

Untitled

Created Sunday, March 19, 2017

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Module Info

Higg Index 2.0

Facility Social/Labor: Apparel/Footwear - Beta

Module Name/Summary

2016_Cotton Clothing (BD) Ltd._Social

Module Year

2016

Complete

Yes

Posted

Yes

Total Score (unweighted)

324

Account Name

Cotton Clothing (BD) Ltd.

Account Directory ID

24876

Account Type

Manufacturer

Facility Name

Cotton Clothing (BD) Ltd.

Facility Directory ID

24999

Facility Type

Apparel: Assembler/cut & sew | Apparel: Finisher/laminator

Facility Process

Apparel: Cutting | Apparel: Garment Finishing | Apparel: Other

Fiber/Fabric Type

Cotton | Viscose/Cellulosic

City

Gazipur

State

Bangladesh

Country

Bangladesh

Region

Asia

Degree of Vertical Integration

Fully Integrated

SL.F.1.1 Recruitment and Hiring

SL-F-1: Facility's Labor and Workplace Performance Management
Section SL-F-1 assesses how a Facility manages its labor and workplace performance

SL.F.1.1 Recruitment and Hiring (Max 70 Points)

SL-F-1.1.1: What best describes who is responsible for recruitment and hiring at the Facility?
Please select all that apply:

Guidance/References

- Facility has appointed one individual or department with explicit responsibility and accountability for recruitment and hiring. (1 point)

- The individual or department responsible for recruitment receives ongoing training. Please select all that apply (7 points possible) :

- Hiring and recruitment practices (1 point)

- Labor laws (1 point)

- Employment contractual requirements (1 point)

- Procedures for termination (1 point)

- Foundational best practices for recruitment. Select all that apply (1 point possible):

Must select at least 3 (any 3) to get 1 point

- How to prevent/remediate accidental recruitment of underage labor

- Recruitment practices and care for juvenile workers

- How to prevent/remediate accidental recruitment of forced labor

- Anti-harassment and anti-discriminatory recruitment practices

- Equal opportunity recruitment practices

- Human Rights and Business Principles (2 points)

-
- Senior Management is provided with training on employment contractual requirements and applicable legal requirements. (3 points)
-

(No response)

(No response)

SL-F-1.1.2: What best describes the recruitment and hiring process at the Facility? Please select all that apply:

Guidance/References

-
- All workers (including home workers and foreign workers) are provided with a legally recognized, written contract or agreement, that contains the following. Please select all that apply:
-

-
- Language that is local or one understood by the workers (1 point)
-

- Terms of employment (1 point)
-

- Base wage, and wage calculation (1 point)
-

- Skill grade (1 point)
-

- Overtime incentives (1 point)
-

- Benefits and bonus system (1 point)
-

-
- All workers receive a contract starting from day one of hiring (1 point)
-

- Illiterate workers receive a full explanation of the content of their contract. (1 point)
-

- The Facility uses which of the following contract types for the workers. Please select one only:

The Facility only uses open-ended or permanent contracts (no short-term contracts are used) (3 points)

Please provide what % of the workforce as of the current date.

(No response)

-
- All workers are directly employed by the facility. (1 point)
-

(No response)

-
- Other. Please describe (0 points)
-

SL-F-1.1.3: What best describes the situation for young and juvenile workers at the Facility?
Please select all that apply:

Guidance/References

-
- Young workers age limits at the Facility are as follows. Please select one only:
-

No person(s) under the age of 14 years, or local minimum age, whichever is higher, is employed (1 point)

-
- Juvenile workers (workers between the ages of 16-18) are employed at the Facility. When hiring juvenile workers, the Facility takes into account legal requirements concerning working hours, overtime, night shift, dangerous substances, tools and/or equipment, and any other criteria required in the country. (1 point)
 - Identification document(s) are checked during hiring process. Please select all that apply
-

-
- ID card (1 point)
 - Birth certificate (1 point)
 - Education certificate (1 point)
-

-
- If inadvertently employing underage workers, the Facility has a clear policy on managing the situation responsibly. (2 points)
-

SL-F-1.1.4: What best describes any additional practices, including medical practices, during the recruitment process at the facility? Please select all that apply:

-
- Medical testing is performed for assessing fitness to work only, and when required by local law (1 point)
 - Individual ability to perform the functions of the position being hired for is considered when hiring (1 point)
 - The recruitment screening process allows for applicants of any age, nationality, religion, gender etc to have equal consideration for open positions (1 point)
 - Facility engages with local community and/or NGO to understand how minorities and/or protected groups can be considered for employment (3 points)
-

SL-F-1.1.5: What best describes the Facility's process around the recruitment of foreign workers? Please select all that apply:

Guidance/References

-
- Facility does not hire foreign workers (if selected, 12 points for the sub-section are removed from the total points available as the following questions are not applicable)
-

(No response)

What % of the recruitment fees does the facility pay? (1 point)

(No response)

How does the facility share the payment of recruitment fees? (1 point)

(No response)

(No response)

SL-F-1.1.6: What best describes induction and training practices for all new worker recruits/hires (including home workers, foreign workers, and indirect workers) at the Facility? Please select all that apply:

Guidance/References

-
- Workers are provided with an employee handbook (1 point)
 - Workers are provided training on the content of the employee handbook (1 point)
 - Workers induction / onboarding training cover. Please select all that apply:

- Worker compensation (1 point)

- Hours of work regulations (1 point)

- Treatment of special classes of worker: Young and Juvenile workers (1 point)

- Worker involvement and communication (Includes Freedom of Association and Collective Bargaining) (1 point)

- Worker treatment and worker rights (Includes discrimination, harassment, abuse, forced Labor, bonded labor) (1 point)

- Worker development opportunities (Includes training/development) (1 point)

- Worker health & safety (1 point)

- Facility operational information (Includes worker conduct, Facility values and culture, Facility security practices) (1 point)

- Worker hotlines and grievance procedures (1 point)

(No response)

Section Notes

Enter notes for this section here. These notes will be shared with connections when you post this module.

(No response)

SL-F-1.2 Compensation

SL-F-1: Facility's Labor and Workplace Performance Management

Section SL-F-1 assesses how a Facility manages its labor and workplace performance

SL-F-1.2 Compensation (Max 43 Points)

SL-F-1.2.1: Which statements best describe the Facility policy towards wages? Please select all that apply:

Guidance/References

-
- Workers are paid directly by cash or check (1 point)
 - Workers are paid directly by direct deposit into their bank account controlled solely by the worker (2 points)
 - Workers are provided with a pay slip in local language each time they are paid that contains details of their wages (1 point)
 - All workers, including homeworkers and foreign workers (if applicable), receive information on base wages, overtime, incentives, piece rate work, benefits and bonuses (1 point)
 - Workers receive at least the minimum wage for all regular hours worked (1 point)

Facility has a process to calculate appropriate piece rate targets (1 point)

(No response)

-
- All workers, including foreign and homeworkers, receive wage premiums for overtime and work performed on weekends and holidays, as required by law (2 points)

Please describe how the basic needs wage analysis was conducted. (3 points)

(No response)

-
- The following staff are provided with ongoing training on compensation policies and practices that align with legal requirements. Please select all that apply:

-
- Human Resource staff (1 point)
 - Finance staff (2 points)
 - Management (2 points)

-
- Facility has appointed one individual or department with explicit responsibility and accountability for the development, implementation and evaluation of workers' wages and benefits system. Please provide the title of the responsible individual or department (1 point): HR and Compliance Department
-

SL-F-1.2.2: What best describes the Facility's approach towards wage deductions? Please select all that apply:

Guidance/References

-
- All deductions to wages are legally allowed (1 point)
 - All deductions to wages are explained to the worker (1 points)
 - Wage deductions for taxes, social insurance, or other legally required purposes are processed / forwarded in accordance with the timelines dictated by law (1 point)

SL-F-1.2.3: Which statements best describes the benefits that workers have access to? Please select all that apply:

Guidance/References

-
- Social insurance options are provided (1 point)
 - Health service options are provided (1 point)
 - Child care services are provided free of cost (2 points)
 - Free potable water is provided at no cost (1 point)
 - Food is available for voluntary purchase by workers at the Facility (1 point)

Section Notes

Enter notes for this section here. These notes will be shared with connections when you post this module.

(No response)

SL-F-1.3 Hours of Work

SL-F-1: Facility's Labor and Workplace Performance Management
Section SL-F-1 assesses how a Facility manages its labor and workplace performance

SL-F-1.3 Hours of Work (Max 54 Points)

SL-F-1.3.1: Which statements best describe the Facility policy and procedure towards hours of work? Please select all that apply:

Guidance/References

• There is a written policy on hours of work and it applies to all workers in the Facility. The policy outlines the following. Please select all that apply:

• Regular hours of work are to be within legal limits per week. Please describe (text required to score points):(1 point): 48

• Overtime hours of work are to be voluntary. Workers can refuse overtime under certain circumstances. Please describe (text required to score points): (1 point): sickness, personal and family reason

• Overtime hours of work are to be within legal limits per week. Please describe (text required to score points): (1 point): 12

• Excessive overtime is permitted only under extraordinary / emergency circumstances. Please describe (text required to score points): (1 point): Political reason, , power cutoff, electricity problem etc.

• Time off is provided in accordance with local law. Please describe (text required to score points): (1 point): as per local law

• Workers are guaranteed one day off in every seven (7) day period (1 point)

• Workers are provided with breaks during work periods. Please describe (text required to score points): (1 point): 1 hour lunch break as per local law

• Suspension(s) of work is in accordance with national laws, regulations and procedures. Please describe (text required to score points): (1 point): as per local law

• There is a written procedure for managing the hours of work that details the following. Please select all that apply:

• Record keeping of hours worked (2 points)

• There is a dedicated person or team accountable for the implementation of the working hours procedure at the Facility (1 point)

• Workers are trained on the policy and procedures for hours of work and applicable legal requirements (1 point)

• The following departments / personnel are trained on the policy and procedures for hours of work and applicable legal requirements and how their role can impact the Facility's ability to meet these legal requirements. Please select all that apply:

• Human Resource / Hiring / Recruiting staff (1 point)

• Production supervisors and Management (2 points)

• Facility purchasing staff (2 points)

• Production Planning staff (2 points)

• Sales / Account Management staff (2 points)

(No response)

SL-F-1.3.2: Which statements best describe the Facility practices towards production / capacity planning? Please select all that apply:

Guidance/References

• Production / Capacity is reviewed as follows. Please select one only:

Several times per day (2 points)

• Production / Capacity planning review meetings to determine hours of work involve the following staff. Please select all that apply:

• Human Resource / Hiring / Recruiting staff (2 points)

• Production supervisors (2 points)

• Facility purchasing staff (3 points)

• Production Planning staff (2 points)

• Sales / Account Management staff (2 points)

- Facility monitors production capacity and factors in regular and overtime working hours prior to accepting orders from customers (3 points)

- Facility has an internal process and system that monitors production capacity and output. This system includes the following. Please select one only:

The system monitors production capacity and output hourly (3 points)

- Facility has a formal request/approval process for urgent overtime (on the same day requests). This request process includes the following. Please select all that apply:

- Urgent overtime requests / approvals are made to/from executive level (1 point)

- The process requires supervisors to request overtime within a specific time of the day (1 point)

(No response)

Section Notes

Enter notes for this section here. These notes will be shared with connections when you post this module.

(No response)

SL-F-1.4 Worker Involvement and Communication

SL-F-1: Facility's Labor and Workplace Performance Management
Section SL-F-1 assesses how a Facility manages its labor and workplace performance

SL-F-1.4 Worker Involvement and Communication (Max 53 points)

SL-F-1.4.1: What best describes Freedom of Association at the Facility? Please select all that apply:

Guidance/References

-
- Worker Representatives are chosen by the workers (1 points)
 - Workers are allowed ways to collectively bring concerns, needs, views, and requests of workers. Please describe (text required to score points): (1 points): leave, bonus, H and S and others
 - Managers are trained on the meaning and purpose of Freedom of Association (2 points)
 - Worker representatives are allowed time off with pay to carry out their duties (1 points)

SL-F-1.4.2: What best describes Collective Bargaining at the Facility? Please select all that apply:

-
- Workers are allowed to establish a Collective Bargaining Agreement (1 point)

SL-F-1.4.3: What best describes the grievance processes at the Facility? Please select all that apply:

-
- Complaint or Grievance box (1 point)
 - Hotline/Text and/or Web-based (1 point)
 - Open door policy at highest level (1 point)
 - The grievance process addresses all worker grievances (1 point)
 - Represents all languages of the workforce (1 point)
 - Grievances are addressed in a timely manner (1 point)
 - A joint worker-management committee meets regularly to discuss grievances (1 point)
 - Workers are informed of the status of their grievances in the following manner. Please select one only:

In writing (2 points)

-
- Workers are regularly encouraged to use the grievance system. Please select all that apply:

-
- Postings throughout the Facility invite worker input (1 point)
 - Written reminders are distributed to workers to encourage them to use the grievance system (2 points)
 - Supervisors verbally encourage workers to use the grievance system (2 points)
-

- Managers are held accountable for ensuring that there are no negative consequences towards workers who report grievances (2 points)
-

SL-F-1.4.4: What best describes worker involvement at the Facility? Please select all that apply:

-
- Suggestion box. Facility ensures the effectiveness of the suggestion box in the following ways. Please select all that apply:
-

-
- Suggestions and resolutions are anonymously posted (2 points)
 - Suggestions are reviewed at least monthly (1 points)
-

-
- Workers are members of workplace committees. Please select all that apply:
-

-
- Worker committee meetings are held at least quarterly (1 point)
 - Worker committee meeting minutes are shared with the workforce (2 points)
 - Worker committee meeting action items are tracked (2 points)
 - Upper management recognizes the worker committee (2 points)
-

-
- One or more worker committee(s) exist with the following purpose(s). Please select all that apply:
-

-
- Health and Safety (1 point)
 - Environmental (1 point)
 - Worker Well-Being (2 points)
 - Worker Grievances (2 points)
 - Worker Wages and Benefits (2 points)
-

-
- Workers are invited to provide anonymous input on policies that will affect their weekly work schedule, rest days, vacation time, other. (3 points)
-

-
- Worker representatives participate in social compliance audit opening and closing meetings and/or are involved in the development of corrective actions (3 points)

Section Notes

Enter notes for this section here. These notes will be shared with connections when you post this module.

(No response)

SL-F-1.5 Worker Treatment and Development

SL-F-1: Facility's Labor and Workplace Performance Management

Section SL-F-1 assesses how a Facility manages its labor and workplace performance

SL-F-1.5 Worker Treatment and Development (Max 101 Points)

SL-F-1.5.1: What best describes the Facility's approach to worker treatment and development at the Facility? Please select all that apply:

Guidance/References

-
- Facility has written anti-harassment and anti-abuse policies and procedures for the workplace. Please select all that apply:
-

-
- All new employees regardless of job function receive anti-harassment or anti-abuse training during orientation and at least once per year of employment (1 point)
-

- Training is provided to supervisors and upper management on how to effectively communicate with staff and workers in a healthy way (1 point)
-

- Supervisors, on-site doctors and nurses, and security guards participate in workshops focused on harassment or abuse at least annually (1 point)
-

- Workers are trained to respond with proper actions when there is suspicion of harassment or abuse (2 points)
-

- Workers have access to external contacts that aid in resolving harassment or abuse cases in any of the following areas (2 points will be awarded if at least one of the following contacts are selected):
-

- Union representatives
-

- Non-government organizations
-

- Local brand representatives
-

(No response)

-
- Anti-harassment and anti-abuse training is conducted with the following topics included. Please select all that are included:
-

-
- Recognizing harassment or abuse (1 point)
 - Confidential reporting (1 point)
 - Actions taken to accountable persons (1 point)
 - Cultural sensitivities (1 point)
 - Communicating with respect (1 point)
 - Interpersonal skill development (1 point)
 - Workplace violence (1 point)
 - Safety outside the Facility walls (1 point)
 - Employee assistance programs and professional counseling (1 point)

-
- Worker testimony affirms that all security practices are gender appropriate (1 point)
 - Facility has at least one individual or department responsible and accountable for the development and oversight of harassment or abuse policy implementation (1 point)

SL-F-1.5.2: What best describes the Facility's disciplinary process? Please select all that apply:

Guidance/References

-
- Facility has a progressive disciplinary process appropriate for the infractions. (1 point)
 - Workers are trained and well aware of the Facility's disciplinary process (1 point)
 - The Facility's progressive disciplinary process is consistently applied (1 point)
 - Workers have private access to the details of the allegations of infractions involving them (1 point)
 - Workers have the right to respond to and/or appeal any disciplinary decisions without any negative repercussions (1 point)
 - Workers have the right to consult with and be represented either by a trade union or by worker representatives when evaluating and contesting disciplinary decisions. (2 points)

SL-F-1.5.3: What best describes the Facility's approach to worker well-being and development? Please select all that apply:

Guidance/References

(No response)

(No response)

-
- Facility provides means and opportunities for workers to increase health awareness and/or develop life skills on an ongoing basis. Please select all that apply:
-

-
- Tuition (3 points)
 - Time off for classes (1 point)
 - Paid time off for classes (3 points)
 - Family planning and reproductive health (2 points)
 - General health (1 point)
 - Disease and illness education (including HIV/AIDS) (2 points)
-

- Facility provides free, voluntary and confidential medical screenings to employees as follows. Please select all that apply:
-

-
- Screenings are provided on-site during normal working, paid hours (2 points)
 - Postings throughout the Facility promote the free-screenings (2 points)
-

- Facility provides free professional and confidential counseling or mentoring services to workers
-

-
- Sessions are provided on-site during normal working, paid hours (3 points)
-

(No response)

SL-F-1.5.4: What best describes the processes around diversity and equality (non-discrimination) at the Facility? Please select all that apply:

Guidance/References

-
- All employees receive training on diversity and equality (non-discrimination) during orientation (1 point)
 - All employees receive refresher training on diversity and equality minimally, on an annual basis (1 point)
 - Supervisors, management, on-site doctors and nurses receive annual awareness training on company policies on diversity and equality (1 point)
-

-
- Each individual working in the Facility is assured of equal opportunities for advancement based on their skills. Please select all that apply:

-
- Postings throughout the Facility encourage all employees to apply for all positions (2 points)

-
- Human resources provides talks focused on new opportunities and eligibility (2 points)

-
- Workers are informed through public announcements (2 points)

-
- Facility provides a lactation room for new mothers. Please select one only:
-

Country requires this by law (1 point)

-
- Facility has appointed at least one individual or department with explicit responsibility and accountability for the development and discrimination of a non-discrimination program at the workplace (1 point)

-
- Facility is aware of the diverse workforce in the community and actively recruits members from a diverse population. For example, the Facility employs a "special ratio" of disabled/ physically or mentally challenged people. (3 points)

(No response)

(No response)

Section Notes

Enter notes for this section here. These notes will be shared with connections when you post this module.

(No response)

SL-F-1.6 Health and Safety

SL-F-1: Facility's Labor and Workplace Performance Management
Section SL-F-1 assesses how a Facility manages its labor and workplace performance

SL-F-1.6 Health and Safety (Max 76 Points)

SL-F-1.6.1: Please select as many of the following emergency planning fire safety practices as they exist at the Facility:

Guidance/References

-
- Emergency Response Plan established (1 point)

 - Facility has an Emergency Response Team (1 point)

 - Emergency Response Team members are trained in fire extinguisher use (1 point)

 - All New Hire Employees are trained on emergency procedures (and all existing employees receive periodic refresher training) (1 point)

 - A Fire alarm (audible and visual) is kept maintained and fully functioning (1 point)

 - 2 fire drills are conducted per year (and documented) for all employees and production units (1 point)

 - Fire extinguishers are of the type and quantity suitable for the fire hazards that exist (documented by extinguisher servicing company or local officials) (1 point)

 - All fire extinguishers are checked monthly and serviced at least annually (1 point)

 - An annual review of the Emergency Response Plan is conducted to ensure accurate capture and handling of all possible emergency situations (1 point)

 - Incompatible, flammable chemicals and combustible material are properly stored, segregated or protected to prevent fire (1 point)

 - At least 2 unlocked exits exist in each production and dormitory area/floor. (1 point)

 - All areas of flammable chemicals or heat-generating equipment have functioning fire extinguishers (1 point)

 - Aisles are clearly marked with emergency exit routes and maintained clear of obstructions (1 point)

SL-F-1.6.2 Medical Services (max 8 points)

SL-F-1.6.2: Please select as many of the following medical services as they exist at the Facility:

-
- At least 3 workers per shift per department/area are trained in first aid and CPR (1 point)

 - First aid kits are maintained adequately stocked (at least 1/department) (1 point)

 - Access to professional medical services within 5 minutes travel time in the even of a life threatening medical emergency (1 point)

 - Injury log is maintained (1 point)

 - All accidents are investigated and preventative measures taken (2 points)

SL-F-1.6.3 Sanitation / Hygiene (max 4 points)

SL-F-1.6.3: Please select as many of the following sanitation/hygiene services that exist at the Facility:

- Bathrooms, kitchen areas, dormitories regularly cleaned (1 point)
- Bathrooms, kitchens and dormitories are in compliance with local codes (1 point)
- Toiletries are provided and supplies maintained/monitored (1 point)
- Drinking water is regularly tested or certified (1 point)

SL-F-1.6.4 Physical Hazards (max 25 points)

SL-F-1.6.4.1: Please select one (1) of the following statements that best describes the physical hazards as they exist at the Facility:

Moderate physical hazards exist (machine guarding and protection is required but injuries would not result loss of life or limb) (0 points)

SL-F-1.6.4.2: Please select as many of the following physical hazards prevention/management practices as they exist at the Facility:

- A physical hazards safety program (policies/procedures) has been implemented (1 point)
- Job Safety Analysis have been conducted to determine job-specific hazards and necessary PPE for all operations (1 point)
- Training on PPE & safety procedures are conducted for all employees, with periodic refresher training (1 point)
- There is a designated responsible safety manager, with senior management buy-in and support for ensuring a safe and healthy workplace (1 point)
- Monthly safety checks are conducted to ensure all safety guards are properly functioning and proper use of PPE is taking place where required (1 point)
- Monthly safety checks are followed up with priority response to issues (1 point)
- An active safety committee exists. Please select all that apply:

• The safety committee reviews safety issues, track corrective actions and identify opportunities for further improvement of safety conditions (2 points)

• The safety committee engages workers (2 points)

• Safety committee meetings are held at least quarterly (1 point)

• Safety committee meeting minutes are shared with the workforce (2 points)

• Safety committee meeting action items are tracked (2 points)

• Upper management recognizes the safety committee (2 points)

• All machines with a pinching, puncturing or cutting risk have properly functioning safety guards, safety controls and/or emergency stops in place

Describe the machines requiring emergency/safety controls/guards, the type of potential hazard, and the functionality of the emergency/safety mechanism(s). (1 point)

we have automatic sewing machine with safety guards/control like eye guard, needle guard,safety guard,paddel mat, metal hand gloves. if create any kinds of physical risk then stop the automation switch.

- Electrical wiring throughout the Facility is in full compliance with local regulations (1 point)
- Electrical wiring at the Facility is installed and maintained by qualified electricians (1 point)
- Lock-out Tag-out procedures are followed when electrical or heat generating equipment is being serviced (2 points)

SL-F-1.6.5 Chemical Hazards (max 14 points)

SL-F-1.6.5: Please select as many of the following chemical hazards prevention/management practices as they exist at the Facility:

- A chemical hazards safety program (policies/procedures) has been implemented (1 point)
- Job Safety Analysis have been conducted to determine job-specific chemical exposures and necessary PPE for all operations (1 point)
- Training on PPE & chemical safety procedures are conducted for all affected employees, with periodic refresher training (1 point)
- Managers and supervisors are held accountable for ensuring that employees comply with PPE and other safety procedures as required (1 point)
- Monthly safety checks are conducted to ensure proper handling and storage of hazardous chemicals in all operations, including proper labeling. (1 point)
- Monthly safety checks are followed up with priority response to issues (1 point)
- A safety committee meets regularly to review safety issues, track corrective actions and identify opportunities for further improvement of safety conditions (1 point)
- A chemical inventory is maintained (1 point)
- Updated MSDSs are maintained for all chemicals utilized or stored onsite (1 point)
- Chemical purchasing procedures exist to prevent the purchase of Restricted/Banned substances (2 points)

SL-F-1.6.6.1: Please select as many of the following that apply to the structures at the Facility:

- None of the Above (0 points)

SL-F-1.6.6.2: Please select as many of the following structural integrity risk management/prevention practices as they exist at the Facility:

- Shelving load limits are confirmed for all shelving more than 10ft high (1 point)
- The Facility has a building construction authentic certification certificate from the agency responsible for authorizing construction in that country with the number of floors authorized in the certificate matching the number of floors that exist in the building today. (1 point)
- Second story flooring/ceiling load limits are confirmed by structural engineers for all areas where employees are working beneath and monitored regularly to ensure loads do not exceed limits. (2 points)
- Building walls (inside and outside) and shelving structures are visually inspected regularly for cracks or other signs of weakness (2 points)

-
- Facility is audited by an independent third party structural engineer / engineering firm at least once in the lifetime of the Facility (3 points)

Section Notes

Enter notes for this section here. These notes will be shared with connections when you post this module.

(No response)

SL-F-1.7 Termination and Retrenchment

SL-F-1: Facility's Labor and Workplace Performance Management
Section SL-F-1 assesses how a Facility manages its labor and workplace performance

SL-F-1.7 Termination and Retrenchment (Max 6 Points)

SL-F-1.7.1: What best describes the termination and retrenchment processes at the Facility?
Please select all that apply:

Guidance/References

-
- Procedure for termination is clearly described in contract (1 point)

 - Decision on termination is taken and implemented collectively by HR/recruitment department and the individual department manager (2 points)

 - Facility has retrenchment plan in place to minimize impact on workers (1 point)

 - Workers receive (at least) the legally required severance when they resign from the Facility (1 point)

 - Workers who give notice as required by law are given full and final payment at date of resignation (1 point)

Section Notes

Enter notes for this section here. These notes will be shared with connections when you post this module.

(No response)

SL-F-2 Facility's Supplier/Subcontractor

SL-F-2 Facility's Supplier/Subcontractor Social and Labor and Workplace Performance Management (Max 125 Points)

SL-F-2.1: Which of the following describes how the Facility maps its value chain partners to determine the level of risk associated with each in terms of labor standards and working conditions? Please select all that apply -

Guidance/References

-
- Facility maintains an ongoing list of the following manufacturers involved with the production of Facility's goods. Please select all that apply:
-

All Tier 1 manufacturers (finished goods manufacturers including subcontractors) (2 point)

All Tier 2 manufacturers (mills, dye houses and washing facilities, sundry manufacturers, tanneries, embroiderers, screen printers, etc) (2 points)

(No response)

(No response)

-
- The Facility records information about risk factors that impact labor standards performance for manufacturers that have been mapped. Please select all that apply:
-

• Language of workers v's language of management risk factors (1 point)

• Migrant v's local workers risk factors (1 point)

• Temporary v. permanent workers risk factors (1 point)

• "Facility uses the risk factor information to determine proper levels of oversight and monitoring for the following value chain partners. Please select all that apply:

• Such risk factors are recorded for all Tier 1 manufacturers (finished goods manufacturers including subcontractors) (1 point)

• Such risk factors are recorded for all Tier 2 manufacturers (mills, dye houses and washing facilities, sundry manufacturers, tanneries, embroiderers, screen printers, etc) (2 points)

(No response)

(No response)

Which framework was your value chain mapping modeled after? (2 points)	(No response)
--	---------------

Which framework was your value chain risk analysis modeled after? (0 points)	(No response)
--	---------------

(No response)

Describe which types of products have been mapped using Social Life Cycle Analysis. (3 points)	(No response)
--	---------------

What framework was used for the Social Life Cycle Analysis? (3 points)	(No response)
--	---------------

(No response)

SL-F-2.2: Which of the following describes how the Facility communicates labor standards and workplace condition requirements to manufacturers? Please select all that apply:

Guidance/References

- All manufacturers are given a letter communicating the Facility's requirements for labor standards and workplace conditions in the value chain (1 point)
- All manufacturers are required to sign an agreement that includes the Facility's requirements for labor standards and workplace conditions in the value chain (1 point)

SL-F-2.3: Which of the following best describes the Facility's procedures for evaluating and approving new manufacturers (or placing orders with existing manufacturers) with regard to labor standards and working conditions? Please select all that apply:

Guidance/References

- During business evaluation, the Facility's sourcing/buyer (or production) staff inquires about labor standards issues at potential manufacturers. (1 points)
- Facility assesses manufacturers labor standards performance after placing a purchase order (2 points)

• In planning and placing purchase orders, Facility sourcing/buyer/purchasing staff work with manufacturers to take into consideration (the following factors) so that they do not interfere with a manufacturers'/subcontractors' ability to meet labor standards and working conditions requirements. Please select all that apply:

- Lead Time (1 point)
- On Time Delivery (OTD) (1 point)
- Order volume versus production capacity (1 point)
- Product development timeline (1 point)
- Change authorizations (1 point)
- Pricing (1 point)
- Order size fluctuation (1 point)
- Raw Material / Component sourcing (1 point)
- Product design for improved manufacturing (1 point)
- Consistency of orders season to season (1 point)
- Sampling and Testing (1 point)

(No response)

(No response)

(No response)

(No response)

(No response)

SL-F-2.4: Which of the following best describes how the Facility monitors manufacturers regarding labor standards and working conditions? Please select all that apply:

Guidance/References

- The Facility has a procedure and practice for monitoring manufacturers for labor performance (1 point)
- Facility collects manufacturers self-assessments related to labor standards and working conditions at least annually for the following. Please select all that apply:

Some Tier 1 manufacturers (finished goods manufacturers including subcontractors) (1 point)OR

(No response)

(No response)

(No response)

(No response)

(No response)

(No response)

(No response)

(No response)

(No response)

(No response)

(No response)

When complaints are received, please describe what is done with them (2 points)

(No response)

(No response)

SL-F-2.5: Which of the following describes how the Facility stays informed of manufacturer progress with respect to improvements to labor standards performance and working conditions? Please select all that apply:

(No response)

(No response)

(No response)

(No response)

-
- None of the above (0 points)
-

SL-F-2.6: Which of the following best describes how Facility manufacturers are encouraged to continually improve labor standards performance and workplace conditions? Please select all that apply:

-
- None of the above (0 points)
-

Section Notes

Enter notes for this section here. These notes will be shared with connections when you post this module.

(No response)

SL-F-3.1 External Engagement and Collaboration

SL-F-3: External Engagement, Community Impact, Transparency and Public Disclosure

SL-F-3.1 Engagement and Collaboration (max 13 points)

SL-F-3.1.1: What best describes the level of sharing and partnership the Facility has with external organizations or other facilities? Please select all that apply:

Guidance/References

-
- Facility collaborates with other facilities on the development of shared/joint training efforts
-

Please describe some of these training efforts (1 point)

collaborates with Masco Group

-
- Facility participates in multi-stakeholder or industry forums to develop a full understanding of the risks and challenges in the value chain
-

Please describe the forums the Facility is participating in, and in what capacity (passive v. active, voting, chair, etc.) (2 points)

Accord

(No response)

Please describe. Provide stakeholder names, nature and frequency of the dialogue (3 points)

(No response)

(No response)

Please describe. Provide stakeholder names, nature and frequency of the dialogue (3 points)

(No response)

(No response)

(No response)

(No response)

Section Notes

Enter notes for this section here. These notes will be shared with connections when you post this module.

(No response)

SL-F-3.2 Community Impact

SL-F-3: External Engagement, Community Impact, Transparency and Public Disclosure

SL-F-3.2: Community Impact (max 27 pts)

SL-F-3.2.1: What best describes the Facility's involvement in the local community where the Facility is located? Please select all that apply:

Guidance/References

-
- Facility sets specific goals/targets for improvement on social issues in local communities and tracks progress against those goals/targets. Please provide details (text required to score points): (3 points): we have set our goals/target chart for improvement local community
 - Facility makes regular donations to charitable (non-profit/non-governmental) organizations or projects. Please provide details (text required to score points): (1 point): we donate to charitable regular basis
 - Facility has implemented innovative community projects that improve the social well being of workers and their families. Please provide details (text required to score points): (3 points): we performed regularly

Section Notes

Enter notes for this section here. These notes will be shared with connections when you post this module.

(No response)

SL-F-3.3 Transparency and Public Disclosure

SL-F-3: External Engagement, Community Impact, Transparency and Public Disclosure

SL-F-3.3: Transparency and Public Disclosure (max 38 pts)

SL-F-3.3.1: What best describes the public sharing of Facility social/labor performance data by the Facility? Please select all that apply:

Guidance/References

(No response)

(No response)

-
- None of the above (0 points)
-

Section Notes

Enter notes for this section here. These notes will be shared with connections when you post this module.

(No response)

Red Flags

Red Flag Report

This report lists any Red Flag answer options that you have selected, and their accompanying recommended practice / opportunity for improvement.

Red Flag answer options are considered cautionary practices. These cautionary practices have been included in the Higg Index as learning opportunities.

Please note: If you did not select any Red Flag answer options, nothing will populate in this report.