



BetterWork

20th Biannual Synthesis Report An Industry and Compliance Review

Under the HOPE II
Legislation Haiti

REPORTING PERIOD

April 2019 - March 2020



International
Labour
Organization



**International
Finance
Corporation**
WORLD BANK GROUP



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List of Acronyms

ADIH	Association des Industries d'Haïti (Haitian Industry Association)
BMST	Bureau de la Médiatrice Spéciale du Travail
CAOSS	Conseil d'Administration des Organes de Sécurité Sociale (Board of Social Security Bodies)
CP	Compliance point
CSS	Conseil Supérieur des Salaires (Wages High Council)
CTMO-HOPE	Commission Tripartite de Mise en œuvre de la loi HOPE
EA	Enterprise Advisor
HELP	Haiti Economic Lift Program
HOPE	Haitian Hemispheric Opportunity through Partnership Encouragement Act
ITUC	International Trade Union Confederation
MSDS	Material Safety Data Sheet
MAST	Ministère des Affaires Sociales et du Travail (Ministry of Labor and Social Affairs)
OFATMA	Office d'Assurance de Travail, de Maladie et de Maternité (Office for Work, Health and Maternity Insurance)
ONA	Office Nationale d'Assurance Vieillesse (National Office for Old-Age Insurance)
OSH	Occupational safety and health
PAC	Project Advisory Committee
PAP	Port-au-Prince, Haiti
PIC	Parc Industriel de Caracol
PICC	Performance Improvement Consultative Committee
PIM	Parc Industriel Métropolitain (also referred to as SONAPI)
PPE	Personal Protective Equipment
SC/AFL-CIO	Solidarity Center/American Federation of Labor - Congress of Industrial Organizations
TDS	Social Dialogue Table (Table de Dialogue Social)
TAICNAR	Technical Assistance Improvement and Compliance Needs Assessment and Remediation
USDOL	United States Department of Labor



Section I: Introduction and Context

Background

Better Work – a collaboration between the United Nations’ International Labour Organization (ILO) and the International Finance Corporation (IFC), a member of the World Bank Group – is a comprehensive program bringing together all levels of the garment industry to improve working conditions, respect of labor rights for workers, and boost the competitiveness of apparel businesses. The program was launched in Haiti in June 2009 as part of the global Better Work program with country operations in Bangladesh, Cambodia, Ethiopia, Egypt, Haiti, Indonesia, Jordan, Nicaragua, and Vietnam. To date, Better Work is mainly operating in the apparel and footwear industry in the countries it operates in.¹ In Haiti, the program is mandatory for all apparel producers exporting their products to the US market under the HOPE II legislation.

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

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

¹ Companies from other industries may benefit from Better Work services in some particular country contexts. In Haiti for example, a plastics factory is participating voluntarily in the program by paying a market price for the Better Work services.



raising awareness of workers' rights, and training labor inspectors, judicial officers and other government personnel.

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

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

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

In 2019, Better Work celebrated its 10 years of presence in Haiti. While the programme had a difficult start due to the devastating earthquake that shocked Haiti in January 2010, the garment industry grew back to be a key pillar of the Haitian economy. As a mandatory programme under the US HOPE legislation to Haiti, garment exporters are required to participate in Better Work as a prerequisite to export their products to the US market. Over the past ten years, the garment industry in Haiti grew significantly, from approximately 20,000 direct employees at the beginning of the Better Work programme to over 50,000 in 2019 with garment exports from Haiti crossing the 1 billion US\$ line.



Haiti is facing numerous challenges ranging from natural disasters to poor governance. The security situation is volatile with frequent outbreaks of riots and unrest. Yet the garment industry is the largest formal exporting sector, with approximately 90% of Haitian exports being apparel products. In addition to the direct employees in the +40 apparel factories, the industry also creates indirect jobs (in transportation, food etc.). Although factories still face challenges about labour law compliance, Better Work has built strong partnerships over the years and earned the trust of workers, managers and the government. This trust allows the program to have more open conversations to get to the root causes of compliance challenges. The program has completed two phases and is currently in its third program phase (2018 – 2022). While all phases have followed relatively similar structures in the logical framework and overall strategy, the activities conducted were adjusted to the industry needs. The overall focus of the third phase is to transfer more knowledge, tools and capacities to the national partners in order to ensure that efforts result in sustainable changes. The tripartite national constituents need more technical support to govern the labour market more effectively themselves. Hence, capacity building of tripartite partners and has been made an integral part of this current phase.

Rationale for new reporting format

In 2020, the global Better Work programme is publishing a new annual donor report about the achievements of the programme worldwide. This new report will include sections covering each country in which Better Work operates, including Haiti. It will replace annual country level reports and streamline reporting across countries. Since Better Work Haiti is implementing the TAICNAR program and thus is required to publish biannual compliance reports to fulfil the requirements of the HOPE legislation, the Better Work Haiti programme will continue to publish these country level reports biannually in April and October of every year. The format of the reports however will be simplified, mainly focusing on the factory tables, which contain all the information that is required for publication under the HOPE legislation. More detailed information on achievements and activities will be reported in the Annual Donor Report.

HAITI INDUSTRY AT A GLANCE IN NUMBERS

Better Work Haiti strives to create a garment industry that provides decent work to a projected 65,000 workers, lifting their families and communities out of poverty, empowering women, boosting national income and improving social stability.

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

Key partners

- ◆ Ministry of Social Affairs and Labour (MAST)
- ◆ Office of the Labour Ombudsman (BMST)
- ◆ National Insurance and Pensions Office (ONA)
- ◆ Office for Employment Injury, Illness and Maternity (OFTMA)
- ◆ Ministry of Commerce and Industry (MCI)
- ◆ Office of the State Secretary for the Integration of People with Disabilities (BSEIPH)
- ◆ Association of Haitian Industries (ADIH)
- ◆ Economic Forum
- ◆ All Trade unions active in the garment sector
- ◆ 25 brand and retail partners



41

FACTORIES IN
THE PROGRAMME



57,388

WORKERS
(61% WOMEN)



7

FREE ZONES
HOSTING 90%
OF TEXTILE



1 billion

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



25

BRANDS AND
RETAILERS



15

BETTER WORK
HAITI STAFF



10 years

YEARS OPERATING
IN HAITI SINCE
2009



20

INDUSTRY
COMPLIANCE
REPORTS



FIGURE 1: EMPLOYMENT GROWTH IN 5 YEARS

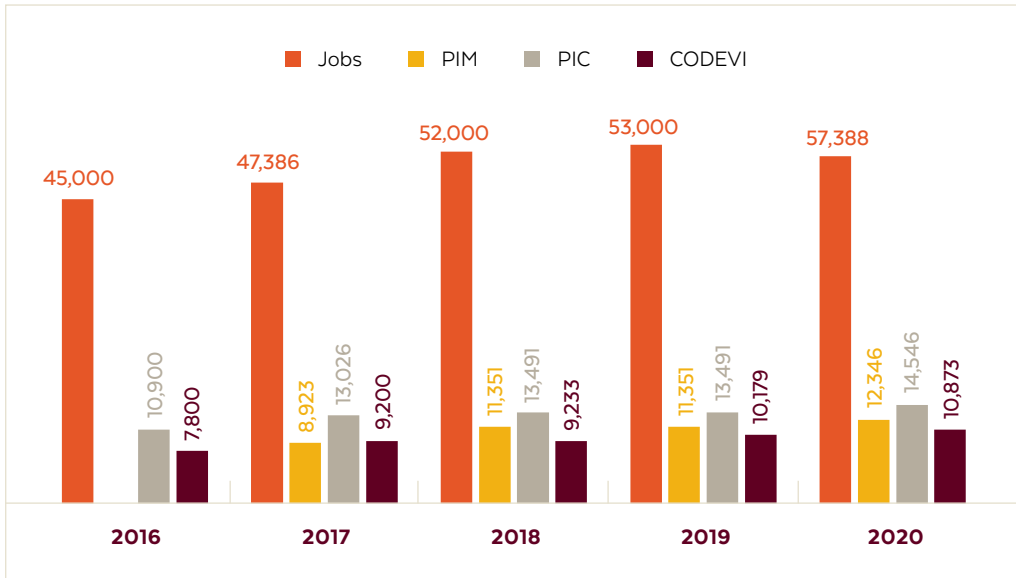


FIGURE 2: INDUSTRY INVESTMENT OWNERSHIP

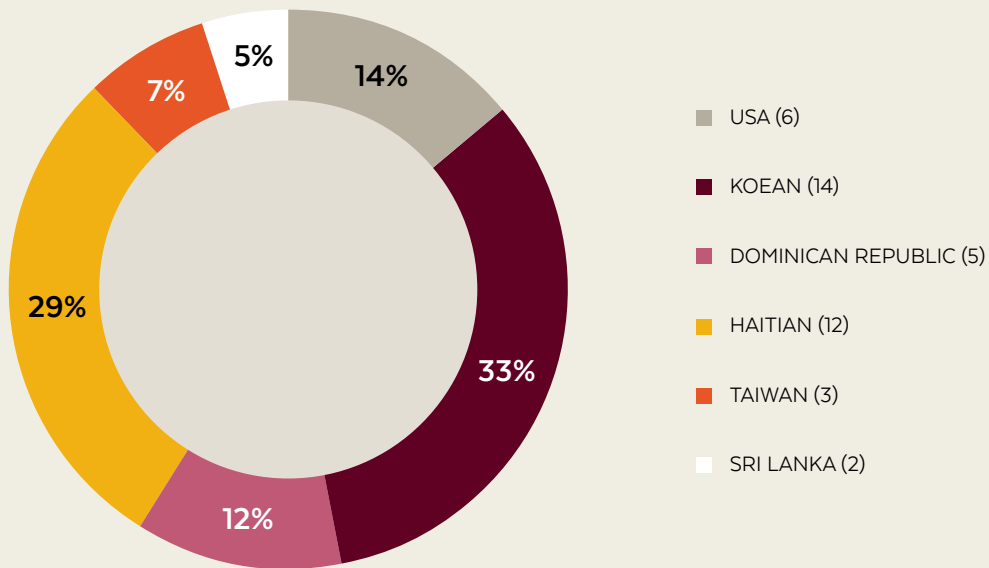
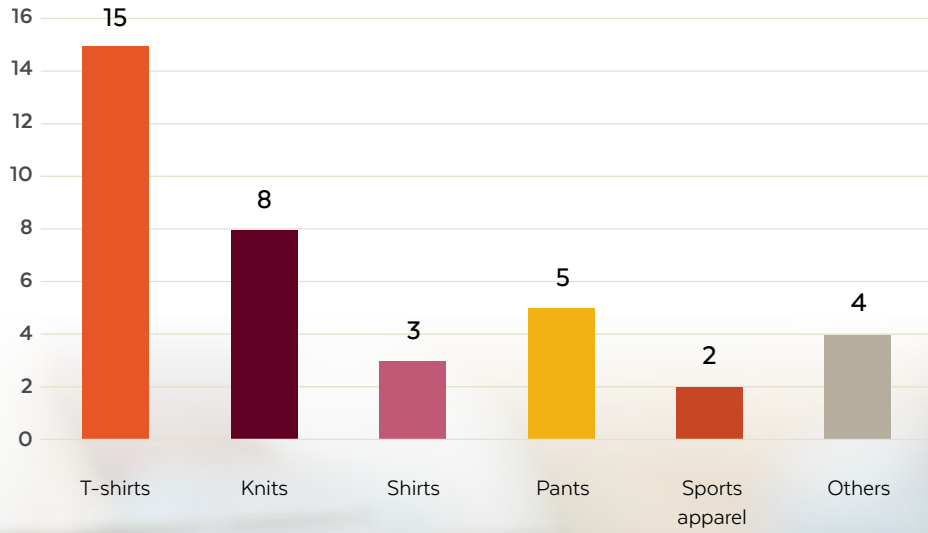




FIGURE 3: MANUFACTURING PRODUCTS BY FACTORIES





Section II: Better Work's Service Delivery Model

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

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

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

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

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

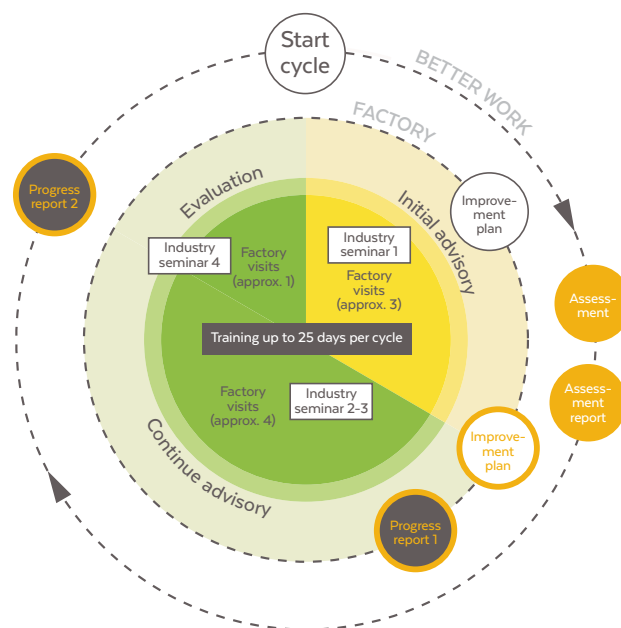


either of the Better Work country programs. The enhanced portal with the revised self-reporting function also offers the opportunity for factories to update their improvement plan themselves. The improvement plan lists a factory's non-compliance points from the last Better Work independent assessment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

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

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

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



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



In 2017, Better Work started to differentiate factories depending on their performance. Factories that are scoring high enough in terms of compliance performance but also in the areas of dialogue and learning encompass the criteria that need to be satisfied before a factory can be qualified for “stage two”. In fact, Better Work will classify factories as being in “stage two” if they consistently demonstrate high levels of compliance, a mature level of social dialogue, effective management systems and a commitment to learning. Those criteria will be evaluated based on information collected during two consecutive assessments. Factories that have not yet met this benchmark will be classified as “stage one.” For factories that have been with Better Work for several years, service differentiation will respond to requests for greater autonomy in the day to-day advisory service, fewer assessments, and a tailored service that responds to their more advanced needs, for example relating to systems development, purchasing practices, productivity and quality, and mature industrial relations.

The Better Work Compliance Assessment Methodology

BETTER WORK COMPLIANCE ASSESSMENT FRAMEWORK

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

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

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



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

TABLE 1: BETTER WORK COMPLIANCE ASSESSMENT FRAMEWORK

COMPLIANCE CLUSTER	COMPLIANCE POINT	COMPLIANCE ISSUE
Child Labor	Child Laborers	Workers under age 15
	Documentation and Protection of Young Workers	Age verification system
		Medical certificate, and/or an employment certificate or permit delivered by the Director of Labor provided by workers under age 18.
		Register of workers under age 18.
	Hazardous Work and other Worst Forms	Workers under age 18 working at night.
		Workers under age 18 working overtime.
		Workers under age 18 doing work that is hazardous by nature.
Discrimination ²	Gender	Changing the employment status, position, wages, benefits or seniority of workers during maternity leave.
		Conditions of work (gender and/or marital status).
		Excluding maternity leave from workers' period of continuous service
		Hiring (gender and/or marital status).
		Job announcements (gender and/or marital status).
		Pay (gender and/or marital status).
		Pregnancy tests or use of contraceptives as a condition of employment
		Promotion or access to training (gender and/or marital status).
		Sexual harassment
		Terminating workers or forcing them to resign if they are pregnant, on maternity leave or nursing.
		Termination or retirement (gender and/or marital status).

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



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



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



	Paid Leave	Payment for annual leave.
		Payment for breastfeeding breaks.
		Payment for legally mandated holidays.
		Payment for maternity leave.
		Payment for sick leave.
		Payment for weekly rest days.
	Premium Pay	Payment for regular hours worked at night.
		Payment for regular hours worked on holidays
		Payment for regular working hours worked on weekly rest days
	Social Security and Other Benefits	Collecting and forwarding workers' contributions for social insurance funds to ONA.
		Employer contribution to OFATMA for maternity and health insurance.
		Employer contribution to OFATMA for work-related accident insurance.
		Employer contribution to ONA.
		Forwarding of workers' contributions to OFATMA.
		Payment of annual salary supplement or bonus.
	Wage Information, Use and Deduction	Deductions from workers' wages.
		Informing workers about wage payments and deductions.
		Payroll records.
Contracts and Human Resources	Contracting Procedures	Limits on the trial period for apprentices.
	Dialogue, Discipline and Disputes	Bullying, harassment or humiliating treatment of workers.
		disciplinary measures
		Resolution of grievances or disputes.
	Employment Contracts	Contracts for all persons performing work for the factory.
		Employment contracts' compliance with the labor code, collective agreement and/or internal work rules.
		Internal work rules.
		Specifying terms and conditions of employment in written employment contracts.
		Workers' understanding of the terms and conditions of employment.
	Termination	Annual salary supplement or bonus upon termination.
Notice of termination.		



		Orders to reinstate or compensate unjustly terminated workers.
		Payment for unused paid annual leave upon resignation or termination.
		Reasons for termination.
		Reductions in workforce size or suspensions due to changes in operations
Occupational Safety and Health	Chemicals and Hazardous Substances	Assessing, monitoring, preventing and/or limiting workers' exposure to hazardous substances.
		Chemical safety data sheets for all chemicals and hazardous substances in the workplace.
		Inventory of chemicals and hazardous substances used in the workplace.
		Labelling of chemicals and hazardous substances.
		Storage of chemicals and hazardous substances.
		Training workers who work with chemicals and hazardous substances.
		Washing facilities or cleansing materials in the event of chemical exposure.
	Emergency Preparedness	Accessible, unobstructed, and/or unlocked emergency exits during working hours, including overtime.
		Fire detection and alarm system.
		Firefighting equipment.
		Marking or posting of emergency exits and/or escape routes in the workplace.
		Number of emergency exits.
		Periodic emergency drills.
		Safeguarding possible sources of ignition
		Storage of flammable materials
	Training workers to use the firefighting equipment	
	Health Services and First Aid	Annual medical checks for workers.
		First-aid training for workers.
		Health checks for workers who are exposed to work-related hazards.
		Medical checks for workers upon hiring.
		Onsite medical facilities and staff.
		The employer did not ensure that there were a sufficient number of readily accessible first aid boxes/supplies in the workplace.
		Safety and health risks to pregnant or nursing workers



	OSH Management Systems	Assessment of general occupational safety and health issues in the factory.
		Legally required construction/building permits
		Mechanisms to ensure cooperation between workers and management on OSH matters.
		Recording work-related accidents and diseases and/or submitting the record to OFATMA.
		Written OSH policy.
	Welfare Facilities	Certain required facilities.
		Eating area.
		Providing drinking water.
		Toilets.
		Washing facilities and/or soap.
	Worker Accommodation	Accommodation separate from the workplace
		Cooking or storage facilities in the accommodation.
		Lighting in the accommodation.
		Minimum space requirements in the accommodation.
		Preparation for emergencies in the accommodation.
Privacy in the accommodation.		
Protection against disease carrying animals and/or insects in the accommodation.		
Protection against fire in the accommodation.		
Protection against heat, cold and/or dampness in the accommodation.		
Protection against noise in the accommodation.		
Toilets, showers, sewage and/or garbage disposal systems in the accommodation.		
Ventilation in the accommodation.		
Water in the accommodation.		
Worker Protection	Ergonomic requirements	
	Installing guards on all dangerous moving parts of machines and equipment.	
	Installing, grounding, and/or maintaining electrical wires, switches, and/or plugs.	
	Posting safety warnings in the workplace	
	Providing workers with personal protective clothing and equipment.	



		Punishment of workers who removed themselves from work situations they believed presented an imminent and serious danger to life or health.
		Training and encouragement of workers to use PPE, machines and/or equipment safely
	Working Environment	Workplace cleanliness
		Workplace lighting.
		Workplace noise levels.
		Workplace temperature and/or ventilation.
Working Time	Leave	payment in place of annual leave
		Time off for annual leave.
		Time off for breastfeeding breaks.
		Time off for maternity leave.
		Time off for sick leave.
	Overtime	Authorization from the Department of Labor for overtime.
		Authorization from the Department of Labor for work on Sundays.
		Limits on overtime hours worked.
		Voluntary overtime.
	Regular Hours	Daily break periods.
		Regular daily and/or weekly working hours.
		Weekly rest period.
		Working time records.
		Authorization from the Department of Labor before working at night.

CALCULATING NON-COMPLIANCE & PUBLIC REPORTING

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

The Better Work program supports fair and transparent public reporting. In all Better Work country programs, synthesis reports containing aggregated information on the industry are



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

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

Worker interviews conducted during the assessment process are held onsite, either in a private room within the factory building or outside the building (yard, eating area), and take place either in small groups or individually. Interviews are conducted in Creole, the primary language of the workers. Workers may be suspicious and feel uneasy about sharing information on their workplaces with people who are not well known to them and coaching of workers by factory management is a possible issue in the industry in general. Nevertheless, after over ten years of assessments, Better Work Haiti Enterprise Advisors have improved their investigative approach, consistently innovating in the fact gathering process and implementing worker interview best practices. Enterprise advisors cumulative experience, and the positive reputation Better Work has built through factory activities, have contributed to an environment where workers are more comfortable discussing working conditions. Interviews with workers cover many aspects of life at work and last approximately 20 minutes. On average, 40 workers representing different sections of the factories, as well as union representatives, are interviewed.

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

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



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

Non-compliance issues related to core labour standards are usually more difficult to detect, for example sexual harassment, which is included in Better Work Haiti's compliance assessment tool. Similarly, to other countries, it is one of the most sensitive and most difficult issues to detect during factory assessments. The assessment of sexual harassment in the workplace by Better Work Haiti is likely to underreport the extent of its occurrence. However, sexual harassment remains an issue of concern in the industry in general. As mentioned, Better Work is basing its assessment findings on triangulation of facts, which requires sufficient evidence in order to find a factory in non-compliance on a particular compliance point, and some issues are not always easy to detect. Although concerns regarding sexual harassment persist, Better Work Haiti has seen positive developments on the topic with factories acknowledging the issue as a potential problem and demonstrating an increased openness to address it. Gender issues including addressing sexual harassment has therefore become an integral part of Better Work's strategy to improve compliance in the garment industry globally.

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





Section III: Highlights of the reporting period (April 2019-March 2020)

Country Context

Since February 2019, the economic, social, and political situation in Haiti has deteriorated. Haiti's currency has depreciated and inflation is at over 20% per the Haitian Institute of Statistics latest figures. Elections for the houses of parliament scheduled for October 2019 were postponed, meaning members of parliament whose terms had expired were not replaced. Social unrest peaked in October and November 2019. Workers throughout the country missed many days of work due to civil unrest. Some businesses were forced to close their doors entirely for extended periods. The textile sector was able to continue limited operations with reduced personnel, with factories in the Northeast less affected than those in Port-au-Prince.

In addition, in November, the government announced an increase in the minimum wage (from 420 gourdes to 500 Gourdes) for workers in the textile industry. Trade Unions were discontent with the increase, stating that it was not enough to compensate for inflation. Employers also expressed concerns, noting that the salary increase came in challenging economic conditions.

For the better part of the reporting period, the country was functioning with an interim Prime Minister. The government and the national political actors, encouraged by the international community, engaged in several rounds of negotiations in the hope of finding a prime minister before the departure of the senators. Indeed, as of the second week of January 2020, they did not settle on a new Prime Minister and the parliament was left to function with only 11 senators. Due to this lack of senatorial representation, the executive branch of the government no longer needed to negotiate with the opposition to nominate a new Prime Minister. Therefore, at the beginning of March 2020, the president chose a new Prime Minister, Mr. Joseph Jouthe, who was the caretaker Minister of Environment. The new government moved quickly to install new ministers since the approval of the legislative body was not needed. Haiti now has new ministers for the Ministry of Social Affairs and Labor and the Ministry of Commerce and Industry.

The country's situation, however, did not dampen the vision of the Haitian Manufacturers' Association (Association des Industries d'Haïti - ADIH), which was still optimistic about growth in the textile sector. In October, a delegation headed by the president of ADIH, travelled to Taiwan to attract investment. In a subsequent interview with National newspaper, *Le Nouvelliste*, the ADIH president stated his belief that up to 30,000 jobs can be created in the coming two years. Despite the volatile situation, the industry remains a vital source of income for Haiti. According to OTEXA, in the last trimester of 2019, estimated



revenues from the industry grew by 11.59% from the previous year, and exports to the U.S. market were worth approximately \$1.012 billion.

As of March 19th, 2020, the Haitian government declared a state of emergency and announced the closure of all textile factories among other industries, to prevent the spread of COVID 19. All land borders are closed, and air travels are suspended until further notice. However, Haiti is among the countries with the least confirmed cases of the virus, according to reports from the Ministry of Health.

After one week of closure, Association Des Industries d'Haiti (ADIH) and the government came to an agreement whereby they authorized some textile factories to reopen, providing that they abide by the prevention measures established the Ministry of Health (MSPP) and the Ministry of Social Affairs and Labor (MAST). These authorizations were granted to factories that can produce medical equipment and supplies to help combat the spread of the COVID 19 virus. The government has since established a committee composed of members from the Ministry of Health, The Ministry of Labor, and the Ministry of Commerce, with the specific task of visiting the factories to make sure that the prevention measures are followed.

On 27 March, the President clarified that ports, airports, and borders are closed for passenger traffic. However, goods and medicines continue to circulate normally. The President has also announced the establishment of a multisectoral committee to support the response to the COVID-19 pandemic, and that vulnerable populations will receive economic and food assistance. This assistance will include cash transfers for 1.5 million families and food rations to moreover a million families.

BETTER WORK KEY ACTIVITIES

Over the past six months, Better Work Haiti conducted several activities to promote compliance at the individual factory level and, in parallel, increase constituents' capacities. Highlights are summarized below.

- ◆ Institutional capacity building of the Government of Haiti. To sustain the work done by a previous USDOL-funded project, Better Work Haiti has closely worked with MAST over the past years, in particular, to strengthen their inspection department.
- ◆ Labor inspectors have improved their capacity to assess, monitor, and adequately report on working environments and conditions in export garment factories, using an inspection tool checklist for both the labor and occupational safety and health (OSH) inspectorates. The Ministry of Social Affairs and Labor (MAST) approved and adopted this tool in February 2019. The MAST has validated the inspection checklists on its website to be available to all factories and other businesses for better access and compliance and standardized it as the unified tool to be used by all inspectors across Haiti in all the regional offices. Because of the use of the tools, the number of inspection warnings per factory in the targeted zone has increased at the rate of 29



percent. Still, the number of violations has decreased by 42 percent (as per the OSH inspections at the factory level in the exporting zones for the garment sector) in the second half of 2019.

- ◆ Better Work Haiti also supported MAST to put in place a mechanism to improve information sharing, including validation of a set of technical tools by MAST and their distribution nationally to all departments. These tools will improve legal, policy, and institutional frameworks on labor administration and labor inspection in Haiti. Modernize labor inspectorates' use of technology and therefore contribute to more efficient work processes.
- ◆ The Ministry of Social Affairs and Labor and the First Instance Court for the Western Department joined efforts to facilitate the carrying out of a swearing-in session of 22 Labor Inspectors. This initiative was primarily supported mainly by Better Work Haiti, which supports the organizational and institutional capacity building of the labor administration system in Haiti. However, more work is needed to encourage women to apply for Labor Inspection position in the Ministry because, among the 22 officials participating in the swearing-in session, there was only one woman.
- ◆ Contribution to labor law reform. Better Work Haiti and other departments from the ILO have supported workers and employers from the garment sector in technical consultation meetings on specific legislative changes as part of the labor law reform process. The labor law reform has been discussed with constituents for several years, and a draft has been initiated. However, agreements among social partners could not be found on all issues. In 2019, consultations among the tripartite constituents could significantly advance on some of these critical issues, which were previously not agreed upon. The newly agreed compromises have been included in the labor law reform proposals to be submitted to parliament once a new government is in place.
- ◆ In addition to the individual level support to the employers, Better Work Haiti also worked with the programme stakeholders to reconstitute the tripartite Project Advisory Committee (PAC). This committee is the programme's governing structure at country level to ensure close coordination of Better Work's activities with the constituents' overall strategies and activities. This PAC comprises representatives from employers, trade unions, and the government. The newly constituted PAC in Haiti now includes employer representatives from the industry association as well as representatives from different companies, also reflecting foreign direct investment in the private sector in Haiti. It also more adequately represents the worker representatives on the Committee according to their membership levels in the garment industry.
- ◆ The signature of the joint protocol between MAST and the Office of the Labor Ombudsperson represents a significant step towards conflict management between workers and employers. This protocol lays the groundwork for a better synergy between these two government actors, so they do not duplicate nor overshadow



each other's work and responsibilities. The protocol identifies the party's roles and responsibilities as well as how they should coordinate their interventions to resolve the various issues involving workers and employers.

- ◆ In collaboration with other ILO departments, Better Work Haiti supported the Ministry of Social Affairs and Labor (MAST) provide a timely response for the preparation of and reporting on ratified convention (C81) to the ILO supervisory body.
- ◆ Sectoral HIV policy. Better Work Haiti, in collaboration with ILO/AIDS, also supported the social partners and the government in the development of a sectoral HIV policy for the entire garment sector in Haiti. It was signed in December 2019. The policy outlines the sector's awareness and response to HIV/AIDS. It states non-discrimination and non-stigmatization, as well as adequate handling of the HIV status of employees in the workplace.
- ◆ Identifying cases of sexual harassment. As part of Better Work's efforts to promote gender equality, the programme in Haiti supported trade union tools to collect data on sexual harassment cases more systematically. Anecdotal evidence of cases is widely known, but, in general, it is challenging to compile sufficient evidence to make a complete case of sexual harassment. Hence, the programme supported the trade unions to collect information more systematically when a case is reported or brought to their attention. A simple form was developed to collect data systematically.
- ◆ The spread of the Novel Corona Virus, COVID 19, has become a primary global health concern. The garment industry is not an exception, and this situation is affecting Better Work Operations staff at different levels in all the country programs. As part of its wide-ranging response to the Coronavirus emergency, Better Work Haiti (BWH) has compiled a collection of guidelines on transmission, prevention and handling of COVID-19 based on guidance from the Ministry of Health, (MSPP) the Ministry of Social Affairs and Labor (MAST), the World Health Organization (WHO), and other institutions. This collection of guidelines aims to support Better Work Haiti factories in the context of Occupational Health and Safety to reduce the risk of the spread of the COVID-19 virus and ensure the continuity of operational activities of factories in the garment industry. The guidelines also report best practices by Better Work Haiti programme member-factories, which can be used as a reference in the prevention and handling of the COVID-19 pandemic in their factories.



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

This section presents an overview of the results of assessments, advisory and training services provided to the 29 participating factories assessed at least twice in the period between April 2019 and March 2020. The charts present non-compliance findings for the 29 assessed factories in Haiti showing non-compliance rates in brackets. A factory is found non-compliant in a compliance point if it is found out of compliance on any one aspect of it. Please note that these reports are issued biannually, yet assessments are being done on an annual basis, so issues are reported in two consecutive reports. In the individual factory tables of this report, progress on the remediation of noncompliance issues can be followed in further detail.

Persistent non-compliance issues in areas related to compensation (social security) and OSH (Chemicals management, emergency preparedness, worker protection and working environment) continue to be a concern for the sector. This is where Better Work's role as a convenor of industry stakeholders is important. It allows the programme to discuss challenges that affect a large number of companies in the industry. The highest non-compliance rates in the industry were in the area of occupational safety and health (OSH). The number of factories cited in noncompliance for emergency preparedness and chemical management 100 percent. Non-compliance in other OSH compliant points were lower, including OSH management systems (55%) and welfare facilities (79%).

There were only two non-compliances among cluster in the core labour standards issues identified in the reporting period. There were two cases of sexual harassment.

The core services operations were affected by civil unrest during the reporting period. However, the program was able to conduct the number of assessment visits scheduled. This number includes four newly registered factories that were assessed for the first time by Better Work Haiti, Centri Group and Sharon S.A based in SONAPI industrial Park, Dignerons Manufacturing, based in Croix des Bouquets and Brand M based in CODEVI. The individual compliance data for these new factories will be published in the next synthesis report as required.



Factories in Detail

LIST OF FACTORIES

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

TABLE 2: LIST OF FACTORIES IN THE HAITIAN APPAREL SECTOR WHICH HAVE BEEN ASSESSED BETWEEN APRIL 2019 AND MARCH 2020

FACTORY NAME

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



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

FINDINGS FROM THE FACTORIES

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

Better Work measures compliance with international core labor standards and national labor laws in a set of eight clusters during its unannounced annual assessment visits. Under each cluster, several compliance points are assessed and each compliance point consists of individual issues that are verified during each Better Work compliance assessment. The list of compliance clusters, compliance points and issues has been outlined above. The issues under each compliance point again usually break down into several questions. The full list of all questions of the compliance assessment tool (CAT) used by Better Work Haiti can be accessed online.⁴ When a compliance point is not listed, it means that the factory has been in compliance on this point in both of its last two assessments by Better Work. The

⁴ <https://betterwork.org/home/bwh-our-services/>



reference point is always the full list of compliance points and issues listed in the section about Better Work's compliance assessment methodology. A factory needs to have been assessed at least two times before its information will be published in a factory table in this report. The columns in the tables correspond to specific reporting requirements of the HOPE legislation and provide additional information as follows:

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

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





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

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

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

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

TAICNAR Program Component 1: Compliance Assessments and Remediation Support

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

Better Work is has been covering this part of the TAICNAR program since its launch in 2009. It has to be noted that Better Work offers several services that go beyond the requirements



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

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

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

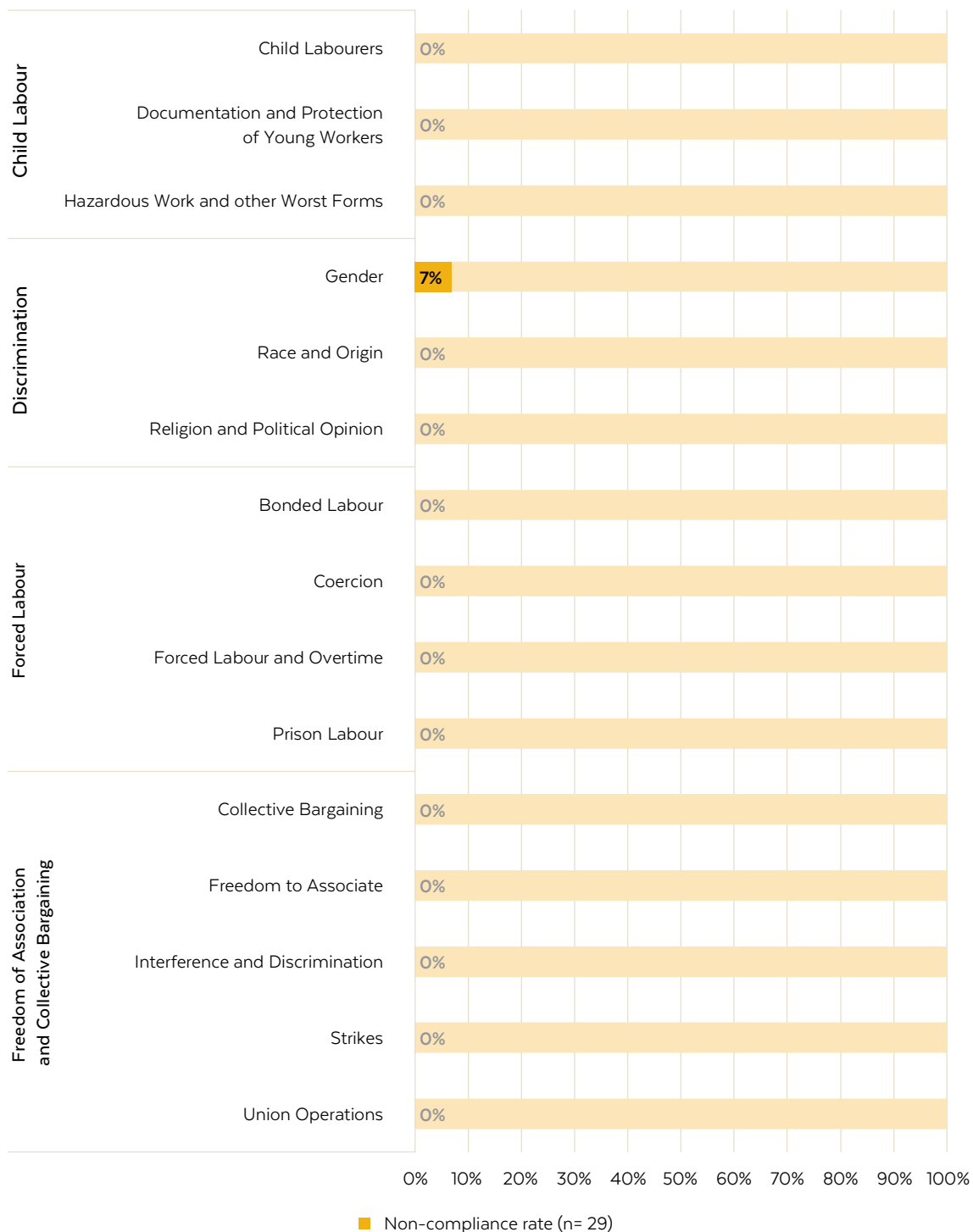
The ILO has been conducting different activities under this component, mainly in the context of the USDOL-funded ILO/MAST Capacity Building project, which aimed at strengthening the capacities of the Ministry in order to improve apparel factories’ compliance with international and national labor laws.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

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

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

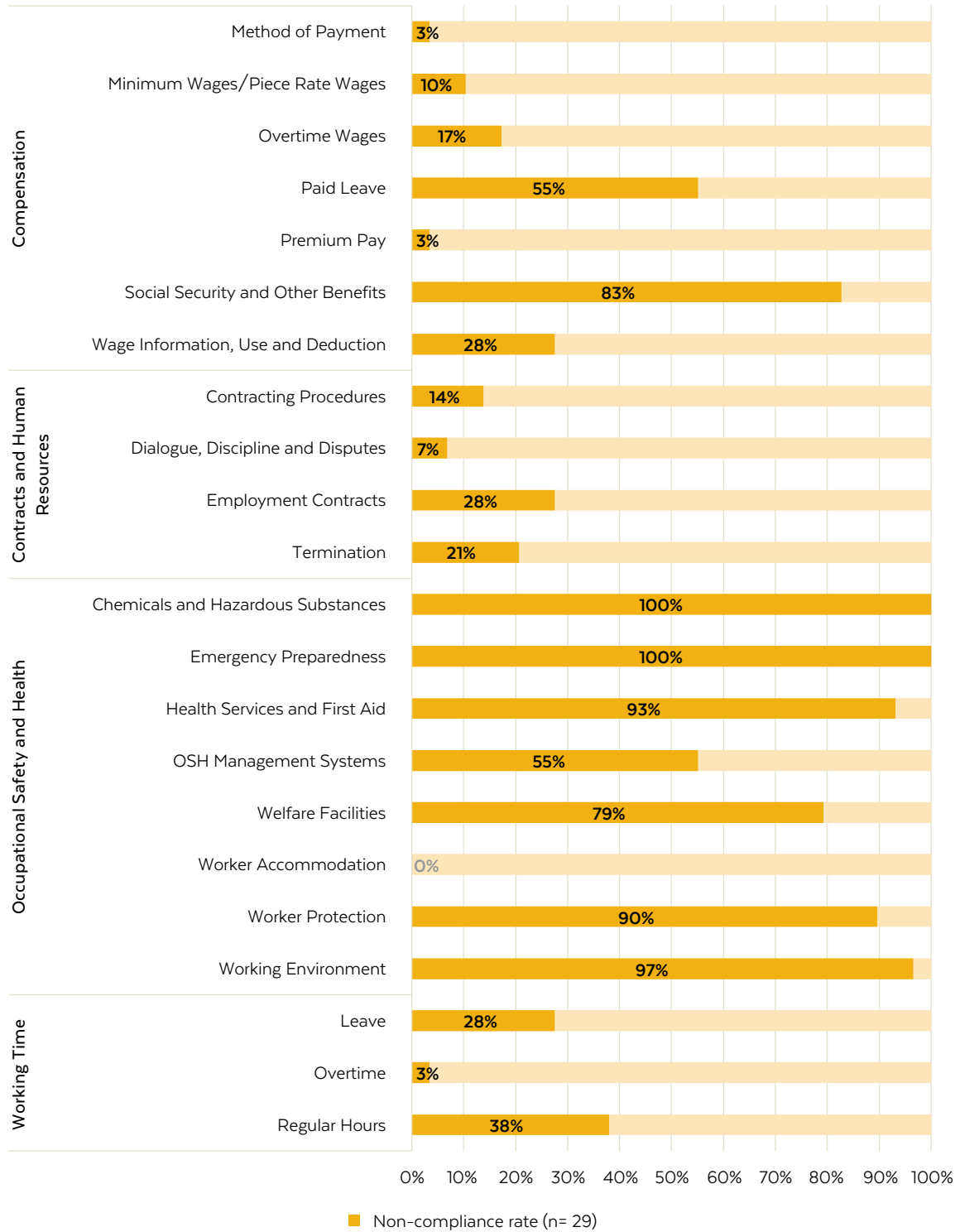


NON-COMPLIANCE RATES BY COMPLIANCE POINT - APRIL 2019 - MARCH 2020 (CORE LABOUR STANDARDS CLUSTERS)





NON-COMPLIANCE RATES BY COMPLIANCE POINT - APRIL 2019 - MARCH 2020 (NATIONAL LAW CLUSTERS)



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

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

- (i) The name of each producer listed in the registry described in paragraph (2)(B)(i) that has been identified as having met the conditions under subparagraph (B).
- (ii) The name of each producer listed in the registry described in paragraph (2)(B)(i) that has been identified as having deficiencies with respect to the conditions under subparagraph (B), and has failed to remedy such deficiencies.
- (iii) For each producer listed under clause (ii) —
 - (I) a description of the deficiencies found to exist and the specific suggestions for remediating such deficiencies made by the entity operating the TAICNAR Program;
 - (II) a description of the efforts by the producer to remediate the deficiencies, including a description of assistance provided by any entity to assist in such remediation; and
 - (III) with respect to deficiencies that have not been remediated, the amount of time that has elapsed since the deficiencies were first identified in a report under this subparagraph.
- (iv) For each producer identified as having deficiencies with respect to the conditions described under subparagraph (B) in a prior report under this subparagraph, a description of the progress made in remediating such deficiencies since the submission of the prior report, and an assessment of whether any aspect of such deficiencies persists. [...]

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	Caribbean Island Apparel	
Location:	PORT-AU-PRINCE	
Number of workers:	2327	
Date of registration:	14-Aug-13	
Date of last two Better Work assessments:	23-Jan-19	11-Mar-20

Advisory and Training Services

01-Sep-19	Advisory Visit	Advisory visit to conduct bipartite committee meeting
02-Dec-19	Advisory meeting	Advisory visit to hold mock assessment on compensation cluster
20-Nov-19	Advisory meeting	Advisory visit to follow up on boiler safety with OSH tour and compensation points

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment March 2020						
11-Mar-20	Compensation	Paid Leave	Daily break is not compensated as required by the law.	Compensate lunch break as required by the law of September 2017.		1
11-Mar-20	Compensation	Social Security and Other Benefits	Late payment of employer's contribution to ONA.	Pay ONA within the first 10 business days of the next month for the previous month.		1
11-Mar-20	Compensation	Social Security and Other Benefits	Late payment of worker's contribution to ONA.	Ensure that ONA payments are received by the 10th business day of the next month for the previous month.		1
11-Mar-20	Compensation	Social Security and Other Benefits	No payment for OFATMA accident insurance.	Ensure that OFATMA accident insurance is paid as per the invoice or according to any payment agreement reached		1
11-Mar-20	Compensation	Social Security and Other Benefits	Payment for the month of February is based on the payroll for the month of January.	Ensure that OFATMA maternity and health insurance contributions for any given month is based on 3% basic salary for that month.		1
11-Mar-20	Contract and Human Resources	Termination	Notice payment given to the workers upon termination was not calculated on the average daily earning.	Notice payment given to the workers upon termination should be calculated on the average daily earning.		1
11-Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Use of chemicals are not isolated in 1 building	Ensure adequate distance between the sewing and spot cleaning areas.		1
11-Mar-20	Occupational Safety and Health	Worker Protection	20 percent of the sewing machines are missing pulley guards & all the interlock machines are missing eye guards.	install all the required safety guards.		1
11-Mar-20	Occupational Safety and Health	Worker Protection	Electrical panel enclosed in a wooden box.	Replace the wooden box with non combustible materials		1
11-Mar-20	Occupational Safety and Health	Working Environment	Temperatures in the workplace are unacceptable.	Ensure adequate temperatures based on BW guidelines considering various push & pull systems.		1



ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
11-Mar-20	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Ensure adequate luminosity in all production areas based on better-work guidelines.		1
11-Mar-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Have 50 functioning toilets for men and 72 functioning toilets for women as required by the code.		1
11-Mar-20	Occupational Safety and Health	Emergency Preparedness	Undercharged fire extinguisher.	Ensure that all fire extinguishers are fully charged at all times.		1
11-Mar-20	Occupational Safety and Health	Emergency Preparedness	Unmarked escape routes. Evacuation plan missing meeting point.	Ensure that all evacuation routes are clearly marked and meeting points are showing on all evacuation maps.		1
11-Mar-20	Occupational Safety and Health	Emergency Preparedness	Locked emergency exit and unsafe meeting point.	Ensure adequate emergency exits (at least two), that leads to a safe meeting point.		1
11-Mar-20	Occupational Safety and Health	Emergency Preparedness	One rechargeable electrical bulb was observed charging in a wooden locker inside the boiler room.	Ensure that flammable materials (wood) are not exposed to an ignition source (light bulb).		1
Assessment January 2019						
23-Jan-19	Compensation	Social Security and Other Benefits	The employer contribution, is higher than the legal requirements.	Ensure that OFATMA contributions are calculated on base salary which is 3% all salaries without the payments for over time.		
23-Jan-19	Occupational Safety and Health	Worker Protection	Workers in the welding workshop not wearing personal protective equipment while doing welding work.	Ensure workers in the welding workshop wear personal protective equipment.	Protection gear provided and used by welding shop workers.	
23-Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical inventory is incomplete.	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used.		
23-Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of hazardous substances found in the workplace.	<ol style="list-style-type: none"> 1. Identify responsible person for identification of all chemical containers. 2. Store smaller amounts of chemicals used on the floor in standard labelled containers based on recommendations from their MSDS. 3. Include as part of weekly checks to verify compliance. 	Systematic follow up ensured by responsible person.	
23-Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several MSDS not posted at several locations.	Identify and post all MSDS's.		
23-Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Use of chemicals are not isolated in building 14.	Take appropriate measures to isolate use of chemicals in all buildings as appropriate including possible relocation, engineering modification of the space of operation/usage.		
23-Jan-19	Occupational Safety and Health	Worker Protection	Earplugs not provided to workers in cutting section.	Provide adequate PPE to all workers as appropriate.	Cutting workers issued appropriate PPE.	
23-Jan-19	Occupational Safety and Health	Worker Protection	Some chairs provided to workers without backrest.	Remove and replace the chairs with adequate back rests.		
23-Jan-19	Occupational Safety and Health	Worker Protection	More than 50 percent of all sewing machines were missing pulley guards.	Ensure that all sewing machines are have appropriate guards.		
23-Jan-19	Occupational Safety and Health	Worker Protection	Entry point in electrical panels are not seal. Several electrical panels are mounted on wooden box and cables are taped.	<ol style="list-style-type: none"> 1. Ensure Entry point in all electrical panels are sealed 2. Ensure that no electrical panels are mounted on flammable materials. 		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
23-Jan-19	Occupational Safety and Health	Working Environment	Unacceptable temperatures in the workplace.	Use additional fans in a push & pull system or install a cooling system.		
23-Jan-19	Occupational Safety and Health	Working Environment	Unacceptable noise levels in the workplace.	Reduce noise level below 90DB or provide workers with earplugs.		
23-Jan-19	Occupational Safety and Health	Working Environment	Inadequate lighting levels in the workplace.	Replace light bulbs, reposition work stations to capture more of the natural light as necessary.		
23-Jan-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.			
23-Jan-19	Occupational Safety and Health	Emergency Preparedness	1 fire extinguisher obstructed by boxes.	Assign responsible person from OSH committee to monitor accessibility and pressurization of fire extinguishers.	Systematic follow up ensured by responsible person.	
23-Jan-19	Occupational Safety and Health	Emergency Preparedness	Obstructed escape routes.	<ol style="list-style-type: none"> 1. Improve induction training 2. Inform the supervisor about their responsibilities 3. Identify a space to ensure timely removal of said items after delivery of materials 4. assign someone to follow-up on a monthly basis 		
23-Jan-19	Occupational Safety and Health	Emergency Preparedness	Unsafe storage of flammable.	<ol style="list-style-type: none"> 1. Train workers about potential hazards and document training with dates, names and number of participants. 2. Ensure that flammable materials are not stored near potential ignition sources. 	Appropriate training and proper storage was undertaken by factory.	
23-Jan-19	Working Time	Leave	insufficient annual leave for workers.	Ensure that eligible workers effectively enjoy 15 days of annual leave as legally required.	worker enjoyed 15 days of annual leave for 2019 leave period	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	Cleveland Manufacturing S.A.	
Location:	Arrondissement de Port-au-Prince	
Number of workers:	1694	
Date of registration:	22-Jul-16	
Date of last two Better Work assessments:	28-Feb-19	12-Feb-20

Advisory and Training Services

10-Jan-20	Advisory meeting	Meeting with the compliance team to review the chemical management systems and the improvement plan. OSH factory tour: emergency preparedness, Quick assessment of Social dialogue and grievance mechanism.
11-Dec-19	Advisory meeting	Factory tour to validate pending OSH issues and management meeting.
11-Dec-19	Training	Introduction to Workplace communication.
19-Nov-19	Advisory meeting	To follow up on mass dismissal: Management and Union interviews.
15-Nov-19	Advisory meeting	Meeting with the OSH committee, Management meeting: to discuss about trade union access in the factory, mass dismissal. Documentation review: Files of terminated workers.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment March 2020						
12-Feb-20	Compensation	Wage Information, Use and Deduction	Workers are not informed about wage payments and deductions.	Provide full information to workers about wage payments and deductions.		2
12-Feb-20	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Register with OFATMA for maternity and health insurance.		14
12-Feb-20	Compensation	Social Security and Other Benefits	The employer's contribution to ONA is not calculated on the basic salary.	Submit ONA payments on time. Then calculate this amount based on workers base salaries.		38
12-Feb-20	Compensation	Social Security and Other Benefits	ONA's deduction collected on workers is based on the minimum salary and it is not forwarded on a monthly basis.	Submit ONA payments on time. Then calculate this amount based on workers base salaries.		38
12-Feb-20	Compensation	Social Security and Other Benefits	No proof of payment for the fiscal year 2019-2020 were available for OFATMA work related accident.	Ensure that payment is made in a timely manner.		38
12-Feb-20	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance.		38
12-Feb-20	Contract and Human Resources	Employment Contracts	Workers do not understand the terms and conditions of employment.	Provide full information to the worker before the worker signs the contract. Provide a copy of the contract to the workers		2
12-Feb-20	Occupational Safety and Health	OSH Management Systems	Workers in some section did not used the weight belts , PPE for heavy lifting.	Provide weight belts to workers. Raise awareness of supervisors and workers about lifting equipment.		2
12-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.		38



ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
12-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not keep chemical safety data sheets for all hazardous chemicals used in the workplace.	Prepare and post MSDS where chemicals are used.		38
12-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not take action to assess, monitor, and/or limit workers' exposure to hazardous chemicals and substances.	Improve the maintenance of machines in order to avoid spots.		26
12-Feb-20	Occupational Safety and Health	Worker Protection	The employer did not provide workers with all necessary personal protective clothing and equipment for workers working at height.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.		38
12-Feb-20	Occupational Safety and Health	Worker Protection	Several chairs without backrest are used in different sections of the factory.	Provide chairs with proper backrests to workers.		2
12-Feb-20	Occupational Safety and Health	Worker Protection	Several machines are missing the safety guards.	Define who is in charge of installing and regularly maintaining the machine guards.		38
12-Feb-20	Occupational Safety and Health	Emergency Preparedness	Source of ignition not properly safeguarded.	Make sure that the fabric is removed from the bulbs.		2
12-Feb-20	Occupational Safety and Health	Worker Protection	The employer failed to post appropriate safety warnings in the workplace.	Identify electrical installations requiring warning signs.		2
12-Feb-20	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C in all section.	Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis.		38
12-Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets		38
12-Feb-20	Occupational Safety and Health	Welfare Facilities	Based on workers and Unions interviews, the employer did not provide workers with safe drinking water.	Provide safe drinking water to workers.		2
12-Feb-20	Occupational Safety and Health	Health Services and First Aid	Medical checks were not provided to all workers with three months of employment.	Ensure that workers receive the health cards and the medical checks within the first 3 months of hiring.		38
12-Feb-20	Occupational Safety and Health	Health Services and First Aid	The factory did not show evidence of medical checks for workers who are exposed to work-related hazards.	Provide health checks twice a year at not cost to workers who are exposed to work-related hazards.		2
12-Feb-20	Occupational Safety and Health	Health Services and First Aid	The factory did not show evidence of annual medical checks for workers.	Provide free annual health checks to workers.		38
12-Feb-20	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		38
12-Feb-20	Occupational Safety and Health	Health Services and First Aid	Two first aid boxes were missing supplies, three had expired medicine and another one was not identified.	Equip the first aid boxes and ensure that they are identify.		2
12-Feb-20	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was obstructed and another one not properly charged.	Ensure that access to fire extinguishers remain unobstructed in the workplace. Specify who conduct daily weekly checks.		38
12-Feb-20	Occupational Safety and Health	Emergency Preparedness	The escape routes are not clearly marked, the evacuation plans in one building need to be updated to accurately reflect the escape routes and emergency exits.	Update and post the evacuation map. Paint the evacuation arrows and signs.		26

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
12-Feb-20	Occupational Safety and Health	Emergency Preparedness	One emergency exit was locked during working hours.	Ensure that emergency exits remain accessible during working hours.		2
12-Feb-20	Working Time	Regular Hours	The regular working hour in the internal work rules is different than what is posted on the floor.	Clarify the regular working hour in the internal work rules. Inform trade union members and workers about the changes.		2
12-Feb-20	Working Time	Regular Hours	There are three different working hours posted and two of them did not include the break time.	Post the factory's working hours for all shifts, and including break times.		2
Assessment February 2019						
28-Feb-19	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Register with OFATMA for maternity and health insurance.		
28-Feb-19	Compensation	Social Security and Other Benefits	ONA payment are not made on a monthly basis.	Ensure that workers' contribution are collected and forwarded to ONA on time		
28-Feb-19	Compensation	Social Security and Other Benefits	Late payment of employer's contributions to ONA.	Submit ONA payments on time and calculate this amount based on basic salary instead of the minimum wage.		
28-Feb-19	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance.		
28-Feb-19	Compensation	Social Security and Other Benefits	Collecting and forwarding of workers' contributions to OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance. Then Collect and forward workers' contributions to OFATMA.		
28-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete inventory of chemical and hazardous substances.	Assign a responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used	The stock manager is in charge for updating the inventory. The compliance officer is responsible for the monitoring.	
28-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.	The compliance department is in charge of the labelling.	
28-Feb-19	Occupational Safety and Health	OSH Management Systems	No MSDSs were posted where chemicals are stored and used.	Prepare and post MSDS where chemicals are used.	Purchasing department is in charge of receiving MSDS from supplier and the compliance team is in charge of the verification.	
28-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not take proper action to limit and isolate the use of chemicals in all the factory.	Improve maintenance of machines to avoid spots.	The spot cleaning has been relocated and maintenance plan has been developed.	
28-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash stations were not available where workers are using chemicals.	Provide cleansing materials where chemicals are used and stored.	New Eyewash Station is available. The compliance officer is in charge of regular verification.	
28-Feb-19	Occupational Safety and Health	Worker Protection	Workers had not been provided with masks in different sections.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.	Protective equipment have been distributed to workers. The engineering department is responsible to provide the equipment.	
28-Feb-19	Occupational Safety and Health	Emergency Preparedness	The employer did not provide foot rests or shock absorbing mats to standing workers.	Identify area where anti fatigue mats are missing. Provide anti fatigue mats for standing workers.	The compliance officer is in charge for the daily and weekly checks. Anti fatigue mats have been provided to all standing workers.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
28-Feb-19	Occupational Safety and Health	Worker Protection	Several machines missing safety guards.	Define who is in charge of installing and regularly maintaining the machine guards.	The maintenance manager is in charge of reviewing all the machines on a weekly basis and install the necessary protections.	
28-Feb-19	Occupational Safety and Health	Worker Protection	Electrical box, wire and outlets are not properly maintained.	Properly cover electrical box, Insulate the exposed electrical wires, Make sure that the electrical outlets have been fixed.	All electrical box are covered properly, the exposed electrical wires and all electrical outlets have been fixed.	
28-Feb-19	Occupational Safety and Health	Worker Protection	The meeting points in case of emergency are not properly located.	Identify another meeting point.	The meeting points have been relocated.	
28-Feb-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C.	Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis.	The factory has installed Insulation materials under the metal sheet to reduce the heat.	
28-Feb-19	Occupational Safety and Health	Working Environment	Workplace lighting is insufficient.	Ensure the lighting is adequate and adapted to worker's needs.		
28-Feb-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		
28-Feb-19	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks within the first three months of hiring.	Provide free medical health checks to workers within the first three months of hiring.		
28-Feb-19	Occupational Safety and Health	Health Services and First Aid	The factory did not show evidence of annual medical checks for workers.	Provide free annual health checks to workers once a year in all buildings.		
28-Feb-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Increase the number of nurse.		
28-Feb-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of workers trained in first aid.	Ensure that at least 10 percent of the workforce are trained.	12 percent of the workforce is trained in first Aid and training records are kept.	
28-Feb-19	Occupational Safety and Health	Emergency Preparedness	One fire alarm was obstructed by fabrics and other materials in the workplace.	Have a fire detection and alarm system suitable for the factory conditions. Remind workers that fire alarm should remain unobstructed.		
28-Feb-19	Occupational Safety and Health	Emergency Preparedness	Two fire extinguishers were not properly charged.	Have someone in charge to regularly check that the fire extinguishers are properly maintained.	The compliance department is responsible for the inspection of fire extinguishers on a daily basis.	
28-Feb-19	Occupational Safety and Health	Emergency Preparedness	No evacuation plan was posted in one floor.	Develop and update the emergency plan.	The evacuation plan has been updated and posted correctly on the floor	
28-Feb-19	Occupational Safety and Health	Emergency Preparedness	Insufficient number of emergency exit door.	Ensure that each floor has at least 2 possible exit door.	Each floor has at least 2 possible exit door.	
28-Feb-19	Occupational Safety and Health	Emergency Preparedness	Several aisles were obstructed with fabrics.	Identify additional space for storing goods. Remind supervisors about their responsibility to enforce OSH in their area.	The compliance team is in charge to conduct daily and weekly checks.	
28-Feb-19	Occupational Safety and Health	Emergency Preparedness	Fire drill not conducted every 6 months in all buildings.	Conduct at least one emergency drill every six months.	The last fire drill was conducted in October 2019 and the one before that in May 2019.	
28-Feb-19	Occupational Safety and Health	OSH Management Systems	Work-related accidents and diseases were not recorded and submitted to OFATMA on a monthly basis.	Declare accidents to OFATMA.	Accidents are declared to OFATMA on a monthly basis.	
28-Feb-19	Working Time	Leave	The factory provided 13 days of annual leave to workers with 1 year of service instead of 15 days.	Give workers the required time for annual leave.		

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	CODEVI	
Location:	Ouanaminthe	
Number of workers:	10030	
Date of registration:	01-Sep-09	
Date of last two Better Work assessments:	22-Jan-18	11-Feb-19

Advisory and Training Services

31-Jan-20	Training	Workers' Knowledge Building Program
29-Nov-19	Training	Workers' Knowledge Building Program
29-Nov-19	Advisory services	Meeting with OSH committee members on pending issues action plan. Meeting union representatives at superior.
28-Nov-19	Advisory services	Meeting with management and OSH tour to validate remediation. Bipartite committee meeting at EVERBRIGHT factory.
28-Nov-19	Training	Occupational Safety and Health
27-Nov-19	Training	Workers' Knowledge Building Program
26-Nov-19	Training	Workers' Knowledge Building Program
26-Nov-19	Training	Bipartite Committee
22-Nov-19	Training	Risk Management

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2019						
11-Feb-19	Compensation	Minimum Wages/Piece Rate Wages	Workers are not properly informed of these deductions.	Inform workers of deductions made on their payroll Ensure that any amount deducted due to lack of small cash is paid within the next month.	CODEVI management is working on the implementation of a project for electronic payment to employees and to avoid this kind of problems. The workers have also been informed of the procedure to make the reply.	2
11-Feb-19	Compensation	Overtime Wages	Overtime payment is not accurate for some categories of personnel.	Ensure that overtime is accurately paid to all eligible workers	CODEVI's compliance department will be following up on all overtime being correctly paid, doing semi-annual audits in all factories. In factories, brandM, MD, Fabrik, Mazava, CIH, Superior correctly pay overtime, this has been verified by internal audits conducted by the codevi compliance department.	30
11-Feb-19	Compensation	Premium Pay	Working hours completed on weekly rest days are not paid to all workers.	Ensure that hours worked on Saturday are accurately paid to all eligible workers.	BrandM, MD, Fabrik and Mazava pay all worked hours to their workforce. Codevi's administration has agreed to conduct mandatory audits to all the other factories which are in Non-compliance. For OSH it will be on a monthly basis and for all other requirements will be conducted every 6 months, starting from June 2019.	90
11-Feb-19	Compensation	Paid Leave	Annual leave payment amount is incorrect because many elements are not included in the total earnings.	Revise the procedures for annual leave to ensure that is accurately paid to all eligible workers. Communicate the new procedures to all relevant parties.	The management of CODEVI is reviewing that the payment of maternity and the payment of sick leave is correctly made by all factories.	30



ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
11-Feb-19	Compensation	Paid Leave	Sick leave payment is based on minimum wage instead of the average daily earnings.	Revise the procedures for sick leave to ensure that is accurately paid to all eligible workers. Communicate the new procedures to all relevant parties.	Codevi management is reviewing the sick leave procedures to ensure that is accurately paid all eligible workers.	90
11-Feb-19	Compensation	Paid Leave	Workers received 6 weeks for maternity leave instead of 12 weeks.	Register with OFATMA for maternity and health insurance. Communicate the new procedures to all relevant parties.	codevi management is working on the registration process in Ofatma for maternity.	90
11-Feb-19	Compensation	Paid Leave	The lunch breaks is not compensated in the payroll.	Revise the payroll procedures to ensure that the daily break is accurately paid to all eligible workers. Communicate the new procedures to all relevant parties.	Codevi management is reviewing with the legal department. According to the law, lunch time must be paid when working 8 hours. Codevi works 9 hours. ART 96.	2
11-Feb-19	Compensation	Social Security and Other Benefits	The employer contribution to ONA is inaccurate and paid late.	Revise the payment procedures to ensure that the employer contribution to ONA is paid accurately and on time. Communicate the new procedures to all relevant parties.	Codevi management is reviewing with the legal department on the interpretation of the law and the payment of the ona. The factories BrandM, MD, Fabrik, Mazava, BKI, Top Choice,CIH have the updated ona payment.	30
11-Feb-19	Compensation	Social Security and Other Benefits	Workers' contributions to ONA is inaccurate and paid late.	Revise the payment procedures to ensure that the workers contribution to ONA is accurate and forwarded on time. Communicate the new procedures to all relevant parties.	The codevi administration is working with the legal department to review the payment of the ONA based on the minimum salary.	30
11-Feb-19	Compensation	Social Security and Other Benefits	The annual salary supplement or bonus payment is inaccurate.	Revise the procedures for annual salary supplement or bonus to ensure that is accurately paid to all eligible workers. Communicate the new procedures to all relevant parties.	The management of CODEVI is reviewing that the payment of maternity and the payment of sick leave is correctly made by all factories.	30
11-Feb-19	Contract and Human Resources	Employment Contracts	The contracts of the night shift workers, do not specify the hours of work, the nature of the work or the amount of pay.	Revise the contracts of the night shift workers, to specify the hours of work, the nature of the work or the salaries. Communicate the new procedures to all relevant parties.	Codevi's compliance department will carry out internal audits in the factories that have night shifts and will revise the contracts of the employees of the night shift. The factories, brandM, MD, Fabrik, BKI, CIH, Superior do not have a night shift	2
11-Feb-19	Contract and Human Resources	Contracting Procedures	A review of worker contracts revealed that the apprentice contracts were not approved as legally mandated.	Revise the contracts of the apprentice workers, to specify the hours of work and the salaries. Submit to MAST for approval. Communicate the new procedures to all relevant parties.	Codevi management is reviewing this together with the human resources department.	2
11-Feb-19	Occupational Safety and Health	Emergency Preparedness	No fire detectors available in 1 of the buildings.	Install fire detectors in all buildings.	Codevi's compliance department performs internal health and safety audits in 6 factories in a monthly basis. In addition, a general self-assessment is performed every 6 months using Wrap principles.The factories BrandM, MD, Fabrik, Mazava, Superior, internal security audits are carried out every month, and audits are carried out on the 12 principles of WRAP every 6 months.	30
11-Feb-19	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were obstructed, not properly charged, not properly mounted, missing inspection tags and identification arrows.	Ensure that all fire extinguishers are properly maintained and unobstructed.	All the committees of each of the factory were evaluated for the integration of the personnel of different commands, thus having a mixed committee representing all the areas and different ideas. BrandM has already formed a equally balanced committee with representation from both, workers and management. They hold monthly meetings to address OSH issues.	30

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
11-Feb-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plans were not updated or posted on the floor for several buildings.	Post updated evacuation plans for all buildings.	CODEVI management is reviewing this with your health department	102
11-Feb-19	Occupational Safety and Health	Emergency Preparedness	Aisles obstructed with fabrics in several buildings. 5 exits locked in 3 buildings.	Keep all emergency exits and aisles unobstructed and easily accessible.	In factories BrandM, MD, Fabrik, Mazava, Superior the inventories of the chemicals are updated.	102
11-Feb-19	Occupational Safety and Health	Emergency Preparedness	Emergency drills not conducted every 6 months in all buildings.	Conduct emergency drill every 6 months in all buildings.	The chemical containers were labeled in the factories of Brandm, MD, Mazava, Fabrik. The codevi compliance department will check that all factories have their chemical containers properly labeled.	102
11-Feb-19	Occupational Safety and Health	OSH Management Systems	The employer did not perform an assessment of general occupational safety and health issues consistently across all buildings.	Conduct an assessment of general occupational safety and health (OSH) issues in all buildings. Inform workers of the results of the assessment.	We have arranged proper chemical room and we have installed barriers to avoid sun exposure. The chemicals are well ventilated as well. Chemical suppliers were informed about the requirement to put the chemicals in the designated area.	2
11-Feb-19	Occupational Safety and Health	OSH Management Systems	The OSH Committee does not include representatives from all buildings.	Implement a OSH committee with representatives from all buildings. Ensure that management and workers are equally represented. Organize monthly meetings and keep minutes.	The codevi compliance department will check that all the factories have the msds placed in the local language. In the factory of BrandM, MD, Fabrik, Mazava the msds were translated into the local language and posted in the required places	2
11-Feb-19	Occupational Safety and Health	OSH Management Systems	CODEVI does not submit work related accidents records to OFATMA.	Submit work-related accidents and diseases records to OFATMA on a monthly basis.	The employee was relocated to a suitable place for his work. he spot cleanig was placed in a suitable place with proper ventilation.	2
11-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not provide evidence of inventory tracking for chemicals and hazardous substances used in the workplace for all the buildings in operation.	Keep an updated inventory for chemicals and hazardous substances used in the workplace for all the buildings in operation	We have done training for the proper handling of chemicals and we have evidence of training.	30
11-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several chemical spray guns with K7M in the spot cleaning sections with no labelling indicating chemical classification, hazards and safety precautions.	Ensure that all chemicals and hazardous substances used in the workplace are properly labelled in local language for all the buildings.	We have installed eyewash station for spot cleaning areas.	102
11-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances not properly stored.	Ensure that all chemicals and hazardous substances used in the workplace are properly stored.	Management have an action plan together with human resources for employees to use PPE.	102
11-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical safety data sheets are not available in local language for all chemical and hazardous substances used in the workplace.	Keep chemical safety data sheets for all hazardous chemicals used in the workplace. Ensure that MSDS are in local language and posted in all areas where these substances are used or stored in the workplace.	The factories BrandM, MD, Fabrik, Mazava have carried out training on the use of protective equipment.	102
11-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer does not take adequate measures to limit and isolate the use chemical and hazardous substances in the workplace.	Limit workers' exposure to chemicals. Ensure that chemicals are only used in adequately ventilated areas.	We are in the process of repairing and replacing the chairs in poor condition. At the factory, Brandm, all defective chairs were corrected.	2
11-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Evidence for training of workers who work with chemicals and hazardous substances are available for only one building.	Provide regular training for workers who work with chemicals and hazardous substances in all buildings.	We have a maintenance plan for all the machines, we are repairing all the necessary protectors.	2
11-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing eyewash stations in several spot cleaning areas.	Install adequate eyewash stations in all areas where Chemicals and Hazardous Substances are used.	We install proper hazard signs on all eletrical panels.	2

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
11-Feb-19	Occupational Safety and Health	Worker Protection	Personal protective equipment were not provided to all eligible workers.	Provide all required PPEs in all buildings.	We carry out environmental measures (light, noise, temperature) we have certified equipment and we carry out an action plan for the found findings.	2
11-Feb-19	Occupational Safety and Health	Worker Protection	Insufficient training for workers on proper use of personal protective equipment and machines.	Provide regular training for workers on the use of PPE in all buildings. Keep adequate records.	We carry out environmental measures (light, noise, temperature) we have certified equipment and we carry out an action plan for the found findings.	2
11-Feb-19	Occupational Safety and Health	Worker Protection	Several workers sitting on chairs without proper backrests in at least 4 buildings.	Provide all seating working with chairs with backrest.	We carry out environmental measures with certified equipment in our facilities to ensure that the levels are appropriate according to international standards.	102
11-Feb-19	Occupational Safety and Health	Worker Protection	Safety guards were missing for sewing machines.	Replace all missing guards on the sewing machines. Ensure regular maintenance.	We at codevi are governed by OSHA international standards regarding bathrooms, we are waiting for an update of the law regarding this issue.	102
11-Feb-19	Occupational Safety and Health	Worker Protection	Missing hazard signs on electrical panels in 2 buildings.	Install proper hazard signs on all the electrical panels.	Internal audits are carried out in factories to prevent this from happening. In the factories, Brandm, MD, Fabrik, Mazava the bathrooms have an employee all the time to track the soap and paper.	2
11-Feb-19	Occupational Safety and Health	Working Environment	Temperature levels exceeded 30 C.	Ensure that the workplace temperature is below 30 C in all buildings.	We have different lunch times to prevent people from having places to sit and eat.	42
11-Feb-19	Occupational Safety and Health	Working Environment	Noise levels exceeded 90 Db.	Ensure that the workplace noise is below 85 Db. in all buildings.	CODEVI administration works on this issue together with the health department so that the medical check-ups are done to all workers.	15
11-Feb-19	Occupational Safety and Health	Working Environment	Insufficient lights level in several sections.	Ensure that the factory has the adequate light levels in all buildings.	CODEVI administration works on this issue together with the health department so that the medical check-ups are done to all workers.	2
11-Feb-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets to meet the legal requirements.	CODEVI administration works on this issue together with the health department so that the medical check-ups are done to all workers.	102
11-Feb-19	Occupational Safety and Health	Welfare Facilities	No soap was provided in several of the buildings and workers complain about inconsistent soap availability.	Provide sufficient soap in the toilets	The codevi administration works this case with its legal department.	102
11-Feb-19	Occupational Safety and Health	Welfare Facilities	The number of seats available in the eating area is not enough to accommodate the entire workforce.	Increase the eating areas available for workers.	We have a continuous training program for all CODEVI employees, in first aid, evacuation and rescue, fire prevention, industrial electricity, safe handling of chemical products, handling of forklifts, among others.	102
11-Feb-19	Occupational Safety and Health	Health Services and First Aid	No evidence of annual medical checks to workers within the first three months of hiring were available.	Provide medical checks within the first three months of hiring for all new workers	Fire detectors were installed in the affected building. These are checked in a weekly and monthly basis. All fire detectors from all buildings will be checked during audits carried out by Codevi's compliance department.	102
11-Feb-19	Occupational Safety and Health	Health Services and First Aid	No evidence of annual medical checks to workers exposed to work related hazards were available.	Provide medical checks to workers exposed to work related hazards twice a year.	Internal audits are carried out to avoid this, all extinguishers are inspected monthly by a certified external company.	102
11-Feb-19	Occupational Safety and Health	Health Services and First Aid	No evidence of annual medical checks were available.	Provide annual medical checks for all workers.	We are working on updating all the evacuation plans of all the buildings, we have updated the evacuation plans for 9 buildings.	102
11-Feb-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Increase the number of nurses to meet the legal requirements.	The factories BrandM, MD, Fabrik, Mazava, not had blocked emergency exits in the internal audits.	102

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
11-Feb-19	Occupational Safety and Health	Health Services and First Aid	The total number of workers trained in first aid is less 10 percent of the workforce.	Provide first aid training to a minimum of 10 percent of the workforce	Management ensures that all buildings conduct evacuation drills every 6 months. The Fabrics BrandM, MD, Fabrik, Superior, Everbright, Mazava do evacuation drills every 6 months.	102
11-Feb-19	Working Time	Regular Hours	Working hours including break time were not posted by the employer on the floor of several building.	Post the factory's working hours including break time on the floor of all buildings.	BrandM, Fabrik, MD and Mazava post their working hours and breaks in the HR board.	30
11-Feb-19	Working Time	Leave	The factory did not provide at least 15 days of annual leave to all workers with one year of service.	Provide at least 15 days of annual leave to all workers with one year of service.	All factories gave the missing days in the holy week, from April 15 to 19.	2
Assessment January 2018						
22-Jan-18	Compensation	Overtime Wages	Several workers categorized as apprentices do not receive compensation for the overtime hours worked.	Ensure that apprentices are properly paid for all hours worked.	The company revised its procedures to ensure that all employees including apprentices are paid according to the requirements of the law	
22-Jan-18	Compensation	Method of Payment	Wage deduction should not exceed 1/6 of workers monthly earnings.	Ensure that salary deductions do not exceed 1/6 of workers earnings.		
22-Jan-18	Compensation	Paid Leave	Permanent workers were not compensated for Sunday after 6 consecutive days or 48 hours worked.	Ensure that workers are compensated in line with the legal requirements.		
22-Jan-18	Compensation	Paid Leave	Annual leave payment is incorrect.	Ensure that annual leave calculations include all the workers' earnings.		
22-Jan-18	Compensation	Paid Leave	Sick leave payment is incorrect.	Ensure that sick leave payments are based on average workers' earnings.	The internal regulation and the CBA has been updated. The factory has started to provide adequate payment for sick leave to all eligible workers.	
22-Jan-18	Compensation	Paid Leave	Maternity leave payment is incorrect.	Ensure that maternity leave payments are based on average workers' earnings	The internal regulation and the CBA has been updated. The factory has started to provide adequate payment for maternity leave to all eligible workers.	
22-Jan-18	Compensation	Social Security and Other Benefits	Employer contribution to ONA was not paid on time.	Ensure that ONA payments are accurate and on time for all buildings		
22-Jan-18	Compensation	Social Security and Other Benefits	Workers' contribution to ONA was not paid on time.	Ensure that ONA payments are accurate and on time for all buildings		
22-Jan-18	Compensation	Social Security and Other Benefits	OFATMA payment for work-related accident insurance was not made for the fiscal year 2017-2018.	Pay the work related accident insurance for the fiscal year 2017-2018	CODEVI paid the OFATMA until the month of September 2018.	
22-Jan-18	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance		
22-Jan-18	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance		
22-Jan-18	Compensation	Social Security and Other Benefits	The payment amount for the annual bonus is incorrect.	Ensure that the annual bonus calculation is based on total workers earnings		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
22-Jan-18	Contract and Human Resources	Employment Contracts	Apprentices were found to have contracts that are not approved by MAST as required by law.	Ensure that the apprenticeship program is approved by MAST		
22-Jan-18	Contract and Human Resources	Employment Contracts	The internal work rules are not yet approved by the Ministry of Social Affairs and Labour.	Follow up with MAST for the approval of internal work rules.	The factory posted the current version of the internal work rules in all buildings.	
22-Jan-18	Occupational Safety and Health	OSH Management Systems	Assessment of general occupational safety and health issues was not completed in all facilities.	Conduct a general occupational safety and health assessment for all buildings.	CODEVI hired additional compliance officer for FW, Mazava, BrandM, MD, to conduct general OSH assessment on a regular basis.	
22-Jan-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No inventory of chemical substances used in the workplace were provided for three facilities.	Keep an accurate and updated inventory for all chemicals used in the workplace.		
22-Jan-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Some chemicals containers did not have any kind of labelling or the labelling was in a foreign language.	Ensure that all chemicals are properly labelled. Train workers and managers on proper chemical handling.	All chemical containers were labelled correctly.	
22-Jan-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical storage area has not been properly built in one of the factories.	Ensure that all chemicals are properly stored. Train workers and managers on proper chemical handling.	The factory has ensured that all chemicals and hazardous substances used in the factory are stored properly.	
22-Jan-18	Occupational Safety and Health	Chemicals and Hazardous Substances	During the assessment it was observed that no MSDS were available for several chemicals substances used in the workplace.	Ensure that all required MSDS are available in local language for all chemicals used in the workplace. Train workers and managers on proper chemical handling.	All the missing MSDS' have been posted in the Stock room and in each station where they are using the chemicals.	
22-Jan-18	Occupational Safety and Health	Chemicals and Hazardous Substances	During the assessment it was observed that no eyewash stations were installed in 6 locations where chemicals are used.	Install proper eye wash stations in all areas where chemicals are used in the workplace.	Eye washing stations have been provided in the following area: stock room, washing stations and stamping stations.	
22-Jan-18	Occupational Safety and Health	Worker Protection	During the assessment it was observed that PPE were not provided to all workers exposed to hazards.	Ensure that workers are provided with all required PPEs. Provide PPE training as required.	Management has identified the staff in charge of providing and renewing the PPEs for each factory and updated the PPE regulation (based on MSDS and hazard inventory). All employees have been provided with the necessary personal protective clothing and equipment. Training on the proper use of PPE has also been conducted for workers.	
22-Jan-18	Occupational Safety and Health	Worker Protection	Workers' chairs were found in poor conditions in four facilities.	Provide workers with chairs with backrest.	CODEVI has been gradually investing to replace the chairs at the factory and 95% of them have already been changed. Management expects to change the remaining chairs in the near future.	
22-Jan-18	Occupational Safety and Health	Worker Protection	Machine safety guards were missing.	Ensure that all machines and equipment are equipped with the required safety guards.	CODEVI defined staff in charge of maintaining machine guards for each factory and all machines have been equipped with the required safety guards.	
22-Jan-18	Occupational Safety and Health	Worker Protection	Exposed electrical wires and open electrical boxes with exposed wires in three facilities.	Ensure that all electrical installation are properly maintained.	The factory posted additional safety warnings in the noted areas. Appropriate safety warnings are posted on all plants. The factory installed dielectric carpet below the electrical panel in AM2.	
22-Jan-18	Occupational Safety and Health	Worker Protection	Electrical installation not properly marked.	Ensure that all electrical installation are properly maintained and identified.		
22-Jan-18	Occupational Safety and Health	Working Environment	Temperature levels exceeded 30 C.	Keep the workplace temperature below 30 C.	The factory installed a cooling system in AM2 and Mazava. Also, more fans and heat extractors were added in FW. A cooling system will be installed in FW to reduce the temperature levels.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
22-Jan-18	Occupational Safety and Health	Working Environment	Noise levels exceeded 90 Db.	Keep the workplace noise level below 90 Db.		
22-Jan-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.	All bathrooms are maintained clean and functional.	
22-Jan-18	Occupational Safety and Health	Welfare Facilities	Missing soap in toilets.	Ensure that soap is always available during working hours.	The factory has provided adequate soap and water in all the toilets.	
22-Jan-18	Occupational Safety and Health	Welfare Facilities	Insufficient seating in eating area.	Build additional eating area for workers.	The factory is building a modern cafeteria and kitchen for cooks.	
22-Jan-18	Occupational Safety and Health	Health Services and First Aid	No medical checks for workers exposed to work-related hazards were provided for workers in 3 facilities.	Provide free medical health checks for workers at BKI, Top Choice and Superior within the first three months of hiring.	The factory conducts medical checks for all newly hired workers and regular medical follow ups for employees performing hazardous work. All factory staff also have access to extensive medical, cardiovascular, dental, visual laboratory and operations services.	
22-Jan-18	Occupational Safety and Health	Health Services and First Aid	No medical checks at hiring were provided for workers in 3 facilities.	Provide free annual checks for all workers exposed to work-related hazards twice a year in all factories.	The factory started to provide annual medical checks for all workers and the corresponding medical records are also available to support this.	
22-Jan-18	Occupational Safety and Health	Health Services and First Aid	No evidence of annual medical checks for all workers was presented.	Provide free annual checks for all workers once a year in all factories.		
22-Jan-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Increase the number of nurses.		
22-Jan-18	Occupational Safety and Health	Health Services and First Aid	First aid boxes not properly equipped in some locations.	Ensure that first aid boxes are available and properly supplied in all factories.	First aid boxes were installed in all CODEVI's and Brand M buildings.	
22-Jan-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of workers trained in first aid.	Train at least 10 percent of workforce in first aid.	Additional workers were trained in first-aid.	
22-Jan-18	Occupational Safety and Health	Emergency Preparedness	No fire detectors have been installed in 3 areas and no smoke detector were installed in three others.	Install adequate fire extinguishers and smoke detectors as required in all buildings.		
22-Jan-18	Occupational Safety and Health	Emergency Preparedness	Fire extinguishers not properly maintained.	Keep all fire extinguishers properly maintained.	The factory installed a sufficient number of fire extinguishers at the workplace. The maintenance service provider has also been instructed to regularly check and replace non-functional fire-fighting equipment.	
22-Jan-18	Occupational Safety and Health	Emergency Preparedness	Insufficient number of workers trained in fire fighting.	Train 10 percent of the workforce to use the fire-fighting equipment.	The factory has provided fire-fighting training to 10% of the workforce. The employer has a calendar for the year 2018 to maintain 10% of employees trained in fire-fighting.	
22-Jan-18	Occupational Safety and Health	Emergency Preparedness	Escape routes not properly marked in two buildings.	Mark the escape routes in all buildings.		
22-Jan-18	Occupational Safety and Health	Emergency Preparedness	Emergency routes and/or exits obstructed or not clearly marked in five out of seven buildings.	Keep the aisles clear in all buildings.	Regular inspections are conducted to ensure that all emergency exits are accessible, unobstructed and unlocked at all times.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
22-Jan-18	Occupational Safety and Health	Emergency Preparedness	Emergency drills not conducted every 6 months in all buildings.	Conduct emergency drills for all buildings.	As recommended, management is currently conducting periodic emergency drills for each factory every 6 months. MD made Emergency drills for this year Brand M made Emergency drills for this year	
22-Jan-18	Occupational Safety and Health	Emergency Preparedness	Cell phones were being charged inappropriately throughout the workplace near highly flammable substances.	Keep all possible sources of ignition safeguarded. Provide workers with cell phone charging station.		
22-Jan-18	Working Time	Regular Hours	Not all hours worked on Saturday are reflected in the attendance records.	Ensure that all working hours are properly recorded and compensated.		
22-Jan-18	Working Time	Overtime	Workers in the packing, shipping and loading session were found to have completed up to 215 hours overtime per trimester.	Reduce the number of overtime hours.		

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	ELANSIA S.A	
Location:	Arrondissement de Port-au-Prince	
Number of workers:	708	
Date of registration:	11-May-18	
Date of last two Better Work assessments:	19-Jan-19	18-Feb-20

Advisory and Training Services

1-Jan-20	Advisory meeting	Advisory visit to discuss grievance mechanism, outstanding recommendations and emergency preparedness.
14-Nov-20	Advisory meeting	Advisory visit to discuss PR2 and have bipartite committee with union representatives.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2020						
18-Feb-20	Compensation	Minimum Wages/ Piece Rate Wages	Workers do not receive the daily minimum wage in the event of a lack of material and are sent home before the lunch break.	Retroactively pay workers the missing unpaid amount for 1 day of early release.	Retroactive payment to all workers.	4
18-Feb-20	Compensation	Social Security and Other Benefits	The factory calculates ONA contributions based on the minimum wage instead of the basic salary.	Ensure 6% deductions are made on basic salary, which includes all salaries except overtime payments.	Factory conducted training on labour law and the deduction will be made on basic salary as required.	4
18-Feb-20	Compensation	Social Security and Other Benefits	No source document to verify full compliance with invoice for social security payments.	Have document storage system to maintain copies of invoice for OFATMA accident insurance to reconcile with payment submitted.		4
18-Feb-20	Compensation	Social Security and Other Benefits	The factory calculates OFATMA contributions based on the minimum wage instead of the base salary.	Calculate OFATMA contributions based on basic salary.	Factory conducted training on labour law and the deduction will be made on basic salary as required.	4
18-Feb-20	Occupational Safety and Health	OSH Management Systems	No evidence of general occupational safety and health assessment was available.	Ensure that internal assessment are conducted annually as required. Use checklist provided by BWH.		4
18-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not keep an inventory of all chemicals and hazardous substances used in the workplace.	Track all inventory purchased at the factory and update accordingly. Update for all inventory no longer in use.		4
18-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemical and hazardous substances found in the workplace.	<ol style="list-style-type: none"> 1. Define who controls the chemical container upon receipt from supplier and control the label 2. Define who is entitled to pour chemicals in other recipients and label them 3. Review the MSDS to know which pictograms are needed 4. Properly label chemicals and hazardous substances 5. Train workers on hazard pictograms 6. Specify who conducts regular checks on chemical safety and include this in the system of daily-weekly checks. 		4



ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
18-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some chemicals.	<ol style="list-style-type: none"> Specify who is in charge of receiving MSDS from supplier and verify that the MSDS has all the required sections. Integrate this in the purchasing procedure. Make sure to have the MSDS for all hazardous chemicals used in the workplace. Translate in the local language as needed. Define where the chemicals are used and stored, and make MSDS available at these locations. Specify who conducts regular checks on chemical safety (and include this in the system of daily-weekly checks) 		4
18-Feb-20	Occupational Safety and Health	Worker Protection	Management has not provided gloves and mask to worker exposed to chemicals while doing maintenance work.	Provide gloves and masks to worker exposed to chemicals while doing maintenance work. Ensure protective gears are used as expected.	Adequate PPE is being distributed to this group of workers.	4
18-Feb-20	Occupational Safety and Health	Worker Protection	20 percent of single needle machine were missing the finger guards.	Ensure all guards are installed and maintained on all machines.	Factory started to install all the missing guards	4
18-Feb-20	Occupational Safety and Health	Worker Protection	Uncovered electrical outlets in the spot cleaning and the dark room.	Ensure all electrical outlets are covered		4
18-Feb-20	Occupational Safety and Health	Working Environment	Unacceptable temperatures in all sections	Consider installation of PUSH/PULL and or cooling systems.		4
18-Feb-20	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable	Ensure adequate lighting as per Better Work guidelines.		4
18-Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient toilets.	Work with park administrators to increased number of toilets.		4
18-Feb-20	Occupational Safety and Health	Welfare Facilities	Inconsistent availability of soap in men's toilet.	Ensure availability of SOAP in all toilets as required.		4
18-Feb-20	Occupational Safety and Health	Health Services and First Aid	Employer did not pay OFATMA for the medical cards, as a result OFATMA did not provide the medical checks at the factory.	<ol style="list-style-type: none"> Pay for the OFATMA medical card. Contact OFATMA to for medical checks. 		4
18-Feb-20	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks to workers exposed to work-related hazards.	<ol style="list-style-type: none"> Pay for the OFATMA medical card. Contact OFATMA to for medical checks. 		4
18-Feb-20	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free annual health checks to workers.	<ol style="list-style-type: none"> Pay for the OFATMA medical card. Contact OFATMA to for medical checks. 		4
18-Feb-20	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel	Hire additional nurses up based on the worker population.		4
18-Feb-20	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was missing in the chemical warehouse.	Replace the missing fire extinguisher.	Corrected during assessment.	4
18-Feb-20	Occupational Safety and Health	Emergency Preparedness	Not all the emergency exits were clearly identified in the map.	Identify all emergency exits on evacuation map.		4

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
18-Feb-20	Occupational Safety and Health	Emergency Preparedness	Obstructed evacuation route.	Ensure that evacuation routes are always cleared of obstruction.		4
18-Feb-20	Occupational Safety and Health	Emergency Preparedness	Fire drill not performed in a timely manner.	Keep conducting fire drill within 6 months.	Fire drill conducted.	4
Assessment January 2019						
19-Jan-19	Occupational Safety and Health	OSH Management Systems	Inconsistent monthly internal assessment.	<ol style="list-style-type: none"> 1. Designate responsible person to perform internal OSH Assessments. 2. Designate independent person in HR to verify completion. 3. Report completion of scheduled assessment to independent top management person. 	Compliance officer designated to perform daily OSH assessments.	
19-Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified tank of Diesel near the generator room.	Designate responsible person to ensure proper labelling of all chemical products on the floor.	Tank is now identified.	
19-Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some chemicals used in the workplace.	Ensure all chemicals at the factory has proper MSDS posted		
19-Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye washing facilities in the chemical warehouse where chemicals are stored.	Install and properly maintain eye washing facilities in the chemical warehouse where chemicals are stored		
19-Jan-19	Occupational Safety and Health	Worker Protection	Earplugs not provided to all workers.	Provide all required PPE included but not limited to earplugs for workers in the generator room, pressing and quality section		
19-Jan-19	Occupational Safety and Health	Worker Protection	Entry point in electrical panels were not seal and the generator is not grounded.	Ensure electrical panels are sealed and the generator is properly grounded	Generator is properly grounded	
19-Jan-19	Occupational Safety and Health	Working Environment	The temperature in the workplace in not acceptable.	<ol style="list-style-type: none"> 1. Use a push and pull-type ventilation. 2. Provide or relocate windows in higher position. 3. Use ceiling fans in order to increase the hot air flow directed towards the outside. 4. Conduct regular measurement of temperature. 	Ventilation from fans has been reduced to 70% to balance temperature and noise emanating from fans.	
19-Jan-19	Occupational Safety and Health	Working Environment	Noise levels are not acceptable in the workplace.	<ol style="list-style-type: none"> 1. Designate 2 rotational OSH focal points from the committee to assist management in identifying and fix potential hazards from the factory floor. 2. Monitor noise levels originating from fans in the quality section and reduce as necessary to keep below 90DB 		
19-Jan-19	Occupational Safety and Health	Health Services and First Aid	First aid boxes were not accessible.	<ol style="list-style-type: none"> 1. Designate 2 closest workers to the first aid boxes as responsible person for access. 2. Maintain 3rd set of keys in centralized location known to workers from a reasonable distance. 	Keys are assigned to designated worker positioned close to boxes to respond accordingly.	
19-Jan-19	Occupational Safety and Health	Emergency Preparedness	Unidentified fire extinguisher in the mechanic workshop, fire extinguisher obstructed by a box near the Pressing section.	<ol style="list-style-type: none"> 1. Designate 2 rotational OSH focal points from the committee to assist management in identifying and fix potential hazards from the factory floor. 2. Ensure that fire extinguishers are properly identified and not obstructed. 	Management removed the box and has identified the fire extinguisher during the assessment.	
19-Jan-19	Occupational Safety and Health	Emergency Preparedness	Escape route in the unloading area was blocked by equipment.	Designate 2 rotational OSH focal points from the committee to assist management in identifying and removing potential hazards from the factory floor.	Systematic follow up and monitoring performed by assigned OSH focal points.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	Everest Apparel Haiti S.A.	
Location:	Arrondissement du Trou du Nord	
Number of workers:	1658	
Date of registration:	15-Jan-18	
Date of last two Better Work assessments:	18-Jun-18	01-Aug-19

Advisory and Training Services

30-Jan-20	Advisory meeting	Session on boiler safety with the compliance team. Factory tour to validate pending OSH issues, meeting with management to follow up on contract for temporary workers.
30-Jan-20	Bipartite Committee Meeting	This meeting was conducted in order to identify and share opinions about some complaints such as: overtime, meetings that are not held on a regular basis, the clinic's space that is too small. In addition, the committee members wish to receive more trainings so that they can help other workers to comply with the company policy.
04-Dec-19	Advisory meeting	Meeting with management to review the improvement plan: Social security and other benefits, employee Contract. Factory tour: emergency preparedness, chemical management systems.
03-Dec-19	Bipartite Committee Meeting	The points that were discussed are the following: Members of the committee who have been fired should be replaced. New members from building 3 to integrate in the committee. Management will proceed with the internal elections scheduled for the month of January, 2020. Moreover, mandatory overtime and disciplinary measures.
29-Nov-19	Training	Workers Knowledge Building Programme
20-Nov-19	Training	Workers Knowledge Building Programme

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment August 2019						
01-Aug-19	Compensation	Paid Leave	The calculation of average earnings for sick leave payments is inaccurate.	Adjust payroll system to ensure that sick leave payment is based on average earnings.	Incentives paid for attendance and effectiveness are included in the calculation of average earnings for sick leave payments.	22
01-Aug-19	Compensation	Paid Leave	The calculation of average earnings for maternity leave payments is inaccurate.	Adjust payroll system to ensure that sick leave payment is based on average earnings.	Incentives paid for attendance and effectiveness are included in the calculation of average earnings for maternity leave payments.	22
01-Aug-19	Compensation	Paid Leave	The calculation of average earnings for sick leave and maternity leave payments did not include incentives paid for attendance and effectiveness as required.	Include incentives paid for attendance and effectiveness in the payment for sick leave and maternity leave.	Incentives paid for attendance and effectiveness are included in the calculation of sick leave and maternity leave.	8
01-Aug-19	Compensation	Social Security and Other Benefits	Employer's contribution to OFATMA for work-related accident is late.	Contribute 3 % of workers' salary to OFATMA for work related accident.	The factory has contributed 3 % of workers' salary to OFATMA for work related accident.	8
01-Aug-19	Contract and Human Resources	Dialogue, Discipline and Disputes	Workers from several sections are subjected to constant shouting from foreign supervisor.	Provide training to foreign supervisors on Workplace communication. Ensure that supervisors treat workers with respect.	The administration of the company has conducted a training on communication and Harassment for all managers and supervisors.	8
01-Aug-19	Occupational Safety and Health	OSH Management Systems	OSH meeting minutes are not recorded.	Keep meeting minutes when workers participate in OSH decisions.	The company has created a schedule for the OSH committee meeting.	8
01-Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory does not include all chemicals and hazardous substances used in the workplace.	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used.	The inventory of chemicals have been updated. The compliance officer is in charge of the weekly verification.	22
01-Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals stored in the workplace are not properly labelled.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.	All recipients are properly labelled with at least a pictogram and hazard sign.	22

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
01-Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDSs were available for chemicals and hazardous substances.	Prepare and post MSDS where chemicals are used.	The material safety data sheets (MSDS) are available for all chemicals and are translated in local language.	22
01-Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash facility was not available where chemicals and hazardous substances are stored or used.	Provide cleansing materials where chemicals are used and stored		22
01-Aug-19	Occupational Safety and Health	Worker Protection	Electrical panels are not identified in all buildings.	Identify electrical installations requiring warning signs.	The electrical panels have been identified and the warning signs are posted.	8
01-Aug-19	Occupational Safety and Health	Welfare Facilities	Soap and paper was not available in one building.	Provide soap and paper in the workplace.	The Supervisor of the General affairs is in charge of the daily verification.	8
01-Aug-19	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks within the first three months of hiring.	Provide health checks to workers within the first three months of hiring.	.	22
01-Aug-19	Occupational Safety and Health	Health Services and First Aid	The factory did not show evidence of annual medical checks for workers.	Provide annual health checks to workers.		22
01-Aug-19	Occupational Safety and Health	Health Services and First Aid	The employer did not ensure that there are a sufficient number of readily accessible first aid boxes in one building.	Install first aid boxes and ensure the first-aid boxes are always accessible to workers.	A first aid kit is available in all buildings.	22
01-Aug-19	Occupational Safety and Health	Emergency Preparedness	Fire detection and alarm system was not available in one building.	Have a fire detection and alarm system suitable for the factory conditions.	Fire detection and alarm systems are available in all buildings.	22
01-Aug-19	Occupational Safety and Health	Emergency Preparedness	The evacuation arrows were not labelled to lead to an emergency exit.	Paint evacuation arrows and signs.	The evacuation arrows are labelled to lead to the emergency exit.	8
01-Aug-19	Occupational Safety and Health	Emergency Preparedness	4 emergency exit doors were locked during working hours.	Keep all the exit doors open during working hours.	Extra security guards were hired and instructed to keep all the doors open during working hours.	22
01-Aug-19	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least 2 emergency drill per year.	Conduct at least 2 emergency drill per calendar year. Insert the drills in the OSH annual training plan.	The last evacuation drill took place on September 2019. The next evacuation drill is scheduled for March 2020.	22
Assessment June 2018						
18-Jun-18	Compensation	Paid Leave	Sick leave payments is based on the minimum salary.	Calculate the payment for sick leave on average earnings.	Sick leave payment is based on workers' average earnings.	
18-Jun-18	Compensation	Paid Leave	Payment for maternity leave is based on minimum salary.	Calculate the maternity leave payment on workers' average earnings.	Maternity leave has been calculated on average earnings as required.	
18-Jun-18	Compensation	Social Security and Other Benefits	The factory has not yet registered with OFATMA for maternity and health insurance.	Registered with OFATMA for maternity and health insurance.	All Workers are Registered with OFATMA for maternity and health insurance.	
18-Jun-18	Contract and Human Resources	Employment Contracts	Written employment contracts do not specify the terms and conditions of employment.	Specify the hours of work in the employee contract.	The employee contract has been modified to specify hours of work as stated in the labor code.	
18-Jun-18	Contract and Human Resources	Dialogue, Discipline and Disputes	Disciplinary measures do not comply with legal requirements.	Modify the disciplinary measures in the internal regulations.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
18-Jun-18	Contract and Human Resources	Employment Contracts	Terms and conditions of employment contract.	Provide full information to the worker before the worker signs the contract.	Trainings have been provided to all workers.	
18-Jun-18	Contract and Human Resources	Employment Contracts	The internal work rules is not approved by the Ministry of labor.	Make the necessary corrections until the document is approved by MAST	The internal work rules has been sent to Mast and it is approved.	
18-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals is incomplete and does not include the location of those listed chemicals and hazardous substances.	Include all chemicals used in the workplace in the central inventory.	All chemicals are properly stored and MSDS Are available where chemicals are used.	
18-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances are not properly stored.	Identify a storage area for chemicals and ensure all chemicals and hazardous substances used in the factory are properly stored.	A storage area has been identified.	
18-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS are not available for all chemicals and hazardous materials used in the workplace.	Prepare and post MSDS where chemicals are used.	Already posted MSDS in storage area of chemicals and training supervisor in charge.	
18-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not take proper action to limit and isolate the use of chemicals in all the factory.	Improve maintenance of machines to avoid spots.	Eyes wash station has been installed in the chemical room.	
18-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No evidence of training for workers who work with chemicals and hazardous substances were available during the assessment visit.	Conduct an additional training to train all workers on chemical hazard pictograms.	The factory is working on the training schedule.	
18-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not provide washing facilities or cleansing materials in the event of chemical exposure.	Install eye wash station where chemicals are stored and used.	The eye wash station has been installed.	
18-Jun-18	Occupational Safety and Health	Emergency Preparedness	The factory did not install any smoke detector in the workplace.	Have a fire detection suitable for the factory conditions.	All smoke detectors have been installed and there is someone in charge of the verification on a regular basis.	
18-Jun-18	Occupational Safety and Health	Emergency Preparedness	3 fire extinguishers in different locations, were not inspected.	Ensure regular maintenance of fire extinguishers.	All fire extinguishers have been inspected on a regular basis.	
18-Jun-18	Occupational Safety and Health	Emergency Preparedness	Less than 10 percent of the workforce is trained on the use of fire fighting equipment.	Provide training on the use of fire fighting equipment. Ensure that at least 10 percent of the workforce are trained at all time.	A training was held in July and the factory has fire Fighting brigades trained.	
18-Jun-18	Occupational Safety and Health	Emergency Preparedness	The meeting point in the evacuation plans in two buildings are not available outside the factory.	Paint the meeting point and inform workers about it.	The meeting point is identified and workers are informed during the fire drills.	
18-Jun-18	Occupational Safety and Health	Emergency Preparedness	Several emergency exits were locked and obstructed during working hours.	Ensure that all emergency exits are not obstructed and locked during working hours.		
18-Jun-18	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least one emergency drill every six months.	Conduct at least two emergency drill per calendar year which include full evacuation of the workforce.	The last Fire Drill took place in December 2018, next one is schedule for July 2019.	
18-Jun-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide medical checks for workers within the first three months of hiring.	Provide free medical health checks for workers within the first three months of hiring.	The factory hire a Doctor and has started with the process of medical checks.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
18-Jun-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide medical checks for workers who were exposed to work-related hazards twice a year.	Provide free health checks for all workers exposed to work-related hazards twice a year.		
18-Jun-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide annual medical checks for workers.	Provide free annual checks for all workers once a year.	The factory hire a Doctor and has started with the process of medical checks.	
18-Jun-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.	The factory hired 1 permanent Doctor and 2 Nurses.	
18-Jun-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of first aid boxes in the workplace.	Define responsibility for checking and refilling the first aid box. Then, ensure the first-aid boxes are always accessible to workers.	First Aid boxes have been installed and responsibilities have been assigned.	
18-Jun-18	Occupational Safety and Health	Health Services and First Aid	The factory did not provide any first-aid training to workers.	Provide first aid training to workers to ensure at least 10 percent of the workforce are trained.	The training on first aid has been conducted.	
18-Jun-18	Occupational Safety and Health	Welfare Facilities	The employer did not provide free safe drinking water to workers.	Provide free drinking water to workers and Keep records of drinking water test.	Water test results are posted on the floor and someone has been assigned to follow up on a monthly basis.	
18-Jun-18	Occupational Safety and Health	OSH Management Systems	An assessment of general occupational safety and health issues was not performed in the factory during the last 12 months.	Conduct a general OSH assessment on a monthly basis.	A template of assessment report has been developed and records are kept.	
18-Jun-18	Occupational Safety and Health	OSH Management Systems	No mechanisms is in place to ensure cooperation between workers and management on OSH matters.	Establish an OSH committee with at least equal representation from workers and employer representatives.	The OSH committee has been established and trained.	
18-Jun-18	Occupational Safety and Health	OSH Management Systems	Work-related accidents were not recorded and submitted to OFATMA on a monthly basis.	Declare accidents to OFATMA on a monthly basis.	Accident reports are submitted to OFATMA on a monthly basis and the nurses are responsible to conduct the accident investigation.	
18-Jun-18	Occupational Safety and Health	OSH Management Systems	The OSH policy is not signed by top management and it was not developed in consultation with worker representatives.	Translate the OSH policy into the local language an ensure that the policy is signed by top management.	The OSH policy is translated and presented to workers.	
18-Jun-18	Working Time	Regular Hours	The digital punch system is not reliable.	Have an accurate attendance recording system.	The factory has two systems in place to control the attendance. The digital punch and the attendance sheet handle by the direct supervisor.	
18-Jun-18	Working Time	Regular Hours	The working hours of the factory are not posted.	Post the factory's working hours for all shifts including break time as required by the labor code.	Hours of work are posted on the floor and workers are aware of it.	
18-Jun-18	Occupational Safety and Health	Worker Protection	Management did not provide personal protective equipment to all workers.	Provide proper gloves and apron to the operators.	Proper gloves are distributed to workers and PPE sign is posted.	
18-Jun-18	Occupational Safety and Health	Worker Protection	No evidences of trainings on personal protective equipment were available during the time of assessment visit.	Conduct an additional training on the wearing of PPEs.	Supervisors are informed and good practice sheets have been posted on the floor.	
18-Jun-18	Occupational Safety and Health	Worker Protection	Several chairs without backrest are used in different sections of the factory.	Provide chairs with proper backrest to workers.	All standing workers already have an anti-fatigue mats. Chair with backrest are available for all workers.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
18-Jun-18	Occupational Safety and Health	Worker Protection	Several sewing machines are missing the safety guards.	Define who is in charge of installing and regularly maintaining the machine guards.	Responsibility has been assigned and the safety guards have been installed.	
18-Jun-18	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis.	The additional fans have been installed and the factory is planning to have a cooling system in place.	
18-Jun-18	Compensation	Social Security and Other Benefits	The factory has not yet registered with OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance. Pay the required employer contribution within the first 10 days of the months.		
18-Jun-18	Occupational Safety and Health	Emergency Preparedness	Exits are blocked by chairs and merchandise.	Improve the induction training and Identify a space to store materials and chairs.	The induction training has been updated.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT



Factory: Fairway Apparel S.A.
Location: PORT-AU-PRINCE
Number of workers: 473
Date of registration: 14-Jan-11
Date of last two Better Work assessments: 02-Oct-18 04-Sep-19

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment September 2019						
04-Sep-19	Compensation	Paid Leave	The factory only paid 6 weeks for maternity leave instead of 12 weeks.	1. Proactively work with OFATMA to complete the registration process. 2. Ensure the correct amount of maternity leave payments as required by the labour code.		7
04-Sep-19	Compensation	Social Security and Other Benefits	Contribution to ONA is based on the minimum salary.	Ensure that ONA contributions are based on the basic salary as required.		7
04-Sep-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Complete the registration process with OFATMA for maternity and health insurance.		7
04-Sep-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye wash station in the chemical warehouse.	Install eye wash station in the chemical warehouse where chemical are used.		7
04-Sep-19	Occupational Safety and Health	Worker Protection	Standing mats were not available to all workers.	Provide standing workers with adequate standing mats.		7
04-Sep-19	Occupational Safety and Health	Worker Protection	Several sewing machines were missing pulley guards.	Ensure that machine guards are monitored and repaired in a timely manner as it is already established in maintenance system already in place.	Management has a maintenance schedule and is actively repairing them.	7
04-Sep-19	Occupational Safety and Health	Worker Protection	Electrical wirings were in poor condition in some sewing machines.	Ensure proper monitoring and maintenance of electrical wirings, included but not limited to wirings of sewing machines.	Management has a maintenance schedule and is actively repairing them.	7
04-Sep-19	Occupational Safety and Health	Working Environment	Temperatures levels are unacceptable.	Install a cooling system.	Factory installed a cooling system.	7
04-Sep-19	Occupational Safety and Health	Welfare Facilities	Insufficient toilets.	Ensure enough functioning toilets for worker population as required by the labour code.		7
04-Sep-19	Occupational Safety and Health	Health Services and First Aid	Missing MSDS for some chemicals used at the factory.	Post all corresponding MSDS in worker's local language.		7
04-Sep-19	Occupational Safety and Health	Health Services and First Aid	Factory does provide free health checks twice a year to workers exposed to work-related hazards.	1. Complete registration with OFATMA 2. Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required.		7
04-Sep-19	Occupational Safety and Health	Health Services and First Aid	Medical checks conducted by factory does not cover all required exams.	1. Complete registration with OFATMA 2. Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required.		7

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
04-Sep-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Comply with the Haitian Labour Code, have a permanent onsite medical service, with at least 3 nurses and 3 doctor's visits per week.		7
04-Sep-19	Occupational Safety and Health	Emergency Preparedness	Smoke detector in the cutting building was not working. Smoke detector was not available in the chemical storage area.	Install smoke detectors as appropriate		7
04-Sep-19	Occupational Safety and Health	Emergency Preparedness	The escape routes are not clearly marked in Building 2 (Cutting/ Warehouse).	Ensure that all escape routes are clearly marked.		7
04-Sep-19	Occupational Safety and Health	Emergency Preparedness	Obstructed routes in the mezzanine area of building 2.	1. Ensure that routes are not obstructed 2. Work with OSH committee members, supervisors to perform routine tours of building 2 3. Provide adequate storage space to receive and store materials.		7
Sep-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance. Management said that the registration is in process	Complete the registratio process with OFATMA for maternity and health insurance.		
Sep-19	Compensation	Social Security and Other Benefits	The employers collects and forwards workers' contribution to ONA. However, the calculation for the contribution is based on the minimum salary. Employers must collect and forward 6 percent of workers' base salaries to ONA on a monthly basis, with payments for the previous month being made within the first 10 working days of the current month.	Ensure that contributions are based on the base salary as required.		
Sep-19	Compensation	Social Security and Other Benefits	The employers collects and forwards workers' contribution to ONA. However, the calculation for the contribution is based on the minimum salary. Employers must collect and forward 6 percent of workers' base salaries to ONA on a monthly basis, with payments for the previous month being made within the first 10 working days of the current month.	Ensure that contributions are based on the basic salary as required.		
Sep-19	Compensation	Paid Leave	The maternity payment register and payroll records show that maternity leave payments are based on average earnings. However, the factory only paid 6 weeks for maternity leave instead of 12 weeks. Management said that they will start the registration process with OFATMA for maternity and health insurance so eligible workers can benefit the full 12 weeks	Proactively work with OFATMA to complete the registraion process. Ensure the correct amount of maternity leave payments as required by the labor code		
Assessment October 2018						
02-Oct-18	Compensation	Wage Information, Use and Deduction	The employer keeps two payroll records.	Ensure that recorded payroll data matches what is effectively paid to temporary workers on their payslip.	All employees, permanent or part-time get paid according to days worked.	
02-Oct-18	Compensation	Paid Leave	The factory only paid 6 weeks for maternity leave instead of 12 weeks.	Complete registration process with OFATMA for maternity and health insurance so eligible workers can benefit the full 12 weeks.		
02-Oct-18	Compensation	Social Security and Other Benefits	The employers contribution to ONA is calculated on the minimum salary.	Contribute 6 percent of workers' base salaries to ONA on a monthly basis within the first 10 working days of the current month as required by the code.	December ONA payment paid on time.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
02-Oct-18	Compensation	Social Security and Other Benefits	The worker's contribution to ONA is calculated on the minimum salary.	Contribute 6 percent of workers' base salaries to ONA on a monthly basis within the first 10 working days of the current month as required by the code.		
02-Oct-18	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Pursue registration & complete process with OFATMA for maternity and health insurance.		
02-Oct-18	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Pursue registration & complete process with OFATMA for maternity and health insurance.		
02-Oct-18	Contract and Human Resources	Employment Contracts	15.5% of the workforce operates with a verbal temporary contracts only to be reissued several times.	Ensure that workers are issued contracts with benefits matching the true nature and or duration of their jobs.	New contracts were introduced start of 2019 with end date.	
02-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory.	<ol style="list-style-type: none"> 1. Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used 2. Include all chemicals used in the workplace in the central inventory 3. Specify who is in charge of maintaining one central inventory for the company 4. Define who will be responsible for checking if the inventory is updated. 		
02-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemical and hazardous substances found in the workplace.	<ol style="list-style-type: none"> 1. Define who controls the chemical container on receipt from supplier and control the label 2. Define who is entitled to pour chemicals in other recipients and label them 3. Review the MSDS to know which pictograms are needed 4. Properly label chemicals and hazardous substances including name in various languages and hazard pictogram. 		
02-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some chemicals used at the factory.	<ol style="list-style-type: none"> 1. Identify a person responsible for chemical management. 2. The MSDS for each chemical should be available and translate in local language. 3. Clarify responsibility for posting the MSDS in the locations where chemicals are stored and used. 4. Train workers in charge of chemical storage or using the chemicals about the info contained in the MSDS. 5. Specify who conducts regular checks in the workplace that all chemicals have labels and all MSDS are available. 		
02-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Insufficient control of workers' exposure to chemicals and hazardous substances.	<ol style="list-style-type: none"> 1. Set policy on maximum daily time of exposure including in case of overtime 2. Improve isolation from the chemical (e.g. separate room for spot cleaning) 3. Limit access of other workers to the chemical workplace 4. Train persons to keep record of workers' exposure to hazardous chemicals and substances; Limit the time of exposure based on the results of the records; Organise daily job rotation when needed. 		
02-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Insufficient training on chemicals, and training records were not available for workers using chemicals.	Include & Deliver training on chemical product management in training plan.	Training is delivered by management.	
02-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye wash station in the chemical warehouse at the time of the assessment visit.	Install eye wash station in the chemical warehouse.	Eye washing station installed 4th quarter 2018.	
02-Oct-18	Occupational Safety and Health	Worker Protection	Management did not provide proper Personal Protective Equipment to workers.	Provide appropriate PPE where it is needed for all workers including but not limited to masks for workers in the packing section and proper mask for workers in the spot cleaning area.	The necessary PPE has been provided.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
02-Oct-18	Occupational Safety and Health	Worker Protection	Insufficient training on PPE for sewing machines operators.	Establish training calendar and provide more training to workers to cover at least 10% of worker population.	Training is delivered by management.	
02-Oct-18	Occupational Safety and Health	Worker Protection	33% of chairs missing back rests.	Ensure proper back rest for all chairs used on the floor.	The chairs were replaced by management.	
02-Oct-18	Occupational Safety and Health	Worker Protection	Service line cable was not protected by steel pipe when entering the second building. Entry point into the panels are not sealed. Electrical outlets are damaged.	Ensure that service line cable are protected by steel pipe, that entry point into the panels are sealed, that electrical outlets are repaired or replaced to safety standards.	Cable line is now protected by steel pipe and entry points are sealed.	
02-Oct-18	Occupational Safety and Health	Worker Protection	Electrical Panel missing hazard sign.	Ensure hazard signs are posted on all electrical panels, included but not limited to sublimation area.	Hazard signs are posted	
02-Oct-18	Occupational Safety and Health	Working Environment	Temperatures levels are unacceptable.	Use a push & pull system with fans or consider installing a cooling system.	Cooling systems is installed	
02-Oct-18	Occupational Safety and Health	Working Environment	Insufficient lighting.	Replace the light bulbs where necessary, rearrange work stations to maximize reception of light as much as possible.		
02-Oct-18	Occupational Safety and Health	Welfare Facilities	Insufficient toilets.	Work with owner to build needed toilets.		
02-Oct-18	Occupational Safety and Health	Health Services and First Aid	Factory does not provide free health checks to workers within the first three months of hiring.	Create a schedule to be able to monitor the health checks and take timely action on required medical checks.		
02-Oct-18	Occupational Safety and Health	Health Services and First Aid	Factory does not provide free health checks twice a year to workers exposed to work-related hazards.	Create a schedule to be able to monitor the health checks and take timely action on required medical checks.		
02-Oct-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Have a permanent onsite medical service, with at least 3 nurses and 3 doctor's visits per week.		
02-Oct-18	Occupational Safety and Health	Health Services and First Aid	Insufficient workers trained in first aid.	Train 10% of the worker population on first aid as recommended.		
02-Oct-18	Occupational Safety and Health	Emergency Preparedness	No training on the use of fire-fighting equipment was held during the last twelve months.	Perform training on the use of fire-fighting equipment for at least 10% of the worker population.	All members of the OSH personnel have been trained.	
02-Oct-18	Occupational Safety and Health	Emergency Preparedness	The current evacuation plans have not been updated.	Update plan to indicate the actual escape routes and emergency exit doors according to the recently reorganized floor layout.		
02-Oct-18	Occupational Safety and Health	Emergency Preparedness	Obstructed escape routes.	Ensure all escape routes are not blocked.		
02-Oct-18	Working Time	Regular Hours	Pregnant workers are not allowed two additional breaks.	Include the additional breaks policy and inform workers.	Breaks added to internal work rules and enforced by management.	
02-Oct-18	Working Time	Regular Hours	Inaccurate working time recorded in the punch.	Ensure that workers are directly accountable for effectively recording their own working time.		

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	GO HAITI	
Location:	Arrondissement de Port-au-Prince	
Number of workers:	519	
Date of registration:	14-Apr-16	
Date of last two Better Work assessments:	03-Dec-18	05-Dec-19

Advisory and Training Services

21-Jan-20	Advisory meeting	Meeting with the compliance team to review the risk assessment procedure, review the improvement plan and workers contract. OSH factory tour: worker protection, emergency preparedness.
21-Jan-20	Training	Risk assessment
28-Nov-19	Advisory meeting	Unions interview, Assessment of OSH management systems and short session on Risk assessment. Factory tour to validate pending OSH issues. Management meeting to review the improvement plan.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment December 2019						
05-Dec-19	Compensation	Method of Payment	The factory has not been able to pay all workers regularly and on time.	Create a payment schedule and inform workers about it.		4
05-Dec-19	Compensation	Wage Information, Use and Deduction	Management kept a separate payroll for the period of September 7th to November 4th.	Have a single, accurate and detailed payroll system payroll system.		4
05-Dec-19	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is late.	Submit ONA payments on time, within the first 10 working days of each month for the previous month.		29
05-Dec-19	Compensation	Social Security and Other Benefits	Collecting and forwarding workers' contributions for social insurance funds to ONA.	Ensure that workers' contribution are collected and forwarded to ONA on time within the first 10 working days of each month for the previous month.		29
05-Dec-19	Occupational Safety and Health	Social Security and Other Benefits	The employer's contribution to OFATMA for maternity and health insurance is not submitted monthly and is not calculated on the basic salary of workers either.	Submit OFATMA payment for health and maternity insurance on a monthly basis. Calculate the 3 percent based on workers basic salary.		15
05-Dec-19	Occupational Safety and Health	Social Security and Other Benefits	Collecting and forwarding of workers' contributions to OFATMA.	Ensure that 3 percent of workers' basic salary are collected and forward to OFATMA for maternity and health insurance.		15
05-Dec-19	Occupational Safety and Health	Employment Contracts	No equal treatment of workers with similar contract.	Modify the terms of workers' contract.		4
05-Dec-19	Occupational Safety and Health	Termination	The factory has not requested an authorization from MAST for reductions or suspensions.	Ask for authorization from MAST before terminating the contract of pregnant women as required by law.		4
05-Dec-19	Occupational Safety and Health	OSH Management Systems	An assessment of general occupational safety and health issues was not performed on a regular basis.	Conduct regularly comprehensive OHS risk assessments in all the various sections of the factory.		4

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
05-Dec-19	Occupational Safety and Health	OSH Management Systems	Work-related accidents and diseases were not recorded and submitted to OFATMA on a monthly basis.	Submit the record of work related accident to OFATMA on a monthly basis.		4
05-Dec-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical inventory do not include the name of all chemicals used in the workplace.	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used.		4
05-Dec-19	Occupational Safety and Health	Worker Protection	Management did not provide personal protective equipment to all workers.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation		4
05-Dec-19	Occupational Safety and Health	Worker Protection	Several chairs without backrest are used in different sections of the factory.	Provide chairs with back rest for workers in the sewing section. Provide anti fatigue mats for standing workers		15
05-Dec-19	Occupational Safety and Health	Worker Protection	Electrical box, wire and outlets are not properly maintained.	Improve the electrical maintenance and labelled all switches and electrical breaker.		4
05-Dec-19	Occupational Safety and Health	Worker Protection	One electrical panel was not identified in the workplace.	Identify electrical installations requiring warning signs and post corresponding signs		4
05-Dec-19	Occupational Safety and Health	Working Environment	Combustible materials like fabric waste, cardboard and paper were scattered in the workplace.	Clean more regularly the workplace.		4
05-Dec-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		40
05-Dec-19	Occupational Safety and Health	Health Services and First Aid	Essential items were missing in several first aid boxes.	Equip the first aid box. Define responsibility for the verification and include this in the system of daily-weekly checks		4
05-Dec-19	Occupational Safety and Health	Emergency Preparedness	Emergency exits and escape routes were not clearly marked and posted in the workplace.	Paint yellow lines on the floor to show the exit pathway.		4
05-Dec-19	Occupational Safety and Health	Emergency Preparedness	1 emergency exit was closed during working hours.	Ensure that the doors are not closed during working hours.		4
Assessment December 2018						
03-Dec-18	Compensation	Method of Payment	One worker did not receive his payroll for the past 4 weeks.	Improve the recruitment procedure to ensure that all worker are registered in the HR department.	Recruitment procedure has been improved, HR staff are trained on the new procedure.	
03-Dec-18	Compensation	Social Security and Other Benefits	Late payment of employer contributions for ONA.	Submit ONA payments on time, within the first 10 working days of each month for the previous month.		
03-Dec-18	Compensation	Social Security and Other Benefits	The workers' contributions to ONA were overdue.	Ensure that workers' contribution are collected and forwarded to ONA on time within the first 10 working days of each month for the previous month.		
03-Dec-18	Compensation	Social Security and Other Benefits	Late payment for OFATMA maternity and health insurance.	OFATMA payment must be done on a monthly basis, with payments for the previous month being made within the first 10 working days of the current month.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
03-Dec-18	Compensation	Social Security and Other Benefits	The workers' contributions to OFATMA were overdue.	Ensure that workers' contribution are collected and forwarded to OFATMA on time within the first 10 working days of each month for the previous month.		
03-Dec-18	Contract and Human Resources	Contracting Procedures	Subcontractors were not using proper protective equipment.	Provide a contract to subcontractors requiring to comply with legislation on occupational safety and health.	New contract for subcontractors has been implemented and PPE are provided when needed.	
03-Dec-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDSs were posted where chemicals are stored and used.	Prepare and post MSDS where chemicals are used.	All MSDS have been translated in creole and are posted where chemicals are stored and used.	
03-Dec-18	Occupational Safety and Health	Worker Protection	Several chairs without backrest are used in different sections of the factory.	Provide chairs with back rest for workers in the sewing section.		
03-Dec-18	Occupational Safety and Health	Worker Protection	Electrical box, wire and outlets are not properly maintained.	Install cover on all electricity outlet		
03-Dec-18	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Ensure that the temperature does not exceed the recommended limit.		
03-Dec-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.	The factory has built additional toilets.	
03-Dec-18	Occupational Safety and Health	Welfare Facilities	The eating area cannot accommodate all the workers.	Ensure that each facility has an eating area that can accommodate all the workers.		
03-Dec-18	Occupational Safety and Health	Emergency Preparedness	1 fire extinguisher was obstructed and another 1 was undercharged.	Ensure that access to fire extinguishers remain unobstructed in the workplace. Specify who conduct daily/weekly checks		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
25-Nov-19	Occupational Safety and Health	Worker Protection	No proof of PPE training provided to mechanic shop worker.	Designate responsible personal & central storage location of all relevant management system documents including but not limited to training documents.		5
25-Nov-19	Occupational Safety and Health	Worker Protection	Breakers of electrical panels do not have labels.	Ensure that all circuits breakers have purpose indicators.		5
25-Nov-19	Occupational Safety and Health	Working Environment	The temperature in the workplace is unacceptable.	Use a push & pull system with fans or consider installing a cooling system.		5
25-Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguisher.	<ol style="list-style-type: none"> 1. Raise awareness with line supervisors on the enforcement of OSH procedures. 2. Take disciplinary actions if necessary to ensure no obstruction 3. Reinforce with training for new workers as needed. 		5
25-Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed evacuation routes.	<ol style="list-style-type: none"> 1. Update layout and marking of the floor according to updated evacuation map 2. Ensure lines remain unobstructed 3. Conduct training on emergency preparedness for supervisors to help in enforcement of OSH procedures. 	<ol style="list-style-type: none"> 1. The evacuation plan in Building 2 has been updated to match the new floor layout. 2. The machines that were added on the line and blocking the evacuation have been moved. The packing area has been reorganized in a way to prevent obstruction of aisles. 3. OSH Training are scheduled for March 17th. 	5
25-Nov-19	Occupational Safety and Health	Emergency Preparedness	Last fire drill was conducted in November 2019 on the assessment visit day. The one before that was conducted in April 2019.	Ensure 1 fire drill every 6 months.	The next Fire Drill was scheduled for March 25th, 2020.	5
Assessment October 2018						
29-Oct-18	Compensation	Wage Information, Use and Deduction	The employer keeps two payroll records.	Keep one accurate payroll.	The payroll system has been revised to include cash payment on the register. The amount will be then annotated as deductions as salaries already perceived.	
29-Oct-18	Compensation	Social Security and Other Benefits	Late ONA payment.	Ensure that ONA is paid on time.	Management has taken measures to improve the payment system and ensure that payment for the social security is done on time.	
29-Oct-18	Compensation	Social Security and Other Benefits	Late ofatma payment for accidental insurance.	Ensure that OFATMA is paid on time.	OFATMA Payment has been completed for the year.	
29-Oct-18	Compensation	Social Security and Other Benefits	LATE OFATMA payments for maternity and health.	Ensure that OFATMA is paid on time.	Payment for OFATMA is done on a monthly basis. Management is working on improving the system to have payment done before the 10th of every following month.	
29-Oct-18	Occupational Safety and Health	Social Security and Other Benefits	LATE OFATMA payments for maternity and health.	Ensure that OFATMA is paid on time.	Payment for OFATMA is done on a monthly basis. Management is working on improving the system to have payment done before the 10th of every following month.	
29-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of all chemical substances used in the workplace.	Update the chemical management procedures. Ensure to keep one accurate and updated chemical inventory.	The inventory system is updated with all the chemicals used in the factory.	
29-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled container of chemical products.	Update the chemical management procedures. Ensure that all chemicals are properly labelled. Train all workers using chemicals.	The unlabelled containers were marked with the appropriate signs.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
29-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	All safety elements from manufacturer MSDS WERE not reflected in the translated MSDS posted by management.	Ensure that full MSDS is available in creole in all points where chemicals are used.	MSDS are posted in all areas where chemicals are posted in local language.	
29-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station are either not functioning or not readily accessible in locations where chemical are stored or used.	Make eye was station available and functioning in all areas were chemicals are stored.	A new storage area as been affected for all chemicals including paint. The new storage space has adequate eye wash station installed.	
29-Oct-18	Occupational Safety and Health	Worker Protection	No evidence of training records on the personal protective equipment's.	Train workers on safe use of personal protective equipment.	Management has made plan for continuous training on personal protection and emergency awareness throughout the year.	
29-Oct-18	Occupational Safety and Health	Working Environment	Unacceptable temperatures at the workplace.	Maintain temperatures that are below 30C in the production floor using PUSH & Pull system or cooling system installation.	Management continuously maintain the cooling system to maintain lowest temperatures possible and keeping a comfortable working environment.	
29-Oct-18	Occupational Safety and Health	Working Environment	Inadequate noise levels above 90 DB in some sections.	Maintain noise levels below 90 dB in the production floors.	Management has provided earplugs to workers in the pressing area where noise levels exceeds Better Work recommendations.	
29-Oct-18	Occupational Safety and Health	Welfare Facilities	Insufficient working toilets.	Provide enough toilets in consideration of the ratio imposed by the national labour code.	While there is no plan to install additional toilets, management ensures that all toilets are well maintained and that there's no congestion.	
29-Oct-18	Occupational Safety and Health	Welfare Facilities	Insufficient capacity of the eating area for workers.	Provide enough seating capacity to accommodate all workers in the cafeteria and the adjacent designated eating areas.	Management plans to build an additional 50 benches to accommodate more workers.	
29-Oct-18	Occupational Safety and Health	Health Services and First Aid	No conclusive evidence of 2 yearly medical checks for workers exposed to work related hazards.	Provide medical checks for workers exposed to chemicals at least twice a year.	Workers exposed to chemicals will be appointed for two medical checks for the year.	
29-Oct-18	Occupational Safety and Health	Health Services and First Aid	No conclusive evidence that systematic annual checks are being conducted for all workers.	Provide annual free medical checks for all workers.	Management made plan to conduct medical checks for all workers continuously throughout the year.	
29-Oct-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Ensure there is a permanent medical staff in place according to national labour code.	Management plans to recruit additional nurses to improve the medical service.	
29-Oct-18	Occupational Safety and Health	Health Services and First Aid	Expired bottle of Pro-Dovidine used as a substitute for alcohol since July of 2018.	Ensure all first aid boxes have all necessary and appropriate items to use in case of emergency.	A new procedure is being implemented with a new monitoring method to ensure that all first-aid boxes are always kept up.	
29-Oct-18	Occupational Safety and Health	Health Services and First Aid	The employer did not train any workers in first aid since 2016.	Ensure at least 10% of the workforce is trained in first-aid.	The issue was reported due to auditors not properly reviewing the training records. However management has taken measure to conduct continuous training for emergency preparedness to workers throughout the year.	
29-Oct-18	Occupational Safety and Health	Emergency Preparedness	Fire alarm malfunction	Ensure Fire alarm remains functional at all time.	The alarm malfunction was due to inadvertent de-activation of the system. Instructions was passed to personnel to provide awareness and prevent further occurrences.	
29-Oct-18	Occupational Safety and Health	Emergency Preparedness	Less than 10% of workers trained in fire fighting equipment.	Train at least 10% workers on the use of fire fighting equipment.	Training for the workers have already started. Management defined a plan to hold continuous training sessions for emergency preparedness throughout the year.	
29-Oct-18	Occupational Safety and Health	Emergency Preparedness	Location of the fire extinguishers were not reflected on the evacuation plan posted on the floor.	Ensure all fire fighting equipment is properly indicated on the evacuation maps.	All fire fighting equipment's have been properly indicated with respective locations on the evacuation maps.	

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

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	H4H S.A	
Location:	Arrondissement de Port-au-Prince	
Number of workers:	500	
Date of registration:	28-Aug-17	
Date of last two Better Work assessments:	27-Feb-19	18-Feb-20

Advisory and Training Services

30-Mar-20	Advisory meeting	Virtual meeting on late assessment report. The improvement plan to be updated as a follow up action. Discussion was also on an accident that occurred in the workplace and related follow ups and procedures. Factory has to share the progress report 1 in the best delay.
24-Jan-20	Advisory meeting	Management meeting to discuss the FOA policy and 2020 perspectives. Meeting with bipartite committee on the productivity of the workers. Factory tour to validate remediation.
06-Nov-19	Advisory meeting	Management meeting to discuss the improvement plan. Meeting with bipartite committee on the effects of the security concern on the productivity of the workers. Factory tour to validate remediation.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2020						
18-Feb-20	Compensation	Paid Leave	Workers did not receive their maternity leave benefits.	Compensate the workers for their maternity leave. Collect and Forward contribution to OFATMA on time.		21
18-Feb-20	Compensation	Social Security and Other Benefits	Employer does not pay the required contribution to ONA in a timely manner.	Forward employer's contribution to ONA on time.		21
18-Feb-20	Compensation	Social Security and Other Benefits	Employer does not forward workers' contribution to ONA in a timely manner.	Collect and forward workers' contribution to ONA on a monthly basis.		21
18-Feb-20	Compensation	Social Security and Other Benefits	No evidence of salary statements and payment to OFATMA for the work related accident insurance were available at the time of the assessment visit.	Pay 3 percent of mass salary to OFATMA for work related accident insurance.		21
18-Feb-20	Compensation	Social Security and Other Benefits	Payments were consistently late for OFATMA maternity and health insurance.	Forward employer's contribution to OFATMA for maternity and health insurance.		21
18-Feb-20	Compensation	Social Security and Other Benefits	Payments were consistently late for OFATMA maternity and health insurance.	Collect and forward workers' contributions to OFATMA for maternity and health insurance.		21
18-Feb-20	Contract and Human Resources	Employment Contracts	Workers did not receive a copy of the contracts and did not understand the terms.	Provide workers with an original copy of their employment contract.	Management explained the terms of the contract while providing an original copy.	6
18-Feb-20	Occupational Safety and Health	OSH Management Systems	Management does not consistently perform a assessment of general occupational safety and health issue.	Perform an assessment of general occupational safety and health issue on a regular basis..		21

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
18-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Two gallons of chemicals were mislabelled and two other gallons were not labelled.	Ensure that all chemicals and hazardous substances are properly labelled.	Management used new containers that were properly labelled for the SO-32 machine oil.	21
18-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper storage of dangerous chemical.	Ensure that chemicals and hazardous substances are stored in a appropriate location.		21
18-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not posted in the mechanic shop where chemicals and hazardous products are being used.	Post MSDS where chemicals and hazardous substances are used.	MSDS were posted in the mechanic shop at the time of the assessment visit.	21
18-Feb-20	Occupational Safety and Health	Working Environment	Workplace temperatures exceeded the recommended limit of 30 C in most sections of the workplace.	Ensure that the temperature level is kept at a maximum of 30 C.		21
18-Feb-20	Occupational Safety and Health	Working Environment	Noise level exceeded the recommended limit of 90 dB in the sewing sections.	Ensure that noise level is kept in maximum limit of 90 db.		21
18-Feb-20	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure that lux level is adequate in all sections.		21
18-Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Ensure that the appropriate number of toilets for the workforce.		21
18-Feb-20	Occupational Safety and Health	Welfare Facilities	Several hand washing facilities were missing soap at the time of the assessment visit.	Provide soap in the hand washing facilities.		6
18-Feb-20	Occupational Safety and Health	Health Services and First Aid	No documentation was provided as evidence of systematic health checks of workers.	Ensure that workers receive the free annual medical check.	OFATMA started to provide the medical checks.	21
18-Feb-20	Occupational Safety and Health	Health Services and First Aid	Two first aid boxes were missing the required inventory list and one first aid box was missing scissors.	Ensure that the first aid box contain scissors and an inventory list.		6
18-Feb-20	Occupational Safety and Health	Emergency Preparedness	One emergency drill was conducted in June 2019.	Ensure to conduct one fire drill every 6 months.	Factory conducted another drill on December 2019.	21
18-Feb-20	Occupational Safety and Health	Emergency Preparedness	Workers were not adequately trained on fire emergency preparedness.	Ensure to conduct one fire drill every 6 months. Communicate all relevant procedures to the workers.	Factory conducted another drill on December 2019.	6
18-Feb-20	Working Time	Regular Hours	Factory's working hours for all shifts including break time are not posted.	Post the factory's working hours for all shifts where all workers could see.	Management posted the working hours on the floor during the assessment visit.	6
18-Feb-20	Working Time	Leave	Workers in the cutting section did not enjoy 15 days of annual leave as required by the law.	Ensure that workers are provided with 15 consecutive days of annual leave.		6
Assessment February 2019						
27-Feb-19	Contract and Human Resources	Wage Information, Use and Deduction	Time records of hours worked on Sundays are not entered in the payroll and are paid separately.	Record weekly rest in the main payroll so it could be reflected in the annual leave and the Boni.	Management is currently managing to link Sunday hours to the payroll.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
27-Feb-19	Compensation	Paid Leave	Payroll revealed that the factory did not include all revenues in its calculation of average earnings for annual leave.	Include all revenues are included in the calculation of annual leave.	The correction was made in the payroll system. The annual leave includes all revenues earned for 2019.	
27-Feb-19	Compensation	Paid Leave	Workers did not receive their maternity leave payment.	Pay the maternity leave to the concerned workers. Pay on a monthly basis the OFATMA contributions for maternity and health insurance.	The workers were paid their maternity leave and factory is following up with OFATMA when workers are entitled to maternity leave.	
27-Feb-19	Compensation	Social Security and Other Benefits	Employer's contributions to ONA was made late and is based on the minimum salary.	Ensure that ONA contribution is on time and based on the basic salary.	The ONA contribution is now based on the basic salary.	
27-Feb-19	Compensation	Social Security and Other Benefits	Workers' contribution to ONA was made late and is based on the minimum salary.	Ensure that ONA contribution is on time and based on basic salary.	The ONA contribution is now based on the basis salary.	
27-Feb-19	Compensation	Social Security and Other Benefits	No evidence of salary statements and payment for the fiscal year 2018-2019 were available for OFATMA work related accident insurance.	Complete the payment to OFATMA for work related accident insurance for the fiscal year 2018-2019.	The factory completed the payment for fiscal year 2018-2019.	
27-Feb-19	Compensation	Social Security and Other Benefits	Employer's contribution to OFATMA for maternity and health insurance were consistently late and based on the minimum salary.	Ensure to forward workers' contributions to OFATMA for maternity and health insurance on a monthly basis within the first 10 days of the following month.	The payment is now based on the basic salary.	
27-Feb-19	Compensation	Social Security and Other Benefits	Workers' contributions to OFATMA for maternity and health insurance were consistently late and based on the minimum salary.	Ensure to forward employer's contributions to OFATMA for maternity and health insurance on a monthly basis within the first 10 days of the following month.	Employer's contribution to OFATMA is based on the worker's basic salary.	
27-Feb-19	Compensation	Social Security and Other Benefits	Factory did not include all revenues in its calculation of average earnings for annual salary supplement.	Include all earnings in the calculation of the yearly average earnings.	Management is setting the payroll system to include all earnings in the calculation of bonus.	
27-Feb-19	Occupational Safety and Health	OSH Management Systems	Employer did not consult with the workers in doing the occupational safety and health assessment and inform them about the results.	Share the internal assessment results with the OSH committee.	Meeting with the OSH committee to discuss OSH issues.	
27-Feb-19	Occupational Safety and Health	OSH Management Systems	Employer submitted 10 work related accident records to OFATMA for the last 12 months.	Submit accident records on a monthly basis.	The factory submits accident record to OFATMA on a monthly basis.	
27-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory does not include the locations of storage.	Designate specific location appropriate for chemicals and hazardous substances.		
27-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemicals and hazardous substances found in the generator room and the mechanic shop.	Label all containers used in the workplace. Assign accountability to OSH officers and OSH committee on that matter.	The management identified all chemicals used in the factory. The OSH officer is in charge to monitor chemical handling.	
27-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available for several chemicals in the mechanic workshop.	Ensure that MSDS are available for all chemical used in the workplace.	MSDS are available for all chemical used in the workplace. The factory is also updating his labelling process to be more compliant.	
27-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not isolate the use of chemicals in a spot cleaning section located next to the sewing line.	Set policy on maximum daily of exposure. Limit access of the other workers in area where chemicals are used or manipulated. Provide ventilation system in such area.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMIEDIATION EFFORTS	MONTHS
27-Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye wash station in the mechanic workshop where chemicals are used and stored.	Provide eye wash facility where chemicals are used.		
27-Feb-19	Occupational Safety and Health	Worker Protection	Earplugs were not provided to workers in the generator rooms nor safety belt to workers in the fabric warehouse.	Provide earplugs to workers in the generators rooms and safety belt and cap for workers in the fabrics warehouse.	Earplug is provided for workers in the generator room. Safety cap and safety are provided to workers in the warehouse section. A training on PPE was provided for April 2020.	
27-Feb-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels. Exposed electrical wires.	Properly maintain electrical equipment.	Entry point into the electrical panel near the bathroom are sealed. The chief electrician is in charge to regularly check the electrical equipment.	
27-Feb-19	Occupational Safety and Health	Worker Protection	One electrical panel was missing the hazard sign in the generator room.	Post hazard signs on electrical panel	The sign was posted on the electrical panel at the time of the assessment visit.	
27-Feb-19	Occupational Safety and Health	Working Environment	Temperature level exceeded the recommended 30 C in all sections.	Ensure that the temperature level is monitored at 30 C.		
27-Feb-19	Occupational Safety and Health	Working Environment	Light levels were inappropriate in several sections in the workplace.	Ensure that light is acceptable and follow the lux requirements.		
27-Feb-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Ensure that the number of toilet is compliant regarding the workforce.	The factory has 24 toilets for women and plans men's toilets into women's toilets to be compliant.	
27-Feb-19	Occupational Safety and Health	Health Services and First Aid	Systematic health checks not provided to workers exposed to work related hazards.	Facilitate systematic health checks for workers exposed to work related accident.	Factory already paid for the CDS (health card) and is doing follow ups with OFATMA to have the check ups done.	
27-Feb-19	Occupational Safety and Health	Health Services and First Aid	Less than the 10 percent of the workforce were trained in first aid.	Train 10 percent of the workforce in first aid.	Factory has 10 percent of the workforce trained in first aid.	
27-Feb-19	Occupational Safety and Health	Emergency Preparedness	Three fire extinguishers were missing identification arrows and 1 fire extinguisher was overcharged.	Properly maintain fire safety equipment.	Fire extinguishers are inspected on a daily basis and a proper maintenance is made on a monthly basis.	
27-Feb-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plans do not include the locations of fire extinguishers. Floor layout is not clearly marked.	Update the evacuation plan accordingly by including the meeting point. Mark the floor layout.		
27-Feb-19	Occupational Safety and Health	Emergency Preparedness	One fire drill was conducted in 2018.	Performed one drill every 6 months.	The factory conducted two drill for 2019. One on June 2019 and one on December 2019.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	Haiti Premier Apparel S.A.	
Location:	Port-au-Prince	
Number of workers:	1085	
Date of registration:	16-Sep-16	
Date of last two Better Work assessments:	05-Nov-18	12-Nov-19

Advisory and Training Services

20-Jan-20	Advisory meeting	Meeting with management to discuss on updates and perspectives for the year. Discussion with OHS compliance team regarding 2019 challenges. Factory tour to validate remediation. PICC meeting on Challenges in 2019.
20-Jan-20	PICC Meeting	Discussion was on challenges in 2019 and new perspective in 2020.
27-Apr-19	Training	Introduction to Occupational Safety and Health training.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment November 2019						
12-Nov-19	Compensation	Paid Leave	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance to ensure that workers receive 12 weeks payment for maternity leave.		28
12-Nov-19	Compensation	Social Security and Other Benefits	Inaccurate and late employer's contribution to ONA.	Pay ONA on time. Forward 6 % of workers base salary to ONA for employer's contribution.		12
12-Nov-19	Compensation	Social Security and Other Benefits	Inaccurate and late worker's contribution ONA.	Pay ONA on time. Forward 6 % of workers base salary to ONA for the workers' contribution.		12
12-Nov-19	Compensation	Social Security and Other Benefits	Payment to OFATMA for work related accidents insurance was late and inaccurate.	Complete the payment for the fiscal 2018-2019.		34
12-Nov-19	Compensation	Social Security and Other Benefits	Factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance and forward employer's contribution.		34
12-Nov-19	Compensation	Social Security and Other Benefits	Factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance and forward workers' contributions.		34
12-Nov-19	Occupational Safety and Health	OSH Management Systems	No construction/building permits were available at the time of assessment.	Have an evaluation from an independent qualified entity to ensure that the building is safe.		6
12-Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory was found to be incomplete.	Ensure that all chemical used in the workplace are registered in the chemical inventory.	Factory listed all the chemicals used in the workplace and included them in separated chemical inventory depending on their purpose.	12
12-Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical containers did not display the chemical classification, the hazards nor related safety precautions.	Label properly the chemical containers.		6



ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
12-Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	A gallon of chemical improperly stored inside the boiler room.	Store chemicals in a appropriate location.		6
12-Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several material safety data sheets were not displayed in the local language.	Ensure that MSDS are written in local language.		6
12-Nov-19	Occupational Safety and Health	Worker Protection	Workers in several areas of the workplace did not have gloves and ear muffs.	Provide necessary protective equipment to workers where needed.		34
12-Nov-19	Occupational Safety and Health	Worker Protection	Standing workers in several sections of the workplace did not have anti fatigue mats nor the foot rest.	Provide foot rest or ergonomic mats to all standing workers.		34
12-Nov-19	Occupational Safety and Health	Working Environment	Insufficient light levels in several sections of the workplace	Ensure that light level is adequate in all section especially in the inspection section of building one and the sewing of building 2.		34
12-Nov-19	Occupational Safety and Health	Working Environment	Dust observed on the surface of sewing machines, electrical panels and on fans.	Clean all electrical equipment regularly.		6
12-Nov-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets available for women.	Have a sufficient number of toilets available for women.		34
12-Nov-19	Occupational Safety and Health	Health Services and First Aid	Workers said that they do not receive annual medical checks.	Ensure that workers receive a free medical check annually.		34
12-Nov-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Have a sufficient medical staff of 7 nurses.		34
12-Nov-19	Occupational Safety and Health	Emergency Preparedness	Painted line for escape routes in both building were fading and consequently not properly marked.	Repaint the escapes routes.	The factory has started to repaint the escape routes within the sewing floors.	6
12-Nov-19	Occupational Safety and Health	Emergency Preparedness	A flammable gallon of TINNER inside the boiler room.	Store the chemical in a appropriate and safe place.		12
Assessment November 2018						
05-Nov-18	Compensation	Paid Leave	Weekly rest days are paid on minimum wage instead of the average earning.	Pay weekly rest days based on average earnings.	It is no longer required for employers to pay the weekly rest days.	
05-Nov-18	Compensation	Paid Leave	Workers received 6 weeks of maternity leave instead of 12 weeks.	Register in the mandatory maternity insurance system offered through OFATMA.		
05-Nov-18	Compensation	Paid Leave	Breastfeeding breaks are not paid on Saturday and holidays.	Ensure the nursing women are allowed to take the break. Pay accordingly the time off.	The factory pays for breastfeeding break to nursing mothers. In January a session was organized with supervisor on factory's breastfeeding policy.	
05-Nov-18	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is late and based on minimum wage.	Pay the accurate employer's contribution to ONA within the first 10 business days of the next month for the previous month.		
05-Nov-18	Compensation	Social Security and Other Benefits	Workers' contribution to ONA is late and based on minimum wage.	Forward the accurate workers' contribution to ONA within the first 10 business days of the next month for the previous month.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
05-Nov-18	Compensation	Social Security and Other Benefits	OFATMA's invoice for 2017-2018 fiscal year was not yet fully paid.	Pay the full amount to OFATMA for work related accident for the fiscal year 2017-2018.	Factory completed the payment for fiscal year 2017-2018 for OFATMA work related accident. The factory completed 1/3 of the payment for fiscal year 2018-2019.	
05-Nov-18	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance.		
05-Nov-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals did not specify the quantity in stock and location.	Specify the quantity and storage area in the inventory. Ensure that responsibilities are assigned for chemical handling.		
05-Nov-18	Occupational Safety and Health	Worker Protection	Several machines missing safety guards.	Establish checklists to ensure that all the machines have their necessary guards. Ensure that responsibilities are assigned for machine maintenance.		
05-Nov-18	Occupational Safety and Health	Worker Protection	Several exposed electrical wires in both buildings.	Ensure that electrical equipment are properly installed and well maintained. Ensure that responsibilities are assigned for electrical maintenance.	Electrical outlets that were found without cover were fixed. The factory has a chef electrician to do maintenance and a compliance team to monitor effectively OSH related questions.	
05-Nov-18	Occupational Safety and Health	Working Environment	Temperature levels exceeded 30 C in several sections.	Monitor the temperature level to keep under 30 C inside the workplace.		
05-Nov-18	Occupational Safety and Health	Working Environment	Light levels were unacceptable in the some sections of the workplace.	Ensure to keep the light levels acceptable in the sewing department.		
05-Nov-18	Occupational Safety and Health	Welfare Facilities	Insufficient toilets for men and women.	Add more toilets, 9 for men and 35 for women.		
05-Nov-18	Occupational Safety and Health	Health Services and First Aid	Regular medical checks were not provided to workers exposed to work-related hazards.	Arrange medical checks twice a year for workers exposed to work-related hazards.		
05-Nov-18	Occupational Safety and Health	Health Services and First Aid	Workers did not receive annual medical checks.	Arrange at least one medical annual medical check for workers.		
05-Nov-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire 5 more nurses.		
05-Nov-18	Occupational Safety and Health	Health Services and First Aid	Less than 10% of workforce have been trained in first aid.	Train 10% of the workforce in first-aid training.		
05-Nov-18	Occupational Safety and Health	Emergency Preparedness	Two fire extinguishers were found overcharged next to the mechanic shop and next to the generator room.	Ensure that the maintenance of the fire extinguisher is regularly done.	The factory has its fire extinguishers regularly maintained on a monthly basis by external provider with expertise on the matter. The factory OSH officer is in charge to perform daily check on fire safety equipment including the fire extinguishers.	
05-Nov-18	Occupational Safety and Health	Emergency Preparedness	Less than 10% of workforce have been trained in fire fighting.	Train 10% of the workforce in fire-fighting equipment.		
05-Nov-18	Occupational Safety and Health	Emergency Preparedness	Evacuation lines were not properly marked in both building.	Properly mark escape routes where necessary. Ensure that responsibilities are assigned for the evacuation plan.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
05-Nov-18	Working Time	Regular Hours	The factory's working hours are not posted on the floor.	Post the working hours to be easily visible to the workers.		
05-Nov-18	Working Time	Leave	Breastfeeding breaks are not paid on Saturday and holidays.	Provide 1 hour break to breastfeeding workers as per as the internal breastfeeding policy. Properly inform all supervisor of the policy and monitor its application. Post the policy in the floor so all workers could see it.	HR had a meeting with supervisors on the matter to enforce the policy.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	HANSAE HAITI S.A	
Location:	Arrondissement de Port-au-Prince	
Number of workers:	1863	
Date of registration:	01-Jan-17	
Date of last two Better Work assessments:	03-Apr-18	18-Jun-19
BW assessments:		

Advisory and Training Services

10-Mar-20	Advisory meeting	Advisory visit to hold bipartite meeting with union and administrative manager on recent dispute finding.
17-Feb-20	Advisory meeting	Advisory visit to discuss role & responsibilities of bipartite committee as well as new emerging issues.
05-Nov-19	Advisory meeting	Advisory visit to conduct factory tour and update progress on evacuation plan and hazardous Chemical products

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment June 2019						
18-Jun-19	Compensation	Wage Information, Use and Deduction	Management did not use one accurate payroll during the reporting period.	Use one accurate payroll.	Company has made a commitment letter to keep only one accurate record for transparency.	10
18-Jun-19	Compensation	Social Security and Other Benefits	LATE OFATMA payment for accident insurance.	Ensure timely OFATMA payments by 10th business day of the month.	The payment for that cycle has been made	10
18-Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory of all chemicals used at the factory.	Maintain & track all inventory purchased and used in production at the factory.	The factory updated the new chemical inventory list, the implementation of preventive action is in progress.	10
18-Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers found in several locations in the factory.	Appropriately label all containers according to information on MSDS from manufacturers.		10
18-Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for several chemicals used at the factory.	Factory to post all MSDS in local language for all chemicals and deliver training to relevant staff.	<ol style="list-style-type: none"> 1. Factory has re-posted all missing MSDS. 2. Factory compliance team will regularly monitor and make sure all MSDS are posted for all chemical products. 3. Factory compliance team also trained all workers handling chemical products regarding labelling issue. 4. Factory will make sure all labels do not get damaged and make sure to replace them in case they are ripped off. 5. For preventive action: Factory has added MSDS column on the Chemical inventory list to track all chemical to be with MSDS. 	10
18-Jun-19	Occupational Safety and Health	Working Environment	Unacceptable temperatures in several sections at the factory.	Adopt push and pull system with fans and/or cooling system to help keep temperatures below 30 C.		10
18-Jun-19	Occupational Safety and Health	Working Environment	Insufficient lighting in some sections.	Use new lamps in the relevant areas, monitor lighting levels with mobile lux meter weekly.	Factory installed more lamps for the requested area.	10
18-Jun-19	Occupational Safety and Health	Welfare Facilities	Soap was not available in the men's bathroom of building 50.	Ensure sufficient soap is available at all times.	<ol style="list-style-type: none"> 1. The administration team has distributed liquid soap to each bathroom on a weekly basis to avoid any shortage and cleaners will refill the soap in case of shortage. 2. A checklist have been elaborated and posted at the toilets area for control on daily basis by the compliance team. 	10



ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
18-Jun-19	Occupational Safety and Health	Worker Protection	Insufficient consideration given to pregnant women.	<ol style="list-style-type: none"> 1. Factory to follow doctor's recommendation and transfer pregnant women to adequate workstation if available 2. Factory to complete internal training addressing safety and health risks to pregnant or nursing workers according to Art. 328, 330(c) of the Labour Code. 	<p>The factory re-assigned the pregnant worker to other sections and the factory also provided PPE for all those workers who operates hot stamping machines.</p> <p>The factory has posted a notice for benefit for pregnant worker so that pregnant workers could inform to HR team in earlier stage and could work in safety environment.</p>	10
18-Jun-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Increase the number of nurses to meet labour code requirements.	Factory hired 3 nurses already on 16-July and 2-Sep.	10
18-Jun-19	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were either obstructed, overcharged, unidentified or improperly mounted.	Ensure primer mounting, obstruction and proper pressurization of all fire extinguishers.	<ol style="list-style-type: none"> 1. The factory has placed the brackets and properly placed all fire extinguishers on them. The factory has also removed all obstacles around fire extinguishers. Regarding overcharged fire extinguishers, the factory has replaced all overcharged ones with new ones. 2. The factory compliance team will check all workshops to make sure all fire fighting equipment are free from obstacles and ensure all fire extinguishers are properly charged through weekly check. 	10
18-Jun-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plan did not show the location of the assembly area in building 1.	Update evacuation plan to include assembly point as required.	<ol style="list-style-type: none"> 1. The administration immediately updated the evacuation plan. 2. If there any change in factory layout, factory management team will inform to the relevant teams to make evacuation map as well as compliance team. 3. Factory's compliance team will monitor the evacuation maps if it reflects latest layout. 	10
18-Jun-19	Occupational Safety and Health	Emergency Preparedness	Evacuation routes were obstructed. Escape route were not accessible.	Ensure that evacuation routes are unobstructed and accessible at all times.	<ol style="list-style-type: none"> 1. Factory has removed all obstacles from aisles of building 1 and 50. 2. Factory has developed procedures to include OSH committee members in ensuring routes are cleared. 3. Factory will conduct daily random checks to ensure that routes are free. 	10
18-Jun-19	Occupational Safety and Health	Emergency Preparedness	Fire drills not conducted on time.	<ol style="list-style-type: none"> 1. Establish a calendar of planned fire drills for all modules 2. Communicate plan at all levels of management 3. Follow up and execute drills every six months as required. 	Factory conducted fire drills after the assessment and is staying current	10
18-Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Leak of diesel in the boiler room of building 1.	<ol style="list-style-type: none"> 1. Conduct OSH assessment on a regular basis. 2. Have maintenance team fix leakage. 	The pipes carrying the diesel into the boiler was fixed to stop the leakage by the maintenance team.	10
18-Jun-19	Working Time	Regular Hours	Inadequate working hours.	<ol style="list-style-type: none"> 1. Modify normal working hours from 7 am to 3 pm including a paid lunch break. 2. Compensate 3 pm-4 pm as overtime. 		10
18-Jun-19	Working Time	Leave	Insufficient annual leave.	Factory to provide full annual leave to workers in 2019.		10
18-Jun-19	Contract and Human Resources	Termination	Proper procedures were not followed during termination of pregnant women.	Conduct labour code training to HR personnel.	<ol style="list-style-type: none"> 1. The factory already reinstated the two pregnant women 2. Factory has made termination procedure checklist and delivered training to personnel. 	10
Assessment April 2018						
03-Apr-18	Compensation	Paid Leave	The sick leave payment is based on minimum wage.	Change payment system to the average daily earnings.	Already changed payment system accordingly based on the average daily earnings.	
03-Apr-18	Contract and Human Resources	Termination	Notice of termination payment is based on minimum wage.	Change payment system to average daily earnings.	Already change payment system accordingly based on the average daily earnings.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
03-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDSs were available for several chemical and hazardous substances used in the workplace.	Training should be provided to workers on chemical handling.	On the same day the MSDS was posted immediately ,for preventive action ,a training on chemical handling have been provided to all maintenance and mechanics workers.	
03-Apr-18	Occupational Safety and Health	Worker Protection	Uncovered electrical boxes near the fabric warehouse. Improper maintenance of electrical cables.	The company should cover the electrical panel , and give training to workers on electrical safety and fire safety.	Management installed a lid on the electrical panel during the assessment.	
03-Apr-18	Occupational Safety and Health	Health Services and First Aid	Expired products in first aid boxes.	Training should be provided to the nurses on medicine storage management.	Provided training on April 30th 2018 to the nurse and doctor regarding medicine storage management.	
03-Apr-18	Occupational Safety and Health	Emergency Preparedness	Undercharged fire extinguishers.	Conduct Monthly inspection of fire extinguishers.	Factory replaced BC type fire extinguishers to ABC types. The former had manufacturing malfunction which caused them to lose charge.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	Horizon Manufacturing S.A.	131
Location:	PORT-AU-PRINCE	
Number of workers:	624	
Date of registration:	29-Sep-10	
Date of last two Better Work assessments:	17-Apr-18	15-Jul-19

Advisory and Training Services

15-Jan-20	Advisory meeting	Meeting with management team on updates and perspectives for the year. Review of management system with compliance officer. Factory tour to validate remediation.
29-Nov-19	Advisory meeting	Meeting with management to discuss current status and challenges faced by the factory.
29-Nov-19	Training	Preventing and Addressing Sexual Harassment training for management and supervisors.
28-Nov-19	Training	Preventing and Addressing Sexual Harassment training for workers.
07-Nov-19	Advisory meeting	Meeting with management on improvement plan. Discussion with union GOSTTRA on pending concerns.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment July 2019						
15-Jul-19	Discrimination	Gender	Factory failed to apply zero tolerance policy regarding sexual misconduct.	Review the sexual harassment policy in consultation with worker representatives. Provide training to workers and all supervisory lines.	The factory trained all its employees in what is harassment and abuse. Factory reviewed its sexual harassment policy in consultation with the trade union committee.	9
15-Jul-19	Compensation	Overtime Wages	Inaccurate payment for overtime worked.	Pay overtime worked 50% above the normal wage.	Overtime is properly reported on the payroll and accurately compensate.	6
15-Jul-19	Compensation	Wage Information, Use and Deduction	Discrepancy between the time records and the payroll.	Report in the payroll the accurate working time including the overtime worked.	Overtime are reported in the payroll and properly paid.	6
15-Jul-19	Compensation	Paid Leave	Inaccurate payment for annual leave.	Report in the payroll the accurate working time including the overtime worked.	Overtime is properly paid and overtime payment is included in the calculation of total earnings.	6
15-Jul-19	Compensation	Paid Leave	Inaccurate payment for sick leave.	Report in the payroll the accurate working time including the overtime worked.	Overtime is reported in the payroll and properly compensated. Overtime payment is also included in the calculation of total earnings.	23
15-Jul-19	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Report in the payroll the accurate working time including the overtime worked.	Overtime worked is paid and included in the calculation of the average earning.	23
15-Jul-19	Compensation	Social Security and Other Benefits	Factory did not pay OFATMA for accident insurance for the previous fiscal year 2017-2018 and current one 2018-2019.	Complete the payment for OFATMA work related accident for the fiscal year 2018-2019.	The factory has established a payment agreement with OFATMA	35
15-Jul-19	Compensation	Social Security and Other Benefits	Last payment of the employer's contribution to OFATMA was done in March 2019 for the month of February 2019.	Pay the OFATMA contribution within the first 10 days of each month for the previous month.	The factory has a payment agreement with OFATMA which is being paid as agreed.	35



ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
15-Jul-19	Compensation	Social Security and Other Benefits	Last payment of the workers' contribution to OFATMA was done in March 2019 for the month of February 2019.	Complete the payment for unpaid moths as agreed with OFATMA. Pay the OFATMA contribution within the first 10 days of each month for the previous month.	Factory has established a payment agreement with OFATMA regarding the payment.	35
15-Jul-19	Compensation	Social Security and Other Benefits	Inaccurate payment for annual salary supplement or bonus to workers.	Report in the payroll the accurate working time including the overtime worked.	Payslip displays overtime and related payments are included in the overtime worked.	9
15-Jul-19	Occupational Safety and Health	OSH Management Systems	Employer did not perform an evaluation of general occupational safety and health issues in the workplace.	Ensure that the factory OSH assessment is done on a regular basis and the reports are file on a reliable support.	The reports were found and are available for consultation. The compliance officer to perform regularly an evaluation of general occupational safety and health issues in the workplace.	9
15-Jul-19	Occupational Safety and Health	OSH Management Systems	Meeting minutes were not available to confirm participation in OSH decisions and proper performance of OSH functions.	Keep the meeting minutes on a reliable support and forward the minutes to the factory's advisor.	The committee is reactivated again and the monthly meetings are already taking place. Minutes of the reports are available for consultation.	9
15-Jul-19	Occupational Safety and Health	OSH Management Systems	The factory does not record and submit work related accidents to OFATMA on a monthly basis.	Record all the accidents that happened in the factory and forward the records to OFATMA on a monthly basis.	All records are submitted on a monthly basis to OFATMA. The reports are available for consultation.	9
15-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances used in the workplace was not available.	Keep the inventory of chemicals available for the relevant people.	The factory updated its inventory of chemicals and pasted it in the warehouse and washing areas.	35
15-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were missing for several chemicals.	Ensure that MSDS are available for each chemical and hazardous used in the workplace where such products are used and stored.	All SDS were updated and put in the chemical storage and in the washing areas.	35
15-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	There was no eye wash station in areas where chemicals and hazardous substances are stored.	Provide eye washing facilities where chemicals and hazardous substances are used and stored.	Washing facility was repaired and building 32 is already closed.	47
15-Jul-19	Occupational Safety and Health	Worker Protection	Factory did not share records of training on personal protective equipment with dates and number of participants.	Keep records of training provided to workers.	The factory annually trains all its personnel in the area of use and handling of chemicals and use of PPE. Evidences of provided training are available.	6
15-Jul-19	Occupational Safety and Health	Worker Protection	Not all the standing workers were provided with foot rests or shock absorbing mats.	Provide foot rests or shock absorbing mats to standing workers. Conduct regular OSH assessment.	A survey was done to know the amount of carpets that were needed, and later the management authorized the purchase. Management provided ergonomics carpets to standing workers.	35
15-Jul-19	Occupational Safety and Health	Working Environment	Temperature levels exceeded the recommended 30 C in all sections.	Monitor the temperature level to a maximum of 30C.	The compliance department requested the services of an external company so that it could proceed to study temperature, lighting and particles.	35
15-Jul-19	Occupational Safety and Health	Working Environment	Lux levels were inadequate in several sections of the workplace	Ensure that all working section are provided with appropriate Lux level.	The compliance department requested the services of an external company so that it could proceed to study temperature, lighting and particles.	35
15-Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for men.	Ensure to have an appropriate number of toilets for men.		9
15-Jul-19	Occupational Safety and Health	Welfare Facilities	Soap was not available at the time of assessment.	Provide soap in the toilets.	A new operation process was implemented so that paper and soap are always available in the bathrooms. The cleaning staff is instructed to contact the HR office in case they run out of paper and soap.	23

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
15-Jul-19	Occupational Safety and Health	Health Services and First Aid	The factory does not systematically conduct health checks for workers during the first 3 months of hiring..	Ensure that workers are provided with health in their first 3 months of hiring.	Factory is also performing its own medical checks for the workers to cover more workers.	9
15-Jul-19	Occupational Safety and Health	Health Services and First Aid	The factory does not systematically conduct free health checks for workers exposed to work related hazards.	Ensure that workers exposed to work related hazards are provided with health checks at last, twice a year.	Factory is also performing its own medical checks for the workers to cover more workers.	9
15-Jul-19	Occupational Safety and Health	Health Services and First Aid	The factory does not systematically conduct annual health checks for workers.	Ensure that all workers could receive an annual health check.	Factory is also performing its own medical checks for the workers to cover more workers.	35
15-Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Have a permanent medical staff.	The factory has 3 doctor's visit per week.	35
15-Jul-19	Occupational Safety and Health	Emergency Preparedness	Evacuation routes were not marked near the packing area.	Mark the evacuation routes near the packing area of building 31.	All the signs that are all over the factory were painted again. A painting plan was implemented for every 6 months.	23
15-Jul-19	Occupational Safety and Health	Emergency Preparedness	One emergency exit was locked during working hours.	Ensure that exits remained unlocked during working hours and aisles remained unblocked.	The factory trained all the security personnel so that the emergency exits remain open during work time.	9
15-Jul-19	Occupational Safety and Health	Emergency Preparedness	One drill was performed for a 12 months period.	Conduct an evacuation drill every 6 months.	The factory does conduct an evacuation drill every 6 months. The factory implemented that the new compliance officer should keep everything on the PC for upcoming audits.	9
15-Jul-19	Occupational Safety and Health	Regular Hours	The employer did not post the factory's working hours for all shifts including break time in one of the two buildings.	Post working hours in all buildings.	The management post the working hours in the two buildings.	29
Assessment April 2018						
17-Apr-18	Compensation	Paid Leave	Payments for non-working holidays are inaccurate.	Include overtime wages in the calculation of paid leave.	The payroll department already solved the problem with the payment	
17-Apr-18	Compensation	Paid Leave	Sick leave payments are inaccurate.	Include the overtime wages in the calculation of sick leave.	The payroll department already solved the problem with the payment	
17-Apr-18	Compensation	Paid Leave	Maternity leave payments are inaccurate.	Include overtime wages in the calculation of maternity leave.	Overtime wages are included in the calculation for maternity leave payment.	
17-Apr-18	Compensation	Social Security and Other Benefits	Last payment of the employer's contribution to ONA was done in March 2018 for the month of September 2017.	Forward employer's contribution to ONA within the first 10 days of each month for the previous month.	All payments that the factory has to make have been made according to the agreement that exists between both parties.	
17-Apr-18	Compensation	Social Security and Other Benefits	Last payment of the workers' contribution to ONA was done in March 2018 for the month of September 2017.	Collect and forward workers' contribution to ONA within the first 10 days of each month for the previous month.	All payments that the factory has to make have been made according to the agreement that exists between both parties.	
17-Apr-18	Compensation	Social Security and Other Benefits	Last payment of the employer's contribution to OFATMA was done in April 2018 for the month of September 2017.	Forward employer's contribution to OFATMA on monthly basis.	According to the contract that exists the factory is up to date on all payments.	
17-Apr-18	Compensation	Social Security and Other Benefits	Last payment of the workers' contribution to OFATMA was done in April 2018 for the month of September 2017.	Collect and forward workers' contribution to OFATMA on a monthly basis.	According to the contract that exists the factory is up to date on all payments.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
17-Apr-18	Occupational Safety and Health	OSH Management Systems	The existing policy has not been developed in consultation with workers and their representatives.	Review the OSH policy in consultation with workers' representatives and also include law requirements pertaining to OSH.		
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	An updated inventory was not available for chemicals and hazardous substances used in the workplace.	Keep the inventory of chemical updated.	The factory updated its inventory and was also placed in the chemical warehouse in the washing areas.	
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemicals found in several areas of the workplace.	Assign accountability to maintenance team and train workers in chemical handling procedures.		
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Storage areas were not adequately ventilated and flammable chemicals were not stored in a cool place.	Keep and store chemical substances in an adequate area.	The factory updated its inventory and was also placed in the chemical warehouse in the washing areas. Building 32 is closed.	
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDSs were available in the chemical room of building 32 where chemicals are stored.	Ensure that MSDS are available for all the chemicals used in the factory. Train workers in chemical handling procedures.	MSDS updated and placed in the washing areas. Building 32 is closed.	
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not isolate the use of chemicals such as Blow Out in the spot cleaning areas.	Train workers that are using chemicals and hazardous substances. Ensure the spot cleaning areas are well ventilated and isolated from the rest of the production floor.	All employees working in the area of laundry and chemicals have all their personal protective equipment Building 32 is closed	
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The is no eye wash station in the laundry room where chemicals and hazardous substances are used.	Install an eye wash station in the laundry room.	An eye wash station was installed in the washing area	
17-Apr-18	Occupational Safety and Health	Worker Protection	Management did not provide earplugs for workers in the generator room.	Provide earplugs for workers in the generator room.	Earplugs were placed in the room entrance of the electric generator	
17-Apr-18	Occupational Safety and Health	Worker Protection	Some standing workers were not provided with foot rests or shock absorbing mats.	Provide foot rests or shock absorbing mats to standing workers in the packing area and quality section.	A survey was carried out to find out how many carpets were needed, subsequently an order was made for the purchase.	
17-Apr-18	Occupational Safety and Health	Worker Protection	Electrical boxes are not properly maintained.	Ensure the electrical system is properly maintained. Ensure that sources of ignition are properly safeguarded.	The maintenance department proceeded to the immediate repair of the electrical boxes	
17-Apr-18	Occupational Safety and Health	Worker Protection	Safety warning sign was not posted on one electrical panel.	Post safety warning sign on the electrical panel in the Laundry room of building 31.	The sign was placed.	
17-Apr-18	Occupational Safety and Health	Working Environment	Temperature levels exceeded the recommended 30 C in all sections of the workplace.	Ensure that temperature is below 30 C.	The company hired a company to conduct temperature, lighting and particle studies.	
17-Apr-18	Occupational Safety and Health	Working Environment	Level of lighting was inadequate in several sections of the workplace.	Ensure that the workplace is adequately lit.	The factory hired a company to do the studies of noise, temperature and lighting. Building 32 is now closed.	
17-Apr-18	Occupational Safety and Health	Welfare Facilities	Soap was not available in the toilets in building 32 and 31.	Ensure that soap is available in all the toilets.	The maintenance team receive instruction to regularly check on the availability of the soaps and papers.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
17-Apr-18	Occupational Safety and Health	Welfare Facilities	The eating area can only accommodate 50 percent of the workers. Assessors observed workers sitting on the floor in various places around the factory during lunch time.	Ensure that the eating area can accommodate all the workers	All dining room tables and chairs were fixed and painted.	
17-Apr-18	Occupational Safety and Health	Health Services and First Aid	Factory does not provide health checks to workers exposed to work-related hazards.	Ensure that workers exposed to work-related hazard receive a health check twice a year.	The factory scheduled more than two Health checks for two workers who are exposed to work-related hazards. The two workers completed the second medical check ups in August 2018.	
17-Apr-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Ensure that the medical staff is compliant regarding the Haitian Labor Law requirements..	Since the company has reduced its workforce and operate with less 700 workers. The number of medical staff available in the factory is compliant with the labor Code.	
17-Apr-18	Occupational Safety and Health	Health Services and First Aid	One first aid box was not accessible in the pressing section.	Ensure that all first aid box are accessible during the working time.	The key keepers are two people working in the area of the first aid. Their pictures are posted above the box, so the workers can identify who they are.	
17-Apr-18	Occupational Safety and Health	Health Services and First Aid	Less than the 10 percent of the workforce is trained in first aid.	Ensure that 10 percent of the workforce is trained in first aid.	New operators were trained in first aid and also in fire prevention	
17-Apr-18	Occupational Safety and Health	Emergency Preparedness	Access to 1 fire extinguisher was obstructed by a board.	Ensure the workplace has an adequate firefighting system. Perform regular OSH assessment.	Global S.S is responsible to check the fire extinguisher on a regular basis. Internally, the compliance team is responsible to perform on a monthly basis;	
17-Apr-18	Occupational Safety and Health	Emergency Preparedness	Less than the 10 percent of the workforce trained in firefighting.	Train 10 percent of the workforce in firefighting.	New operators were trained in the areas of first aid and fire prevention.	
17-Apr-18	Occupational Safety and Health	Emergency Preparedness	The evacuation plan has not been updated to indicate the actual floor layout.	Update the evacuation plan in building 32 accordingly.	The evacuation has been updated to reflect the floor layout.	
17-Apr-18	Working Time	Regular Hours	At the time of the assessment visit, the employer has not posted the factory's working hours	Post factory's working hours.	the weekly payment was placed on the floor	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT



Factory:	InterAmerican Woven S.A.	
Location:	Port-au-Prince	
Number of workers:	369	
Date of registration:	01-Oct-09	
Date of last two Better Work assessments:	29-Aug-18	22-Aug-19

Advisory and Training Services

06-Mar-20	Advisory meeting	Management meeting on Improvement plan. Meeting with the compliance team to review the results of factory self assessment. Factory tour with compliance manager and OSH committee members.
16-Jan-20	Advisory meeting	Management meeting on Updates and perspectives 2020. Management system review with head of compliance and Compliance officer. Factory tour to validate remediation.
28-Nov-19	Advisory meeting	Meeting with new compliance officer for training on the use of the portal and explain Better Work services.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment August 2019						
22-Aug-19	Compensation	Paid Leave	The factory only paid 6 weeks for maternity leave instead of 12 weeks.	Pay OFATMA employer's contribution. Collect and forward workers' contribution to OFATMA.		67
22-Aug-19	Compensation	Social Security and Other Benefits	Declaration of an underestimated payroll and late payment of contributions to OFATMA.	Pay OFATMA contribution for work related accidents for fiscal year 2018-2019.		67
22-Aug-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance. Pay employer's contribution to OFATMA.		67
22-Aug-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance. Collect and forward workers' contribution to OFATMA.		67
22-Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemicals	Label all chemicals used in the workplace.	The factory labelled all the containers in the pad print area and in the ink mixing area.	49
22-Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS was not available for several chemicals and hazardous substances used in the workplace.	Ensure that MSDS is available where chemicals are used and stored.	Factory ensured that MSDS are available where chemicals are used and stored.	49
22-Aug-19	Occupational Safety and Health	Worker Protection	Management did not provide proper mask to Pad Print and spot cleaning area workers.	Provide proper mask to workers in Pad Print and spot cleaning area.		17
22-Aug-19	Occupational Safety and Health	Worker Protection	Worker in the mechanic shop not using proper PPE. No documented evidence of training provided.	Provide training on the safe usage of dangerous machine. Provide evidence of training.	Factory provided training on the use of personal protective equipment.	30
22-Aug-19	Occupational Safety and Health	Worker Protection	Improper isolation of electrical wires, unlabelled breakers and opened junction boxes	Safeguard all electrical equipment. Ensure that maintenance is regularly done. Keep checklist updated for a proper monitoring.		52

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMIEDIATION EFFORTS	MONTHS
22-Aug-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed the recommended limit of 30 C.	Maintain the temperature level to a maximum of 30 C.		49
22-Aug-19	Occupational Safety and Health	Working Environment	Noise levels were over 90 dB in cutting and packing.	Ensure that noise level does not exceed 90 db.		17
22-Aug-19	Occupational Safety and Health	Working Environment	Insufficient lighting level in several sections of the workplace.	Ensure that light level is acceptable in all section of the workplace.		30
22-Aug-19	Occupational Safety and Health	Working Environment	Dust observed in the electrical boxes. Fabric waste were also scattered around the workplace.	Maintain electrical equipment regularly. Keep log when doing check and control.		12
22-Aug-19	Occupational Safety and Health	Welfare Facilities	Soap was not available in both male and female's toilets.	Ensure that soap is available during working hours.		17
22-Aug-19	Occupational Safety and Health	Health Services and First Aid	Systematic health checks was not provided within the first three months of hiring.	Ensure that workers receive health checks within the first three months of hiring.		17
22-Aug-19	Occupational Safety and Health	Health Services and First Aid	Factory does not provide workers with systematic annual health check.	Ensure that workers receive an annual health check.		17
22-Aug-19	Occupational Safety and Health	Emergency Preparedness	One smoke detector wrongly placed outside the stock trim.	Install a smoke detector in the stock trim.	The factory has installed a smoke detector in the stock trim warehouse.	30
22-Aug-19	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher with low pressure and another one was not properly mounted.	Check the fire extinguisher on a daily basis. Fix the under pressured fire extinguisher and properly mount the fire extinguisher in the Generator room.	The factory fixed the extinguisher that had low pressure and properly mount the one in the generator room.	49
22-Aug-19	Occupational Safety and Health	Emergency Preparedness	Fire escape routes in two buildings are not clearly marked.	Mark clearly the escapes routes.		17
22-Aug-19	Occupational Safety and Health	Emergency Preparedness	Escape route obstructed by fabrics and boxes.	Ensure that escape routes remained unobstructed during working hours.		17
Assessment August 2018						
208-Aug-18	Discrimination	Interference and Discrimination	Termination of union leaders for invalid reasons.	Reinstatement of this union leader, with compensation for back pay.		
208-Aug-18	Compensation	Overtime Wages	Not all overtime hours are paid.	Pay overtime hours to workers who worked overtime. Inform workers that hours spent on bathroom after 4pm will not be compensated.	Workers have been informed that time spent between 4:00 and 4:25 PM using restrooms will not be compensated. Evidence was provided that workers are informed and accurately paid for all overtime hours worked.	
208-Aug-18	Compensation	Paid Leave	Insufficient payment for maternity leave.	Register in OFTAMA health and maternity insurance.	IW is launching the process of registering its workers to OFATMA maternity and Health insurance. Management hopes to complete it before the end of the year.	
208-Aug-18	Compensation	Social Security and Other Benefits	ONA contributions are late and based on a fixed salary for all workers.	Pay 6 percent of the worker's basic salary to ONA for the employer contribution. Ensure the payment is on time as prescribed by the law.	The factory has adapted its method of paying ONA, starting October 1st 2018, to reflect exactly the presence of the workers instead of the 5-day week method which was adopted in an effort not to penalize the workers.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
208-Aug-18	Compensation	Social Security and Other Benefits	ONA contributions are late based on a fixed salary for all workers.	Pay 6 percent of the worker's basic salary to ONA for worker contribution. Ensure the payment is on time as prescribed by the law.	The factory is now paying ONA on a monthly basis, for workers' contribution; 6% of their basic salary, excluding their overtime pay, as stipulated in the Haitian labour code.	
208-Aug-18	Compensation	Social Security and Other Benefits	Insufficient employer contribution to OFATMA for work related accident.	Adjust the OFATMA payment for work related accident to 3% of the workers' base salary.		
208-Aug-18	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance.	The factory has forwarded all requested document to OFATMA for the workers' registration.	
208-Aug-18	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Collect and forward the deductions to OFATMA for maternity and health insurance.	The factory has forwarded all requested document to OFATMA for the workers' registration.	
208-Aug-18	Contract and Human Resources	Employment Contracts	The internal rules related to working time are less favourable than the worker's contracts.	Pay the overtime worked.	All overtime hours are properly reported and workers are duly paid for all overtime hours worked.	
208-Aug-18	Contract and Human Resources	Contracting Procedures	Welding workers were not provided with insulated gloves, boots, goggles and ear plug.	Provide PPE to workers when necessary.	The factory provided PPE to workers when necessary. Workers has to sign an awareness form to acknowledge the receipt of the equipment.	
208-Aug-18	Occupational Safety and Health	OSH Management Systems	OSH policy has not been developed in consultation with workers' representatives.	Update the OSH policy in consultation with workers and their representatives.	IW's written OSH policy has been revised and signed by management and all members of OSH committee.	
208-Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete inventory of chemicals and hazardous substances used in the workplace.	Assign clear responsibility to OSH compliance manager, Train OSH committee on chemical handling.	Former OSH officer has been replaced and newly hired OSH officer will be properly trained to accurately perform all OSH-related duties. Training on chemical handling was completed.	
208-Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unidentified containers of chemicals found in the workplace.	Identify all containers used in the workplace. Assign clear responsibility for the labelling of the chemical and hazardous substances.	All container used are identified and labelled.	
208-Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly stored.	Ensure that chemical is properly stored.	Chemical are kept in an umbrageous area and an adequate cabinet is available to store all chemicals.	
208-Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS was not available for several products used in the workplace.	Ensure that MSDS are available for all chemical used in the workplace.	MSDS are available for all chemical used in the workplace.	
208-Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station in the spot cleaning area was not operational.	Ensure that washing facilities are available near area where chemical and hazardous substances are used.	Eyewash station in spot cleaning area has been repaired.	
208-Aug-18	Occupational Safety and Health	Worker Protection	Management did not provide ear plugs for workers in the press section.	Provide earplugs to workers in the press section	Earplugs are provided to workers in the press section.	
208-Aug-18	Occupational Safety and Health	Worker Protection	No evidence of training on safe use of machines.	Train workers on the importance of the guards installed on their machines.	Factory has conducted training on the importance of machine guards and workers have been informed of measures in place to reinforce discipline. Factory also has on ongoing training plan over the year.	
208-Aug-18	Occupational Safety and Health	Worker Protection	Standing workers were not provided with foot rests or shock absorbing mats and several chairs were missing backrest.	Ensure that all the chairs provided to workers are equipped with back rest. Provide shock absorbing mats to standing workers.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
208-Aug-18	Occupational Safety and Health	Worker Protection	More than 30 percent of all machines in Building 30 were missing pulley guards.	Ensure that all the sewing machines are equipped with required safety guards.	IW has a system in place. The factory is doing training on a more regular basis on the importance of the guards and will take measures to reinforce discipline.	
208-Aug-18	Occupational Safety and Health	Worker Protection	One uncovered electrical boxes with exposed wires in the compressor room.	Ensure that the electrical system is properly maintained and safeguarded.	The electrical system is properly maintained on a weekly basis. The wire of the pressing machine were properly covered within the week of the assessment visit.	
208-Aug-18	Occupational Safety and Health	Worker Protection	Several electrical panels were missing hazard signs.	Post hazard signs on the electrical panels.	Management has already ordered everything to set up the building to be compliant. Hazard signs have been posted on all electrical panels of building.	
208-Aug-18	Occupational Safety and Health	Working Environment	Temperature level exceeded the recommended 30 C.	Monitor the temperature level to a maximum of 30 C.	Additional fans have been installed throughout facility and temperatures are being monitored by an application.	
208-Aug-18	Occupational Safety and Health	Working Environment	The noise level exceeded 90dB in the pressing section.	Ensure that the noise level comply with Better Work's recommendation.	This was corrected the same day of the audit, as it was caused by a speaker next to the pressing area of Building 30 that was louder than acceptable db. Now all is within acceptable levels.	
208-Aug-18	Occupational Safety and Health	Working Environment	Inadequate light levels.	Ensure that the light level is acceptable and comply to Better Work recommendation.	Factory has complied to this requirement. Bulbs with higher levels of luminosity have been installed in all sections mentioned above and levels have been monitored and kept in compliance.	
208-Aug-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Ensure that the factory is compliant with the number of toilets needed, as per the workforce.	SONAPI has already come to the factory for assessment and will start building new bathrooms at the end of the month (November 2018).	
208-Aug-18	Occupational Safety and Health	Welfare Facilities	Soap was not available in the men's toilets.	Ensure soap is available for the use of the workers.	At time of assessment, a bar of soap was available in the men's bathroom of building 10, however the liquid soap dispenser was broken. Management added new soap dispensers and replaced the broken one.	
208-Aug-18	Occupational Safety and Health	Welfare Facilities	Eating area cannot accommodate all the workforce at once.	Ensure that the eating area can accommodate all the worker.	SONAPI does provide and administer a general cafeteria facility that several workers chose not to use.	
208-Aug-18	Occupational Safety and Health	Health Services and First Aid	Factory did not provide health checks to workers within the first three months of hiring.	Ensure that workers receive the health checks within the first 3 month of hiring.	Management provided proof that 70 per cent of workers were provided health checks within the first 3 months of hiring.	
208-Aug-18	Occupational Safety and Health	Health Services and First Aid	Factory did not provide health checks to workers exposed to work-related hazards.	Ensure that workers exposed to work-related hazards receive at least 2 health checks throughout the year.	Factory completed all health checks for workers using hazardous materials or substances.	
208-Aug-18	Occupational Safety and Health	Health Services and First Aid	Factory does not provide free annual health checks to workers.	Ensure that workers receive a free annual medical check.	The factory decided to pay globally the yearly cost of the Health Cards and let OFATMA handle the work flow at its pace.	
208-Aug-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of medical staff.	Have a compliant number of nurse regarding the workforce.	Factory employs 3 full-time nurses, 1 doctor present 3 times a week and on-call the rest of the week, and one supervisory doctor who visits frequently. With the current workforce, it represent a sufficient medical staff.	
208-Aug-18	Occupational Safety and Health	Health Services and First Aid	Expired products found in one First Aid box.	Ensure to check the first aid box in a regular basis.	The expired product was removed from the first aid box. A regular check is performed on a weekly basis to control the first aid box.	
208-Aug-18	Occupational Safety and Health	Emergency Preparedness	No fire alarm system in building 5.	Install a fire alarm in building 5.	Fire alarm has been completely installed in building 5 and is fully functioning.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
208-Aug-18	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were missing and some others were unidentified in several places.	Identify all available fire extinguishers.	All fire extinguisher are identified and regularly maintained.	
208-Aug-18	Occupational Safety and Health	Emergency Preparedness	There are no evacuation plans available in two buildings.	Post the evacuation plan in buildings 5 and 10. Update the evacuation plan to reflect the reality of the workplace.	Evacuation plans have been implemented and posted in both buildings 10 and 5.	
208-Aug-18	Occupational Safety and Health	Emergency Preparedness	One emergency exit locked during working hours.	Ensure that emergency exit remained unlocked during the working time.	The exit was unlocked during the assessment visit.	
208-Aug-18	Occupational Safety and Health	Emergency Preparedness	One fire drill was conducted within a year.	Ensure that an emergency drill occurs every 6 months.	Emergency fire drill scheduled for the 27 of November 2018. It will also ensure that drills occur every six months.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory: LIFE S.A.
Location: PORT-AU-PRINCE
Number of workers: 109
Date of registration: 11-Jun-15
Date of last two Better Work assessments: 23-Oct-18 15-Oct-19

Advisory and Training Services

22-Jan-20 Advisory meeting Review of management system document of compliance team. Discussion with management on 2020 perspectives.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment October 2019						
15-Oct-19	Compensation	Paid Leave	Workers entitled to maternity leave payment received 6 weeks instead 12 weeks.	Register in OFATMA for maternity and health insurance.		12
15-Oct-19	Occupational Safety and Health	Social Security and Other Benefits	Employer contribution to ONA is based on the minimum wage instead of the base salary.	Ensure that ONA contributions is calculated on basic salary.		6
15-Oct-19	Compensation	Social Security and Other Benefits	Workers' contribution to ONA is based on the minimum wage instead of workers' base salaries.	Ensure that ONA contributions is calculated on basic salary.		6
15-Oct-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA maternity and Health insurance.	Register to OFATMA for maternity and health insurance and forward employer's contribution.		30
15-Oct-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA maternity and Health insurance.	Register to OFATMA for maternity and health insurance and forward workers' contribution.		30
15-Oct-19	Compensation	OSH Management Systems	The employer does not have a copy of the construction permits.	Ensure to have an available copy of the construction permits.		6
15-Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Containers of chemicals found with no proper labelling.	Ensure that chemicals are properly labelled.		6
15-Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available in local language for several chemicals.	Ensure that MSDS are available in a local language.	Chemical MSDS are now available in local language.	6
15-Oct-19	Occupational Safety and Health	Worker Protection	Management did not install the pulley guard on the collar cutting machines.	Install pulley guard on collar cutting machines.		6
15-Oct-19	Occupational Safety and Health	Worker Protection	Breakers from electrical panels did not have any labels..	Label all the electrical panels.		12
15-Oct-19	Occupational Safety and Health	Working Environment	Temperature exceeded the recommended 30 C in all sections of the workplace.	Ensure to monitor the temperature to a maximum of 30C.		36

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
15-Oct-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable in packing and warehouse sections.	Ensure that lighting level is adequate in the Warehouse section.		12
15-Oct-19	Occupational Safety and Health	Health Services and First Aid	Employer did not pay OFATMA for the medical cards.	Pay OFATMA for the medical card (CDS) and ensure that workers receive a medical check within their first three months form OFATMA.		6
15-Oct-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plan does not clearly define the evacuation path and escape routes.	Post an accurate evacuation map.		24
Assessment October 2018						
23-Oct-18	Compensation	Paid Leave	Workers entitled to maternity leave payment received 6 weeks instead 12 weeks.	Comply with the law and register in OFATMA maternity and health insurance.		
23-Oct-18	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA maternity and Health insurance.	Comply with the law and register in OFATMA maternity and Health insurance. Collect and forward the related deductions on a monthly basis.	The factory sent the registration form to OFATMA for maternity and health insurance in order to complete the process.	
23-Oct-18	Contract and Human Resources	Employment Contracts	Several contracts did not include dates and signatures.	Ensure that all the workers contracts are signed and dated. Have a reliable process to ensure that all the workers file are properly documented. Assign a dedicated staff to follow up on the regularity of workers documents.	At end of 2018, management terminated all workers to submit new temporary contracts. All new contracts are signed by management representative and concerned worker.	
23-Oct-18	Occupational Safety and Health	OSH Management Systems	The OSH committee has been inactive.	Ensure to have a functioning health and safety committee.		
23-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances used in the workplace did not specify locations and amount in storage.	Ensure that the inventory has all the necessary information and is kept updated.	The management updated the chemical inventory during the assessment visit.	
23-Oct-18	Occupational Safety and Health	Worker Protection	Entry point to electrical panels were not properly sealed. the generator was not properly grounded.	Ensure that electrical panels located in the generator and compressor area are properly safeguarded and sealed. Ensure that the generator is grounded.		
23-Oct-18	Occupational Safety and Health	Working Environment	Temperature exceeded the recommended 30 C in all sections of the workplace.	Ensure that the temperature level is acceptable.		
23-Oct-18	Occupational Safety and Health	Working Environment	Light levels were inadequate in quality sections.	Ensure that the light levels are acceptable in the quality section.		
23-Oct-18	Occupational Safety and Health	Emergency Preparedness	Evacuation plan does not clearly define the evacuation path and escape routes.	Update the evacuation plan to include a clear evacuation path.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMIEDIATION EFFORTS	MONTHS
28-Jan-20	Occupational Safety and Health	Worker Protection	The employer did not take steps to ensure that all workers in the cutting section and mechanic workshop used the equipment's safely.	Ensure adequate training of PPE usage for all production personnel including but not limited to cutting and mechanic shop workers.		9
28-Jan-20	Occupational Safety and Health	Worker Protection	Several chairs without backrests were found in the workplace.	Ensure that no workers are using chairs without backrest.		3
28-Jan-20	Occupational Safety and Health	Worker Protection	Electrical boxes missing safety warning.	Ensure that all electrical boxes have safety warning signs posted.		3
28-Jan-20	Occupational Safety and Health	Working Environment	Unacceptable temperatures in some sections of the factory.	Improve cooling system to maintain temperatures below 30C.		9
28-Jan-20	Occupational Safety and Health	Working Environment	Noise levels are unacceptable in some sections of the workplace.	Reduce noise levels below 90DB & issue ear muffs appropriate.		3
28-Jan-20	Occupational Safety and Health	Health Services and First Aid	Interviewed workers stated that the factory does not provide free annual health checks to workers.	Pay OFATMA for the medical cards, engage with OFATMA to provide the medical checks.		9
28-Jan-20	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Comply with the Haitian Labour Code, a factory of this size must have a permanent onsite medical service, with at least 6 nurses.		9
28-Jan-20	Occupational Safety and Health	Health Services and First Aid	Three first Aid boxes were missing some essential items	Ensure adequate supplies in all first aid boxes including but not limited to Scissors, Cotton ball, Antiseptic.		9
28-Jan-20	Occupational Safety and Health	Health Services and First Aid	Less than the 10 percent of the workforce trained in first aid.	Ensure that 10% of the worker population is trained on first aid on an ongoing basis.		3
28-Jan-20	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were not properly installed and identified.	Ensure that fire extinguishers are properly installed and identified.		3
28-Jan-20	Occupational Safety and Health	Emergency Preparedness	Electrical boxes missing safety warning.	1. Ensure properly marked aisles unobstructed by equipment. 2. Work with OSH committee members and supervisors for random monitoring.		9
28-Jan-20	Occupational Safety and Health	Emergency Preparedness	Less than the 10 percent of the workforce trained on fire fighting equipment.	Train 10 percent of the workforce as recommended by Better Work.		3
28-Jan-20	Working Time	Regular Hours	Regular workhours exceed legal limits.	Set regular working hours at 8 hours or 9 hours daily with and agreement with workers.		9
Assessment January 2019						
29-Jan-19	Compensation	Overtime Wages	Factory considers as overtime any hours worked after 10 am on Saturday. As per of the law, overtime should start after 8 hours a day and/or 48 hours a week.	Modify working hours to conform to 8 hours as regular working hours or 9 hours with an agreement.		
29-Jan-19	Compensation	Social Security and Other Benefits	Late OFATMA payment for accident insurance.	Ensure contribution to OFATMA for work-related accident insurance for the fiscal year is current as required.	Payment has been made on 07th June 2019.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMIEDIATION EFFORTS	MONTHS
29-Jan-19	Contract and Human Resources	Termination	Calculation of notice payment to terminated workers not following method prescribe in labor code.	Ensure notice payment to terminated workers are based on the average salary for the last 3 months as required by law not on the minimum wage.		
29-Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete Chemical Inventory.	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used.	Started to Maintain Chemical Inventory & All the chemicals are included in that list.	
29-Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Some chemical containers were unidentified.	Label chemicals and hazardous substances including name in local language and hazard pictogram.	This has been corrected, while MAS Chemical Management plan implementing & now all the chemicals are labelled properly & stored as per the standard.	
29-Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some of the chemicals used at the factory.	Identify dedicated person in OSH committee that ensures MSDS are available in local language for all chemicals.		
29-Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No washing facility was available near the spot cleaning area.	Provide washing facility to the spot cleaning areas and where all chemical and hazardous substance are used.		
29-Jan-19	Occupational Safety and Health	Worker Protection	Dust mask provided was inappropriate for workers using chemical products.	Distribute appropriate mask to workers of the spot cleaning to protect against the risks of chemical inhalation.	The appropriate masks were distributed.	
29-Jan-19	Occupational Safety and Health	Worker Protection	No evidence of training records on the proper use of machines and personal protective equipment.	Conduct and keep evidence of training records with date and number of participants on the proper use of machines and personal protective equipment.	Factory performed training on PPE on June 2018.	
29-Jan-19	Occupational Safety and Health	Worker Protection	Shock absorbing mats not provide to standing workers.	Ensure availability and distribution of shock absorbing mats to standing workers where appropriate.		
29-Jan-19	Occupational Safety and Health	Working Environment	Assessors measured the temperature above 30C in all sections.	Improve cooling system to maintain temperatures below 30C.		
29-Jan-19	Occupational Safety and Health	Health Services and First Aid	Management did not arrange 2 yearly medical checks for workers exposed to work related hazards.	1. Ensure that the factory is current with payments of HEALTH CARDS. 2. Arrange with OFATMA to have 2 yearly medical checks for workers exposed to work related hazards.		
29-Jan-19	Occupational Safety and Health	Health Services and First Aid	Management did not arrange one annual medical check for all the workers.	1. Ensure that the factory is current with payments of HEALTH CARDS. 2. Arrange with OFATMA to have annual medical check for all the workers.		
29-Jan-19	Occupational Safety and Health	Health Services and First Aid	One expired product found in first aid boxes.	Assign dedicated person from OSH committee to perform weekly checks of first aid boxes with factory nurse.	All the First aid boxes are checked & verified that, there is no any expired products. This has confirmed by factory doctor.	
29-Jan-19	Occupational Safety and Health	Health Services and First Aid	Less than the recommended 10 percent of the workforce trained in first aid.	Conduct first aid training for recommended 10 percent of the workforce.	This has been requested from the SONAPI ESH department since early March in 2019 & still unable to conduct due to some internal issues with SONAPI Management.	
29-Jan-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire alarm system.	Assign responsible person from OSH committee for fire detection system monitoring.	This is monitored daily by Assistant Compliance.	
29-Jan-19	Occupational Safety and Health	Emergency Preparedness	Insufficient pressurization of fire extinguishers.	Assign responsible person from OSH committee for fire extinguisher monitoring (identification, mounting, pressurization).		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMIEDIATION EFFORTS	MONTHS
29-Jan-19	Occupational Safety and Health	Emergency Preparedness	Evacuation map not displayed on the floor with all necessary elements.	<ol style="list-style-type: none"> 1. Ensure updated evacuation maps are posted on the floor. 2. Ensure that the updated maps display escape routes, exits and fire extinguishers. 	In the process of scaling from smaller to larger sizes in order to post on the floor.	
29-Jan-19	Occupational Safety and Health	Emergency Preparedness	Escape routes blocked by a sewing machine in the sewing line.	Update the evacuation routes accordingly.		
29-Jan-19	Occupational Safety and Health	Emergency Preparedness	Inadequate storage of flammable materials.	Ensure proper storage of flammable materials.	This has been corrected & daily monitoring takes place by Head of Compliance.	
29-Jan-19	Working Time	Regular Hours	Inadequate working hours.	Modify working hours to conform to 8 hours as regular working hours or 9 hours with an agreement.		

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory: MBI HAITI S.A
 Location: Arrondissement de Port-au-Prince
 Number of workers: 1402
 Date of registration: 19-Aug-13
 Date of last two Better Work assessments: 24-Apr-19 27-Feb-20



ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2020						
27-Feb-20	Compensation	Paid Leave	Workers are not properly compensated for the daily break.	Workers should be compensated for the daily break as required by the new 3*8 law	Meeting planned with the bi-partite committee members and workers' representatives to discuss the issue. Management plans to explain to workers that they have to pay for the daily break.	16
27-Feb-20	Compensation	Social Security and Other Benefits	Payment to OFATMA for work related accident insurance is not done as per their agreement.	Management needs to obtain new agreement letter from OFATMA, confirming that they have a payment plan. They should make all payment based on said agreement.		16
27-Feb-20	Contract and Human Resources	Contracting Procedures	Subcontracted workers are not provided proper personal protective equipment.	Make sure that all workers, including subcontractors are trained on the use of PPE. Make sure that PPE is provided to subcontracted workers		16
27-Feb-20	Contract and Human Resources	Termination	Employer does not inform the Ministry of Labor upon terminating worker for unjustified absences, as required by the labor code.	Ensure MAST is informed about worker termination.		16
27-Feb-20	Occupational Safety and Health	OSH Management Systems	Management did not provide any evidence of assessments carried out on health and safety issues in the factory for the last twelve months.	Management needs to carry out regular assessment of health and safety issue in the factory. Assessment needs to be documented and communicated to workers.		16
27-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of chemical and hazardous substances used in the workplace.	The inventory should state the names of the chemicals, exact amounts available in the facility and their current storage locations. Management needs to ensure that MSDS are available for all chemical products used in the workplace. Ensure that MSDS are posted where chemicals are being used.	Inaccurate inventory of chemical and hazardous substances used in the workplace.	16
27-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Assessors found one unlabelled spot cleaning gun filled with thinner.	Define who is responsible to handle chemical products upon receipt. Assign one person to manage the receipt and distribution of chemical products. Ensure that all chemical product containers are labelled.		16
27-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available in areas where chemical and hazardous substances are being used.	Management needs to ensure that MSDS are available for all chemical products used in the workplace. Ensure that MSDS are posted where chemicals are being used.		16
27-Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station not available where chemical and hazardous substances are being used.	Install eye was stations where all chemical products are being used		28

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
27-Feb-20	Occupational Safety and Health	Worker Protection	Several workers were observed not using their machine's eye guards.	Establish a training plan for all workers Ensure that all workers are trained on the proper use of eye guard Record delivery of training		16
27-Feb-20	Occupational Safety and Health	Worker Protection	Anti-fatigue mats were not available for all standing workers.	Provide standing mats to all workers Ensure that workers are reminded to use standing mats	Standing mats were provided to all workers	2
27-Feb-20	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system.	Ensure that all electrical circuit breaker are properly labelled. Ensure that all damaged sockets and outlets are fixed		16
27-Feb-20	Occupational Safety and Health	Working Environment	Temperature are above Better Work's recommended level of 30C in all sections of the buildings.	Install proper cooling system to ensure that temperature level is acceptable.		16
27-Feb-20	Occupational Safety and Health	Working Environment	Unacceptable levels of lighting in al sections of the buildings.	Review the lighting installation to ensure that workers are provided with sufficient light level in the various sections of the workplace		16
27-Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient quantity of toilets for women.	Ensure that the appropriate number of toilets are available for all workers, in accordance with the labor laws.		28
27-Feb-20	Occupational Safety and Health	Welfare Facilities	Soap was not readily available in the restrooms.	Define who is responsible to supervise the work of cleaner Ensure that a checklist is available to make sure that toilets are checked periodically Provide enough soap for all toilets.	Action taken to make sure that soap is readily available in toilets.	16
27-Feb-20	Occupational Safety and Health	Health Services and First Aid	Insufficient number of workers trained in first aid.	Develop a first aid training for at least 10 percent of the workers Ensure that training plan is implemented in a timely manner Ensure that training are recorded		16
27-Feb-20	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguisher.	Ensure that fire extinguishers are always accessible.	Action were taken at the time of assessment.	2
27-Feb-20	Occupational Safety and Health	Emergency Preparedness	Inaccurate evacuation map, meeting point missing.	Ensure that evacuation map is updated. Ensure that new evacuation maps are posted on the floor.	Management ordered the impression of new evacuation map.	16
27-Feb-20	Occupational Safety and Health	Emergency Preparedness	Obstructed emergency exits and escape routes.	Ensure that all emergency exit are readily accessible. Ensure that routes and exits are not blocked.	Management took action to remove tables from escape routes.	16
27-Feb-20	Occupational Safety and Health	Emergency Preparedness	Insufficient quantity of fire drills performed within a one year period.	Ensure that Emergency preparedness plans are in place. Ensure that fire drill are conducted regularly.		16
27-Feb-20	Working Time	Regular Hours	Regular work hours exceed the daily legal limit.	Ensure that management understand the new "3-8" law Ensure that workers are aware of the regular work hours.		16
Assessment April 2019						
24-Apr-19	Freedom of Association and Collective Bargaining	Interference and Discrimination	Unlawful termination of union committee members.	Reinstate all eligible terminated union leaders. However the factory does not have new permanent position available at the moment due to lack of order.	2 out of 11 unions leaders were reinstated.	
24-Apr-19	Occupational Safety and Health	OSH Management Systems	OSH assessments and reporting are conducted without worker participation.	Do weekly assessments and reports and keep reports available.	An OSH manager and officer were hired. They do weekly OSH assessments and reports are available.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
24-Apr-19	Occupational Safety and Health	OSH Management Systems	Hazard signs not posted where chemical and hazardous substances are stored.	Ensure that all hazard signs are posted where required. Hire a OSH Officer for regular follow up on OSH issues.	The factory posted the required hazard signs in near the entrance of building 52.	
24-Apr-19	Occupational Safety and Health	Chemicals and Hazardous Substances	inaccurate inventory of chemical and hazardous substances.	Keep an updated inventory of all chemicals used in the factory.	The factory keeps an inventory of chemicals with all required information.	
24-Apr-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemical and hazardous substances found in the workplace.	Ensure that all chemicals containers are labelled.	Unlabelled recipients have been tagged with names and we have all the containers labelled with appropriate tags	
24-Apr-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available for chemical and hazardous substances used in the workplace.	Post all required MSDS in local language.	The factory posted the missing MSDS.	
24-Apr-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station not available where chemical and hazardous substances are being used	Install missing eye wash station.	The compliance, and the maintenance team were fixed all those issues, by building eyewash stations everywhere they need it.	
24-Apr-19	Occupational Safety and Health	Worker Protection	Personal protective equipment were not provided to all workers who needed them.	Provide training and missing PPE to workers working at height in the fabric warehouse	Compliance team was provided them protection belts. They were also trained on how to use them.	
24-Apr-19	Occupational Safety and Health	Worker Protection	Anti-fatigue mats were not available for all standing workers.	Provide fatigue mats to all standing workers.	Additional fatigue mats were purchased and provided to workers.	
24-Apr-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system.	Ensure that the electrical panels are kept free and clean from any combustible materials.	Electric panels are sealed and kept free and clean from any combustible materials. Electrical equipment are grounded.	
24-Apr-19	Occupational Safety and Health	Working Environment	Temperature are above Better Work's recommended level of 30C in all sections of the buildings.	Reduce the temperature in the workplace	The factory repaired all the fans and purchased additional ones fusing area.	
24-Apr-19	Occupational Safety and Health	Working Environment	Noise levels are unacceptable in the workplace.	Maintain the sound level under 90 Db.	The maintenance chief had repaired the speakers so the sound can be adjusted to required limits. The compliance manager did an internal assessment of the noise after the repairs and all areas were under 90 Db.	
24-Apr-19	Occupational Safety and Health	Working Environment	Unacceptable level of lighting in various sections of the workplace.	Keep adequate light levels in all sections.	The factory replaced the defective lights.	
24-Apr-19	Occupational Safety and Health	Welfare Facilities	Insufficient quantity of toilets for women.	Increase the number of toilets for women.	The factory is not ready to increase the current number of toilets due to lack of space. Also workers are not complaining about the number of toilets and there is no lines visible in the toilets during the working hours. The employer is keeping the current toilets clean and in good conditions.	
24-Apr-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses as part of the medical staff.	Increase the number of medical staff.	The factory currently have 9 first aids team members, 4 full time nurses and 3 doctor's visits per week. And an contingency plan in case of an accident happened. However the HR and Compliance manager are thinking a way to comply with that issue.	
24-Apr-19	Occupational Safety and Health	Health Services and First Aid	First aid boxes are not readily accessible.	Replace the missing locks and ensure that all first aid kits are available.	The compliance team replaced the old the lock by a new one. Compliance team is doing regular checks.	
24-Apr-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of workers trained in first aid.	Train 10 percent of the workforce in first aid.	The factory trained 42 workers in first aid. More training are scheduled until the end of the year.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
24-Apr-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguisher. Missing fire extinguisher.	Keep all fire extinguishers properly maintained and unobstructed.	The fire extinguisher in the packing area near the pressing section of building 53 was put in order. And the missing one was replaced. Now there is no missing extinguishers in all the facility and addition All the extinguishers every where in the floor area are free from any obstruction, and the compliance team check regularly. The compliance department discussed all the floor manager to help us to keep the extinguishers unobstructed.	
24-Apr-19	Occupational Safety and Health	Emergency Preparedness	Obstructed escape routes.	Ensure that all exits are kept clear and accessible.	The factory hired a new manager for warehouse. He was informed of the security measures in the area, and Compliance Manager already had a meeting with him to explain the importance of following safety measures in case of an emergency.	
24-Apr-19	Occupational Safety and Health	Emergency Preparedness	Inaccessible emergency doors.	Keep accessible, unobstructed, and/or unlocked emergency exits during working hours, including overtime.	The factory hired a new manager for warehouse. He was informed of the security measures in the area, and Compliance Manager already had a meeting with him to explain the importance of following safety measures in case of an emergency. The compliance team is also monitoring on a regular basis	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	MGA Haiti S.A	
Location:	Port-au-Prince	
Number of workers:	960	
Date of registration:	20-Oct-09	
Date of last two Better Work assessments:	15-May-18	26-Jun-19

Advisory and Training Services

03-Nov-19	Advisory meeting	Advisory visit to discuss termination payments calculations & to update improvement plan.
15-Nov-19	Advisory meeting	Advisory visit to discuss remaining OSH findings in the improvement plan and to interview workers on AUDIO SPOTS distributed by BWH.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment June 2019						
26-Jun-19	Compensation	Wage Information, Use and Deduction	Discrepancy in the payrolls reviewed for the last 3 months.	Ensure that information systems for working time and payroll are fully synchronized.	Factory corrected discrepancies between working time and payroll.	9
26-Jun-19	Compensation	Paid Leave	Factory only paid 6 weeks for maternity leave instead of 12 weeks.	Complete registration with OFATMA for maternity and health care.	Factory registered with OFATMA for maternity and health	9
26-Jun-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance.	Fulfil registration with OFATMA.	Factory completed registration August 8th	9
26-Jun-19	Occupational Safety and Health	OSH Management Systems	No evidence of an assessment of general occupational safety and health.	Develop OSH assessment schedule monthly with OSH committee and document OSH findings on template provided.		9
26-Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete Chemical inventory.	Update and monitor inventory for all products accordingly.		9
26-Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unlabelled chemical containers at several locations.	Ensure standard labelled containers are used in all areas of the factory as necessary.		9
26-Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some chemical products.	Prepare and POST MSDS for all chemical products at the factory.		9
26-Jun-19	Occupational Safety and Health	Worker Protection	More than 20 percent of all sewing machine are missing eye guards and pulley guards.	Perform weekly inspections of machine guards according to monitoring and maintenance system. Documents inspections and repairs performed.	Factory conducts random inspections of machine guards weekly.	9
26-Jun-19	Occupational Safety and Health	Worker Protection	Exposed electrical wires in building T1 near the second exit. The generator is not grounded.	Develop monitoring and maintenance system for electrical safety.		9
26-Jun-19	Occupational Safety and Health	Worker Protection	Missing safety warning signs on electrical panels.	Ensure safety warning signs are posted on all electrical panels.	All Warning signs are posted.	9



ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
26-Jun-19	Occupational Safety and Health	Working Environment	Temperatures above recommended levels of 30 degree Celsius.	Adopt adequate push and pull systems to maintain temperature below 30C.		9
26-Jun-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Purchase better light bulbs reinforced by natural light penetration for better lighting.		9
26-Jun-19	Occupational Safety and Health	Welfare Facilities	The factory has insufficient functioning toilets.	Increase the number of functioning toilets, as required by Haitian laws.		9
26-Jun-19	Occupational Safety and Health	Welfare Facilities	Insufficient adequate eating area.	Take measures to increasing eating space or have multiple lunches periods.		9
26-Jun-19	Occupational Safety and Health	Health Services and First Aid	Factory not performing initial medical checks systematically.	Ensure OFATMA performs medical checks for all personnel categories as needed.	Factory outsourced medical checks to OFATMA as per labor code.	9
26-Jun-19	Occupational Safety and Health	Health Services and First Aid	Factory not performing medical checks systematically for workers exposed to chemical products.	Ensure OFATMA performs medical checks for all personnel categories as needed.	Factory outsourced medical checks to OFATMA as per labor code.	9
26-Jun-19	Occupational Safety and Health	Health Services and First Aid	Factory not performing annual medical checks for all workers.	Ensure OFATMA performs medical checks for all personnel categories as needed.	Factory outsourced medical checks to OFATMA as per labor code.	9
26-Jun-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Provide a permanent onsite medical service, with at least 6 nurses.		9
26-Jun-19	Occupational Safety and Health	Health Services and First Aid	First aid box could not be opened because the key was not available.	Have 2 sets of keys assigned to 2 different personnel within proximity of boxes.	2 sets of keys are assigned to different personnel within proximity of the boxes.	9
26-Jun-19	Occupational Safety and Health	Health Services and First Aid	Insufficient workers trained in first aid.	Ensure that at least 10% of the population is trained on first aid.		9
26-Jun-19	Occupational Safety and Health	Emergency Preparedness	Fire extinguisher in the fabric warehouse was overcharged.	Perform weekly checks of fire extinguishers. Ensure Proper charge with hired 3rd party.		9
26-Jun-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plan of 1 building did not show emergency exits and escape routes were not clearly marked.	Update the evacuation plan to reflect exact lay out of factory.		9
26-Jun-19	Occupational Safety and Health	Emergency Preparedness	Obstructed escape route.	Work with OSH committee to ensure escape routes are not obstructed.		9
26-Jun-19	Occupational Safety and Health	Emergency Preparedness	Insufficient workers trained in fire fighting equipment.	Ensure at least 10% of the workforce is trained.		9
26-Jun-19	Working Time	Regular Hours	Insufficient mandatory break allowed to pregnant women.	Ensure pregnant women receive 2 pauses of 30 minutes or 3 pauses of 15 minutes.		9
26-Jun-19	Working Time	Leave	Insufficient maternity leave for pregnant workers.	Ensure that the workers have at least 6 weeks before their due date and 6 weeks after as required by law.		9
Assessment May 2018						
15-May-18	Compensation	Paid Leave	The factory only paid 6 weeks for maternity leave payments instead of 12 weeks.	Management is to re-engage and complete registration process with OFATMA for maternity and health in order to secure full benefit of 12 weeks for employees.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
15-May-18	Compensation	Social Security and Other Benefits	The factory has not yet registered with OFATMA for maternity and health insurance.	Management is to re-engage and complete registration process with OFATMA for maternity and health insurance.		
15-May-18	Contract and Human Resources	Termination	Insufficient number of days paid to workers for annual leave regardless of the duration of their employment.	Ensure proper calculation of unused annual leave based on 1.25 day per month accumulation rate.	Annual leave is earned based on based on 1.25 day per month accumulation rate.	
15-May-18	Contract and Human Resources	Termination	Workers' bonus payments upon termination are not based on 1/12 of their earnings for the current calendar year.	Calculate bonus payments upon termination based on 1/12 of worker's earnings for the current calendar year.	Workers terminated in July after recent assessment received 1/12th of total year to date gross earnings.	
15-May-18	Contract and Human Resources	Dialogue, Discipline and Disputes	Allegation of verbal abuse reported on foreign managers.	<ol style="list-style-type: none"> Schedule and complete training for managers and supervisors on verbal abuse. Assign person responsible to monitor behaviour. 	No additional occurrences of verbal abuses have been reported.	
15-May-18	Occupational Safety and Health	OSH Management Systems	The OSH committee did not hold a meeting since October 2017.	<ol style="list-style-type: none"> Appoint new OSH officer. Resume regular meetings of OSH committee with documented minutes for newly elected OSH committee members in 2018 elections. 		
15-May-18	Occupational Safety and Health	OSH Management Systems	The employer failed to provide the payment receipt from OFATMA for the month of November 2017.	Develop adequate document management system that could be available at any time for necessary internal consultation and upon request by appropriate 3rd party.	Management maintains back up copies of accidents report submitted.	
15-May-18	Occupational Safety and Health	OSH Management Systems	OSH policy was not developed in consultation with workers and their representatives.	<ol style="list-style-type: none"> Discuss OSH policy with newly elected bipartite committee members as soon as reasonably possible for inputs and suggestions. Document in meeting minutes and modify if necessary with top management signature. 		
15-May-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory & improper storage of chemicals.	Update and maintain a complete inventory of all chemicals used in factory premises with respective locations.		
15-May-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Assessors found one unidentified container of machine oil.	Ensure proper labelling of all containers that store products used in operations.		
15-May-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDSs were available for chemical and hazardous substances found in the workplace.	Conduct assessment of inventory of all chemical products used in the spot cleaning and ensure all MSDS are available.	Last advisory visit confirms MSDS's are posted.	
15-May-18	Occupational Safety and Health	Worker Protection	Earplugs and proper masks were not available for workers.	Ensure proper personal protection equipment are available including but not limited to earplugs, and proper masks.		
15-May-18	Occupational Safety and Health	Worker Protection	Assessors observed exposed wires, electrical panel enclosed in a wooden box and electrical outlets without cover.	<ol style="list-style-type: none"> Ensure wires are adequately covered. Ensure electrical panels are not enclosed in flammable materials. 		
15-May-18	Occupational Safety and Health	Worker Protection	One electrical panel was without appropriate safety warnings.	Ensure appropriate safety warnings on electrical panels throughout the factory.	Safety warning is now posted.	
15-May-18	Occupational Safety and Health	Working Environment	Workplace temperatures exceed 31 C in all sections of all buildings.	<ol style="list-style-type: none"> Use electrical exhaust fans or cooling system Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis. 		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
15-May-18	Occupational Safety and Health	Working Environment	Insufficient lighting in some sections.	Explore and adopt lighting improvement measures accordingly to stay within recommendations.		
15-May-18	Occupational Safety and Health	Welfare Facilities	Eating area can accommodate only 50 percent of workforce.	Expand eating area for 100% of workers.		
15-May-18	Occupational Safety and Health	Health Services and First Aid	Workers do not receive any medical checks within the first three months of being hired.	Arrange systematic medical checks for newly hired workers.		
15-May-18	Occupational Safety and Health	Health Services and First Aid	No annual health check was provided to workers.	Arrange systematic medical checks for newly hired workers.		
15-May-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Have a permanent onsite medical service, with at least 5 nurses and 3 doctors' visits per week.		
15-May-18	Occupational Safety and Health	Health Services and First Aid	One first aid box was obstructed by sewing tables.	Work with OSH delegates and ensure that first aid boxes are not obstructed.	No additional obstruction was recorded during advisory visits.	
15-May-18	Occupational Safety and Health	Health Services and First Aid	Insufficient quantity of workers trained in first aid for the last twelve months.	Provide first aid training for 10 percent of the workforce, once per year.		
15-May-18	Occupational Safety and Health	OSH Management Systems	Inadequate level of cleanliness and hygiene.	1. Provide more efficient cleaning equipment for factory floor 2. Consider usage of vacuums over broom sticks to prevent Dust from accumulating.		
15-May-18	Occupational Safety and Health	Worker Protection	The employer does not provide trolleys or carts for lifting and moving heavy or bulky loads.	Provides mechanical devices such as trolleys or carts for lifting and moving heavy or bulky loads.		
15-May-18	Occupational Safety and Health	Emergency Preparedness	Fire escape routes are not clearly marked.	Keep escape routes clearly marked for both buildings 11 and 17.		
15-May-18	Occupational Safety and Health	Emergency Preparedness	One electrical panel was enclosed in a wooden box.	Ensure that electrical panels are not enclosed in flammable material.	None of the electrical panels in building 17 mechanic shop is enclosed in a wooden box.	
15-May-18	Occupational Safety and Health	Emergency Preparedness	Several phones were charging in uncovered electrical outlets near flammable chemical such as thinner and blow out.	Ensure proper storage of chemical away from potential sources of ignition.		

BETTER WORK HAITI – 20TH SYNTHESIS REPORT

Factory:	PACIFIC SPORTS HAITI S.A.	
Location:	Port-au-Prince	
Number of workers:	1671	
Date of registration:	20-Oct-09	
Date of last two Better Work assessments:	01-Aug-18	16-Jul-19

Advisory and Training Services

05-Mar-20	Advisory meeting	To conduct interview with Unions members, OSH factory tour: worker protection, Review of the improvement plan and documentation review: Grievance mechanism, Disciplinary procedure, Chemical management procedure, Boni, Annual leave, ONA payment.
15-Jan-20	Advisory meeting	Factory tour: emergency preparedness and worker protection. Documentation review: bonus and annual leave payment, Meeting with the compliance manager to review the OSH monitoring system in place, job description for the OSH officer and present the fire safety checklist.
15-Jan-20	Bipartite Committee Meeting	To discuss about the training needs, objectives and priority for this new year in order to bring a better improvement in the factory.
11-Dec-19	Advisory meeting	Factory tour to validate pending OSH issues, Review the grievance procedure and Disciplinary measure.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment July 2019						
16-Jul-19	Compensation	Paid Leave	Maternity leave payment is inaccurate.	Register with OFATMA for maternity and health insurance.		8
16-Jul-19	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance.		32
16-Jul-19	Compensation	Social Security and Other Benefits	The factory has not collected and forwarded workers' contributions to OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance. Then Collect and forward workers' contributions to OFATMA.		32
16-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of chemical products used in the workplace.	Assign a person responsible for updating the inventory of hazardous substances.	Management has kept an inventory of chemical and assigned someone for updating the inventories. The OSH officer is responsible for the verification	8
16-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of Oil.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.		8
16-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Material Safety Data Sheets were not available for several chemicals and hazardous substance.	Assign a person in charge of receiving MSDS from supplier and verify that the MSDS has all the required sections.	All MSDS are available and translated in local language.	20
16-Jul-19	Occupational Safety and Health	Worker Protection	Electrical breakers are not labelled.	label all electrical breakers. Then include this aspect in the system of daily-weekly checks.		8
16-Jul-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C.	Use electrical exhaust fans or cooling systems. Ensure that the air-flow to and from the fans is not blocked.		82
16-Jul-19	Occupational Safety and Health	Working Environment	Insufficient lighting in the Workplace.	Ensure the lighting is adequate and adapted to worker's needs.	The factory has added more light in the necessary area.	18
16-Jul-19	Occupational Safety and Health	Emergency Preparedness	Inaccurate evacuation plan.	Update the evacuation plan and post it at the workplace.	The evacuation plans have been updated.	8

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
16-Jul-19	Occupational Safety and Health	Emergency Preparedness	Several aisles were obstructed by moving equipment and fabric materials.	Identify additional space for storing goods. Then specify who conduct daily weekly checks.		20
Assessment August 2018						
01-Aug-18	Compensation	Overtime Wages	Workers are not compensated 50% above the normal wage as a direct result of overtime hours.	Pay workers 50% above the normal wage for all ordinary overtime hours worked.		
01-Aug-18	Compensation	Social Security and Other Benefits	Workers' contribution to ONA not submitted on time.	Ensure that workers' contribution are collected and forwarded to ONA on time.	Payments are submitted within the 10 business days of each month for the previous month.	
01-Aug-18	Compensation	Social Security and Other Benefits	Employer's contribution to ONA not forwarded on time.	Ensure that employers' contribution are forwarded to ONA on time.	Payments are submitted within the 10 business days of each month for the previous month.	
01-Aug-18	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and Health insurance.	Register with OFATMA for maternity and health insurance services.		
01-Aug-18	Compensation	Social Security and Other Benefits	The factory has not Collected and forwarded workers' contributions to OFATMA.	Register with OFATMA. Collect and forward workers 'contributions to OFATMA for maternity and health insurance services.		
01-Aug-18	Compensation	Termination	The payment for the notice period is based on the minimum wage.	Ensure that The payment for the notice period is calculated on workers' average earnings.	Adjustment has been made in the payroll and the notice period is calculated on workers' average earnings.	
01-Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available for all chemicals and hazardous substances used in the factory.	Identify a person responsible for chemical management. Prepare and post MSDS where chemicals are used.		
01-Aug-18	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was obstructed in the Workplace.	Ensure that access to fire extinguishers remain unobstructed in the workplace.		
01-Aug-18	Occupational Safety and Health	Emergency Preparedness	Escape routes in two buildings were not clearly marked.	Verify the evacuation plan and mark all the escapes route in the workplace.	The escape routes have been clearly marked.	
01-Aug-18	Occupational Safety and Health	Emergency Preparedness	Aisles of some buildings were obstructed by production materials and by heavy lifting support equipment.	Ensure that the aisles remain unobstructed during working hours, including overtime.		
01-Aug-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire additional medical staff.		
01-Aug-18	Occupational Safety and Health	Worker Protection	Workers assigned to the spot cleaning section were not using proper PPE.	Provide proper PPE to workers in the spot cleaning.		
01-Aug-18	Occupational Safety and Health	Worker Protection	Battery terminals in the generator room were missing the insulation cover.	Install the insulation cover and specify who conduct daily weekly checks and include this in the system of daily weekly checks.		
01-Aug-18	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Improve the temperature levels in all sections.		
01-Aug-18	Occupational Safety and Health	Working Environment	Workplace lighting is below BW recommended limit in several sections.	Ensure the lighting is adequate and adapted to worker's needs.	The electrician is in charge of the regular maintenance of the light and the Compliance Staff is in a responsible to conduct regular measurement.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	Palm Apparel S.A.	
Location:	PORT-AU-PRINCE	
Number of workers:	1369	
Date of registration:	25-Jan-11	
Date of last two Better Work assessments:	12-Sep-18	11-Nov-19

Advisory and Training Services

17-Mar-20	Advisory meeting	Follow up with the HR Manager to review the improvement plan for cycle 15: Social security, chemical and hazardous materials, worker protection. Also, review the pending issues in cycle 14. Documentations review: Breast feeding break, and breaks for pregnant women
14-Feb-20	Advisory meeting	Meeting with the compliance team to review the improvement plan. Compensation: Social security and paid leave, Contract and HR: Contracting procedure, In addition, discuss about OSH issues, Welfare facilities, chemical management and hazardous substances and Worker protection.
16-Jan-20	Advisory meeting	Factory tour to validate pending OSH issues: worker protection. Meeting with the compliance team about better work portal.
16-Jan-20	Training	Introduction to Workplace Communication.
06-Dec-19	Advisory meeting	Meeting with the HR team about a strategy to strengthen the HR and OSH management systems. Review the improvement plan

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment November 2019						
11-Nov-19	Compensation	Paid Leave	Payment of sick leave is not based on average salary.	Include payment for work done on Sundays and payment for Special Prizes in the calculations of the average salary.	Sunday payment and special prime are included in the calculations of the average salary.	5
11-Nov-19	Compensation	Social Security and Other Benefits	The workers' contributions to ONA were overdue. Improper calculation of ONA's deductions.	Ensure that workers' contribution are collected and forwarded to ONA on time and calculate this amount based on workers' basic salary.	ONA deductions is calculated on workers' basic salary.	108
11-Nov-19	Compensation	Social Security and Other Benefits	ONA's deduction collected and forwarded is not calculated on the average salary.	Submit ONA payments on time, within the first 10 working days of each month for the previous month. Then calculate this amount based on workers base salaries.	The issue was discussed with the General manager. ONA deduction is calculated on workers base salaries	108
11-Nov-19	Compensation	Social Security and Other Benefits	The factory does not pay OFATMA for the CDS (Health Card) as the law requires.	Pay OFATMA for the health card and keep records of the salary statement.		5
11-Nov-19	Compensation	Social Security and Other Benefits	Improper calculation of employer's contribution to OFATMA for maternity and health insurance and late submission of payment.	Submit OFATMA payment for health and maternity insurance on a monthly basis. Calculate the 3 percent based on workers basic salary	The issues was discussed with the general manager and workers are informed about the legal requirements.	37
11-Nov-19	Compensation	Social Security and Other Benefits	Collecting and forwarding of workers' contributions to OFATMA.	Ensure that 3 percent of workers' basic salary are collected and forward to OFATMA for maternity and health insurance	3 percent of workers' basic salary are collected for maternity and health insurance.	37
11-Nov-19	Contract and Human Resources	Contracting Procedures	Sunday payment is not included in the regular payroll.	Include Sunday payment in the regular payroll.	Sunday payment is included in the regular payroll. The working hours of the employees are recorded.	5
11-Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of chemicals used in the workplace.	Assign responsible persons for updating the inventories of hazardous substances in the various locations where they are stored or used.	The Health and safety officer is responsible to update the inventories and also responsible for the verification.	5

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
11-Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in different section of the factory.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.	The Health and Security officer conducts the regular checks on chemical safety.	37
11-Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without chemical safety data sheets.	Prepare and post MSDS where chemicals are used.	The health and safety officer is in charge of receiving the MSDS. All chemicals hazardous used in the workplace have a MSDS.	37
11-Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed and also non-functioning alarm system in the workplace.	Have a fire detection and alarm system suitable for the factory conditions.	The Health and Safety officer is the one who in charge of the verification.	5
11-Nov-19	Occupational Safety and Health	Emergency Preparedness	Access to 3 fire extinguishers was obstructed in the workplace.	Ensure that access to fire extinguishers remain unobstructed in the workplace.	The boxes have been arranged properly on the floor. The Health and Safety officer is responsible to conduct the daily checks.	19
11-Nov-19	Occupational Safety and Health	Health Services and First Aid	The health checks provided to workers within the first three months of employment are not in line with the legal requirements.	Provide health checks at not cost to workers.		19
11-Nov-19	Occupational Safety and Health	Health Services and First Aid	The annual checks provided to workers are not in line with the legal requirements.	Provide health checks at not cost to workers.		19
11-Nov-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		19
11-Nov-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		37
11-Nov-19	Occupational Safety and Health	Welfare Facilities	Soap and paper were not available in 3 buildings	Ensure that soap and paper are always available to workers.	Soap and paper are available. The OSH assistant is in charge of the verification	5
11-Nov-19	Occupational Safety and Health	Worker Protection	Proper dust masks not provided to workers.	Provide dust mask to all workers in the sewing line.	Management has provided dust mask to all workers.	19
11-Nov-19	Occupational Safety and Health	Worker Protection	Electrical installations are not properly maintained.	Ensure that all electrical panels are closed and properly maintained.	Training has been provided to all electricians. A Weekly check has been assigned.	19
11-Nov-19	Occupational Safety and Health	Worker Protection	Electrical boxes was missing the hazard signs.	Identify electrical installations requiring warning signs and post corresponding signs.	Hazard signs have been posted on all electrical panels.	19
11-Nov-19	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Use a push and pull-type ventilation. Provide or relocate windows in higher position.		19
11-Nov-19	Occupational Safety and Health	Working Environment	Workplace lighting is below BW recommended limit in different section.	Ensure the lighting is adequate and adapted to worker's needs.	The maintenance Manager assistant is in charge of the maintenance of the light.	37
11-Nov-19	Working Time	Regular Hours	The break time provided to workers is different from what is posted on the floor.	Post the proper break time in all buildings.	The human resources department has already posted the appropriate break time in all buildings.	5
Assessment September 2018						
12-Sep-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers contributions for ONA.	Ensure that workers' contribution are collected and forwarded to ONA on time and calculate this amount based on workers' basic salary instead of the minimum wage.	Workers' contribution are collected and calculate on the basic salary.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
12-Sep-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer contributions for ONA.	Submit ONA payments on time, and calculate this amount based on workers base salaries instead of the minimum wage.		
12-Sep-18	Compensation	Social Security and Other Benefits	Payment of employer's contribution to OFATMA for the maternity and health insurance is inaccurate.	Forward 3 percent of workers' base salary to OFATMA for maternity and health insurance.	OFATMA payment for health and maternity insurance was submitted on a monthly basis and the deduction is based on 3 percent of workers basic salary.	
12-Sep-18	Compensation	Social Security and Other Benefits	Payment of workers' contribution to OFATMA for maternity and health insurance is inaccurate.	Ensure that 3 percent of workers' basic salary are collected and forwarded to OFATMA for maternity and health insurance	3 percent of workers' basic salary are collected for maternity and health insurance.	
12-Sep-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of oil and water being used in the workplace.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.	The Health and Safety officer is conducts the regular checks on chemical safety.	
12-Sep-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDSs were posted where chemicals are stored and used.	Prepare and post MSDS where chemicals are used.	The health and safety officer is in charge of receiving the MSDS. All chemicals hazardous used in the workplace have a MSDS.	
12-Sep-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not provide proper protective equipment in the spot cleaning area.	Ensure that PPE are available in the workplace.	The stain remover machines have been repaired also protective equipment has been distributed to workers.	
12-Sep-18	Occupational Safety and Health	Worker Protection	Proper dust masks not provided to workers.	Provide dust Mask to workers in the sewing floor.	Management has provided dust mask to all workers.	
12-Sep-18	Occupational Safety and Health	Worker Protection	No evidence of training on the use of PPE and machines are available.	Conduct an additional training on the wearing of PPEs.		
12-Sep-18	Occupational Safety and Health	Worker Protection	One electrical panel was not properly maintained.	Ensure that all electrical panels are closed and properly maintained.	The electrical panel has been fixed	
12-Sep-18	Occupational Safety and Health	Worker Protection	Several electrical boxes are missing hazard sign.	Identify electrical installations requiring warning signs and Post corresponding signs	Electrical installations have been identified and corresponding signs are posted.	
12-Sep-18	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Use a push and pull-type ventilation. Relocate windows in higher position.		
12-Sep-18	Occupational Safety and Health	Working Environment	Workplace lighting is below BW recommended limit in several sections.	Ensure the lighting is adequate and adapted to worker's needs.	Additional lights have been added on each floor.	
12-Sep-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilet.	Increase the number of toilets.		
12-Sep-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide annual medical checks for workers.	Provide annual health checks at not cost to workers.	A physical examination of the workers was done by the factory doctor once a year.	
12-Sep-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide medical checks for workers within the first three months of hiring.	Provide health checks at not cost to workers.	The factory has a new procedure in place where all workers received free health checks within the first three months of hiring.	
12-Sep-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide health checks for workers who are exposed to work-related hazards twice a year.	Provide health checks twice a year at not cost to workers who are exposed to work related hazards.	Health check has been provided to workers exposed to work related hazards.	
12-Sep-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
12-Sep-18	Occupational Safety and Health	Health Services and First Aid	Products are missing in all first-aid boxes.	Equip all first aid boxes and define responsibility for refilling them.	All first aid boxes have been equipped with the missing products.	
12-Sep-18	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was overcharged another one was not easily accessible.	Ensure that access to fire extinguishers remain unobstructed in the workplace. Specify who conduct daily and weekly checks.	Training has been conducted for the supervisors. The health and safety officer is responsible for the daily checks.	
12-Sep-18	Occupational Safety and Health	Emergency Preparedness	The evacuation plan is not accurate.	Update the evacuation plan.	The evacuation plan has been updated.	
12-Sep-18	Occupational Safety and Health	Emergency Preparedness	The escape routes were obstructed by boxes of finished goods and other materials in several buildings.	Identify a space to store finished goods and materials. Then assign someone to follow-up on a regular basis.	The Health and safety officer and the OSH committee members are responsible of the verification of the floors.	
12-Sep-18	Working Time	Regular Hours	Working time records are manually reported.	Have an accurate attendance recording system.	Workers have been provided with a punching card and the attendance is link to the payroll.	
12-Sep-18	Child Labour	Child Labourers	workers files missing ID document with picture.	Improve the recruitment procedure to ensure that reliable documents and techniques are used to verify the age of workers.	All workers files have been reviewed and completed with the right ID.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	Premium Apparel
Location:	PORT-AU-PRINCE
Number of workers:	1713
Date of registration:	29-Sep-10
Date of last two Better Work assessments:	08-Aug-18 27-Aug-19

Advisory and Training Services

03-Mach-20	Advisory meeting	Support the compliance officer in the drafting of the first progress report. Documentation review: ONA deduction, OFATMA deduction, Annual leave and boni payment. Review and update the improvement plan. OSH factory tour.
12-Dec-19	Advisory meeting	Meeting with the unions to explain sick leave and annual leave payments.
12-Dec-19	Training	Communication in the Workplace
29-Nov-19	Advisory meeting	Meeting with the compliance team: Employee contract, Sick leave. Documentation review: training records. Factory tour to validate pending issues.
29-Nov-19	Bipartite Committee Meeting	Meeting about the following points: Encourage the participation of workers from Maton in the committee. Change the suggestion boxes and organize awareness sessions. Conduct awareness session about the first aid boxes. Improve the cleaning in the toilets near the factory entrance. Bulb to replace on the floor.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment August 2019						
27-Aug-19	Compensation	Social Security and Other Benefits	ONA's deduction does not include holiday and weekly rest day payments.	Ensure that workers' contribution are collected and forwarded to ONA on time and calculate this amount based on workers' basic salary.		43
27-Aug-19	Compensation	Social Security and Other Benefits	ONA's deduction collected from workers' pay slip does not include holiday and weekly rest day payments.	Submit ONA payments on time, then calculate this amount based on workers base salaries.		43
27-Aug-19	Compensation	Social Security and Other Benefits	Employer contribution to OFATMA for work related accident is late.	Ensure that payment is made to OFATMA in a timely manner.		43
27-Aug-19	Compensation	Social Security and Other Benefits	Employer's contribution to OFATMA for maternity and health insurance does not include holiday and weekly rest day payment.	Submit OFATMA payment for maternity and health insurance on a monthly basis. Calculate the 3 percent based on workers basic salary		43
27-Aug-19	Compensation	Social Security and Other Benefits	The employer collects and forwards 3 percent of workers' minimum wage to OFATMA for maternity and health insurance.	Ensure that 3 percent of workers' basic salary are collected and forward to OFATMA for maternity and health insurance.		43
27-Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer does not have material safety data sheets for all the hazardous chemicals used in the workplace.	Keep MSDS for all hazardous chemicals used in the workplace.	All MSDS are displayed and readable by users.	37
27-Aug-19	Occupational Safety and Health	Health Services and First Aid	The medical checks were not complete and consistent.	Provide free annual medical checks to all workers once a year as mentioned in the labor code.		101

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
27-Aug-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Increase the number of nurse		101
27-Aug-19	Occupational Safety and Health	Health Services and First Aid	less than 10 percent of the workforce including is trained in first aid.	Ensure that at least 10 percent of the workforce is trained in first aid.	The factory has a system in place to monitor the number of trained workers.	44
27-Aug-19	Occupational Safety and Health	Health Services and First Aid	Access to first aid box was obstructed by boxes.	Mark on the floor, areas that should not be obstructed and specify who conduct daily weekly checks.	In the new layout the factory provide additional space for storage of boxes.	9
27-Aug-19	Occupational Safety and Health	OSH Management Systems	The committee does not conduct meetings on a monthly basis as stated in the OSH policy.	Schedule monthly meetings and kept meeting minutes. Make sure that workers' representatives have at least equal representation as the management	The meeting took place every month and the minutes are kept.	9
27-Aug-19	Occupational Safety and Health	OSH Management Systems	Management did not provide construction/building permits.	Conduct a building safety inspection ensuring the security of the building.		9
27-Aug-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		34
27-Aug-19	Occupational Safety and Health	Worker Protection	Proper masks were not provided to workers using chemicals and hazardous substances.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.	Workers have been trained on chemical handling. Protective equipment has been distributed to workers.	31
27-Aug-19	Occupational Safety and Health	Worker Protection	Electrical panels are not properly maintained.	Improve the electrical maintenance.	Electrical maintenance has been improved, the maintenance manager is in charge of the daily and weekly checks.	9
27-Aug-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C in all section.	Use electrical exhaust fans or cooling system. Make sure that all fans are well-maintained and regularly cleaned.		47
27-Aug-19	Occupational Safety and Health	Welfare Facilities	The production floor is not clean.	Implement an housekeeping program that identifies and assigns responsibilities.		19
27-Aug-19	Working Time	Overtime	Workers have no flexibility to leave the facility during the mandatory overtime hour.	Review and modify the internal work rules.	The internal rules has been modified and approved by MAST.	33
Assessment August 2018						
08-Aug-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer's contributions to ONA.	Ensure that employer's contribution are based on workers' base salaries, then collected and forwarded to ONA on time.		
08-Aug-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers contributions to ONA.	Submit ONA payments on time and calculate this amount based on basic salary instead of the minimum wage.		
08-Aug-18	Compensation	Social Security and Other Benefits	The statement of contribution to OFATMA for work related accident was not available.	Ensure that the amount declared to OFATMA for work related accident match the amount received by the workers for the previous fiscal year.		
08-Aug-18	Compensation	Social Security and Other Benefits	Employer's contribution to OFATMA for maternity and health insurance is inaccurate.	Forward 3 percent of workers' base salary to OFATMA for maternity and health insurance.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
08-Aug-18	Compensation	Social Security and Other Benefits	Workers' contribution to OFATMA for maternity and health insurance is inaccurate.	Collect and forward 3 percent of workers' base salary to OFATMA for maternity and health insurance.		
08-Aug-18	Contract and Human Resources	Employment Contracts	The employment contracts did not specify the terms and conditions of employment.	Employment contracts must also specify nature of work, working hours, rest periods, wage, place of work, term of employment.	The hours of work have been added to the contracts. The new contract is implemented.	
08-Aug-18	Contract and Human Resources	Employment Contracts	The apprentice contracts are not registered and forwarded to the Manpower Branch of the Ministry of Labor as prescribed in the Haitian Labor Code.	Register the apprentice contracts to the Manpower Branch of the Ministry of labor as prescribed in the Haitian Labor Code.	The apprentice contracts was modified and approved by MAST.	
08-Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Ensure that all chemicals hazardous and substances used in the workplace are properly labelled.	The factory has provided safety training to all workers and Supervisors are trained on chemicals handling.	
08-Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not keep material safety data sheets for all chemicals and hazardous substances used in the workplace.	Prepare and post MSDS where chemicals and hazardous substances are used.	The compliance officer is in charge of weekly check and MSDS for all hazardous chemicals used in the work place are available.	
08-Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not isolate the use of chemicals and did not install exhaust ventilation.	Improve maintenance of machines to avoid spots. Limit access of other workers to the chemical workplace.	The factory has added eight (8) cleaning stations with exhaust blowers and PPE.	
08-Aug-18	Occupational Safety and Health	Emergency Preparedness	Two fire extinguishers were missing, one was found overcharged and another one was obstructed.	Ensure that access to fire extinguishers remain unobstructed in the workplace and that the fire extinguishers are properly maintained.	The compliance team is in charge of the monitoring.	
08-Aug-18	Occupational Safety and Health	Emergency Preparedness	Escape routes blocked by boxes in the workplace.	Identify a space to store finished goods and materials. Then assign someone to follow-up on a monthly basis.	Meeting was held with the supervisors and the Floor Manager on their responsibility to keep the floor clear and organised.	
08-Aug-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide health checks for workers who are exposed to work-related hazards twice a year.	Provide free health checks twice a year at not cost to workers who are exposed to work related hazards.	All workers using chemicals are receiving free health checks.	
08-Aug-18	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks within the first three months of hiring.	Provide free medical health checks to workers within the first three months of hiring.	Two additional doctors have been hired on a temporary basis, one is kept permanent.	
08-Aug-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide annual medical checks for workers.	Provide annual health checks at not cost to workers.	Two additional doctors have been hired on a temporary basis, one is kept permanent.	
08-Aug-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required quantity of nurses as described in the labor code.	Two additional doctors have been hired on a temporary basis, one is kept permanent.	
08-Aug-18	Occupational Safety and Health	OSH Management Systems	The factory did not provide documented evidence of an internal assessment report for general occupational and health issues in the factory.	Conduct a general OSH assessment on a monthly basis.	The Compliance Coordinator is in charge of the internal OSH assessment and records are kept.	
08-Aug-18	Occupational Safety and Health	OSH Management Systems	The employer did not submit records of work-related accidents and diseases to OFATMA.	Declare accidents to OFATMA on a monthly basis.	The accidents are reported to OFATMA on a monthly basis.	
08-Aug-18	Occupational Safety and Health	OSH Management Systems	The OSH policy has not been developed in consultation with workers and their representatives.	Translate the OSH policy into the local language and consult with worker representatives to make necessary adjustment in the policy.	The document is translated and presented to workers during OSH meetings.	

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

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	Quality Sewing Manufacturing S.A.	
Location:	PORT-AU-PRINCE	
Number of workers:	425	
Date of registration:	Oct-09	
Date of last two Better Work assessments:	24-Jul-18	24-Jul-19

Advisory and Training Services

22-Nov-19	Advisory meeting	Meeting with general manager on the remediation made. Management explained the challenges faced regarding the current political situation. Factory tour to validate remediation. PICC meeting.
07-Sep-19	Advisory meeting	Meeting with management on a corrective action plan to edit. Brainstorming session with bipartite committee on the Sexual harassment prevention training.
07-Sep-19	Training	Preventing and Addressing Sexual Harassment training for management and supervisors.
15-Jul-19	Bipartite Committee Meeting	Bipartite Committee Meeting. The discussion related to maternity leave payment.
15-Jul-19	Advisory meeting	Advisory meeting with management to discuss the improvement plan. Factory tour to validate remediation.
27-Apr-19	Training	Introduction to Occupational Safety and Health training.
16-Apr-19	Bipartite Committee Meeting	Bipartite Committee Meeting. The discussion was regarding the electronic payment system that will be applied in June 2019.
16-Apr-19	Advisory meeting	Advisory meeting with management to discuss the elaboration of a structured Sexual harassment policy.
14-Mar-19	Advisory meeting	Advisory meeting with management to discuss the factory's updates and the improvement plan remediation. Meeting with the unions on IR relations with management.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment July 2019						
24-Jul-19	Compensation	Overtime Wages	Not all overtime hours were reported in the payroll records.	Pay overtime accordingly.		19
24-Jul-19	Compensation	Wage Information, Use and Deduction	Lack of accuracy of overtime hours.	Pay and report overtime according to the legal requirements.		9
24-Jul-19	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is late	Pay employer's contribution to ONA on time.		37
24-Jul-19	Compensation	Social Security and Other Benefits	Worker's contribution to ONA is late.	Collect and forward workers' contribution to ONA on time.		37
24-Jul-19	Compensation	Social Security and Other Benefits	The employer pays 2 per cent of workers' minimum wage to OFATMA for maternity and health insurance.	Pay 3 per cent of workers' base salary to OFATMA for maternity and health insurance.		37
24-Jul-19	Compensation	Social Security and Other Benefits	The employer collects and forwards 2 per cent of workers' minimum wage to OFATMA for maternity and health insurance.	Collect and forward 3 per cent of workers' base salary to OFATMA for maternity and health insurance.		37
24-Jul-19	Contracts and Human Resources	Employment Contracts	Workers' contract did not specify hours of work and amounts of pay.	Add the working hours in workers contracts.		17
24-Jul-19	Occupational Safety and Health	OSH Management Systems	Management could not provide evidence of OSH assessment reports for the last 12 months.	Conduct OSH internal assessment in a regular basis.		99
24-Jul-19	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters.	Develop mechanism to ensure cooperation on OSH matters.	The factory has an OSH committee.	18

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
24-Jul-19	Occupational Safety and Health	OSH Management Systems	Hazard signs were not posted near the sewing lines requiring workers to use protective equipment.	Post hazard signs where needed.		12
24-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals and hazardous substances was not available.	Keep an inventory for all chemicals used in the workplace.		99
24-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemicals found in the workplace.	Label all chemicals used in the workplace.		99
24-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly stored.	Remove chemical from the sun. Store the chemicals appropriately.		12
24-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available for several chemicals and hazardous substances.	Ensure that MSDS are available in the area where the corresponding chemicals are used and stored.		96
24-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye washing facilities were not available in sections where chemicals are used.	Provide eye wash facility where chemicals are used.		18
24-Jul-19	Occupational Safety and Health	Worker Protection	Several workers in the main building were not using the safety guards installed on their machines. No evidence of training provided were available.	Provide training on the safe usage of sewing machines. Keep records of training provided in that regard.		99
24-Jul-19	Occupational Safety and Health	Worker Protection	About 30 per cent of all sewing machines in the main building were missing finger guards, eye guards and pulley guards.	Equip the machines with their necessary guards.		99
24-Jul-19	Occupational Safety and Health	Worker Protection	Improper maintenance of power generator and electrical system.	Ensure that the generator is grounded and circuit are safeguarded in non combustible material. Identify the breakers in the electrical panel and ensure that electrical maintenance is done regularly.		27
24-Jul-19	Occupational Safety and Health	Worker Protection	Electrical panels in the cutting building were missing hazard signs.	Post hazards signs where needed.		18
24-Jul-19	Occupational Safety and Health	Working Environment	Workplace temperature exceeded 30 C in all working section.	Maintain the workplace temperature to maximum of 30 C.		99
24-Jul-19	Occupational Safety and Health	Working Environment	Noise levels exceeded 90 db.	Maintain the noise level to a maximum of 90 db.		12
24-Jul-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace was insufficient.	Ensure that light levels are appropriate in all working sections.		39
24-Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number toilets for women.		99
24-Jul-19	Occupational Safety and Health	Welfare Facilities	Soap was not available in men's toilets.	Provide soap in all toilets.		19
24-Jul-19	Occupational Safety and Health	Welfare Facilities	The eating area can accommodate 40 per cent of workers.	Ensure that eating area can accommodate all the workers.		99
24-Jul-19	Occupational Safety and Health	Health Services and First Aid	Health check was not provided to workers within the first three months of hiring.	Provide health checks to workers within the first three months of hiring.		73

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
24-Jul-19	Occupational Safety and Health	Health Services and First Aid	Free health checks was not provided to workers exposed to work-related hazards.	Provide health checks to workers exposed to work-related hazards		18
24-Jul-19	Occupational Safety and Health	Health Services and First Aid	Free annual health checks was not provided to workers.	Provide a free annual medical checks to workers.		71
24-Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of medical staff.	Contract one doctor and one additional nurse as medical staff.		99
24-Jul-19	Occupational Safety and Health	Emergency Preparedness	Fire alarm in the main building was obstructed by a box of fabrics. Fire alarm system not installed in the cutting building.	Ensure that fire fighting equipment are accessible and available.		41
24-Jul-19	Occupational Safety and Health	Emergency Preparedness	Obstructed and improperly mounted fire extinguisher found in some areas of the workplace. Missing fire extinguisher in others.	Ensure that fire fighting equipment are properly mounted. Add a fire extinguisher on the mezzanine floor. Identify fire extinguishers in the cutting building.		41
24-Jul-19	Occupational Safety and Health	Emergency Preparedness	The evacuation plan is missing the location of fire extinguishers. Evacuation plan not posted in the mezzanine.	Identify the location of the fire extinguishers in the evacuation map. Ensure that mezzanine has an evacuation plan. Post an evacuation plan in the cutting building.		59
24-Jul-19	Occupational Safety and Health	Emergency Preparedness	Last fire drill was conducted in November 2018, and the one before that, in May 2018.	Conduct 1 fire drill every 6 months.		83
24-Jul-19	Occupational Safety and Health	Emergency Preparedness	Evidence of risk assessment was not available.	Develop an emergency preparedness procedures. Perform regular risk assessment.		12
24-Jul-19	Working Time	Regular Hours	Pregnant workers are not allowed to take two extra breaks.	Provide two additional breaks to pregnant women.		18
Assessment July 2018						
204-Jul-18	Compensation	Overtime Wages	Overtime hours not reported in the payroll records and not compensated.	Report and compensate all overtime hours worked.		
204-Jul-18	Compensation	Wage Information, Use and Deduction	Inaccuracy of time records.	Ensure that time record system is accurate.		
204-Jul-18	Compensation	Paid Leave	Calculation for sick leave was not based on average daily earnings during the previous 3 months of work.	Calculate sick leave payment based on average daily earnings during the previous 3 months of work.		
204-Jul-18	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is late	Pay employer's contribution to ONA on time.		
204-Jul-18	Compensation	Social Security and Other Benefits	Worker's contribution to ONA is late.	Pay worker's contribution to ONA on time.		
204-Jul-18	Compensation	Social Security and Other Benefits	Payment for OFATMA work related accident was overdue.	Complete the payment for OFATMA work related accident.		
204-Jul-18	Compensation	Social Security and Other Benefits	The employer only pays 2 per cent of workers' minimum wage to OFATMA for maternity and health insurance.	Forward 3 percent of worker's base salary to OFATMA maternity and health insurance as employer's contribution.		
204-Jul-18	Compensation	Social Security and Other Benefits	Factory collected 2 per cent of workers' minimum wage for OFATMA maternity and health insurance.	Collect 3 percent of worker's base salary for OFATMA maternity and health insurance as workers' contribution.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
204-Jul-18	Contract and Human Resources	Employment Contracts	Worker's contract is missing hours of work and amounts of pay.	Include the hours of work and the payment amount in the workers' contracts.		
204-Jul-18	Occupational Safety and Health	OSH Management Systems	OSH assessment reports are not performed on a regular basis.	Perform an OSH assessment on a regular basis.		
204-Jul-18	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters.	Conduct regular meeting on OSH.		
204-Jul-18	Occupational Safety and Health	OSH Management Systems	OSH policy is not signed by top management and was not developed in consultation with workers' representatives.	Update the OSH policy in consultation with worker representatives.		
204-Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances was not available.	Ensure that the inventory of chemicals and hazardous substances used in the workplace is available.		
204-Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified bottles of chemicals and hazardous substances found in the workplace.	Identify all container of chemicals and hazardous substances used in the workplace.		
204-Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances are improperly stored.	Store the chemicals in an adequate location.		
204-Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were unavailable for several chemicals used in the workplace.	Ensure that MSDS are available for all chemical used in the workplace.		
204-Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye washing facilities were not available in sections of the workplace where chemicals are used.	Install eye washing facilities in all areas where chemical and hazardous substances are used.		
204-Jul-18	Occupational Safety and Health	Worker Protection	Proper personal protective equipment are not provided to all workers.	Provide the necessary personal protective equipment to workers as needed.		
204-Jul-18	Occupational Safety and Health	Worker Protection	There is no evidence of training provided to workers to properly use personal protective equipment and machines.	Train the workers on the use of personal protective equipment and machine. Keep adequate training records.		
204-Jul-18	Occupational Safety and Health	Worker Protection	Foot rests or shock absorbing mats are not provided to all standing workers.	Provide foot rests or shock absorbing mats to standing workers.	The factory provided shock absorbing mats to the standing workers.	
204-Jul-18	Occupational Safety and Health	Worker Protection	About 30 per cent of the sewing machines were missing finger guards, eye guards and pulley guards.	Equip all the sewing machines with necessary guards.		
204-Jul-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system.	Maintain the electrical wiring and cable system. Properly cover all the electrical panels.		
204-Jul-18	Occupational Safety and Health	Worker Protection	Several electrical panels in both buildings were missing hazard signs.	Post the hazard signs on the electrical panels.		
204-Jul-18	Occupational Safety and Health	Working Environment	Temperature exceeded the recommended limit of 30 C.	Ensure that the temperature level is aligned with the recommended 30 C.	The factory has installed two new exhaust fans.	
204-Jul-18	Occupational Safety and Health	Working Environment	Inadequate light levels in various sections of the workplace.	Ensure that the Lux level is adequate in all sections.	The factory has installed new lights bulbs in the sewing lines.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
204-Jul-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Ensure to have the appropriate number of toilet based on the workforce.		
204-Jul-18	Occupational Safety and Health	Welfare Facilities	Soap was not available in the men's toilets.	Ensure that soap is available in the men's restroom.	Management instructed the maintenance team to them inform whenever soap or paper is missing in the toilets.	
204-Jul-18	Occupational Safety and Health	Welfare Facilities	The eating area can accommodate only 30 per cent of workers.	Ensure that the eating area can accommodate all the workforce.	The factory has enlarged the eating area and provides more benches.	
204-Jul-18	Occupational Safety and Health	Health Services and First Aid	Health checks was not provided to workers within the first three months of hiring.	Arrange free health checks for workers within the first three months of hiring.		
204-Jul-18	Occupational Safety and Health	Health Services and First Aid	Health checks was not provided to workers exposed to work-related hazards.	Arrange free health checks twice a year, to workers exposed to work-related hazards.		
204-Jul-18	Occupational Safety and Health	Health Services and First Aid	Free annual health checks was not provided to workers.	Arrange free annual health checks for workers.		
204-Jul-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of medical staff.	Hire full medical staff with 8 nurses and 3 doctor's visits per week.		
204-Jul-18	Occupational Safety and Health	Health Services and First Aid	Expired products found in one first aid box.	Remove the expired products from the first aid box. Ensure that they are adequately equipped.	The expired product was removed during the assessment. Maintenance of the first aid boxes is under the responsibility of the nurse who does a check on a regular basis.	
204-Jul-18	Occupational Safety and Health	Health Services and First Aid	Less than 10 per cent of the workforce trained in first aid.	Train an adequate number of the workforce in first aid.		
204-Jul-18	Occupational Safety and Health	Emergency Preparedness	There was no fire alarm system in some sections of the workplace.	Install a fire alarm in the cutting building.		
204-Jul-18	Occupational Safety and Health	Emergency Preparedness	Obstructed and unidentified fire extinguisher found in some areas of the workplace. Missing fire extinguisher in others.	Install a fire extinguisher near the mechanical workshop. Identify all the fire extinguishers.	The factory has installed a fire extinguisher in the mechanical workshop.	
204-Jul-18	Occupational Safety and Health	Emergency Preparedness	Less than the 10 per cent of the workforce trained in fire fighting equipment.	Train an adequate number of workers in fire-fighting equipment.		
204-Jul-18	Occupational Safety and Health	Emergency Preparedness	The evacuation plan is not accurate.	Post an evacuation plan in the cutting department. Update the evacuation plan displayed in the main building.		
204-Jul-18	Occupational Safety and Health	Emergency Preparedness	One drill performed per year.	Conduct one drill every 6 months.		
204-Jul-18	Working time	Regular Hours	Extra breaks not provided to pregnant workers.	Provide additional breaks to pregnant women.		
204-Jul-18	Working time	Regular Hours	Several workers worked regularly beyond the time posted on their time cards.	Install a reliable attendance system.		
204-Jul-18	Working time	Regular Hours	Factory's working hours not posted in the cutting building.	Post factory's working hours inside the workplace.		

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	S&H Global S.A	
Location:	Arrondissement du Trou du Nord	
Number of workers:	9434	
Date of registration:	16-Jul-12	
Date of last two Better Work assessments:	11-Jun-18	27-May-19

Advisory and Training Services

103-Mar-20	Advisory meeting	Virtual meeting with management on pending concerns and action to be taken. The discussion was on late incident involving protective masks. Discussion was on different scenario regarding eventual factory closure.
31-Jan-20	Advisory meeting	Workshop with compliance officers on risk assessment. Meeting with PICC members on perspective 2020. Final recommendation made to management.
30-Jan-20	Advisory meeting	Meeting with representatives of the 5 unions on challenges and issues in their respective module. Meeting with management on perspectives 2020.
04-Dec-19	Advisory meeting	Meeting with representatives of the 5 unions on challenges and issues in their respective module. Meeting with management on specific cases such as Sexual harassment rumours, and bribery rumours. Final recommendation made to management. Factory tour to validate the remediation.
03-Dec-19	Advisory meeting	Bipartite meeting on formulating and reporting problems. Factory tour Module 2 and 5 to validate the remediation. Workers interview from several department. Review of compensation document.
02-Dec-19	Advisory meeting	Meeting with management on challenges and concerns. Meeting with executive union committee members. On challenges, concerns and success of 2019. Investigation on workers' formal complaints.
28-Nov-19	Training	Workers Knowledge Building Programme.
19-Nov-19	Training	Workers Knowledge Building Programme.
04-Nov-19	Training	Preventing and Addressing Sexual Harassment training for management and supervisors.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment May 2019						
27-May-19	Discrimination	Gender	One sexual harassment case was reported involving one female worker.	Strengthen the policy on the prevention of sexual harassment by identifying clearly the forbidden misconducts and the scale of sanctions. Train all supervisory line in the Respectful workplace program. Activate an awareness campaign on factory's internal sexual harassment policy regarding the confidentiality and the protection of the victim.	Factory conducted an investigation in order. The 2 Central American managers apologized toward the worker, while promising her not to have such behaviours which can cause prejudices to her person. They received a warning letter and received compliance training before signing the warning letter. Furthermore all staff including foreign workers, managers and all workers in general received training on Preventing sexual harassment in the workplace.	21
27-May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Some chemicals are not included in the inventory. The inventory does not include all the locations.	Include the storage location of the chemicals used when stored in different places. Train responsible person on chemical management system.	Internally the inventories were all well-ordered and separated to better control the use of the products. Training where provide to the workers that area use chemical.	21

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
27-May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	One unlabelled container of solvent found. Primary containers written in Korean language.	Label all containers in local language.	Chemicals products containers are well labelled in creole in all storage section.	51
27-May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several containers of flammable chemicals found exposed to the sun. Chemical storage area was not sufficiently ventilated.	Store the chemical in an appropriate location. Monitor closely to take appropriate action when necessary.	The storage of chemicals are made by type and separated according to their level of flammability and in a well-ventilated space. Factory installed some thermometer to control the level on temperature permanently.	11
27-May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without material safety data sheets.	Post MSDS in area where chemical are used and stored.	All these chemicals have their own MSDS posted in the using section and storage area.	11
27-May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station was not available in the chemical warehouse.	Provide washing facility where chemicals and hazardous substances are used and stored.	All the chemical storage section are equipped with all necessary as required, sand box, eyes wash station. Training received form Better Work on Hazard management risk and control.	11
27-May-19	Occupational Safety and Health	Worker Protection	Workers were not provided adequate protective equipment in the boiler room and the maintenance department.	Provide adequate protective equipment to workers in the boiler room, maintenance department and in the welding workshop.	All the personal protection equipment has been procured and handed over to the workers in all the necessary areas.	51
27-May-19	Occupational Safety and Health	Worker Protection	Hazard signs missing on one electrical panel.	Install hazard sign on all electrical panel.	All electrical panels were revised and all hazard sign were posted correctly.	11
27-May-19	Occupational Safety and Health	Working Environment	Temperature levels exceeded 30 C in all working sections.	Keep the temperature to a maximum of 30 C in all sections.	The main gates are all opened widely during the working hours to ease the entrance of air in the buildings, while mechanics are fixing the broken extractors.	27
27-May-19	Occupational Safety and Health	Working Environment	The noise level in some areas of the workspace exceeded 90 db.	Maintain the noise level to a maximum of 90 dB in all the working sections.	The volume of the device is kept down to a reasonable level; a poster is put next to the device as a reminder to the person in charge, to keep the volume low. Earmuffs are provided to workers in the noisy areas.	51
27-May-19	Occupational Safety and Health	Working Environment	Light levels were insufficient in various sections of the workspace.	Ensure that light levels are appropriate in all working sections.	Light bulbs that did not provide sufficient lights were replaced. Some spot lights are installed in the buildings.	11
27-May-19	Occupational Safety and Health	Welfare Facilities	Soap was not available in the men's bathroom of 3 buildings.	Provide soap in available in men's bathroom.	Soap is available in the bathroom and posters are displayed in the bathrooms to raise workers awareness regarding the use of soap.	21
27-May-19	Occupational Safety and Health	Welfare Facilities	Changing facilities were not accessible to warehouse Workers.	Post communication on the floor regarding the usage of the shower.		11
27-May-19	Occupational Safety and Health	Health Services and First Aid	Incomplete health checks for workers within the first three months of employment.	Provide medical health check for workers within the first three months of employment.	Factory performed internally medical checks for all workers.	15
27-May-19	Occupational Safety and Health	Health Services and First Aid	Incomplete health checks for workers exposed to work-related hazards.	Provide medical health check for workers exposed to work-related hazards, at least, twice a year.	Factory performed medical checks for all workers internally.	12
27-May-19	Occupational Safety and Health	Health Services and First Aid	Incomplete health checks for workers.	Provide annual medical health check for all workers.	Factory performed medical checks for all workers internally.	15

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
27-May-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Have an adequate number of nurses regarding the workforce.	Nurses' position have been relocated back again into the factory's medical field.	27
27-May-19	Occupational Safety and Health	Health Services and First Aid	There were no first aid kits in one of the buildings.	Ensure that medical supply are available in area where there are workers. Remove expired products.	Medication management is strengthened in order to have all the drugs available and to ensure that the drug inventory is updated. All expired drugs have been replaced.	27
27-May-19	Occupational Safety and Health	Emergency Preparedness	No alarm system had been installed in one of the buildings. The alarm system did not work correctly in another building.	Equip the new building where there are workers performing a daily task with an alarm system.	The fire safety system has been installed in factory 8. Close monitoring is done in order to maintain the conformity status.	27
27-May-19	Occupational Safety and Health	Emergency Preparedness	The evacuation plans did not show the meeting points. One exit sign and two emergency lights on 2 exits were missing.	Display the meeting point in the evacuation plan. Mark the emergency exit door. Conduct an OSH assessment for the building used temporarily as a warehouse.	Assembly points are included all evacuation maps. Emergency exits are identified. Missing emergency lights were put in place.	24
27-May-19	Occupational Safety and Health	Emergency Preparedness	Evacuation routes obstructed with fabrics. Emergency exits locked during overtime hours.	Ensure that evacuation routes remain unobstructed. Ensure that a minimum of 2 exits are open near the area where workers are performing overtime.	More training for internal security guards. There are more agents available for overtime, and all exits are identified and always stays open during working hours.	21
27-May-19	Occupational Safety and Health	Emergency Preparedness	4 buildings only conducted one emergency drill during the last 12 months.	Conduct an evacuation drill every 6 months.	Facilities 1-2-3 and 4 are performing their evacuation simulation just after the BWH evaluation in July of this year.	21
Assessment June 2018						
11-Jun-18	Occupational Safety and Health	Worker Protection	Obstructed electrical panel in one building; Exposed wires and electrical installations enclosed in a wooden box.	Ensure that electrical installation are adequately safeguarded. Replace the wooden box by an adequate material/cover.	All exposed wires were covered and well maintained so that they did not obstruct or cause any danger in the workplace. Electrical panels have been unobstructed and are enclosed in proper boxes.	
11-Jun-18	Occupational Safety and Health	Worker Protection	Exit signs were not posted in the maintenance building.	Perform regular internal assessment on OSH compliance points. Train the maintenance team on OSH compliance points.	Exits signs and emergency lights were installed in the maintenance building. Maintenance personnel received training on OSH compliance point and Better Work provided OSH training on September 2018.	
11-Jun-18	Occupational Safety and Health	Welfare Facilities	Paper and soap were not available in the men's bathroom.	Provide soap in the men's bathroom.	Soap and paper were immediately restocked in the toilets, and this issue was corrected during the assessment.	
11-Jun-18	Occupational Safety and Health	Health Services and First Aid	Factory does not provide health checks for all workers within the first three months of employment.	Ensure that newly workers are having their health check done within the first three months.	Medical checks for workers have been duly done. The compliance department will thoroughly check all worker's file to confirm they have received the above requirement.	
11-Jun-18	Occupational Safety and Health	Health Services and First Aid	Documented evidence of medical checks were not available in workers files or factory clinic.	Facilitate annual medical check for workers before the end of 2018. Ensure that an agenda is set up internally to perform medical check-ups. Properly document internal check ups performed.	The factory performed health checks and edited certificates to record each workers' medical yearly visit.	
11-Jun-18	Occupational Safety and Health	Gender	Factory failed to follow the factory zero tolerance policy relating to Sexual Harassment misconduct.	Ensure that all module are respecting the zero tolerance policy. Ensure that all employees working in the HR department and the supervisory lines of each module receive the HR training. Review the zero tolerance policy and consult workers representatives on issues related to Sexual Harassment.	Factory carried out an investigation regarding these workers and they were sanctioned. All workers and employers received a full-course Compliance Training regarding Zero Tolerance Policy and Sexual Harassment prevention including middle and top management.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
11-Jun-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire a adequate number of medical staff.	The nurses that were performing office administrative tasks have been reassigned to the medical staff.	
11-Jun-18	Occupational Safety and Health	Health Services and First Aid	One expired product found in one first aid box.	Remove the expired product. Check the medical supplies regularly. Assign accountability to ensure proper follow up is done.	The expired bottle of peroxide was replaced with a new one. Nurses inside the factories are assigned to check for any missing drugs or expired chemicals that needed replacement weekly.	
11-Jun-18	Occupational Safety and Health	Health Services and First Aid	Less than 10 percent of the workforce trained in first aid.	Ensure that 10% of the workforce is train on first aid. Fortify training methods internally.	A training was carried out on September 2018. In order to prevent this issue from re-occurring, it is planned to carry out first aid trainings internally every 3 months.	
11-Jun-18	Occupational Safety and Health	Emergency Preparedness	No smoke detector was installed in the fabric warehouse of one module.	Install a smoke detector in the module. Ensure that maintenance is doing on a regular basis for fire-fighting equipment.	Smoke detectors have been installed accordingly in the mentioned area. Monthly maintenance are done.	
11-Jun-18	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were obstructed and one fire extinguisher was found with a pressure gauge broken.	Ensure to have adequate procedures in place to monitor the handling of fire extinguisher. Inspect on a regular basis fire extinguishers. Ensure that fire extinguisher remain unobstructed. Ensure that fire extinguisher are properly maintained	All fire safety equipment have been unobstructed during the assessment. Additionally, all FCO's and supervisors now have a daily checklist routine with this regard.	
11-Jun-18	Compensation	Paid Leave	Maternity leave payment was paid based on the minimum wage and not based on the average earnings.	Review the payment system to ensure the data are accurate. Train the relevant people that are entering the data.	The HR Secretary who introduced the digits wrongly was given an in depth training. The compliance department carried out in-depth self audits regarding maternity leave to double check all payments.	
11-Jun-18	Contract and Human Resources	Dialogue, Discipline and Disputes	Incidents of physical and verbal abuse against workers.	Ensure that in line supervisor and managers are aware and committed to respect the Zero Tolerance policy in place. Ensure to follow the grievance policy, the HR procedures and dispute resolution policy in place.	The washing manager was given both verbal and written warning. A compliance training was carried out for all expat managers. Factory also strengthened our internal auditing system and grievance methodology.	
11-Jun-18	Occupational Safety and Health	Emergency Preparedness	Less than the 10 percent of the workforce in trained in firefighting.	Ensure that 10% of the workforce is train in firefighting. Fortify training methods internally. Discuss with top management regarding training schedule.	Training was carried out on September 2018. Factory plans to carried out training internally every 3 months.	
11-Jun-18	Occupational Safety and Health	Emergency Preparedness	Evacuation plans were not updated.	Ensure that the evacuation maps are updated.	All evacuation maps have been updated and posted.	
11-Jun-18	Occupational Safety and Health	OSH Management Systems	OSH Policy has not been developed in consultation with workers and their representatives.	Ensure to review the OSH policy in consultation with worker representatives in the bipartite committees.	Management reviewed the OSH policy in consultation with workers representative on August 2018.	
11-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Several chemicals are not included in the inventory, the inventory does not include all the locations.	Ensure that all chemicals used are included in the inventory and that the inventory is adequately documented.	The chemical inventory list has been systemized therefore updating the inventory will be effectively done by all departments.	
11-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemicals and hazardous substances found in the workplace.	Label all containers of chemicals and hazardous substances. Perform internal audit on a regular basis. Assign accountability for OSH matters.	The factory has purchased stickers that have been attached to all chemical drums and containers. The compliance department will carry out self-audits regarding chemical use and storage each month for every module.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
11-Jun-18	Occupational Safety and Health	Emergency Preparedness	Evacuation routes were obstructed by boxes in the packing area of two modules.	Ensure that evacuation routes remain unobstructed; Assign a person to monitor such issues.	The factory repainted the evacuation routes. Compliance officers and supervisors have a daily checklist to assess emergency preparedness.	
11-Jun-18	Occupational Safety and Health	Emergency Preparedness	Fire drills were not conducted every 6 months in all buildings	Perform a fire drill twice a year. Schedule an agenda to perform drill in each module. Document the related evidences.	The company has conducted an additional emergency drill that has been monitored by SONAPI.	
11-Jun-18	Occupational Safety and Health	Working Environment	The workplace temperature exceed the recommended 30 C.	Maintain temperature level to a maximum of 30 C. Set internal inspections on a regular basis.	Management cleaned and inspected all the water cooling systems installed in the factories to lower temperatures. Mechanics checks all cooling systems on a monthly basis.	
11-Jun-18	Occupational Safety and Health	Working Environment	The noise level exceed the recommended 90 db. in the sewing section in one building.	Maintain noise level to a maximum of 90 db. Set internal inspections on a regular basis.	Management has reduced the volume of the music inside the work place and the IT team has set a limit to the music volume in all modules. Workers who work in the pressing section were provided with ear plugs.	
11-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals were not stored properly and the storage areas were not adequately ventilated.	Store chemical in the appropriate place. Have written procedures on the usage of chemicals. Train chemical users on the handling of chemical.	Chemicals were moved to the Chemical room and this issue was immediately corrected during the assessment.	
11-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available for several products and some were in a foreign language.	Ensure that MSDS are available where chemicals are used and stored. Ensure that MSDS are available in the local language.	All MSDS have been posted in all departments where chemical are used and stored. MSDS have been translate into French.	
11-Jun-18	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Ensure that light levels are adequate in all sections.	The factory uses LED light bulbs and all light bulbs were installed again in order to achieve the recommended Lux. Mechanics will check LED light bulbs and lightning equipment monthly.	
11-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The Eye wash stations in the mechanical workshop of one module was not functioning.	Ensure that cleaning facility is available in the area where chemical are used. Fix the eye wash station in the mechanical workshop.	The factory immediately repaired the defective eye wash. Daily checks are performed to ensure that eye wash stations are always full and operational.	
11-Jun-18	Occupational Safety and Health	Worker Protection	Proper masks were not provided to workers in the spot cleaning area.	Provide adequate PPE to workers in the spot cleaning areas. Assign accountability to supervisor and factory compliance officer to monitor the availability of PPE. Train spot cleaning area's workers on PPE.	The factory provided adequate masks to workers and conducted training for all workers in this section.	
11-Jun-18	Occupational Safety and Health	Worker Protection	Inadequate personal protective equipment in the mechanic workshop in one building.	Provide adequate and necessary PPE to workers.	The Compliance department has conducted numerous Trainings related to the use of PPEs to all workers.	
11-Jun-18	Occupational Safety and Health	Worker Protection	Standing workers were not provided with foot rests or shock absorbing mats in two buildings. Some chairs were missing back rest.	Perform regular OSH audits in each module. Train Factory compliance office on the supply requisition procedures. Ensure that standing workers are provided with foot rests or shock absorbing mats.	Standing mats have been stuck onto the floor for standing workers and supervisors have been given the duty of checking if any additional workers need standing mats. New chairs with back rests are provided to workers.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	S&H Global Washing 7	
Location:	Caracol	
Number of workers:	976	
Date of registration:	26-Sep-18	
Date of last two Better Work assessments:	07-May-19	03-Mar-20

Advisory and Training Services

06-Feb-20	Advisory meeting	Documentation review: OSH monitoring system, termination procedure. OSH factory tour: worker protection. Management meeting to discuss about the findings.
06-Feb-20	PICC Meeting	Meeting to evaluate the training needs for the factory.
03-Dec-19	Advisory meeting	To conduct a session on boiler safety with the compliance team. Interview with Breast feeding women. Documentation review: Working time.
02-Dec-19	Advisory meeting	OSH factory tour to validate pending issues on worker protection. Interview with pregnant women.
02-Dec-19	PICC Meeting	Meeting to review Better work compliance point and conduct the self diagnosis.
04-Nov-19	Training	Preventing and Addressing Sexual Harassment (Management and Supervisory)

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment March 2020						
03-Mar-20	Occupational Safety and Health	OSH Management Systems	Assessment of general occupational safety and health in the factory was not available.	Have someone in charge to conduct general occupational safety and health issues.	Self-audit are held monthly. These self-audits are kept and saved in the Compliance department.	1
03-Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not maintain a complete inventory of hazardous chemicals used in the workplace.	Assign a person responsible for updating inventories of hazardous substances in the various locations where they are stored or used.	The chemical inventory has been updated and all chemicals can be traced, reflected and followed-up through the use of the document.	1
03-Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.	All chemical containers have been properly labelled in Creole so that the chemical inside the bottles truly reflect their content.	11
03-Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer does not have chemical safety data sheets for all the hazardous chemicals used in the workplace.	Keep chemical MSDS for all hazardous chemicals used in the workplace.	All MSDS have been posted in all chemical using and storing departments	11
03-Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer has not effectively trained workers who work with chemicals and hazardous substances.	Conduct an additional training to train all workers on chemical hazard pictograms.		1
03-Mar-20	Occupational Safety and Health	Worker Protection	The employer has not effectively trained and encouraged workers to properly use personal protective equipment and machines.	Train workers on the proper use of personal protective equipment and machines.		1
03-Mar-20	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C in all section.	Use electrical exhaust fans or cooling system.		11
03-Mar-20	Occupational Safety and Health	Health Services and First Aid	less than 10 percent of the workforce including men and women were trained in first aid.	Ensure that at least 10 percent of the workforce is trained in first aid.	The training has been conducted for 140 workers.	1

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
03-Mar-20	Occupational Safety and Health	Emergency Preparedness	less than 10 percent of the workforce including men and women were trained to use firefighting equipment.	Ensure that at least 10 percent of the workforce is trained in the use firefighting equipment.	The training was already conducted for the whole factory without exception	1
03-Mar-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate hazard/risk management and control procedure.	Develop a risk management and control procedure.		1
03-Mar-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate emergency preparedness procedure.	Ensure that the emergency procedure include the following aspect: Accounting for all employees after an evacuation.		1
03-Mar-20	Occupational Safety and Health	OSH Management Systems	The factory does not effectively communicates and implements OSH policies and procedures.	Post the names of the OSH committee members.	A meeting with OSH members and worker representatives was held in order to explain issues found in the factory related to S&H as well as for CSR.	1
Assessment May 2019						
07-May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.	The worker in charge of material warehouse is responsible for the labelling of all chemicals.	
07-May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available for all chemicals used in the workplace.	Translate and post MSDS where chemicals are used.	The Compliance team is responsible to verify that all MSDS have the required sections all the hazardous products used in the workplace have MSDS.	
07-May-19	Occupational Safety and Health	OSH Management Systems	No instruction sheets and operation procedures for the machines were available or displayed.	Post standard operation procedures in the workplace and inform workers about the procedures.	The Compliance Department has developed and posted a SOP.	
07-May-19	Occupational Safety and Health	Working Environment	Noise level exceeds the recommended limit of 90 db in some sections.	Provide adequate personal protective equipment (PPE) that control the noise.	Management lowered the volume of all devices and workers are provided with earplugs.	
07-May-19	Occupational Safety and Health	Working Environment	The factory floor was wet.	Hire additional cleaners and clean more regularly.	New workers were hired and the company has signed a new contract with an external cleaning company.	
07-May-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Hire the required medical staff.		
07-May-19	Occupational Safety and Health	OSH Management Systems	The evacuation maps are missing the assembly point.	Update and post the evacuation map.	The evacuation map has been updated and posted.	
07-May-19	Occupational Safety and Health	Working Environment	Temperature exceed the recommended limit of 30 C in Washing department.	Improve roof insulation and Install exhaust fan or cooling systems.		

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	Sewing International S.A.	
Location:	Port-au-Prince	
Number of workers:	2208	
Date of registration:	01-Sep-09	
Date of last two Better Work assessments:	01-Aug-19	01-May-18

Advisory and Training Services

14-Feb-20	Advisory meeting	Conducted advisory session with factory closing previous findings from past 4 improvement plans
04-Dec-19	Advisory meeting	Advisory visit to verify OSH non compliance resolutions and to have bipartite union/management meeting.
08-Nov-19	Advisory meeting	Advisory visit to update Improvement plan, discuss PR1.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment August 2019						
01-Aug-19	Compensation	Overtime Wages	Overtime worked after 4 pm without prior approval is not compensated.	Ensure that management is clear and transparent with respect to the conditions of overtime hours and post voluntary overtime hours on the floor.		8
01-Aug-19	Compensation	Wage Information, Use and Deduction	Time records of overtime hours worked without prior authorization are not entered in the payroll and are not compensated.	Ensure payment of all overtime worked at 50% premium.		8
01-Aug-19	Compensation	Social Security and Other Benefits	ONA's deduction paid by the employer was based on the minimum wage and is being paid late.	Ensure that ONA payment is based on base salary and ensure timely payment.	ONA payments are based on base salary since January 2019.	
01-Aug-19	Compensation	Social Security and Other Benefits	ONA's deduction collected and forwarded was based on the minimum wage.	Ensure that ONA payment is based on base salary and ensure timely payment.	ONA payments are based on base salary since January 2019.	
01-Aug-19	Compensation	Social Security and Other Benefits	Inaccurate salaries reported to OFATMA and late payments.	Report accurate salaries and respect payment deadlines with OFATMA.		44
01-Aug-19	Compensation	Social Security and Other Benefits	OFATMA's deduction paid by the employer was based on the minimum wage and paid late.	Ensure deductions are made on base salary and timely payments within 10 business days of the next month.		44
01-Aug-19	Compensation	Social Security and Other Benefits	OFATMA's deduction collected on the workers pay slip was based on the base salary while the amount forwarded to OFATMA was based on the minimum wage.	Ensure correct amount of base salary deductions ultimately get transferred to OFATMA for payment. Investigate discrepancy to prevent future recurrences.		44
01-Aug-19	Occupational Health & Safety	Worker Protection	Sub-contracted workers using mechanical equipment without proper personal protective equipment.	Ensure that all appropriate personal protective equipment is available prior to the performance of a given task by workers.	Factory purchased PPE and distributed to workers.	
01-Aug-19	Contract and Human Resources	Dialogue, Discipline and Disputes	Alleged verbal abuse by general supervisor	1. Provide training to general supervisor 2. Monitor behaviour for possible written warning on future recurrences.	Management removed general supervisor from the communication team.	
01-Aug-19	Occupational Health & Safety	Chemicals and Hazardous Substances	Non-labelled chemical containers	Take appropriate measures to label all containers in the workplace.	Containers were labelled and a monitoring systems is ensured by compliance team.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
01-Aug-19	Occupational Health & Safety	Chemicals and Hazardous Substances	MSDS for coil cleaner was not available in the mechanic workshop.	Maintain and POST MSDS for all chemicals in use.	Employer took immediate actions to post the missing MSDS.	
01-Aug-19	Occupational Health & Safety	Chemicals and Hazardous Substances	No evidence of actions taken by management to control and oversee workers' to chemicals	Take proper measures to isolate use of blow out as to minimize exposure of surrounding workers.		8
01-Aug-19	Occupational Health & Safety	Worker Protection	Inadequate masks provided to workers using chemicals and hazardous substances.	Ensure that workers in the spot cleaning area have the appropriate masks.	Masks have been distributed.	
01-Aug-19	Occupational Health & Safety	Worker Protection	Several workers using chairs without backrests.	Ensure chairs with adequate back rests are used as appropriate for the operation being performed.		8
01-Aug-19	Occupational Health & Safety	Working Environment	Temperature over BW recommended 30 C.	Use electrical exhaust fans or cooling system. Monitor workplace temperature on a regular basis.	Factory purchased additional fans to reduce temperature.	
01-Aug-19	Occupational Health & Safety	Working Environment	Noise levels are unacceptable in the workplace.	Provide ear muffs to workers in that section if noise cannot be controlled below 90DB 2. Perform random noise level measurements.	Ear muffs were provided.	
01-Aug-19	Occupational Health & Safety	Working Environment	The level of lighting in the workplace is unacceptable:	Consider the replacement of lightbulbs according to manufacturers recommendations, position stations so as not to block the natural light penetration.		12
01-Aug-19	Occupational Health & Safety	Welfare Facilities	Insufficient toilets for men and women.	Ensure enough adequate toilets are available for the worker populations.		92
01-Aug-19	Occupational Health & Safety	Welfare Facilities	The eating area can only accommodate about 25 percent of the workers.	Explore measure to provide enough space for all the workers.		92
01-Aug-19	Occupational Health & Safety	Health Services and First Aid	Insufficient medical personnel.	Ensure enough medical staff recommended by the labour code.		92
01-Aug-19	Occupational Health & Safety	Health Services and First Aid	Latex gloves found expired in first aid boxes.	Perform weekly monitoring of first aid boxes ensuring no expired products.	Boxes are monitored consistently by compliance teams at least 3 times a week	
01-Aug-19	Occupational Health & Safety	Emergency Preparedness	Obstructed fire alarm.	Perform random OSH tour to ensure no obstruction of fire fighting EQUIPMENT/SYSTEMS.	No obstruction of fire alarm during recent advisory visits.	
01-Aug-19	Occupational Health & Safety	Emergency Preparedness	Escape routes were obstructed by boxes of fabrics in the warehouse.	Assign monitoring tasks at the supervisors level to ensure that escape routes are not obstructed.	No obstruction of evacuation routes during recent visits.	
01-Aug-19	Occupational Health & Safety	Emergency Preparedness	Assessors noticed in all buildings rechargeable electric lamps wrapped with fabric strap.	Ensure that electrical appliances are not wrapped with flammable materials.	Ensured by factory through compliance team monitoring.	
01-Aug-19	Working Time	Regular Hours	Breastfeeding women were offered to take one hour break at 4 pm, while the regular working time is from 7 am to 4pm.	Allow the breastfeeding women to take their break during regular working hours.	Breaks are given and enforced by factory.	
01-Aug-19	Working Time	Leave	Insufficient annual leave for workers.	Ensure that workers enjoy 15 days of annual leave as required.		8

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment May 2018						
01-May-18	Freedom of Association	Interference and Discrimination	Insufficient transparency of overtime hours recorded and compensated by the factory.	Clarify limit of overtime hours and the formula for payments in factory internal working rules. Inform workers of their right to refuse overtime.	Overtime hours have been clarified with workers, hours are posted.	
01-May-18	Compensation	Overtime Wages	Wage deductions, such as loan, made by the employer exceeding 1/6 of workers monthly earnings.	Ensure that wage deductions, such as loan, made by the employer do not exceeded 1/6 of workers' monthly earnings.	Deductions do not exceed 1/6 of worker salary.	
01-May-18	Compensation	Wage Information, Use and Deduction	Time records of overtime hours worked without authorization are not recorded in the payroll and are not compensated.	Clarify limit of overtime hours and the formula for payments in factory internal working rules. Ensure that time records of all overtime hours worked are recorded in the payroll and compensated.		
01-May-18	Compensation	Wage Information, Use and Deduction	Payments for ONA are based on the minimum wage instead of worker's base salary as required by the Haitian Labour Code.	Ensure employer contributions for ONA are 6% of the worker's base salary as required by the Haitian Labour Code.		
01-May-18	Compensation	Social Security and Other Benefits	Worker's contributions to ONA are based on the minimum wage instead of the worker's basic salary as required by the Haitian Labour Code.	Ensure worker contributions for ONA are 6% of the worker's base salary as required by the Haitian Labour Code.		
01-May-18	Compensation	Social Security and Other Benefits	Agreement to pay work-related accident insurance in four monthly instalments not current.	Follow instalment agreements approved by OFATMA and make payments according to expected deadlines.		
01-May-18	Compensation	Social Security and Other Benefits	Contribution to OFATMA for maternity and health insurance is 2% of the minimum salary.	Ensure the employer's contribution to OFATMA for maternity and health insurance is based on 3% of workers' base salary as required by law.		
01-May-18	Compensation	Social Security and Other Benefits	The factory is collecting 2% of minimum salary for OFATMA maternity and health insurance.	Ensure the employer's contribution to OFATMA for maternity and health insurance is based on 3% of workers' base salary as required by law.		
01-May-18	Compensation	Social Security and Other Benefits	Incorrect calculation method for termination indemnity payment	Compute average earnings based on days actually worked not including holydays and weekly rest days.		
01-May-18	Contract and Human Resources	Termination	Incorrect amount of bonus calculated and paid by factory	Verify that payroll system is programmed to respect correct formula and pay correct amount for termination bonus.		
01-May-18	Contract and Human Resources	Termination	Procedures for worker terminations were not properly followed.	1. Ensure application of the legal requirements related to termination of contracts under the article 42 of the labour code. 2. Follow MAST recommendation with the reinstatement of the five union leaders.	Officers accepted termination settlements over reinstatement.	
01-May-18	Contract and Human Resources	Dialogue, Discipline and Disputes	OSH policy was not developed in consultation with workers and their representatives and was not signed by top management.	Enter into consultation with workers and their representatives on existing OSH policy for possible input and/or modification. Ensure that it is signed by top management.	OSH policy was signed and discussed in bipartite committee.	
01-May-18	Occupational Health & Safety	OSH Management Systems	Factory chemical inventory is incomplete.	Ensure that all chemicals currently in use are tracked and included in the daily inventory.	Inventory is kept current as requested	
01-May-18	Occupational Health & Safety	Chemicals and Hazardous Substances	Missing MSDS in the chemical room for some chemicals.	Obtain and post the MSDS in local language for all chemicals stored or eliminate use in production.	MSDS were posted as requested	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
01-May-18	Occupational Health & Safety	Chemicals and Hazardous Substances	Management does not isolate the use of chemicals such as Blow Out in the spot cleaning areas and inspection sections.	Management to control and oversee workers' exposure to chemicals and hazardous substances. Ensure isolation of such chemicals.		
01-May-18	Occupational Health & Safety	Chemicals and Hazardous Substances	Appropriate PPE not provided to workers.	Train workers on proper health and safety procedures.	Workers were trained accordingly.	
01-May-18	Occupational Health & Safety	Chemicals and Hazardous Substances	Management did not provide all workers with personal protective equipment.	Provide helmet, face shield, safety glasses, gloves, aprons for workers in the welding workshop.	All appropriate personal protective equipment were provided.	
01-May-18	Occupational Health & Safety	Worker Protection	Chairs without backrest in use by workers on floors.	Ensure workers are provided with chairs with proper backrest.		
01-May-18	Occupational Health & Safety	Worker Protection	25% of all sewing machines were missing pulley guards. 90 % of tape machines were missing belt guards.	Install all the required safety guards on all sewing machines.		
01-May-18	Occupational Health & Safety	Worker Protection	2 uncovered electrical boxes with exposed electrical wires in the compressor room.	Ensure electrical boxes are properly covered with no combustible materials.	All electrical boxes are covered.	
01-May-18	Occupational Health & Safety	Worker Protection	Workplace temperatures exceeded Better Work's recommendation of 30 C.	Use electrical exhaust fans or cooling system. Ensure that the air-flow to and from the fans is not blocked. Make sure that all fans are well-maintained and regularly cleaned.	Factor purchased additional fans.	
01-May-18	Occupational Health & Safety	Working Environment	Insufficient level of lighting in some sections.	Specify who is in charge of regular maintenance of the light and replace defective ones. Conduct regular measurement & compare with BW recommended limit.		
01-May-18	Occupational Health & Safety	Working Environment	Insufficient number of toilets available for men and women.	Increase the number of toilets.		
01-May-18	Occupational Health & Safety	Welfare Facilities	Inadequate level of cleanliness and hygiene	Provide more efficient cleaning equipment to assigned personnel for hygienic maintenance of factory floor.		
01-May-18	Occupational Health & Safety	Welfare Facilities	The eating area can only accommodate about 25 percent of the workers.	Consider expansion of eating area or adoption of different lunch breaks as production can allow, to accommodate available eating space.		
01-May-18	Occupational Health & Safety	Health Services and First Aid	Factory did not deliver annual medical health checks to all workers.	Develop more aggressive schedule of medical checks for all the workers and ensure completion by next annual evaluation.	Medical checks are conducted.	
01-May-18	Occupational Health & Safety	Health Services and First Aid	Insufficient medical personnel.	Have a permanent onsite medical service, with at least 10 nurses and 3 doctor's visits per week.		
01-May-18	Occupational Health & Safety	Emergency Preparedness	Evacuation plan not updated to included all necessary elements.	Update evacuation plan to include all required elements.	Evacuations plans are current with all required elements.	
01-May-18	Working Time	Overtime	Workers had worked more than 80 hours of overtime during that trimester.	Reduce the number of overtime hours.	Overtime hours have been clarified with workers, hours are posted.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	The Willbes Haitian 2A S.A.	
Location:	Port-au-Prince	
Number of workers:	1213	
Date of registration:	30-Sep-10	
Date of last two Better Work assessments:	29-May-18	03-Jul-19

Advisory and Training Services

10-Mar-20	Advisory meeting	Meeting with management to discuss the improvement and remediation. Meeting bipartite committee on good practices when holding a meeting.
17-Jan-20	Advisory meeting	Meeting with management to discuss updates and perspectives for the year. Discussion with OHS compliance team 2019 challenges. Factory tour to validate remediation.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment July 2019						
03-Jul-19	Compensation	Social Security and Other Benefits	Late payment of employers' contribution to OFATMA for maternity and health insurance.	Pay OFATMA within the first 10 business days of the next month for the previous month.	Contribution to OFATMA maternity and health insurance is being paid within the first 10 business days.	9
03-Jul-19	Contracts and Human Resources	Termination	Improper termination of pregnant worker.	Train the Human resources officer. Have a checklist to file termination document in a consistent manner.	Pregnant woman was rehired immediately. Facility trained all Human Resources Manager. Procedures and regulations are being followed.	9
03-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemicals found in the workplace.	Label all chemical used in the factory.	Oil containers were properly labelled in the mechanic shop. Thinner container was removed from trim stock. Thinner container in the spot cleaning room was properly identified. Water tank in the boiler room is in process of identification.	9
03-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete MSDS, missing standard information on chemical for several products.	Provide MSDS where the chemicals are used and stored.	Complete MSDS for Thinner, alkal, K7M were already posted.	9
03-Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	One non functional eye wash station.	Fix non functional eye wash in the chemical warehouse.	The eye wash station is already fixed. water pressure is ok.	9
03-Jul-19	Occupational Safety and Health	Worker Protection	Management did not provide proper masks to spot cleaning workers.	Provide protective equipment to workers using chemicals and hazardous substances.	All workers in all working sections are provided with PPEs. Facility restrict the access to that area.	79
03-Jul-19	Occupational Safety and Health	Worker Protection	Electrical panel missing cover and separator between different phases. Switches were missing purpose indicator.	Ensure that electrical equipment and installations are regularly maintained.		94
03-Jul-19	Occupational Safety and Health	Working Environment	Temperature exceeded 30C in all working sections.	Keep the temperature level at a minimum of 30 C.		17
03-Jul-19	Occupational Safety and Health	Working Environment	Noise levels exceeded 90 db.	Ensure to keep noise level at a minimum of 90 db.		9



ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
03-Jul-19	Occupational Safety and Health	Working Environment	Level of lighting was insufficient in several sections.	Ensure Sewing, Pressing, cutting section have an appropriate Lux level.		17
03-Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Ensure that the number of toilets is adequate for the number of workers.		9
03-Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire more nurses.		94
03-Jul-19	Occupational Safety and Health	Health Services and First Aid	One first aid box obstructed by a trolley. Keys were not available to open another first aid box.	Ensure that first aid boxes remained unobstructed. Ensure that first aid boxes are readily accessible during working hours.	Facility ensured that all first aid kits remained unobstructed at all time. Facility ensured to have two persons in charged of first aid kits.	17
03-Jul-19	Occupational Safety and Health	Emergency Preparedness	Access to three fire extinguishers was obstructed by boxes.	Keep firefighting equipment unobstructed and readily accessible.	Facility took immediate action. all fire extinguishers are free of obstructions.	9
03-Jul-19	Occupational Safety and Health	Emergency Preparedness	The evacuation plan was not posted in the mezzanine. Also, the escape routes in the mezzanine were not clearly marked.	Ensure that escape routes in the mezzanine are clearly marked.	Evacuation plan for the mezzanine building # 41 is already designed. It will be posted shortly, Evacuation routes for the same building were already painted, Emergency light near the pressing section was relocated as per Better Work recommendation.	9
03-Jul-19	Occupational Safety and Health	Emergency Preparedness	A rechargeable lamp wrapped with a black bag in the mezzanine.	Ensure that possible sources of ignition are properly safeguarded. Perform an internal OSH assessment for the new facility.	Rechargeable lamp wrapped with black bag was removed immediately.	9
03-Jul-19	Working Time	Leave	Workers were provided less than 15 days of annual leave.	Provide 15 days of annual leave after 1 year of service		12
Assessment May 2018						
29-May-18	Occupational Safety and Health	OSH Management Systems	Employer has not developed any mechanism to ensure cooperation on OSH matters.	Ensure that OSH committee is involved in developing OSH priorities and procedures.	The factory has an active OSH committee. Meeting are being carry out on a monthly basis.	
29-May-18	Occupational Safety and Health	OSH Management Systems	OSH policy is not signed by top management.	Update the OSH policy with the participation of the worker representatives.	The OSH Policy has been presented and explained to the OSH committee. Both workers and management representatives signed the policy.	
29-May-18	Occupational Safety and Health	Worker Protection	Gloves were not provided to workers in the mechanic shop.	Provide gloves to the workers of the mechanic shop. Ensure that workers are provided with necessary PPE. Train workers to use the provided PPE	Workers at the mechanic shop were provided with gloves.	
29-May-18	Occupational Safety and Health	Worker Protection	Standing workers in some sections of the workplace did not have shock absorbing mats.	Provide shock absorbing mats to standing workers.	All workers in standing position were provided with standing mats at building 43.	
29-May-18	Occupational Safety and Health	Worker Protection	Electrical box was poorly maintained.	Maintain regularly the electrical installations.	Electrical box's internal wiring and interrupters at the mechanic shop were properly covered with a transparent, protective material to avoid electrical shock hazard. Maintenance personnel was properly trained to keep it in place at all times.	
29-May-18	Occupational Safety and Health	Working Environment	Temperature exceeded 30C in several sections of the workplace.	Keep the temperature level to a maximum of 30 C.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
29-May-18	Occupational Safety and Health	Working Environment	The level of lighting was inadequate in some section of the workplace.	Ensure that light level is adequate the pressing section.	Factory installed additional lamps.	
29-May-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of medical staff.	Have a permanent medical staff with 6 nurses and 3 doctor's visit.		
29-May-18	Occupational Safety and Health	Health Services and First Aid	Listed items missing in the first aid box.	Have adequate first aid box available for the workers with necessary products.	Facility ensured that the content of 1 first aid kit in building 42 matches with the items included in the check list. Alcohol, scissor and forceps were added.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	The Willbes Haitian 2B S.A.	
Location:	Port-au-Prince	
Number of workers:	759	
Date of registration:	20-Feb-18	
Date of last two Better Work assessments:	04-Jul-18	03-Sep-19

Advisory and Training Services

12-Mar-20	Advisory meeting	Factory visit to discuss improvement & bipartite committee functions
21-Nov-19	Advisory meeting	Factory visit to conduct training on workers rights and responsibilities.
21-Nov-19	Training	Workers' Rights & Responsibilities

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment September 2019						
03-Sep-19	Compensation	Minimum Wages/Piece Rate Wages	Management keeps a separate payroll for temporary workers who are paid on a weekly basis.	Integrate temporary workers into punch system. Then, ensure that recorded working hours flow into master payroll.	Applying the same procedures to temporary workers, with time cards linked directly to the master payroll.	7
03-Sep-19	Contract and Human Resources	Employment Contracts	Temporary workers did not know their terms of employment.	Issue temporary contracts with fully disclosed terms of employment going forward to all temporary workers.	Factory policy has been modified to be in compliance.	7
03-Sep-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Ensure that containers are labelled and unused ones are disposed of in a timely manner.		21
03-Sep-19	Occupational Safety and Health	Worker Protection	Management did not provide proper personal protective equipment to all workers.	Provide proper masks to all workers in the spot cleaning section, safety belts and proper cap to workers working at heights.	All necessary personal protective equipment have been purchased and distributed as required.	21
03-Sep-19	Occupational Safety and Health	Worker Protection	The employer did not provide foot rests or shock absorbing mats to all standing workers.	Ensure that all standing workers have standing mats.		21
03-Sep-19	Occupational Safety and Health	Worker Protection	One Electrical panel was not properly maintained.	Ensure electrical panels are without combustible materials and exposed wires.	Combustible material was removed from the electrical panel.	7
03-Sep-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C.	Ensure that the air-flow to and from the fans is not blocked.		21
03-Sep-19	Occupational Safety and Health	Working Environment	Noise levels are unacceptable in the workplace.	Provide adequate personal protective equipment (PPE) that control the noise at the worker.		21
03-Sep-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable:	Replace bulbs on a regular schedule according to manufacturers instructions. Clean light fixtures regularly.		21
03-Sep-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilet according to the Haitian Labour Code.	Increase the number of working toilets as per the LABOR CODE		21
03-Sep-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Hire the required medical staff.		21

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
03-Sep-19	Occupational Safety and Health	Emergency Preparedness	Access to fire extinguishers was obstructed by boxes.	Reinforce monitoring responsibilities with line supervisors and OSH committee members.		7
03-Sep-19	Occupational Safety and Health	Emergency Preparedness	Escape routes in one building are not clearly marked.	Complete new lay out for floor and follow up with adequate marking.	Escapes routes are clearly marked. The escape routes have been re-painted.	7
03-Sep-19	Occupational Safety and Health	Emergency Preparedness	Escape routes in one building were obstructed by fabrics.	Reinforce monitoring responsibilities with line supervisors and OSH committee members.	Fabrics were removed and additional monitoring is being done.	7
03-Sep-19	Working time	Leave	Insufficient annual leave to workers.	Ensure that workers enjoy the 15 annual leave days.		7
Assessment July 2018						
04-Jul-18	Contract and Human Resources	Contracting Procedures	Subcontractors were not using proper protective equipment.	Ensure to have proper procedures for the mandatory use of PPE including sub-contractor.	Maintenance department already have appropriate PPE for workers.	
04-Jul-18	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters.	Ensure the launch and effective functioning of OSH committee with a balance representation of male and female.	The OSH committee is active and functioning.	
04-Jul-18	Occupational Safety and Health	OSH Management Systems	The OSH policy was not developed in consultation with workers and their representatives.	Consult with worker representatives to make necessary adjustment in the policy.	Management held discussion on the policy with OSH representatives.	
04-Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Insufficient tracking of chemical inventory.	Assign a person responsible for updating inventory of hazardous substances where they are stored or used.	Facility already assigned a person responsible for updating, maintain and checking inventories of hazardous substances.	
04-Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.		
04-Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not keep material safety data sheets for all chemicals and hazardous substances used in the workplace.	Identify and translate all relevant MSDS into local language and post accordingly.	MSDS for all chemicals and hazardous substances are available.	
04-Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station is not available where chemicals and hazardous substances are stored.	Provide cleansing materials where chemicals are used and stored.	Facility already stopped storing any chemical substances in that place.	
04-Jul-18	Occupational Safety and Health	Worker Protection	Workers in various sections of the workplace had not been provided with earplugs.	Distribute proper personal protective equipment to workers to control noise level	Earplugs have been distributed.	
04-Jul-18	Occupational Safety and Health	Worker Protection	More than 30 percent of workers were not using the eye guards.	Train workers to use the provided PPE when necessary.	Workers were trained on the importance of the use of machinery guards. Management is monitoring on a daily basis.	
04-Jul-18	Occupational Safety and Health	Worker Protection	One electrical panel with exposed wires not properly maintained.	Ensure that electrical panels are properly covered and sealed.	All panels are covered with metal.	
04-Jul-18	Occupational Safety and Health	Worker Protection	Electrical panels missing hazard signs in 2 buildings	Identify electrical installations requiring warning signs.	The hazards signs were posted and are being monitored	
04-Jul-18	Occupational Safety and Health	Working Environment	Temperatures in all sections is over the Better work recommended level of 30 C	Use a push and pull-type ventilation or cooling system.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
04-Jul-18	Occupational Safety and Health	Working Environment	Inadequate lighting in some sections	Install led lighting to bring luminosity to higher levels		
04-Jul-18	Occupational Safety and Health	Welfare Facilities	Insufficient toilet according to the Haitian Labour Code	Ensure that the factory has at least 48 functioning toilets for women and 29 functioning toilets for men		
04-Jul-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel according to the labour code	Hire the required medical staff.		
04-Jul-18	Occupational Safety and Health	Emergency Preparedness	No smoke detectors have been installed where flammable materials are stored.	Ensure installation and maintenance of adequate smoke detectors.	Facility already installed smoke detector.	
04-Jul-18	Occupational Safety and Health	Emergency Preparedness	Unidentified fire extinguishers.	Communicate the necessity for tags to supplier and ensure they are placed in a timely manner.	All fire extinguishers have tags.	
04-Jul-18	Occupational Safety and Health	Emergency Preparedness	The evacuation plan is not updated.	Update evacuation plan of both buildings.	Evacuation plans for both building are already updated and posted.	
04-Jul-18	Working time	Regular Hours	Factory's working hours for all shifts including break time were not posted by the employer.	Post working hours on information board.	working hours have been posted on information board.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	The WILLBES Haitian III S.A	
Location:	Port-au-Prince	
Number of workers:	737	
Date of registration:	30-Sep-10	
Date of last two Better Work assessments:	05-Jun-18	08-Aug-19

Advisory and Training Services

10-Mar-20	Advisory meeting	Meeting with management to discuss the improvement and remediation. Meeting bipartite committee on good practices when holding a meeting.
17-Jan-20	Advisory meeting	Meeting with management to discuss updates and perspectives for the year. Discussion with OHS compliance team 2019 challenges. Factory tour to validate remediation.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment August 2019						
08-Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory for chemical products is not accurate.	Ensure that the chemical inventory include all chemicals used in the workplace.	Chemical inventory was properly updated. All chemical products were included in the chemical inventory.	21
08-Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified bottle containing machine oil.	Identify all containers used in the workplace.	All chemical containers were properly labelled in local language.	35
08-Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Gallons containing diesel fuel were being stored in the generator room.	Store the chemical in a more appropriate place.	Gallon of diesel fuel was removed from the generator room. All chemical substances area stored at the chemical warehouse.	9
08-Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Material Safety Data Sheets (MSDS) were missing for compressor oil and engine oil.	Ensure that MSDS are available for all chemicals used in the workplace.	MSDS for compressor oil and machine oil were posted at the required places.	45
08-Aug-19	Occupational Safety and Health	Worker Protection	Worker not using available personal protective equipment.	Provide gloves where required. Ensure that workers receive training on personal protective equipment.	Workers were advised to properly use their PPE when performing their duties. HR Manager will monitor on a daily basis their usage.	9
08-Aug-19	Occupational Safety and Health	Worker Protection	Electrical panel does not have the proper warning signs.	Ensure that electrical installation are safeguarded.	Floor marking was already painted.	35
08-Aug-19	Occupational Safety and Health	Working Environment	The temperature level exceeded 30C in several sections.	Ensure the temperature level is under 30C		9
08-Aug-19	Occupational Safety and Health	Working Environment	The level of lighting was insufficient in several sections.	Ensure the light level is appropriate in all working sections.		35
08-Aug-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Ensure that the number of toilets is sufficient for the female workforce.		100
08-Aug-19	Occupational Safety and Health	Health Services and First Aid	Factory does not provide systematic annual health checks to all workers.	Follow up with OFATMA to perform the annual checks.	Factory paid the health card (CDS) for all the workers and follows up with OFATMA for the medical checks. Factory provides itself medical checks to the workers.	9



ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
08-Aug-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Ensure that there is a permanent medical staff. Hire two more nurses.		100
08-Aug-19	Occupational Safety and Health	Emergency Preparedness	3 fire extinguishers were undercharged and were improperly mounted.	Maintain the fire extinguishers regularly.	Facility took immediate action about this issue. Three fires extinguishers were properly charged and mounted.	21
Assessment June 2018						
05-Jun-18	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is Late.	Pay ONA within the first 10 working days of each month.	Management ensured that ONA payment is done between the first 10 working days of each month.	
05-Jun-18	Compensation	Social Security and Other Benefits	Worker's contribution to ONA is Late.	Pay ONA contributions is paid within the first 10 working days of each month for the previous month.	Payment is regularly done between the first 10 working days of each month.	
05-Jun-18	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters.	Have a functioning OSH committee. Hold regular OSH committee meetings.	Facility has records of OSH assessment on a monthly basis. Osh committee regularly meets on a monthly basis.	
05-Jun-18	Occupational Safety and Health	OSH Management Systems	The factory has a written OSH policy that is not signed by top management.	Consult workers representatives on any change related to OSH policy.	The factory has an OSH policy signed by top management. The OSH policy was communicated to workers representative who signed the policy.	
05-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory does not include all the hazardous substances used in the workplace.	Keep an accurate inventory that includes all chemicals used in the workplace.	All chemical used at the facility are included in the chemical inventory.	
05-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemicals.	Label all containers used in the workplace. Train relevant workers on chemical handling.	All chemical containers were properly labelled such machine oil and diesel tank.	
05-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available in some sections of one building where chemicals are used.	Ensure that the MSDS are available for all the chemicals and hazardous substances used in the workplace.	Facility ensured to have MSDS for chemical product such as AI-Con 200.	
05-Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	There is no eye wash station in some areas where chemicals and hazardous substances are used.	Ensure washing facilities are available in the area where chemicals and hazardous substances are used.	Facility decided to remove chemical from this area.	
05-Jun-18	Occupational Safety and Health	Worker Protection	Machines missing pulley guards.	Provide all the machines with the necessary guards.	Facility ensured to install pulley guards on required machines.	
05-Jun-18	Occupational Safety and Health	Worker Protection	Exposed wires in uncovered electrical panel. Uninsulated battery terminals.	Maintain the electrical installations regularly. Ensure the electrical installation remain unobstructed.	The electrical panel with exposed wires in the mezzanine was properly covered.	
05-Jun-18	Occupational Safety and Health	Worker Protection	One electrical panel found missing appropriate safety warnings.	Post hazard sign on all electrical panel.	Electrical control panel at the mezzanine was provided with warning sign.	
05-Jun-18	Occupational Safety and Health	Working Environment	Level of lighting is inadequate in some sections of the workplace.	Ensure the light level is appropriate in all working sections.	Internal audits are performed regularly to ensure that the light level is appropriate.	
05-Jun-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Ensure to have an adequate number of toilets for women.		

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
05-Jun-18	Occupational Safety and Health	Health Services and First Aid	The factory does not provide systematic health checks to workers within the first three months of hiring.	Arrange health checks for workers within the first three months of hiring.	HR Manager was properly trained. Systematic health checks to workers is provided within the first three months of hiring.	
05-Jun-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of onsite medical staff.	Ensure to have a permanent onsite medical staff of 4 nurses and 3 doctor's visits per week.		
05-Jun-18	Occupational Safety and Health	Health Services and First Aid	Expired product found in two first aid boxes.	Ensure that the first aid boxes are inspected on a regular basis. Replace expired products.	Expired products such as Pro-Dovidine in 2 first aid boxes were removed immediately. Facility will ensure to inspect all first aid kits on a weekly basis.	
05-Jun-18	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of firefighting equipment.	Ensure that the fire-fighting system are maintained on a regular basis.	Management ensured to install a well maintained fire extinguisher at the material warehouse and another in cutting department.	
05-Jun-18	Occupational Safety and Health	Emergency Preparedness	Evacuation plans have not been updated.	Update the evacuation plan accordingly. Ensure that mezzanine is included with indication of escape routes for it.	Evacuation plan is ok for the factory. A separate evacuation plan was added to the mezzanine.	
05-Jun-18	Working Time	Regular Hours	The factory's working hours for all shifts including break time were not posted by the employer.	Post the working time including break time inside the workplace.	Working time and break time is posted inside the workplace.	
05-Jun-18	Working Time	Leave	The policy on the breastfeeding break is not fully applied.	Ensure that the break for breastfeeding are applied systematically.	HR Manager was properly trained. When returning from maternity leave, female workers are entitled to 1 hour per day to breastfeed. A contentment form is signed as evidence of their will.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	The Willbes Haitian Print Shop	
Location:	Port-au-Prince	
Number of workers:	90	
Date of registration:	20-Feb-18	
Date of last two Better Work assessments:	17-Jul-18	17-Jul-19

Advisory and Training Services

12-Feb-20	Advisory meeting	Meeting with the OSH committee to discuss about the training needs. Documentations review:Employee contract, Annual leave and bonus, training records, Social security payment. OSH factory tour; worker protection and chemicals management.
03-Dec-19	Advisory meeting	To organize the election for the bipartite committee, then have a meeting with the candidates.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
Assessment July 2019						
17-Jul-19	Occupational Safety and Health	OSH Management Systems	The inventory of chemicals does not specify the approximate amounts in storage.	Assign a person responsible for updating inventories of hazardous substances in the various locations where they are stored or used.	The facility has assigned a person responsible for updating the inventories of hazardous substances in various location where chemical are stored.	25
17-Jul-19	Occupational Safety and Health	Worker Protection	Proper mask not provided to workers.	Provide proper mask to workers.	Workers have been trained and received the PPE.	9
17-Jul-19	Occupational Safety and Health	Worker Protection	Electrical wires and outlet are not properly maintained.	Insulate the exposed electrical wires and install cover on all electrical outlets.	The wires are installed through pipeline to prevent contact with people, cover have been placed to breakers and outlet.	9
17-Jul-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed 30 c in all sections.	Ensure that the air-flow to and from the fans is not blocked.		21
17-Jul-19	Occupational Safety and Health	Health Services and First Aid	Medical staff is not available for the night shift.	Hire the required medical staff		21
17-Jul-19	Occupational Safety and Health	Emergency Preparedness	No smoke detectors have been installed where flammable materials are stored.	Install a fire detection and alarm system where chemicals are used and stored.	The facility has purchased smoke detectors and placed them at their respective place.	9
17-Jul-19	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were undercharged.	Ensure that all fire extinguishers are properly maintained and are not obstructed.	A maintenance company has been contracted for the monthly inspection.	21
17-Jul-19	Working Time	Leave	The factory provided 13 days of annual leave to workers with 1 year of service instead of 15 days.	Provide to workers the required time for annual leave.		9
Assessment July 2018						
17-Jul-18	Compensation	Wage Information, Use and Deduction	Late payments of employer's contribution to ONA.	Submit ONA payments on time and calculate this amount based on workers' basic salary.	The facility ensured that ONA payments are submitted on time. Calculation is being done based on workers' basic salary.	
17-Jul-18	Compensation	Wage Information, Use and Deduction	The workers' contributions to ONA were overdue.	Ensure that workers' contribution to ONA are based on the basic salaries.	The facility ensured that workers' contributions to ONA are submitted on time.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
17-Jul-18	Compensation	Wage Information, Use and Deduction	Overtime hours were not reported and compensated	Ensure that the payroll records include regular hours worked, total overtime hours worked and any other period of time for which premium paid is required.	The Punch system has been reviewed. Day and night shifts have been corrected.	
17-Jul-18	Contracts and Human Resources	Employment Contracts	Written employment contracts do not specify the terms and conditions of employment,	Review the employment contract, specify the nature of the work to be performed, the amount to be paid, the place and the date of the conclusion of the contract.	Working contract form has been reviewed. Position, date, salary are included.	
17-Jul-18	Contracts and Human Resources	Termination	Payment upon termination is based on the minimum salary.	Ensure that termination payments are based on average earnings as required instead of the minimum salary.	Management ensured that termination payments are based on average earning.	
17-Jul-18	Occupational Safety and Health	OSH Management Systems	Assessment of general occupational safety and health in the factory was not available.	Conduct a general OSH assessment on a monthly basis.	The factory appointed a safety and health officer and the general assessment is conducted on a monthly basis.	
17-Jul-18	Occupational Safety and Health	OSH Management Systems	No mechanisms were in place to ensure cooperation between workers and management on OSH matters.	Set up an OHS committee. Assign someone to prepare the agenda and lead the OSH meetings on a monthly basis.	The OSH committee is active. Meeting minutes are kept on a monthly basis.	
17-Jul-18	Occupational Safety and Health	OSH Management Systems	The Written OSH policy was not developed in consultation with workers and their representatives.	Translate the policy into the local language. Then, consult with worker representatives to make necessary adjustment in the policy.	Written OSH policy has been developed in consultation with workers and their representatives.	
17-Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Assign a person responsible for updating inventories of hazardous substances in the various locations where they are stored or used.	The factory has already assigned a person responsible for updating chemical inventories. The Health and safety officer is responsible to verify if the inventory is updated.	
17-Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Ensure that all chemicals and hazardous substances used in the workplace are properly labelled.	The factory has already assigned a person responsible to monitor all chemical recipients and ensure that all chemical containers are properly labelled.	
17-Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available for all chemicals used in the workplace.	Translate and post MSDS where chemicals are used.	Facility has already assigned a responsible person for chemical management. MSDS are reviewed and posted in local language.	
17-Jul-18	Occupational Safety and Health	Worker Protection	Standing workers in various sections of the workplace are not provided anti fatigue mats.	Provide anti fatigue mats to all standing workers. Provide sufficient break during which workers can sit down.	Management ensured to provide to all workers anti fatigue mats.	
17-Jul-18	Occupational Safety and Health	Worker Protection	Safety warnings are not posted in the workplace.	Ensure that all electrical panel has a safety warning posted.	Health and Safety officer has been assigned to conducts monthly checks on all electrical panels.	
17-Jul-18	Occupational Safety and Health	OSH Management Systems	Workplace temperature exceeds 30 c in pressing, packing and quality sections.	Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis.		
17-Jul-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		
17-Jul-18	Occupational Safety and Health	Emergency Preparedness	Access to 1 fire extinguisher was obstructed.	Ensure that all fire extinguishers are properly maintained and are not obstructed.	The Health and safety coordinator ensured that all fire extinguishers are free of obstruction.	
17-Jul-18	Working Time	Regular Hours	Working time records did not reflect the hours actually worked.	Have an accurate attendance recording system.	The attendance system has been reviewed. Day and night shifts have been corrected.	
17-Jul-18	Working Time	Regular Hours	The factory's working hours are not posted.	Display the working hours for the night shifts on the information board.	Working hours for night and day shifts have been posted.	

BETTER WORK HAITI - 20TH SYNTHESIS REPORT

Factory:	Valdor Apparel Mfg. S.A.	
Location:	Croix des Bouquets/ Port-au-Prince	
Number of workers:	1019	
Date of registration:	24-Oct-14	
Date of last two Better Work assessments:	18-Oct-18	20-Nov-19

Advisory and Training Services

14-Feb-20	Advisory meeting	Conducted advisory session with factory closing previous findings from past 4 improvement plans.
07-Nov-19	Advisory meeting	Advisory visit to conduct OSH tour, meeting with union representatives and portal updates/ audit readiness.
30-Aug-19	Training	Industrial Relations
22-Aug-19	Advisory meeting	Advisory visit to perform OSH targeting boiler safety, Emergency Preparedness and debriefing with management.
09-Jul-19	Advisory meeting	Advisory visit to verify and update on progress against the improvement plan.
31-May-19	Training	Labour Law
27-Apr-2019	Training	HIV/AIDS Prevention
27-Apr-2019	Training	Introduction to Occupational Safety and Health
27-Apr-2019	Training	Introduction to Occupational Safety and Health

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMIEDIATION EFFORTS	MONTHS
Assessment November 2019						
20-Nov-19	Compensation	Wage Information, Use and Deduction	Salary adjustments not automatically recorded in payroll system.	Keep one payroll system.		5
20-Nov-19	Compensation	Social Security and Other Benefits	Factory calculates ONA contributions based on the minimum wage instead of the base salary.	<ol style="list-style-type: none"> 1. Discuss legal requirements with the General Manager. 2. Submit ONA payments on time, within the first 10 working days of each month for the previous month. 3. Then calculate this amount based on workers base salaries instead of the minimum wage. 		11
20-Nov-19	Compensation	Social Security and Other Benefits	The factory calculates ONA contributions based on the minimum wage instead of the base salary.	<ol style="list-style-type: none"> 1. Discuss legal requirements with the General Manager. 2. Submit ONA payments on time, within the first 10 working days of each month for the previous month. 3. Then calculate this amount based on workers monthly base salaries instead of the minimum wage. 		11
20-Nov-19	Compensation	Social Security and Other Benefits	The factory calculates OFATMA maternity and health insurance contributions based on the minimum wage instead of the base salary.	<ol style="list-style-type: none"> 1. Discuss legal requirements with the General Manager 2. Inform workers about the legal requirements 3. Ensure that 3 percent of workers' basic salary are collected and forward to OFATMA for maternity and health insurance. 		11
20-Nov-19	Compensation	Social Security and Other Benefits	The factory calculates OFATMA contributions based on the minimum wage instead of the base salary.	<ol style="list-style-type: none"> 1. Discuss legal requirements with the General Manager 2. Inform workers about the legal requirements 3. Ensure that 3 percent of workers' basic salary are collected and forward to OFATMA for maternity and health insurance. 		11

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
20-Nov-19	Contract and Human Resources	Termination	The employer failed to notify the Ministry of Labour of the employee's dismissal as required under Article 42 of the labour code.	1. Complete Training on Haitian labour 2. Update internal policy and procedure on terminations to include proper notification of labour ministry as appropriate		5
20-Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory.	1. Monitor list of chemicals purchased by the factory 2. Update list as necessary to include all chemicals	MSDS & NFPA is displayed and educated the authorized persons	11
20-Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemical and hazardous substances found in the workplace.	1. Conduct daily and or weekly monitoring. 2. Train personnel on importance of using properly labelled containers. 3. Provide standard labelled containers for usage.	Daily Monitoring has started (Monitored by Asst. compliance) And removed unnecessary chemical containers.	11
20-Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No material safety data sheet were available for some chemicals products.	Ensure material safety data sheet are available for chemicals products such as WD-40, general purpose grease, Spray paint, laundry detergent, Oil and Mist spray 2000.	MSDS is available for All the chemicals products which are used inside the factory.	11
20-Nov-19	Occupational Safety and Health	Working Environment	Unacceptable temperatures at the workplace.	Use push/pull systems of fans or install cooling system to maintain temperatures below 30 C.		11
20-Nov-19	Occupational Safety and Health	Welfare Facilities	Assessors did not find soap in the men's toilet.	1. Perform daily and weekly monitoring by the OSH committee. 2. Report each instances of NC to Compliance officer. 3. Follow up with adequate soap supply as necessary.	OSH committee is active and now all the toilet items are in place.	5
20-Nov-19	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks to workers within the first three months of hiring.	1. Pay for OFATMA medical cards. 2. Ensure follow up with OFATMA to deliver medical exams within 90 days of hiring.		11
20-Nov-19	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free annual health checks to workers.	1. Pay for OFATMA medical cards. 2. Ensure follow up with OFATMA to carry out medical checks.		11
20-Nov-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Comply with the Haitian Labour Code, ensure that a factory of this size have a permanent onsite medical service, with at least 6 nurses and 3 doctor's visits per week.		5
20-Nov-19	Occupational Safety and Health	Health Services and First Aid	Missing products in first aid box.	Ensure that all first aid boxes include all necessary products; including but not limited to: Scissors, Alcohol, Gauze pad Antibiotic	All the First Aid materials are their in the place and every alternate days Nurses are monitoring and refilling the missing medical items.	5
20-Nov-19	Occupational Safety and Health	Emergency Preparedness	Fire extinguisher was obstructed and undercharged.	Conduct daily and or Weekly monitoring ensuring proper pressurization & clearance from obstruction.		5
20-Nov-19	Occupational Safety and Health	Emergency Preparedness	One emergency exit # 5 was closed during working hours.	Ensure emergency exit doors remain opened during working hours.	Now all the Exit doors are opened and securities are in place.	5
20-Nov-19	Occupational Safety and Health	Emergency Preparedness	Unsafe use of pressing iron.	Need to train workers on the use of equipment.	Training is given to all the employees who are working with ironing.	5
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18-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing MSDS for some chemicals	Provide MSDS for all chemicals or hazardous substances used in the workplace.	MSDS is displayed where the Chemical products has been used and stored.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
18-Oct-18	Compensation	Social Security and Other Benefits	The factory calculates ONA contributions based on the minimum wage instead of the base salary.	Ensure that ONA employer contributions are based on 6% of basic salary as defined in the Haitian labour code.		
18-Oct-18	Compensation	Social Security and Other Benefits	The factory calculates ONA contributions based on the minimum wage instead of the base salary.	Ensure that ONA contributions is based on the basic salary instead of the minimum wage.		
18-Oct-18	Compensation	Social Security and Other Benefits	Amount declared to OFATMA was less than the total amount of salaries effectively paid to workers for the fiscal year 2016-2017.	Employer should ensure that the total amount declared to OFATMA is the total amount of salaries effectively paid to workers for the fiscal year.		
18-Oct-18	Compensation	Social Security and Other Benefits	The factory calculates OFATMA maternity and health insurance contributions based on the minimum wage instead of the base salary.	Ensure 6% basic salary is used when calculating maternity and health insurance contributions as defined in the labour code.		
18-Oct-18	Compensation	Social Security and Other Benefits	The factory calculates OFATMA contributions based on the minimum wage instead of the base salary.	Ensure that worker contributions are calculated based on 6% of worker base salary instead of minimum wage.		
18-Oct-18	Contract and Human Resources	Dialogue, Discipline and Disputes	2 supervisors used inappropriate and abusive language toward the workers.	<ol style="list-style-type: none"> 1. Include issue as zero tolerance policy in internal rules. 2. Establish investigation procedures on verbal abuse. 3. Communicate results to concerned parties. 4. Participate in training on proper training workplace communication. 	<ol style="list-style-type: none"> 1. Verbal abuse and all other forms of abuse are labelled as zero tolerance issue in the policy. 2. Included in grievance and investigating procedures. 3. Protocol of reporting to concerned parties. 4. Training on industrial relations conducted. 	
18-Oct-18	Occupational Safety and Health	OSH Management Systems	Occupational safety and health assessment reports were only available from September 2017 to May 2018.	Ensure regular internal assessments and include the following elements: Fire safety issues and training provisions. In addition, the employer should consult with the workers during the assessment and also inform them of the results.	<ol style="list-style-type: none"> 1. FIRE safety issues added to the form. 2. OSH committee members are consulted and informed of the results. 	
18-Oct-18	Occupational Safety and Health	OSH Management Systems	Work related accidents were not submitted to OFATMA on a monthly basis.	<ol style="list-style-type: none"> 1. Assign responsible person to submit OFATMA work related accidents on a monthly basis. 2. Include in factory OSH internal assessments to verify consistency. 		
18-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory.	<ol style="list-style-type: none"> 1. Assign persons responsible for updating inventories of hazardous substances in the various locations where they are stored or used 2. Include all chemicals used in the workplace in the central inventory 3. Specify who is in charge of maintaining one central inventory for the company 4. Define who will be responsible for checking if the inventory is updated. 	Dedicated person to track and monitor chemical inventory has been selected	
18-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified chemical containers in the workplace.	<ol style="list-style-type: none"> 1. Identify all containers used in the workplace. 2. Assign clear responsibility for the labelling of the chemical and hazardous substances. 		
18-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available for chemicals and hazardous substances use in the workplace.	Identify MSDS for all chemical products used in production and ensure availability in local language where such products are being used.		
18-Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	There was no eye wash station in the welding workshop.	Ensure availability of eyewash where chemicals are being used including but not limited to the welding shop.	WELDING has been discontinued.	

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON-COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDIATION EFFORTS	MONTHS
18-Oct-18	Occupational Safety and Health	Worker Protection	Some chairs provided to workers in the school section and packing area were missing back rest.	Ensure that all chairs used on the factory floor comply with their respective ergonomic requirements including but not limited to proper backrest.		
18-Oct-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels and junction boxes.	Ensure that all entry point of electrical panels are properly sealed, that junction boxes are covered.		
18-Oct-18	Occupational Safety and Health	Worker Protection	Electrical panel missing hazard sign.	Ensure that electrical panels have hazard signs including but not limited to one located in the boiler room		
18-Oct-18	Occupational Safety and Health	Working Environment	Unacceptable temperatures at the workplace for some sections.	Use push/pull systems of fans or install cooling system to maintain temperatures below 30 C		
18-Oct-18	Occupational Safety and Health	Working Environment	Inadequate lighting level at some sections.	Explore & install better light bulbs, consider repositioning work stations to capture more of the natural light if possible.		
18-Oct-18	Occupational Safety and Health	Welfare Facilities	Insufficient toilets.	Have 8 functioning toilets for men and 68 functioning toilets for women as indicated in the Haitian labour code.		
18-Oct-18	Occupational Safety and Health	Welfare Facilities	Eating area can accommodate approximately 30 percent of its workforce at once.	Increase capacity of eating area.		
18-Oct-18	Occupational Safety and Health	Health Services and First Aid	Pregnant workers are not allowed additional break as described by the law.	Ensure that pregnant women benefit from additional breaks as required by the law.		
18-Oct-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Comply with the Haitian Labour Code and hire a permanent onsite medical service, with at least 6 nurses and 3 doctor's visits per week.		
18-Oct-18	Occupational Safety and Health	Health Services and First Aid	Missing products in all first aid boxes.	<ol style="list-style-type: none"> 1. Designate responsible person in OSH committee to perform inventory of all first aid boxes. 2. Adopt a frequency for inventory checks. 3. Ensure that items inventory list is inside each first aid box. 		
18-Oct-18	Occupational Safety and Health	Emergency Preparedness	Training area is not reflected in the current evacuation plan.	Update current plan to match actual lay out of factory floor including but not limited to training area		
18-Oct-18	Occupational Safety and Health	Emergency Preparedness	Locked emergency exits during work hours	Ensure that emergency exits and escape routes remain unblocked during working hours.		
18-Oct-18	Occupational Safety and Health	Emergency Preparedness	Insufficient number of fire drills.	Ensure that fire drills are completed twice yearly.	Fire drills were conducted in May 2019, August 2019. Other Fire drill planned for November 2019.	



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