

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	Turkey
Factory name	12007620A
IEM	Intertek Testing Services, Istanbul, Turkey
Date of audit	19-Jun-02
Duration of IEM Evaluation	2 Days
PC(s)	Reebok International Ltd.
Number of workers	1360
Product(s)	Knitted Sportswear

FLA Code/ Compliance Issue	Benchmark or legal reference	Findings	Monitor's Findings	Best Practice	Remediation				
					PC remediation plan	Follow up Comments	Documentation	PC Up-dates	
1. Code Awareness									
Worker/management awareness of Code		FLA Principles of Monitoring, Obligations of Companies, B. Create an Informed Workplace: Ensure that all Companies 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.	Employees are not familiar with the Reebok Codes. [It was reported in worker interviews] that workers saw it posted in their building but they were not given education about it. [It was also reported in worker interviews] that it [the code] was not posted in their building and they did not see it before. Please note that only 2 of 5 buildings, Reebok Code of Conduct is posted. 2- Employees do not know the factory rules properly. At some floors of the building, it is not posted.		Submit and implement a plan for effectively educating managers, supervisors and workers on the Reebok Code of Conduct. Additionally, post the Code of Conduct, in the local language, in all the buildings of the factory.	Reebok Code is posted in all buildings in the local language. Reebok Human Rights training was given on 8/23/2002.	Factory submitted pictures of the posted Code, as well as documentation of the training. Supporting materials are maintained in Reebok's internal files.		Reebok will continue to work with the factory to determine additional training needed in order to institutionalize the Reebok Human Rights Production Standards in the factory.
2. Forced Labor									
3. Child Labor									
4. Harassment or Abuse									
5. Nondiscrimination									
Preferential treatment		FLA Benchmarks, IV.A. 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.	[It was reported in worker interviews] that one supervisor keeps some of employees who work in his section. He gives some opportunities about overtime hours to these employees. He does not give same opportunities to the other employees.		The factory must develop a non-discrimination policy and post it in the local language for workers to see. Please submit a copy of this policy to Reebok. Furthermore, the factory must monitor the behavior of supervisors for discrimination and take immediate corrective action should they find any.	Factory developed and implemented a non-discrimination policy. Policy was posted in the local language on each floor 7/20/2002. Reebok will continue to monitor the effectiveness of the policy to combat discriminatory employment practices.	Factory submitted copy of the new non-discrimination policy, which is maintained in Reebok's files.		Reebok will continue to monitor the factory to determine whether the non-discrimination policy is being put into practice in the factory.
6. Health and Safety									
Fire extinguishers		FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-2, in the cutting section, administrative floor and warehouse floor, the locations of fire extinguishers are not marked clearly. (They are marked with sticky tape but they are partly torn).		Fix the markings with paint.	The locations of the fire extinguishers are marked with paint.	Pictures of the fire extinguishers have been provided, and supporting materials are maintained in Reebok's files		Reebok will continue to work with the factory in order to determine additional health and safety compliance needs, and look for additional ways to institutionalize health and safety compliance in the factory.
Fire extinguishers		FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-2, at the cutting section, there is an empty fire extinguisher.		Replace the empty fire extinguisher.	All empty fire extinguishers are replaced. Factory also developed a process for inspecting extinguishers to check whether they are charged and in good working condition.	Pictures of the fire extinguishers have been provided, and supporting materials are maintained in Reebok's files		
Fire extinguishers		FLA Benchmarks, V.B. Health and Safety: 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.	There is no sticker of the inspection date on some fire extinguishers and hoses.		Ensure that all fire safety equipment are inspected regularly and display the inspection tags.	Stickers are attached to all fire extinguishers and hoses. A Control Report is developed to track if inspections are made regularly.	Control Report has been submitted to Reebok, and is being maintained in its internal files.		
Fire extinguishers		FLA Benchmarks, V.B. Health and Safety: 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. All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.	In the Building-2, at the lunch hall, there is no fire extinguisher.		Install a fire extinguisher.	Missing fire extinguishers are installed.	Pictures have been provided, and supporting materials are maintained in Reebok's files		
Fire extinguishers		FLA Benchmarks, V.B. Health and Safety: 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.	There is no fire extinguisher in the administration section.		Install a fire extinguisher.	Missing fire extinguishers are installed.			
Fire extinguishers		FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-2, at the bottom floor warehouse and boiler room, there is no fire extinguisher. 10x 6-kg fire extinguisher to the bottom floor fabric warehouse, 5x 6- kg fire extinguishers to the entrance floor fabric warehouse and 1x 25-kg fire extinguisher to the boiler room are needed.		Install a fire extinguisher.	Missing fire extinguishers are installed.			
Fire extinguishers		FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-1, there is no fire extinguisher at the place where the heater machine is located.		Install a fire extinguisher.	Missing fire extinguishers are installed.			
Fire extinguishers		FLA Benchmarks, V.B. Health and Safety: 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. All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.	In the Building-4, at the third floor, fire extinguishers are not adequate in the lunch hall. 2 x 6-kg extra fire extinguishers should be provided.		Install additional fire extinguishers.	Adequate fire extinguishers are installed.			
Fire extinguishers		FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-4, Fire extinguishers are not marked clearly.		Mark fire extinguishers clearly.	All fire extinguishers are now marked clearly, with paint markings.			
Workplace safety		FLA Benchmarks, V.B. Health and Safety: All production machinery and equipment shall be maintained, properly guarded, and operated in a safe manner.	In the boiler room, there is no cover on the water tank which under the floor that creates a danger of falling into it.		Install a cover on the water tank and clearly indicate it with a sign.	The water tank in the boiler room is covered.			
Fire Safety		FLA Benchmarks, V.B. Health and Safety: All chemicals and hazardous substances should be properly labeled and stored in accordance with applicable laws. Workers should receive training, appropriate to their job responsibilities, in the safe use of chemicals and other hazardous substances.	In the Building-2, there are flammable materials in the room where the main electrical panel is located.		Remove the flammable materials from the room where the main electrical panel is located.	Flammable materials are removed from the room where the main electrical panel is located.		Local field staff visited the factory and verified this corrective action has been completed satisfactorily.	
Fire Safety		FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-2, the fire hoses is at the room of the supervisor of the sampling section and blocked with boxes that makes it nonfunctional in case of fire on the production side.		Clear the area around the fire hoses and ensure that they are maintained for easy access.	The Fire hoses in the sampling room are moved out and made available for use.			
Evacuation Routes		FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-2, the stairs are partly blocked with boxes.		Clear the boxes to ensure free passage.	The stairs are cleaned. A new area is created for the boxes.			
Evacuation Routes		FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-4, corridors, where the boxes are stored, are blocked.		All corridors must be kept clear at all times. Factory must plan where to store boxes and other unused materials so that they do not block access.	All corridors are cleared.	Pictures have been provided, and supporting materials are maintained in Reebok's files		

FLA Code/ Compliance issue	Benchmark or legal reference	Findings	Monitor's Findings	Best Practice	Remediation		
					PC remediation plan	Follow up Comments	Documentation
Evacuation Routes	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-2, the corridors between the lines in the cutting section are partly blocked with fabrics.		Clear the corridor.	Corridor is cleared		
Evacuation Routes	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-1, the corridors of the employees in the stain removal section is partly blocked with the tables and electricity box.		All corridors and aisles must be clear of obstacles for easy passage.	Obstacles are removed.		
Fire alarms	FLA Benchmarks, V.B. Health and Safety: 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. 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.	In the section called as H-3 , there is no button in the fire alarm box.		Fix the fire alarm box and delegate responsibility for maintenance of fire alarm equipment and system to appropriate floor staff.	Fire alarm boxes are fitted with buttons.		
Fire alarms	FLA Benchmarks, V.B. Health and Safety: 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. 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.	In the whole facility, the fire hoses and alarms should be re-checked for their functionality.		Develop a maintenance plan to regularly inspect fire equipment and designate factory staff to ensure conformity.	All fire equipment in the factory is checked. A Control Report is developed to inspect regularly.	Control Report has been submitted to Reebok, and is being maintained in its internal files.	
Fire alarms	FLA Benchmarks, V.B. Health and Safety: 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. 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.	In the Building-2, fire alarm is blocked in the counting section.		Clear the area.	Fire alarm is removed to another place in where it can be not blocked.	Supporting documentation is maintained in Reebok's internal files.	
Fire Training	FLA Benchmarks, V.B. Health and Safety: 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.	Fire extinguishing team is not adequate for the whole facility.		Create an appropriate fire fighting team.	A new well-trained fire fighting team (75 in total) was established. Reebok will continue to work with the factory to determine their training needs.	Supporting documentation is maintained in Reebok's internal files.	
Fire Training	FLA Benchmarks, V.B. Health and Safety: 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.	Fire drill is not given to all employees.		Provide fire extinguisher training to supervisors and workers in each production area.	Employees from all sections participated in fire extinguisher training. Reebok will continue to work with the factory to determine additional training needs.	Supporting documentation is maintained in Reebok's internal files.	
Evacuation plan	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-2, at the warehouse, there is no evacuation plan. The evacuation plan in the cutting section is not updated.		Update the evacuation plan in the cutting section of Building-2 and install an evacuation plan in the warehouse of Building-2.	The updated evacuation plan is posted in all departments.	Supporting documentation is maintained in Reebok's internal files.	
Evacuation plan	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-3 , the exit direction should be provided to the place, where the emergency stairs are ended, to make evacuation easier.		Install clear directions.	Clear directions are posted.	Pictures have been provided, and supporting materials are maintained in Reebok's local monitor's files	
Emergency Exits	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-2 and Building-3, at the bottom cutting and warehouse sections, emergency exit directions are not adequate.		Ensure that all emergency exit maps are accurate and clearly posted.	All emergency exit maps are marked.		
Emergency Exits	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-1, at the first floor, emergency exits are not located at the opposite sides which makes the evacuation of employees hard in case of emergency. In the Building-1, at the second floor 2 emergency exits are located at the same sides and they are opened to the same door at the first floor, which makes the evacuation of employees hard in case of emergency.		1. Submit a plan that evaluates the current emergency exits. structure and recommend changes that will assist in better evacuation. 2. Factory must provide at least two independent emergency exits. Please submit to Reebok a plan to create another emergency exit.	1&2. The emergency exits are located at the opposite sides in all departments.		
Emergency Exits	FLA Benchmarks, V.B. Health and Safety: 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.	At the middle of the Building-2 and Building-3, there is an outer emergency exit but it is not reached to the ground. It is reached to the balcony in the first floor.		The sign indicating the emergency exit must be replaced with a prominent sign that reads "Not an exit" immediately.	A sign that reads "Not an emergency exit" is posted.		
Emergency Exits	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-2, in the front of the place where the other emergency exit reached to the ground , there are generator and heater that the connection to the street from the emergency exit is partly blocked with these two items which create dangerous for evacuation in case of fire.		Factory should wall off the generator and heater or create an alternate emergency exit.	The area in front of the emergency exit is unloaded.		
Emergency Exits	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-4, the entrance and exit of the emergency stairs between the first and second floors are partly blocked.		Clear the areas.	Areas are clear.	Supporting documentation is maintained in Reebok's internal files.	

FLA Code/ Compliance issue	Benchmark or legal reference	Findings		Remediation			PC Up-dates
		Monitor's Findings	Best Practice	PC remediation plan	Follow up Comments	Documentation	
Emergency Exits	FLA Benchmarks, V.B. Health and Safety: 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.	Emergency exit doors are opened inwards.		Reebok standards stipulate (Section 8B(3)) that "All exit doors in the factory other than sliding doors open outwards." Factory must immediately change the exit doors to conform with the regulation.	All exit doors are opened outwards now.	Supporting documentation is maintained in Reebok's internal files.	
Emergency Exits	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-2, the second exit is blocked with cutting table that it is not functional in case of emergency situation.		Remove the blocking table.	Ex- emergency exit is cancelled. A new functional one is opened.		
Emergency Exits	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-4, the outer emergency exit is reached to the ground but employees will not go any where after they go down the stairs, since the connection to the street is totally blocked.		Clear the blocked connection to the street. If this is not possible, remove exit signs pointing to the blocked exit and re-route the signs to closer exits. Please submit a plan, along with timelines, on how the factory decides to address this issue.	A new construction has been made directly to the street from the building.	Local field staff visited the factory and verified this corrective action has been completed satisfactorily.	
Electrical safety	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-3, at the entrance of the second building, the cover of the electricity box is kept open and it is blocked by empty boxes.		Keep the electricity box covered at all times and maintain the area around it without obstacles.	All the electricity boxes are kept closed and all the obstacles are removed.		
Electrical safety	FLA Benchmarks, V.B. Health and Safety: 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.	In the administration floor, electrical panels are blocked with boxes.		Clear the area in front of the panels and ensure rubber mats are placed under all electrical panels.	The areas, in front of the all-electrical panels are cleaned. Rubber mats are placed.		
Electrical safety	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-2, at the upper floor where the packaging section is located, hand dryer machine cannot work without putting plug into socket, but there is a danger of electric shock since the hands of the employees will be wet after the wash.		Fix the hand dryer machine switch so that it does not pose the danger of electric shock to employees.	Hand dryer machines in all toilets are repaired. The plug has been removed and the electricity cables are located in the wall.		
Electrical safety	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-1, there is no rubber mat under electricity panel in the room where boiler is located.		Install rubber mat.	Rubber mat is installed.		
Electric	FLA Benchmarks, V.B. Health and Safety: 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.	In whole facility, some electricity sockets are broken.		Replace broken electrical sockets to prevent electrical shock.	Broken electricity sockets are replaced.	Local field staff visited the factory and verified this corrective action has been completed satisfactorily.	
Lighting	FLA Benchmarks, V.B. Health and Safety: 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.	Some of chargeable lights on the corridors are not functional.		Fix the lights.	Lights are repaired.		
Machine Guarding	FLA Benchmarks, V.B. Health and Safety: All production machinery and equipment shall be maintained, properly guarded, and operated in a safe manner.	There is no protective guards at the snapping machines and sewing machines.		Install protective guards.	All required protection guards are fixed.		
Ventilation	FLA Benchmarks, V.B. Health and Safety: 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.	The workplaces are not cooled adequately.		Factory management must provide adequate ventilation in the sewing department. The current number of exhaust fans and pipes are insufficient and in some sections there is no ventilation apart from windows.	Ventilation system is improved.		
Workplace safety	FLA WORKPLACE CODE PROVISION, V.A. 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.	There is no handrails at the stairs between the warehouse and bottom floor in the Building-2.		Install handrails.	Handrails are installed where required.		
PPE	FLA Benchmarks, V.B. Health and Safety: All documents required to be available to workers and management by applicable laws (such as policies, MSDS, etc.) shall be made available in the prescribed manner and in the local language or language spoken by majority of the workers if different from the local language. 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.	In the stain removal sections, there is no chemical mask used by employees. Employees use dust mask. There is no MSDS posted. Some employees do not have goggles and gloves. Ventilation is not worked properly. There is no diagrams for PPE where needed in the facility.		Personal protection equipment must be provided where needed with clearly visible signs of its use. Additionally, factory must post the MSDS in the local language with graphics on PPEs and train workers on personal and occupational safety issues.	Personal protection equipment (filter mask, gloves and goggles) are provided for the employees of Stain Removal Section. MSDS is posted. All the employees are educated about occupational safety.		
PPE	FLA Benchmarks, V.B. Health and Safety: 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.	There is no earflap used in the boiler room.		Provide PPE.	PPE (earflap) has been provided.		
Chemical Storage	FLA Benchmarks, V.B. Health and Safety: All chemicals and hazardous substances should be properly labeled and stored in accordance with applicable laws. Workers should receive training, appropriate to their job responsibilities, in the safe use of chemicals and other hazardous substances.	The can of chemical used in the stain removal are kept in the production area.		All chemical containers must be removed from production area. Factory should develop procedure for chemical storage and its usage on production floor.	A room is formed in Warehouse for Chemical Storage. MSDS is posted.	Local field staff visited the factory and verified this corrective action has been completed satisfactorily.	
Child Care Facilities	FLA Benchmarks, V.B. Health and Safety: All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.	There is no creche or creche agreement in the facility.		To comply with Turkish regulations, factory must have a childcare facility in or close to the factory or have an agreement with a present childcare facility in the area.	This will be established by December 31st, 2002.		This was to be established by December 31st, 2002, but factory still does not have a childcare agreement or childcare facility as of April 2003. Reebok will continue to monitor this issue, and use its leverage to try to get the factory to comply with local law.
Poor Record Keeping	FLA Benchmarks, V.B. Health and Safety: 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.	There is no air emission control document of the facility.		Turkish regulations require the factory to provide an inspection report on the air emission control of the chimney. Factory must obtain inspection report from appropriate authorities.	Air emission control document is obtained.	Supporting documentation is maintained in Reebok's internal files.	

FLA Code/ Compliance issue	Benchmark or legal reference	Findings		Remediation			
		Monitor's Findings	Best Practice	PC remediation plan	Follow up Comments	Documentation	PC Up-dates
Medical	FLA Benchmarks, V.B. Health and Safety: 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. All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.	Working hours of doctors are not adequate. According to law, it must be 15 minutes a month for each employee. There are 1360 employees in the facility. In total two doctors work 4 hours a day, 5 days a week.		Provide a plan on how the doctors, schedule will be modified to accommodate local laws.	The factory has provided all medical staff with contracts as requested. Factory also has also provided for additional medical staff - 2 full-time nurses, 1 full-time doctor, and 1 part-time doctor are now working.	Supporting documentation is maintained in Reebok's internal files.	
Medical	FLA Benchmarks, V.B. Health and Safety: 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. All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.	The doctor agreement is done according to 220 employees. It should be renewed according to current number of employees.		Renew the agreement reflecting the accurate number of workers.			
Medical	FLA Benchmarks, V.B. Health and Safety: 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. All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.	Only one doctor contract could be reviewed. There is no contract of the other doctor in the facility.		Medical staff must have employment contracts, indicating working hours per month. Additionally, factory must have a full time doctor with working hours at least 15 minutes multiplied by the number of employees per month. Additionally, factory must provide for two full time nurses.			
Medical	FLA Benchmarks, V.B. Health and Safety: All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.	Doctor room is surrounded by glass. From the entrance of the facility, the inside of the doctor room can be seen clearly. It is against the privacy of patient if there is a need of stripping the clothes for treatment.		Factory must make necessary changes to the examining room to protect the privacy of patients. Please submit to Reebok a plan to facilitate this change.	Doctor's room is changed to another place with solid walls for privacy. There are four sections – doctor's room, nurse room, examining room and waiting room.	Local field staff visited the factory and verified this corrective action has been completed satisfactorily.	
First-aid	FLA Benchmarks, V.B. Health and Safety: 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.	There is no first aid procedures near first aid kits. There is no training of first aid given to employees.		Post signs and instructions near the first aid kits. Additionally, train workers from each section in first aid administration and post name and photograph of the trained worker.	First aid procedure is posted near all first aid kits. A first aid team (45 in total) is established.	Local field staff visited the factory and verified this corrective action has been completed satisfactorily.	
Sanitation/Food Storage	FLA Benchmarks, V.B. Health and Safety: 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.	In the Building-2, the place where the meats and vegetables are stored is unhygienic, employees enter into the big refrigerator(for vegetables) with their ordinary shoes.		Place a sign instructing employees on the hygiene policy. Maintain a clean area around food supplies.	Changes have been made to employee attire to conform to the hygiene policy. Shelves where food supplies will be stored have been ordered. Food supplies and employee workplaces have been separated.		
Sanitation/Toilets	FLA Benchmarks, V.B. Health and Safety: All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.	Some of the toilets are dirty.		Clean toilets. Ensure that there is regular maintenance of toilets.	All toilets are cleaned properly.		
Sanitation/Toilets	FLA Benchmarks, V.B. Health and Safety: All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws.	[It was reported in worker interviews] that the toilet paper given to workers every 20-25 days was not adequate.		Provide adequate toilet paper. Conduct regular monitoring to ensure supply.	Adequate toilet paper is provided.		
Sanitation/Drinking Glasses	FLA Benchmarks, V.B. Health and Safety: All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws. 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 are some glass near the water source but they are kept in unhygienic condition.		Ensure clean glasses are always available.	Cupboards are fixed in all departments to kept the glasses in hygienic conditions. Control Reports are posted in cupboards. Clean-dirty glass change is controlled regularly.		
Sanitation/Water Bottles	FLA Benchmarks, V.B. Health and Safety: All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws. 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.	Giving the plastic bottle to employees one or two times a month is not hygienic for the health of employees since the dangerous bacteria can reproduce in these bottles very easily and rapidly.		Clean individual cups need to be provided to workers to drink water in each production area during working hours. Adequate cups need to be stored next to the water station.	Clean individual cups are provided for all employees.		
7. Freedom of Association and Collective Bargaining							
Worker/Management Communication	FLA Principles of Monitoring, Obligations of Companies, B. Provide Employees With Opportunity to Report Noncompliance: 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 on noncompliance with the workplace standards, with security that they shall not be punished or prejudiced for doing so.	Some employees told that worker representatives did not work well to solve the employees' problem. Some sections has no representatives yet. 2-There is no direct mechanism that employees could reach the top management or PC.		Factory must ensure that the workers representative system includes workers from all sections. Factory must install suggestion boxes, at convenient locations, for workers to communicate grievances to the management. Please submit to Reebok a procedure to handle and respond to employee suggestions. Additionally, factory must post Reebok human rights contact information in each floor to provide direct access for the employees.	Suggestion boxes were installed on 7/27/2002. Reebok monitor's name was posted on each floor 7/20/2002, so that workers could contact Reebok directly.	Supporting documentation is maintained in Reebok's internal files.	Reebok will continue to monitor the factory to determine whether the internal grievance procedures are being used, and whether workers are free to report problems.
8. Wages and Benefits							
Poor record keeping	FLA Benchmarks, VII.B. Wages and Benefits: Accurate and reliable payroll reporting, including pay stubs will be provided. Employers will not use hidden or multiple payroll records in order to hide overtime, to falsely demonstrate hourly wages, or for any other fraudulent reason.	1-There is two payroll system. Employees' normal wages and overtime wages are not shown properly and completely on the legal payroll submitted to government. 2- There is no contract made between employees and employer. 3-Annual leaves taken by employees are not to annual leave book yet.		The factory must maintain accurate and reliable payroll reports. Payroll information must be provided to Reebok Human Rights staff, for verification, when requested.	Accurate wage statements have been regularly submitted to Reebok. Legal wage statements were submitted to Reebok along with actual wage statements for July and August salaries. Labor contracts were given to workers.	Supporting documentation is maintained in Reebok's internal files.	Reebok will continue to monitor the factory to determine continued proper documentation and record keeping.
9. Hours of Work							
Lack of one day off in seven	FLA Workplace Code Provisions, VII.A. 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.	Some employees are not given a day off in 20-25 weeks of the year.		The factory must also strictly enforce the one-day off in every seven-day work policy.	Factory has successfully implemented one-day off policy in several departments and is working towards addressing it in other departments.		Reebok has asked the factory to extend a policy of 1-day off a week for all workers in all departments. Reebok will re-audit the factory to ensure remediation is completed.

FLA Code/ Compliance issue	Findings			Remediation				
	Benchmark or legal reference	Monitor's Findings	Best Practice	PC remediation plan	Follow up Comments	Documentation	PC Up-dates	
Excessive overtime	<p>FLA Workplace Code Provisions, VII.A. 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.</p> <p>Under extraordinary business circumstances, employers will make extensive efforts to secure voluntary overtime work prior to mandating involuntary overtime. Employer personnel practices will demonstrate an effort to maintain a level of staffing that is reasonable in view of predictable or continuing fluctuations in business demand. The employer will demonstrate a commitment to reduce mandated overtime and to enact a voluntary overtime system to meet unforeseen situations. Overtime hours worked in excess of code standard will be voluntary.</p>	<p>There is no permission taken from legal authorities for overtime working. (There is a written application to legal authority for the permission for overtime working.). The limit of daily overtime working stated by law (3 hours a day) are exceeded frequently. The limit of yearly overtime working stated by law (90 days a year) are exceeded for the most of the employees. The limits of FLA on working hours (60 hours a week) are exceeded frequently during one year period. Workers are not given appropriate pre-notice for overtime working.</p>		<p>The factory must expedite the process to obtain the legal permit for overtime work. Workers must not work more than 60 hours per week, including overtime. Please provide detailed explanations as to why workers are putting in extra hours beyond the limit.</p>	<p>Factory has applied for the legal permit with the labor department. Voluntary signatures are obtained from workers for overtime.</p>			<p>The factory has been asked to develop and implement a policy of no more than 60 hours/per week, and post it in the factory. Reebok will continue to work with the factory to strengthen its working hours policies and procedures.</p>
10. Overtime Compensation								