

*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.

<b>FLA Audit Profile</b>	
Country	MAURITIUS
Factory name	400049502E
IEM	T GROUP SOLUTIONS PVT LTD
Date(s) in facility	DECEMBER 11 & 12, 2006
PC(s)	ASICS CORP.
Number of workers	703
Product(s)	KNITS TOPS AND BOTTOMS
Production processes	RECURTING, SEWING, FINISHING & PACKING

FLA Code/ Compliance Issue	Country Law/Legal Reference	FLA Benchmark	Non-compliance	Risk of Non-compliance	IEM Findings			PC Remediation plan	Remediation		Documentation	[Status]	Updates (Cite Date of Follow up)	Documentation	External Verification (Date)	Documentation	Company Verification Follow up	
					Evidence of Non-compliance (un corroborated)	If not corroborated explain why	Sources/Documentation used for corroborating		Notable Features implemented by Factory Management or Company	Target Completion Date							Factory Response (Optional)	Company follow up (Cite date of follow up)
<b>1. Code Awareness</b>																		
Code posting/information		<b>FLA Principle of Monitoring, Obligation of Companies:</b> Establish and articulate clear, written workplace standards. Formally convey those standards to Company factories as well as to licensees, contractors and suppliers.	ASICS code is not posted in Chinese in the Chinese section.	Notice board installed near the recruiting section is not easily accessible.	Findings were incriminating.	Visual inspection		PC will send poster to factory in English and Chinese in local language. Factory management shall post CPE posters in a prominent place.				On-going	Asics CoC poster which covers all workers languages are on the way to factory.					
Worker/management awareness of Code		<b>FLA Principle of Monitoring, Obligation of Companies:</b> Ensure that all Company factories as well as contractors and suppliers inform their employees about the workplace standards orally and through the posting of standards in a prominent place (in the local languages spoken by employees and managers) and undertake other efforts to educate employees about the standards on a regular basis.	Workers were not aware of the Code elements. Workers stated that they had not read the Codes which are posted in the facility, due to lack of time	Some of the Management personnel were not aware.		Interview with workers and Management		Factory needs to provide continuous training to its workers and supervisors on Code of Conduct elements.				Completed	Factory has been WRAP Certified (Level B) in July 9, 2007, as per Certificate no. 9185. All workers and supervisory staff have received intensive training on WRAP principles. An administrative manager has also been appointed to maintain continuous training of all employees.					
Confidential non-compliance reporting channel		<b>FLA Principle of Monitoring, Obligation of Companies:</b> Develop a secure communications channel, in a manner appropriate to the culture and situation, to enable Company employees and employees of contractors and suppliers to report to the Company or non-compliance with the workplace standards, with security that they shall not be punished or prejudiced for doing so.	Contact numbers, fax nos of the PC are provided only in the English version of the Code poster. The same are missing from the Code posted in the local language. Workers interviewed were not aware of this information or any other communication channel. No training or awareness programs have been conducted in the facility.			Visual inspection & interview with Workers.		PC's contact information shall be posted in a public place as a means to establish a direct communication channel between workers and PC.				On-going	AEBV will research an effective reporting mechanism for workers in factory. In addition, we also hoped our ability joins to in the counter-discrimination activity. The counter-discrimination channels as follows: 1) personally pays attention to 2) the trade union 3) the suggestion box 4) the health and safety committee. In addition, the company also implements opens wide the front door policy, any feeling suffers the uneven treatment the people all may reflect to the high-quality management. We encourage these regarding to have the question and the care staff in the operational site.					
<b>2. Forced Labor</b>																		
There will not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise.																		
Employment Records		Employers will maintain sufficient hiring and employment records to demonstrate and verify compliance with this Code provision.	Progressive wage increase information is not maintained [in] workers' files.			Review of records		HR department maintains all the employment contracts and related information. HR staff crosschecked with workers for the employment terms and conditions.				Completed	HR department maintains all the employment contracts and related information. HR staff crosschecked with workers for the employment terms and conditions.					
Freedom in Employment		All workers will have the right to enter into and to terminate their employment freely.		[Some] workers stated that they are not permitted to go home until the end of the contract. They are only permitted to leave if they are involved in any gross misconduct or in cases of hard work.		Interview with workers and Management.		Factory shall ensure all workers will have the right to take the leave and/or to terminate the employment freely.				Pending						
Employment Terms		Employment terms shall be those to which the worker has voluntarily agreed.		Workers interviewed were not aware of the contents of the document providing details of the rules and regulations though they had signed to acknowledge receipt of the same. This document is in English and cannot be read by workers.		Interview with Workers and Management		Factory shall provide details of the rules and regulations in local language of worker. Factory shall ensure workers to be aware of the contents of rules and regulations.				Completed	Hand book is available where the following information is available in English, French, Chinese and local language: (i) the terms and conditions of employment, (ii) employment policies of the company and (iii) standard of conduct. A chinese version of the hand book is also available.					
Confiscated Original documentation		Workers will retain possession or control of their passports, identity papers, travel documents or any other personal legal documents. Employers will not retain them to restrict workers' access to their personal identification documents, or to ensure that workers will remain in employment in the factory. Employers may obtain copies of original documents for record-keeping purposes.		Passports of [some] workers are kept with the management as a safety measure. Copy of the passports are available with the workers. The workers have signed a letter of consent for the management to keep their passports.		Interview with workers and Management and review of documents.		Factory shall provide policy and procedure of keeping Personal Original Documents as a safety measure. Factory shall ensure workers [are] aware of the policy and procedure.				On-going						
Recruitment Contracts	Guidelines for Employment of Guest Workers in the EPZ Sector in Mauritius issued by MEF - Section 3 -Contract of Employment clause 3.4.	There can be no employment terms (including contracts, recruitment arrangements, or any other instruments) which specify that employees can be confined or be subjected to restrictions on freedom of movement; allow employers to hold wages already earned; provide for penalties resulting in paying back wages already earned; or, in any way punish workers for terminating employment. (It is acceptable to provide bonuses to workers who stay for a term of contract and meet reasonable conditions, such as regular attendance, punctuality, good quality, etc.	Contracts of workers are in English and not in the local language.			Review of Documents		Factory shall provide Labor Contract in local language of workers. Factory shall ensure workers [are] aware of the contents of Labor Contract.				Completed	Rules and regulations to be translated [into local language of workers.]					
<b>3. Child Labor</b>																		
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.																		
<b>4. Harassment or Abuse</b>																		
Every employee will be treated with respect and dignity. No employee will be subject to any physical, sexual, psychological or verbal harassment or abuse.																		
Disciplinary Practices		Employers will utilize consistent written disciplinary practices that are applied fairly among all workers.		Warning letters issued are in English and not in the local language. Workers do not read English. Management read out the contents of the letters and the workers sign to acknowledge receipt.		Review of records and interview with Management and workers.		Factory shall provide policy and procedure of Disciplinary Practices in local language of worker. Factory shall ensure workers to be aware of the policy and procedure.				Completed	Please see remediation for item (22).					
Freedom of Movement		Employers will not unreasonably restrain freedom of movement of workers, including movement in canteen, during breaks, using toilets, accessing water, or to access necessary medical attention.		Workers need to obtain a pass/token to use the toilets.		Interview with Workers and Management		Workers should not be restricted from using toilet facilities. Factory shall provide unrestricted access to bathroom facilities, drinking water and other basic facilities. Factory shall inform all supervisors of this right. Eliminate any restrictions placed on workers for the access of basic facilities.				Completed	There is no restriction to workers in order to access basic facilities.					

FLA Code/ Compliance Issue	Country Law/Legal Reference	FLA Benchmark	IEM Findings						Remediation				[Status]	Updates (On Date of Follow up)		Third-Party Verification		Company Verification Follow up		
			Non-compliance	Risk of Non-compliance	Evidence of Non-compliance (un corroborated)	If not corroborated explain why	Sources/Documentation used for corroborating	Notable Features implemented by Factory Management or Company	PC Remediation plan	Target Completion Date	Factory Response (Optional)	Company follow up (Cite date of follow up)		Documentation	Completed, Pending, On-going	Company Follow up	Documentation	External Verification (Date)	Documentation	Company Follow up (Cite date of planned or follow up visit, if appropriate)
<b>5. Non-discrimination</b>																				
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.																				
<b>6. Health and Safety</b>																				
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																				
Evacuation Procedure		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.	1) Evacuation plans posted are too small and are not easily visible. Also these are in English and not in the local language. 2) Point No. 5 in the "Fire Action" notice, posted near Exits, states to "close door behind you". 3) Evacuation routes are not marked in the facility. 4) Aisles and passages are not marked in most work areas. 5) Evacuation routes and aisles are not marked in the Chinese sewing area. No clear passages are provided for easy evacuation. 6) Emergency door near the fabric storage area was found locked. 7) Emergency lights installed above all exits and on few staircase landings are fluorescent tube lights which may not be appropriate in smoke in case of fire. 8) Emergency lights are missing on few staircase landings.	Finding was incriminating.	Visual inspection		Factory shall post Emergency evacuation maps in all work areas that guide the workers toward the nearest exits. Factory shall provide lines to mark the aisles together with arrow marking leading to exits. Factory shall explain to all workers the meaning of lines and arrows and the importance of observing following them with a fire drill. All exit doors should be unblocked and unobstructed. Remove stored items to proper storage facility. Emergency lights are missing on few staircase landings. Factory should establish H&S committee and a written policy about H&S and Safety General Standards. H&S committee should regularly check exits to ensure they are not blocked.			1) Factory has explained evacuation procedure to the workers. 3-4) The layout has been reviewed and evacuation routes have been marked. 5) Works stations have been reviewed to allow speedy evacuation in case of emergency. 6) All emergency doors are kept open during working hours.		1) Completed 8) Completed 2-7) Completed	2) "close door behind you" means a worker must close the door in case of fire so that there is no propagation of fire to other section." 7) Self-adhesive Exit Sign has now been fixed on all emergency lights so that the exit sign is now becomes visible in case of darkness. 8) Missing emergency lights have now been fixed where missing.							
			9) Emergency light is not installed above exit from offices to the Chinese sewing section. 10) Space between sewing lines in the Chinese Sewing section is blocked with bins and overhanging garments attached to the ETON system. 11) Access to passages from few work stations in the sewing sections and finishing sections are blocked with stands used to keep garments. 12) Most exit doors in the facility open inwards.																	
Safety Equipment	Occupational Safety, Health & Welfare Act, Part VII Safety (General Provisions) # 52	All safety and medical equipment (such as fire fighting equipment, first aid kits, etc.) shall be in place, maintained as prescribed and accessible to the employees.	1) A worker was seen sitting and working in front of a fire extinguisher in the sewing section near the office. 2) Pillars on which fire extinguishers are installed, are not marked for easy identification of the location of the extinguishers. 3) No fire fighting equipment was seen installed near the boiler room.	Finding was incriminating.	Visual inspection		Include in the yearly activities for H&S the regular monthly inspection and maintenance of all units of fire extinguishers. Factory shall provide location indicator signs and inspection tags to record the regular inspection and maintenance at all units of fire extinguishers in local language. Educate all workers about the importance of proper maintenance and easy accessibility of the units. Factory shall provide clear signage to each position of the fire extinguishers, so they can be seen from a far distance. Extinguishers are no longer block[ed]. Factory shall explain to all employees the importance of unblocked access to every unit and enforce consistently its observance. Arrange actual use of fire extinguisher during training that should be done on specific periodic intervals. All new workers are trained on basic fire safety awareness and how to escape in an emergency.					Completed	1) Evacuation drills are to be conducted twice annually. Additionally if there is a change in workforce where more people are hired, a drill is also required to ensure all workers are familiar with the procedure. 2) Evacuation plans are to be posted in each section of the factory including warehouses and sample rooms. Emergency aisles are to be minimally 1.1 meter wide and clearly marked with yellow lines. 3) A portion of the workforce must be trained on the use of firefighting equipment.							
PPE	Occupational Safety, Health & Welfare Act, Part VII Safety (General Provisions) # 60	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.	1) It was observed that mesh gloves [were used] only on one hand instead of both. 2) Over lock operators were not using any respiratory masks to prevent them from breathing in floating fabric dust. 3) Most workers on buttoning machines, over lock and interlock machines were not using eye shields.	Finding was incriminating.	Visual inspection		Factory shall take every effort to reduce the risk from workplace accidents. Factory shall provide workers with correct PPE for the job, train workers in the correct use of PPE, supervisors should ensure workers use PPE at all times.					On-going								
Ventilation/Electrical/facility maintenance	Occupational Safety, Health & Welfare Act, Part IV Health & Welfare (General Provisions) # 19 & 20.	All ventilation, plumbing, electrical, and lighting services shall be provided and maintained to conform to applicable laws and prevent hazardous conditions to employees in the facility.	1) Lighting in all work areas is inadequate ranging between 60 lux to 200 lux. 2) Wall fan was seen connected to the mains without a plug. 3) Main switches on the panel board do not have covers. 4) Electric cable connecting fusing machine with the mains was hanging loose. A worker was seen working with this cable passing between arms. 5) Lint was noticed on pedestal fans.	Finding was incriminating.	Visual inspection		Factory shall develop a process/policy for the regular inspection of the factory facilities to assess operation conditions complying with SASCIS factory guide and ensure ongoing adequate factory conditions and place a qualified individual in charge for its implementation. Factory shall implement housekeeping program (i.e. 5S) to maintain the factory condition in a clean and tidy state at all times. Factory shall ensure all electrical switchboards [are] cleaned and proper plugs have been providing for all fans. All wiring shall be redone. Lint accumulation shall be cleaned and is regularly being checked.			1) Double fluorescent tubes are used instead of single tube.		1. Completed 2-5. Completed	2-5) Have been remedied under WRAP certification program.							

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Record Maintenance		All safety and accident reports shall be maintained for at least one year, or longer if required by law.	Record of maintenance of sewing machines is not maintained. Broken needle legs are also not maintained properly providing all details.			Finding was incriminating.	Visual inspection		Standard Operating Procedures for accident/incident investigation shall be set up and recorded and reported to Management monthly (documentation available in place for checking). All accidents should be investigated, reported and analyzed on a monthly basis.					Completed	Record of maintenance and broken needles are appropriately recorded based on standard procedure for accidents.					
Machinery Maintenance	Occupational Safety , Health & Welfare Act , Part V Safety (Machinery) # 29	All production machinery and equipment shall be maintained, properly guarded, and operated in a safe manner.	1) While pulley guards are missing from few sewing machines, needle guards are missing from most machines. 2) There is no emergency stop switch provided in the loosing machine. 3) There is no pulley guard installed on the lace plaiting machine. 4) Exhaust pipe of the power generating set is not insulated. 5) Tag guns are not marked. 6) Cutters used by sewing operators are not tied and could cause injury.			Finding was incriminating.	Visual inspection		All production machinery and equipment shall be maintained, properly guarded, and operated in a safe manner. Factory shall develop regular maintenance plan, maintain records of regular maintenance. Factory shall develop needle guard policy and procedures, provide training to workers, and enforce policy and procedure.					Completed	Factory has re-checked all the production machinery and equipments to be in a safe manner. Regular maintenance plan has developed.					
Sanitation in Facilities	Occupational Safety , Health & Welfare Act , Part IV Health & Welfare ( General Provisions) # 16, 21	All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.	1) A crack was noticed along the joint between two blocks of the factory building. Chunks of plaster could be seen coming off. Many pieces of plaster were seen hanging precariously. 2) Toilet Paper is not provided in the toilets. 3) Old used tube light sets were seen stored behind the main electric panel board in the power generating set room. 4) Stagnant water mixed with oil was seen in the drain in front of the boiler room. 5) A polythene bag containing fabric pieces was seen stored under Electric switch boards			Finding was incriminating.	Visual inspection		Soap must be provided in all toilets. Factory shall implement facility maintenance program to keep the factory condition in a safe and healthy state at all times). Factory shall implement housekeeping program (i.e. 5S) to maintain the factory condition in a clean and tidy state at all.			1) Metallic flash bands have been fixed over all joints of the factory building.		1) Completed. 2) Completed	Factory has provided appropriate things in Toilet. All of old tube lights have now been removed. 4) This has been cleaned and the drains fixed with concrete slabs. Factory has cleaned up the polythene bags under Electric switch.					
Worker Participation	Occupational Safety , Health & Welfare Act , Part II Duties and Responsibilities # 13.	Workers should be involved in planning for safety, including through worker safety committees.				Factory does not have any committee to monitor health and safety.	Interview with Workers and Management		Factory shall establish H&S committee with a clear organization, clear program and supported by top management.					Completed	Health and safety committee are meeting every one month.					
<b>7. Freedom of Association and Collective Bargaining</b>																				
Employers will recognize and respect the right of employees to freedom of association and collective bargaining.																				
<b>8. Wages and Benefits</b>																				
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.																				
Minimum Wage		Employers will pay workers the legal minimum wage or the prevailing industry wage, whichever is higher.							Factory pays 35 % more than the legal basic wage.											
Wage Benefits Awareness		Employers will communicate orally and in writing to all employees in the language of the worker the wages, incentive systems, benefits and bonuses to which all workers are entitled in that company and under the applicable law.				Workers interviewed were not aware of benefits of sick leave and the method of calculating sick leave entitlement.	Interview with workers and Management stated that this is explained in their appointment contracts/letters which are in their files but will educate them further.		Employees shall receive basic training in wage calculations (for regular and over time hours worked) and factory provided benefits. Factory shall provide explanation materials written in local language of worker[s].					Completed	Employees have been informed of all benefits they are entitled to under induction programme.					
Pay statement		Employers will provide workers a pay statement each pay period, which will show earned wages, regular and overtime pay, bonuses and all deductions.				Wage slips given to [some] workers are in English . The team leader explains the contents to the workers.	Interview with workers and Management and review of documents. The management stated this is the normal practice followed. Cannot issue a separate wage slip for these workers.		Employees shall receive basic training in wage calculations (for regular and over time hours worked) and factory provided benefits. Factory shall provide explanation materials written in local language of worker[s].					Completed	An information sheet has now been fixed on all Notice Boards explaining in Chinese the detailed information available on any payslip.					
Legal benefits		Employers will provide all legally mandated benefits to all eligible workers.							Meal allowance for Chinese workers is 40 % more than the normal practice											
Timely Payment		All compensation shall be paid in a timely manner.				Date of payment is not mentioned on the payroll records.	Finding was incriminating.	Review of documents.	Factory shall mention date of payment on the payroll.					Completed	All employees, with few exceptions, has their salary credited to their bank account by direct transfer. The company policy is that the transfer is effected so as to reach the employee account at latest the last working week-day of the month (Monday - Friday).					

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<b>9. Hours of Work</b>																					
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.																					
<b>Overtime Limitations</b>																					
Export Enterprises - Remuneration Order - Regulations 1984 - Second Schedule. ( Regulation 3) Section 2(1).	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. An extraordinary business circumstance is a temporary period of extra work that could not have been anticipated or alleviated by other reasonable efforts.	1) Factory has worked on most rest days over the past three months. 2) Factory was working up to 95 hours a week during May, June and July 06. However, effective September, factory has controlled working hours to within 60 to 65 hours per week. 3) Prior to September 2006, female workers were working beyond 10 p.m. and occasionally up to midnight. On few instances these workers have worked the whole night upto 5.30 am. However, effective September 2006, these workers are working till 9 p.m. As a policy, Chinese workers work from 7:30 a.m. to 9:30 p.m. from Monday to Thursday, Fridays - 7:30 a.m. to 7:30 p.m., Saturday - weekly off and Sundays - 7:30 to 11:30 a.m.	Hours worked on public holidays are considered as overtime work and compensated at twice the basic rate of wages. However, these hours reflect as regular working hours and not as overtime hours on time records. Hence overtime time hours as reflected on time records, do not match with the overtime hours reflected in pay roll records. However, the overtime compensation is accurate.	Review of records and interview with workers and Management.		Factory shall develop working hours (including overtime hours) plan; create overtime hours report and check daily that working hours do not exceed local law and ASICS [Code of Conduct]. Consult with production planning department to determine causes of delays or factors that require extend working hours and institute corrective measure to avoid excessive overtime and work on rest days; improve production planning and implement measure to increase production efficiency. Factory must obtain approval by PC. Factory production team shall submit to Factory Management a weekly OT schedule prior to each week. There is a zero tolerance with double book keeping. Factory to ensure that all documents are transparent and clearly indicate all the hours worked. All the payment must be reviewed.					Completed	Payrolls have now been modified with complete information. There is now a strict control on overtime work. A weekly OT planning is generated by the computer at the beginning of each week to ensure that workers do not exceed the hours allowed by law. Actual daily overtime to be performed must be supported a duly authorized request form.									
<b>10. Overtime Compensation</b>																					
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.																					
<b>Miscellaneous</b>																					
Other						1. Factory provides a gift to employees on their Birthdays. Cake is provided for Chinese employees on their birthdays 2. End of the year Party is organized for all employees 3. Annual picnic with games for all employees. Organized separately for Chinese workers															