

The factual information set forth on the Tracking Charts was submitted to the FLA by each Independent External Monitor and Participating Company and reviewed by FLA staff. It is being made available to the public pursuant to the FLA Charter in order to strengthen the monitoring process. The FLA Charter provides for regular public disclosure of the factual results of independent monitoring and the resulting specific actions taken by Participating Companies.

What is a Tracking Chart?

Compliance is a process, not an event. A Tracking Chart outlines the process involved in FLA independent external monitoring and remediation. It is used by the accredited independent external monitor, the participating company and the FLA staff to do the following:

- **Record Findings:** The independent external monitor uses the Tracking Chart to report noncompliance with FLA Code standards. The monitor should also cite the specific Code benchmark or national/local law that was used to measure compliance.
- **Report on Remediation:** The FLA participating company uses the Tracking Chart to report on the remediation program that was implemented in order to resolve the noncompliance and prevent any future violations.
- **Evaluate Progress:** The FLA uses the Tracking Chart for purposes of collecting and analyzing information on the compliance situation of a particular factory and for publication on our website. This information is updated on an ongoing basis.

What a Tracking Chart is NOT -

- An exhaustive assessment of factory conditions

Working conditions - in any type of workplace - are dynamic. Each Tracking Chart represents a survey of the factory's conditions on a specific day. Over time, a fuller picture emerges as we compile information from various sources to track the compliance progress of a factory.

- A pass or fail evaluation

The Tracking Charts do not certify whether or not factories are in compliance with the FLA Code. Monitoring is a measurement tool. The discovery of noncompliance issues is therefore not an indication that the participating company should withdraw from a factory. Instead, the results of monitoring visits are used to prioritize capacity building activities that will lead to sustainable improvements in the factory's working conditions.

- A one-time event

Each monitoring visit is followed by a remediation program, further monitoring and remediation in an ongoing process. The Tracking Charts are updated accordingly.

Note on Language

Please be advised that because FLA independent external monitors are locally-based and English is generally not their native language, the language presented may at times appear unclear to a reader who is a native English speaker. In order to preserve the integrity of the transparency process and the information we receive, our policy is to publish the original text from the monitor and participating company. However, the reader will note that we have taken the precaution to remove any identifying information about the factory that was monitored or the workers interviewed.

For example, in cases where monitors and/or participating companies have cited the actual number of workers in reference to a noncompliance issue, in order to protect the workers' identities, we have replaced the numbers with generic wording in brackets (i.e. "[some]", "[worker interviews revealed that]", etc.).

We do not disclose the name of the factory that was monitored in order to ensure that the FLA's efforts to encourage and reward transparency do not have detrimental consequences for the factory and the workers.

Instructions for Printing

The information contained in the Tracking Charts is organized by columns and rows in a table format. Due to the number and width of the columns, the charts have been formatted for legal size (8.5 x 14in.) paper. To print the charts, please make sure to select "legal" size paper from Print properties.

FLA AUDIT PROFILE	
Country	El Salvador
Factory Code	01032212A
IEM	Cotecna
Date of audit	5/8/02
Duration of Monitoring Visit	2 Days
PC(s)	adidas & Reebok International Ltd.
# of workers	594
Product(s)	Sportswear

FLA Code/ Compliance Issue	Findings		Remediation				Remediation Updates	
	FLA Code Benchmark	Cotecna's Findings	Action Needed	Due Date	Follow Up Date	Follow Up By	Follow Up Comments	PC Follow Up Comments
1. Code Awareness								
2. Forced Labor								
3. Child Labor								
4. Harassment or Abuse								
	<p>FLA Code Benchmark III. Harassment or Abuse: 1) Employers will utilize progressive discipline, e.g., escalating discipline using steps such as verbal warning, written warning, suspension, termination. Any exceptions to this rule, e.g., immediate termination for theft or assault, shall be in writing and clearly communicated to workers. 2)Employers will utilize consistent written disciplinary practices that are applied fairly among all workers. 3) Employers will prohibit screaming, threatening, or demeaning verbal language. 4) Employers will provide training to managers and supervisors in appropriate disciplinary practices.</p>	<p>[Some] workers interviewed said the supervisors treat them harshly.-No written policy about this subject.</p>	<p>Factory management to create a Harassment and Abuse policy, and document employee training on the Policy. The written policy must outline the scope of the policy, define harassment/abuse, the responsibility of individuals to carry out the policy, confidential grievance methods, and appropriate disciplinary sanction for each type of violation against the policy. The policy must state, as appropriate, that the offensive behavior may lead to termination of employment or prosecution by legal authorities. The policy must also specifically state that no employee will be punished for reporting in good faith harassment and abusive behavior to management. No employee of the contractor is exempt from the policy - it applies to vendors, customers, and others who enter the contractor's workplace.</p>	20-Jul-02	31-Jul-02	adidas, Reebok	<p>Management has created a Harassment and Abuse policy that defines the unacceptable abusive behaviors and includes a confidential grievance and reporting policy. Policy does not state that no employee will be punished for reporting harassment or abusive behavior to management. Management will add this statement immediately. Management requested assistance on harassment and abuse training methods.</p>	<p>Training was provided in January 2003 on No Harassment and No Abuse Policy and other factory policies. In employee interviews it was verified that there was no abuse or harassment. Supporting documentation is maintained in participating company's files.</p>
5. NonDiscrimination								
6. Health and Safety								
	<p>FLA Code Benchmark V. Health and Safety: 1) All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures. 2) All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.</p>	<p>Ironing passageway is too narrow to ensure a safe exit during an emergency. Sewing section is overcrowded, 3.0sq.meters per workers against 7, ILO recommendation.</p>	<p>Re align lay out to ensure passage way is free of obstructions ensuring there is at least 1.00 meter of free space .</p>	20-Jul-02	31-Jul-02	adidas, Reebok	<p>Passageway in ironing area is aligned, aisles are marked and free of obstructions to ensure safe exit during emergency. Management stated that they plan to move the ironing section upstairs to the mezzanine area which has more space and ventilation (by October 30). Follow is required to verify that new ironing area has sufficient aisle space to ensure safe exit during emergency.</p>	<p>Ironing section has been moved upstairs and is well ventilated. Photos have been submitted to participating company for verification.</p>

FLA Code/ Compliance Issue	FLA Code Benchmark	Cotecna's Findings	Action Needed	Due Date	Follow Up Date	Follow Up By	Follow Up Comments	PC Follow Up Comments
	FLA Code Benchmark V. Health and Safety: 1) All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.	Contractor has insufficient number of toilet facilities per population. Factory currently has 2 WCs for men and 12 for women. With a worker population of 460 female and 134 Male.	Contractor must follow the following criteria of toilets per worker population: Number of Employees Toilets 1- 15 1 16-35 2 36-55 3 56-80 4 81-110 5 111-150 6 Over 150 add one additional fixture for each additional 40 employees. Based on the above Factory needs to add 7 bathrooms for Women to have a total of 19 fixtures and add 4 fixtures for Men to have a total of 6.	30-Aug-02	31-Jul-02	adidas, Reebok	Toilet per worker IEM audit results were based on total factory worker population. Contractor provided information based on day shift and night shift worker population. Fewer toilets are needed due to the actual number of workers on site at the same time. 4 mens toilets and 1 urinal added – for a total of 5 toilets for 102 day shift and 29 night shift male workers. 6 women's toilets added – total 18 toilets for 547 day and 4 night shift female workers. A wall was constructed at the edge of the parking lot at the walkway entrance to the production area enclosing the additional men's bathrooms. Women's toilets were added with entrance from the production floor. Factory is in compliance with ratio of toilet per worker based on the breakdown of day shift and nightshift workers.	Factory is in compliance, 9 more fixtures were added for women and 5 more for men.
7. Freedom of Association								
	FLA Code Benchmark VI. Freedom of Association and Collective Bargaining: 1) Workers will have the right to establish and, subject only to the rules of the organization concerned, to join organizations of their own choosing without previous authorization. The right to freedom of association begins at the time that a worker seeks employment, and continues through the course of employment. 2) Employers will comply with all national and local laws and regulations concerning collective bargaining and free association. Where conflicts are known to exist, employers will use the standard that provides the greatest protection for workers.	As per worker comments they are not free to form a union.	Factory management should develop a functioning worker/management committee to ensure employees have a formal voice with mgmt.		31-Jul-02	adidas, Reebok	Worker management communication groups exist. Management agreed to hold regular meetings and encourage active participation in the worker management communication groups. Follow up will include employee interviews regarding effectiveness of the worker/mgmt communication committee.	Workers and Supervisors have been trained in January 2003 on all the factory policies, including Freedom of Association. Participating company compliance staff will continue to work with the factory to determine additional training needs to institutionalize freedom of association principles at the factory.
8. Wages and Benefits								
9. Hours of Work								
10. Overtime Compensation								