

FLA Audit Profile														
Country	TURKEY													
Factory name	07037655DV													
IEM	SGS/TURKEY													
Date(s) in facility	September 5-6, 2005						November 31, 2007							
PC(s)	Puma, Nike, Inc., ADIDAS AG													
Number of workers	1192													
Product(s)	Ready made knitted apparels													
Production processes	Cutting, classification, embroidery, pressing, sewing, finishing, washing, warehousing													
IEM Findings														
FLA Code/ Compliance issue	Country Law/Legal Reference	FLA Benchmark	Non-compliance	Risk of Non-compliance	Evidence of Non-compliance (uncorroborated)	If not corroborated, explain why	Sources/Documentation used for corroborating	Notable Features implemented by Factory Management or Company	PC Remediation plan (November 1, 2005)	Target Completion Date	Company follow up (February 14, 2006)	Documentation	Company Follow up (June 15, 2006)	Updates (Cite Date of Follow up) Documentation (June 15, 2006)
1. Code Awareness														
2. Forced Labor														
There will not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise														
3. Child Labor														
No person will be employed at an age younger than 15 (or 14 where the law of the country of manufacture allows) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15.														
Legal compliance for juvenile workers	Labor Law clause 71: Regular working hours of the young workers shouldn't exceed 8 hrs/day and 40 hrs/week limitation.	Employers will comply with applicable laws that apply to young workers, i.e., those between the minimum working age and the age of 18, including regulations relating to hiring, working conditions, types of work, hours of work, proof of age documentation, and overtime	41 juvenile workers under 18 years of age that have been working 45 hrs/week like the other regular workers which is in excess of the legal limit.				During interviews with workers and management and control of working hours records. Management was aware of this incorrect application and looking for how to arrange working hours, operation processes and transportation services. There is "line system" in the production and removing someone from the line means cutting of production. Therefore, the correct implementation was not checked.	Through documentation check and management interviews, it was noticed that the youngest employee in the factory was born on 27.10.1987. Therefore, there are no juvenile workers in the factory as of 01 Nov 2005. For ex: The youngest worker is actually 18 years and 3 days. On 5-6 September, during the FLA audit, there were only 4 juvenile workers. In order to avoid future non-compliances in this area, factory should develop systems to fulfill all the legal requirements for juvenile workers. Juvenile workers should work max 8 hrs/day and 40 hrs/week, they should have annual health checks twice a year and they should have at least 20 days of paid annual vacation. In addition, factory should provide visual identification of juvenile workers, provide training to juvenile workers about their additional rights, provide training to HR staff, middle management and supervisors on juvenile worker rights, ensure OT procedures that include a review that no juvenile	31-Dec-05	Factory revised its hiring policy and included all the policies and procedures regarding juvenile workers. A training was given to the Human Resources staff, middle management, and supervisors about the revised hiring policy on 16-Nov-2005 including juvenile workers.	Documented policy and training documentation on file	Remediation was verified during the Nike audit on May 3, 2006	Employee list & Walkthrough	
4. Harassment or Abuse														
Every employee will be treated with respect and dignity. No employee will be subject to any physical, sexual, psychological or verbal harassment of abuse.														
Access to Facilities		Access to food, water, toilets, medical care or health clinics or other basic necessities will not be used as either reward or punishment					Childcare in a creche is provided for both female and male workers. (Law requirement is only for female workers.)							
5. Nondiscrimination														
No person will be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.														
6. Health and Safety														
Employers will provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities														
Fire Safety Health and Safety legal compliance	Labor Law- Workplace health team and responsibilities regulation –article 31.'s requirement: When the population of the workers in a company raises over 1000, second nurse or trained nursery staff is required for the 1,2,3 risk levels of industrial sectors.	Employer will comply with applicable health and safety laws and regulations. In any case where laws and code of conduct are contradictory, the higher standards will apply. The factory will possess all legally required permits	Number of the employee was 1192 in the factory. The second nurse or nursery staff was not existing according to Labor law requirement				Visual inspection and management interview.	It was observed that the factory has already started searching for a second nurse through advertisements. A second nurse will be hired by the end of November. In order to avoid future non-compliances, factory should have a system to track all the new laws and regulations in this area.	31-Dec-05	Factory hired a second nurse as of 30-Dec-2005.	Copy of the advertisement and the job application form on file; Social Security Registration, time card records for Jan and the graduation certificate of the nurse on file.	Remediation was verified during the Nike audit on May 3, 2006	Social security insurance registration of the nurses and nurse certificates	

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PPE		Workers shall wear appropriate protective equipment (such as gloves, eye protection, hearing protection, respiratory protection, etc.) to prevent unsafe exposure (such as inhalation or contact with solvent vapors, noise, dust, etc.) to hazardous elements including medical waste.	Although the ear plugs have been provided by factory management, some of the embroidery operators and boiler technician were not wearing them.				During visual inspection		The factory should once more train the workers. Factory management should also train their supervisors and other middle management because it is important for the workers to see their superiors also using the PPE. The trainings should be continuous and the factory should measure the effectiveness of these trainings and document them.	31-Dec-05	Factory trained workers, supervisors and managers at embroidery and printing on 16-Nov-2005.	Signatures of the participants who received training on file.	Remediation was verified during the Nike audit on May 3, 2006	Walkthrough
PPE		Workers shall wear appropriate protective equipment (such as gloves, eye protection, hearing protection, respiratory protection, etc.) to prevent unsafe exposure (such as inhalation or contact with solvent vapors, noise, dust, etc.) to hazardous elements including medical waste	Boots were not accessible in the chemical storage location of printing process				During visual inspection		It is noticed that boots are accessible. In order to avoid future non-compliances in this area, factory should post a warning sign about the usage of the boots. Factory should develop and retain documentation that boots are provided and that the workers receive training on use and location of boots.	31-Dec-05	Factory posted the warning sign and gave training to the relevant employees in that department on the use of boots/protective footwear.	Photos are taken as verification; Signatures of the participants who got the training on file	Remediation was verified during the Nike audit on May 3, 2006	Walkthrough
PPE		Workers shall wear appropriate protective equipment (such as gloves, eye protection, hearing protection, respiratory protection, etc.) to prevent unsafe exposure (such as inhalation or contact with solvent vapors, noise, dust, etc.) to hazardous elements including medical waste		Limit measurement was not done for embroidery operators.			During control of medical records and worker interviews.		The audition measurement is executed on November 9 for 16 embroidery operators and 1 operator who is responsible from the boiler. The measurements took place at a hospital which is approved by the Local Health Authorities. All 17 tests prove to be under normal limits and there were no recommendations. All rest results have also been checked by a doctor and approved. In order to avoid future non-compliances in this area, factory should perform audition tests at least annually, report on file and provide remediation. Trainings about using PPE should continue. Factory management should also train their supervisors and other middle management because it is important for the workers to see their superiors also using the PPE. The trainings should be continuous and the factory should measure the effectiveness of these trainings and document them.	31-Dec-05	Factory has prepared a procedure that indicates that audition tests will be performed at least annually for embroidery employees and employees at other noisy areas including remediation procedures. Factory has given trainings to the workers, supervisors and management about using PPE on 16.11.2005.	01 Nov 2005. Copies of the audition measurement reports on file with PC; Audition test procedure documentation on file, signatures of the participants who got the training on file	Remediation was verified during the Nike audit on May 3, 2006	Document check
Record Maintenance		All safety and accident reports shall be maintained for at least one year, or longer if required by law		The corrective or preventive actions against recurrence of the workplace accidents/ incidents were not recorded tidily to prove efficiency of those actions and to ensure traceability of continual improvement.			Inspection of the medical records. Very comprehensive recording system is seen about all factory accidents, medical emergencies, and general safety issues, but no more further step as mentioned by the non-compliance.		The factory has already got an accident log / sickness log. They keep records of every incident but those records are not linked to corrective and preventive actions effectively. The factory will keep monthly statistics both for accidents and sicknesses. Health & Safety team will evaluate the report and take preventive and corrective actions and record them.	31-Dec-05	Factory developed a detailed registration process for sicknesses and accidents, however, monthly statistics and preventive actions are not done yet. Factory's H&S Committee will start following up this issue as of March	Detailed records of sicknesses and accidents from January 2006	It was observed during the audit dated May 3, 2006 by Nike that the detailed statistics is already prepared by the nurse. As of June 1, most frequent issues started to be discussed at the H&S Committee meetings and decisions about preventive measures are being taken.	Statistics reports, minutes from the H&S Committee meetings
Record Maintenance		All safety and accident reports shall be maintained for at least one year, or longer if required by law		Personal health files were not identified systematically, it was not easy to access some of them. Workplace injuries or accidents were not recorded on the each relevant personal health files either.			Inspection of the medical records.		The health files are already filed according to the employee numbers. Factory also started recording workplace injuries/accidents in each relevant personal file. Additionally, factory should develop and document procedures for Employee Health Inspections which will include filing systems as well as other subjects. Management should also provide training to responsible persons about the Employee Health Inspection procedures and verify that system is functioning regularly.	31-Dec-05	Factory developed a clinic procedure that includes roles and responsibilities of clinic staff. Factory developed and documented procedures for systematizing files and recording accidents/injuries in each worker's health file.	01-Nov 2005. Photos are taken as verification 14-Feb-2006. Clinic procedures on file	Remediation was verified during the Nike audit on May 3, 2006	Document check
Sanitation in Dining Area		All food preparation shall be prepared, stored, and served in a sanitary manner in accordance with applicable laws. Safe drinking water should be available in each building.	There was no flyswatter or similar precaution on the windows of the kitchen against fly or other insects				Visual inspection		Factory to install flyswatter in the kitchen and the lunch hall.	30-Nov-05	Factory installed flyswatters in the kitchen and the lunch hall	Photos on file	Remediation was verified during the Nike audit on May 3, 2006	Walkthrough
Worker Participation		Workers should be involved in planning for safety, including through worker safety committees						Scheduled and organized trainings on health and safety were being determined in accordance with needs of workplace and workforce. Efficiency of the taken trainings were also being evaluated with different methods for advanced subjects						
H&S.18 Machinery Maintenance and Worker Training	Health and Safety Regulations, Article 142	All production machinery, equipment and tools shall be regularly maintained and properly guarded. Workers shall receive training in the proper use and safe operation of machinery, equipment and tools they use. Employers shall ensure safety instructions are either												

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H&S.13 Chemical Management and Training	Hazardous Chemicals Regulation, Articles 12 & 17	All chemicals and hazardous substances shall be properly labeled and stored in accordance with applicable laws. Labels shall be placed in the local language and the language(s) spoken by workers, if different from the local language. Workers shall receive training, appropriate to their job.													
H&S.14 Material Safety Data Sheets/Worker Access and Awareness	Regulations Regarding MSDS Sheets' Preparation, Articles 5 & 6	Material Safety Data Sheets (MSDS) for all chemicals used in the factory must be available at the usage and storage sites of the chemicals, in the local language and the language(s) spoken by workers, if different from the local language. Workers shall have free access to MSDS.													
Health and Safety Regulations	Regulations of Precautions that Need to be Taken in the Work Places Involved with Chemicals, Articles 5, 6, 65.	A drainage system should be available to discharge spills in chemical related sections.													
Health and Safety Regulations	Manuel Handling Regulation, Articles 5, 6, 7	The weights above 25 kg's should not be handled manually by one person.													

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7. Freedom of Association and Collective Bargaining														
Employers will recognize and respect the right of employees to freedom of association and collective bargaining														
8. Wages and Benefits														
Employers recognize that wages are essential to meeting employees' basic needs. Employers will pay employees, as a base, at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and will provide legally mandated benefits														
Legal benefits		Employers will provide all legally mandated benefits to all eligible workers		Annual leaves were not well scheduled according to some interviewed workers			Interviews with workers and control of annual leave records: Having completed his first year in the factory, an employee has right to use his annual leave. But this was not the case for some of the workers working since more than 15 months. No clearly scheduled annual leave record was seen.		All employees who have worked for at least one year, including the trial period, from the date of recruitment are entitled for annual paid leave. The employee uses his/her annual leave within the following service year. The factory should make sure that all employees use their legal rights on time. Additionally, factory should also develop and document a system for scheduling annual leave. Factory should provide written documentation of annual leave policy and procedures to all workers; train all workers, supervisors and middle management in the annual leave policy and procedures. Factory should also maintain a system for recording annual leave earned and annual leave taken for each month (in payroll and/or on payslip). In order to avoid future non-compliances, factory should develop regular timeline for verifying that all workers have taken annual leave (ie. 2 times a year review leave records and remind workers/supervisors to schedule leave).	31-Dec-05	Factory developed procedures for Paid Annual Leave Committee whose responsibility is to plan the annual leaves. Factory also maintained a system for recording annual leave earned. Workers are taking their annual leave within the time frame established by the law.	Procedure for the Paid Annual Leave Committee and Annual Leave Plan on file.	Remediation was verified during the Nike audit on May 3, 2006	Document check
Accurate benefit compensation		All employees will be credited with all time worked for an employer for purposes of calculating length of service to determine the benefits to which workers are entitled					Interviews with workers and management	"The best line of the month" is chosen in accordance with the production productivity. The line members are awarded by gold coin that motivates the workers						
Other							Interviews with workers and management	During interviews, workers expressed their pleasure about the library available for leisure hours						
Other							Interviews with workers and management	Free transportation between home and factory is provided from 120 different locations						
9. Hours of Work														
Except in extraordinary business circumstances, employees will (i) not be required to work more than the lesser of (a) 48 hours per week and 12 hours overtime or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture or, where the laws of such country will not limit the hours of work, the regular work week in such country plus 12 hours overtime; and (ii) be entitled to at least one day off in every seven day period														
Legal compliance with protected workers	Labor Law clause 71: Regular working hours of the young workers shouldn't exceed 8 hrs/day and 40 hrs/week limitation	The factory will comply with all applicable laws governing work hours, including those regulating or limiting the nature and volume of work performed by women or workers under the age of 18	41 young workers under 18 years of age that have been working 45 hrs/week like the other regular workers which was exceeding legal limit. (PLEASE ALSO SEE ABOVE THE SAME NON-COMPLIANCE UNDER CHILD LABOR)				During interviews with workers and management and control of working hours records. 41 young workers under 18 years of age that have been working 45 hrs/week between 08:30 – 18:30, nine hours a day like the other regular workers. It means 1 hour more in a day and 5 hours more in a week which is not coinciding with law requirement.		Through documentation check and management interviews, it was noticed that the youngest employee in the factory was born on 27.10.1987. Therefore, there are no juvenile workers in the factory as of 01 Nov 2005. For ex: The youngest worker is actually 18 years and 3 days. On 5-6 September, during the FLA audit, there were only 4 juvenile workers. In order to avoid future non-compliances in this area, factory should develop systems to fulfill all the legal requirements for juvenile workers. Juvenile workers should work max 8 hrs/day and 40 hrs/week, they should have annual health checks twice a year and they should have at least 20 days of paid annual vacation. In addition, factory should provide visual identification of juvenile workers, provide training to juvenile workers about their additional rights, provide training to HR staff, middle management and	31-Dec-05	Factory revised its hiring policy and included all the policies and procedures regarding juvenile workers. A training was given to the Human Resources staff, middle management and supervisors about the revised hiring policy on 16-Nov-2005 including juvenile workers	01-Nov-2005. A list of all employees with date of birth information is reviewed and taken as verification. Copy of ID documentation of youngest workers are also checked. 14-Feb-2006. Revised hiring policy and signatures of participants in training on file	Remediation was verified during the Nike audit on May 3, 2006	Employee list & Walkthrough
HOW 6: Time Recording System		Time worked by all workers regardless of compensation system, shall be fully documented by time cards or accurate and reliable recording systems such as electronic swipe cards. Employers are prohibited from maintaining multiple time-keeping systems and/or false records for any fraudulent reason, such as to falsely demonstrate working hours. Time records maintained shall be authentic and accurate.												

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HOW 2: Rest Day	Turkish Labor Law, Article 46	Workers shall be entitled to at least one day off in every seven-day period. If workers must work on a rest day, an alternative day off must be provided within that same seven-day period or immediately following the seven-day period.												
HOW.1 General Compliance Hours of Work	Turkish Labor Law, Article 69	Employers shall comply with all local laws, regulations and procedures concerning hours of work, public holidays and leave.												
HOW.11 Extraordinary Business Circumstance/Forced Overtime		In case of extraordinary business circumstances, employers shall make reasonable efforts to secure voluntary overtime work prior to mandating involuntary overtime. Employers must get workers voluntary consent periodically for all overtime that is above the 12 hours as provided for in the Code and that is not due to extraordinary business circumstances.												
10. Overtime Compensation														
In addition to their compensation for regular hours of work, employees will be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws will not exist, at a rate at least equal to their regular hourly compensation rate.														
WBOT 20: Payroll Record Maintenance/Worker Acknowledgement	Social Security Law, Article 77	All compensation records shall be maintained accurately and shall be acknowledged by the worker as accurate.												
Miscellaneous														