X":)	
AB-COM-5-1	Facility collaborates with other facilities on the development of shared/joint training efforts	
Facility Response:		

AB-COM-5-1	Please describe some of these training efforts:	
Facility Response:		
AB-COM-5-2	Facility participates in multi-stakeholder or industry forums to develop full understanding of risks and challenges in the value chain	
Facility Response:		
AB-COM-5-2	Please describe the forums the facility is participating in, and in what capacity (passive vs. active, voting, chair, etc.)	
Facility Response:		
AB-COM-5-3	Facility engages with key locally impacted stakeholders to improve social and labor conditions in the value chain	
Facility Response:		
AB-COM-5-3	Please describe by providing the stakeholder names and the nature and frequency of the dialogue:	
Facility Response:		
AB-COM-5-4	Facility engages with key regional / international stakeholders to improve social and labor conditions in the value chain	
Facility Response:		
AB-COM-5-4	Please describe by providing the stakeholder names and the nature and frequency of the dialogue:	
Facility Response:		
AB-COM-5-5	Facility engages (either directly or via industrial trade association or tripartite initiatives) with local & district level Trade Unions to proactively address issues of concern to the industry	
Facility Response:		
AB-COM-5-6	Other	
Facility Response:		
AB-COM-5-5	If other, please describe:	
Facility Response:		
AB-COM-5-7	None of the above	
Facility Response:		
AB-COM-6	If the facility engaged (either directly or via industrial trade association or tripartite initiatives) with local & district level trade unions to proactively address issues of concern to the industry, how was the facility involved? (SELECT all that apply with a "X":)	
AB-COM-6-1	Facility actively participates in the initiative	
Facility Response:		
AB-COM-6.1	Please describe:	
Facility Response:		
AB-COM-6-2	Facility actively leads the initiative	
Facility Response:		
AB-COM-6.2	Please describe:	
Facility Response:		
AB-COM-6-3	Facility has been actively engaged with the initiative over the past 3 years	
Facility Response:		
AB-COM-6.3	Please describe:	
Facility Response:		
AB-COM-6-4	Other	
Facility Response:		
AB-COM-6.4	If other, please describe:	
Facility Response:		
AB-COM-6-5	None of the above	
Facility Response:		
Goals / Targets		
AB-COM-7	Has the facility set specific goals/targets for improvement on social issues in local communities and tracked the progress against those goals/targets?	
Facility Response:		
AB-COM-7.1	If yes, please describe:	
Facility Response:		
Sourcing Practices		

AB-COM-8	Has the facility encouraged sourcing practices that resulted in the facility sourcing from Small and Medium Enterprises and manufacturers that are owned by underrepresented minorities/protected groups, including women-owned businesses?	
Facility Response:		
AB-COM-8.1	If yes, please describe:	
Facility Response:		
Land Grabbing		
AB-COM-9	Does the facility have a formalized process of reviewing documentation of the land rights for the property they are renting/leasing by a person who is qualified to do so?	
Facility Response:		
AB-COM-9.1	If yes, please describe:	
Facility Response:		
AB-COM-10	Does the facility engage proactively with relevant stakeholders before an investment is made in a new land?	
Facility Response:		
AB-COM-10.1	If yes, please describe:	
Facility Response:		
Public Disclosure & Transparency		
AB-COM-11	Does the facility communicate publicly on social and labor performance?	
Facility Response:		
AB-COM-12	Did the facility communication include any of the following? (SELECT all that apply with a "X"):	
AB-COM-12-1	Engagement with NGOs and other external stakeholders	
Facility Response:		
AB-COM-12-2	Social/labor policies and procedures	
Facility Response:		
AB-COM-12-3	Results of social compliance monitoring	
Facility Response:		
AB-COM-12-4	Issues identified, actions taken, and results achieved in response to results of social compliance monitoring	
Facility Response:		
AB-COM-12-5	Indirect supplier list	
Facility Response:		
AB-COM-12-6	Facility/company/group reporting externally on progress against social compliance goals and objectives per Global Reporting Initiative (GRI) requirements	
Facility Response:		
AB-COM-12-7	None of the above	
Facility Response:		
AB-COM-13	Does the facility publish a report (at least every 2 years) regarding its own progress towards social compliance goals and objectives set by the facility?	
Facility Response:		
Other		
AB-COM-14	Has the facility implemented any other community impact projects that improve the social well being of workers and their families that they would like to share?	
Facility Response:		
AB-COM-14.1	If yes, please describe:	
Facility Response:		
Facility Comments		
AB-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
VERIFICATION DETAILS		
Number	Question	Final Verified Response
Verification Details		

Verification Dates		
VD-VER-1	Verification Start Date (YYYY-MM-DD):	2022-10-17
VD-VER-2	Verification End Date (YYYY-MM-DD):	2022-10-18
Verification Duration		
VD-VER-3	Verification Duration:	4.5 Person Days
VD-VER-3.1	If "More than 10 Days", please describe:	
VD-VER-4	Did the verification take place over consecutive days?	Yes
VD-VER-5	If no, please describe which days Verifier(s) were on site and why the verification did not take place over consecutive days:	
Verification Window		
VD-VER-6	Verification Window:	Semi-announced
Verifier Information		
VD-VER-7	Verification Body Type:	3rd Party (Service Provider)
VD-VER-8	Verification Body Name:	BCI Compliance Group
VD-VER-9	Verifier Name(s) (First and Last Name):	Kha Hoang Nguyen, Thu Ho and Long Hoang (observer)
Verification Participants		
VD-VER-10	Were any interpreters present during verification?	No
VD-VER-11	Identification details (First and Last Name and Organization) of all parties present for verification activity:	NIL
Virtual Verification Activity		
VD-VER-12	Was any part of the verification conducted virtually?	No
Exception Requests		
VD-VER-13	Were any exception requests granted by the Verification Oversight Organization for this verification?	No
VD-VER-14	If yes, please describe:	
Worker Interviews		
VD-VER-15	What is the total number of worker interviews conducted?	58
VD-VER-16	Provide details about number and type of workers interviewed:	Individual Interviews: 28 Group Interviews: 6 groups of 5 Total 58 employees were interviewed in which there were 46 females and 12 males including 2 pregnant and breastfeeding employees, 1 youngest employee (18 years old) and employees across the section of warehouse, cutting, embroidery, sewing, ironing, inspecting and packing. The employees were assured of confidentiality and they spoke freely of their views of the facility.
Offsite Documentation Review		
VD-VER-17	Did the facility request an offsite documentation review prior to onsite verification?	No
VD-VER-18	Did the Verifier(s) conduct an offsite documentation review?	
VD-VER-19	Please provide details regarding offsite document review:	
Worker Engagement		
VD-VER-20	Were workers' representatives and/or workers involved in the self/joint-assessment process?	Yes
VD-VER-20.1	If yes, please describe how workers' representatives and/or workers were involved in the self/joint-assessment process:	Based on the interview with the Trade Union representative and interaction with management team, we confirmed that the Trade union representative had attended to conduct the self-assessment together with the facility and association activities were support by the facility management. They had discussed together via meeting to answer the self-assessment.
Verification Observations		
VD-VER-21	1. Cooperativeness of facility	The facility management showed a cooperative and supportive attitude during the audit. Auditors were allowed to conduct the site tour at all places in the facility. All requested documents were provided on time. The Trade Union chairwoman was cooperative and supportive during the audit.

VD-VER-22	2. Strengths of management practices	All employees said they were satisfied with their employment at the facility and that they were satisfied with the current wages which were in line with legal requirements in their view. They felt free to leave this employer and understood the notice period required. They had good relationship with their supervisors and managers who treated them with respect. They were able to make suggestions to their supervisors and team leaders and sometimes they had seen these suggestions adopted.
VD-VER-23	3. Any other comment	NIL
VD-VER-24	4. Are there any photos you would like to add to the verification that did not directly correspond to a question?	Kindly refer the attached file.