

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	Tunisia
Factory name	010075317E
IEM	Tunisia Team of the Fair Wear Foundation
Date(s) in facility	7-Jul-06
PC(s)	addis AG
Number of workers	302
Product(s)	Apparel
Production processes	Sewing, knitting, packaging

FLA Code/Compliance Issue Reference	Country Law/Legal Reference	FLA Benchmarks	IEM Findings	Risk of Non-compliance	Evidence of Non-compliance (unsubstantiated)	If not corroborated, explain why	Sources/Documentation used for corroborating	Notable Features implemented by Factory Management or Company	PC Internal audit findings (Optional) Nov. 16th, 2005	Remediation plan	Target Completion Date	Factory Response (Optional)	Company follow up (September 2006)	Documentation	Status	Updates (May 8, 2007)	Documentation	Final Status	Verification	Company Verification Follow up (date of planned or follow up visit, if appropriate)	Documentation		
1. Code Awareness Worker management awareness of Code		FLA Principle of Monitoring, Obligation of Companies: Ensure that all Company factors that employees and suppliers inform that 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 are not aware of contents of the ADDIS and FLA Code of Conduct				Worker interviews		1) Workers handbook with factory rules and regulations, etc. is missing (only a draft is prepared); 2) No training provided to workers on policies; 3) Workers are not informed about the addis CoC.	1) A workers handbook must be prepared and distributed. 2) Trainings on factory policies must be given. 3) Code awareness sessions must be held.	End of 2006	In process since February 2006. 1) Staff handbook is available in English and Arabic. Detailed trainings are planned with smaller groups (20 workers) and will be held between October 2006 and end of the year. 2) A first addis CoC training was conducted for a smaller group of workers in March 06 already. 3) A brief introduction about the addis CoC will be held in week 38 for all workers. Detailed information about the code will be given in the training session for the staff handbook.	Management interview, worker interviews Documents. Staff handbook 8.5.a in French, 8.5.b in Arabic, Training given 8.5.d Meeting was held on Sept. 18th. List of workers who attended is available on file.	Completed	An updated worker handbook containing factory policies is available and distributed to workers in French and Arabic. Trainings are given in smaller groups (about 20 workers) regularly. In addition, trainings regarding addis Group's "Open Letter to Workers" was provided on April 21 and 27th. The Open Letter to Workers provides information to workers regarding factory's requirement to provide workers training on policies and addis' code. In addition, the "Open Letter to Workers" provides contact information should workers have the need to contact PC's compliance staff.	Verified by worker interviews and documents.							
Confidential non-compliance reporting channel		FLA Principle of Monitoring, Obligation of Companies: 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.	There is no confidential reporting channel within the factory.				Worker and management interviews		The FLA monitors provided contact information to workers during worker interviews. Workers may contact SEA Team by phone, e-mail, and street address in the case they must file any grievances.					Completed	Addis SEA Contact is posted on the Notice Board through "Open Letter to Workers."	Verified by visit and picture "Pic 1 Open Letter"							
2. Forced Labor There will not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise. Employment Terms							Records review		The content of the contract must be clearly explained to the applicant and he/she must be given some time to review the document before signing. Every worker must sign and be given a copy of the individual labour contract. In addition, factory management representative must also sign all contracts.	From today onward.		09/13/2006 The management has changed the practice and all contracts are signed by the HR department.	Management interview, worker interviews and documents 8.11. Copy of Contract in Arabic with stamp and signature.	Completed	Verified by worker interviews and documents.								
3. Child Labor No person will be employed at an age younger than 10 (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.																							
4. Harassment or Abuse Every employee will be treated with respect and dignity. No employee will be subject to any physical, sexual, psychological or verbal harassment or abuse.																							
5. Non-discrimination No person will be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.																							
6. Health and Safety Employers will provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer							Visual inspection		Make proper floor maps for all the buildings (including office and warehouses). The floor maps must be of a reasonable size and should be prominently displayed. Amend the existing floor maps by adding the information as well in local language.	End of September 06		09/13/2006 Floor maps are available in French. To ensure that all non-French speaking workers know what to do in case of emergency, regular evacuation trainings are being provided. In addition, SEA Team has required factory to translate all evacuation maps into Arabic as well.	Documentation: Floor maps 1.4.a, last evacuation drill 1.4.b; Management interview and worker interviews.	Completed	Information on the evacuation plan has been translated to Arabic.	Verified by visit and picture "Pic 2 Evacuation Plan"							
Safety Equipment		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.	First aid boxes are not regularly re-stocked and not appropriately equipped.				Visual inspection		First aid boxes must be immediately re-stocked after use. A responsible person must be appointed to check the first aid kits regularly.	11/1/2005	Immediately done	09/13/2006 Done. This is a part of the regular internal inspections.	Visual inspection	Completed									
PPE		Workers shall wear appropriate protective equipment (such as gloves, eye protection, hearing protection, respiratory protection, etc.) to prevent unsafe exposure (such as inhalation or contact with solvent vapors, noise, dust, etc.) to hazardous elements including medical waste.	Special glasses are not used by buttomakers.				Visual inspection		Provide suitable eye protection to reduce the risk of eye injuries.	End of September 06		09/13/2006 PPE (finger guards and eye protection) is now available and will be installed during week 38 before workers come back from vacation.	Picture Eye protection 1.5, visual inspection. Now all installed, verified by photo.	Completed	All PPE are installed and regularly inspected, including finger guards and eye protection.	Verified by visit, documentation (Maintenance Plan) and Picture (Pic 4 Inspection Schedule, Pic 3 Eye protection)							
Chemical Management		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 workshop of maintenance there is a liquid for scouring that is not properly documented and secured.				Visual inspection		Establish suitable waste management programme for all operations and hazardous chemicals - must be properly documented and secured.	9/6/2006	In process since March 2006, on-going.	09/13/2006 Completed: On-going: Mechanics are advised to keep used chemicals in a separate waste container which will be collected weekly by a licensed operator.	Visual inspection	Completed and on-going									
Ventilation/Electrical/facility maintenance		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.	Cables are not suitably insulated, protected and not maintained in a serviceable manner. Found repatched cables				Visual inspection		Fix all damaged cables and provide proper protection, conduct regular inspections.	End of 2006	In process since end of February 06 (external company is responsible for electrical connection).	09/13/2006 One cable found which needs to be replaced on the iron. Will be fixed immediately.	Visual inspection, now replaced, verified by photo	Completed	All damaged cables have been replaced and regularly inspected to ensure proper installation.	Verified by visit, documentation (Maintenance Plan) and Picture (Pic 5 Iron Cable).							
Record Maintenance		All safety and accident reports shall be maintained for at least one year, or longer if required by law.	No records of electrical maintenance activities available; safety devices are not inspected regularly and no records available. Factory does not have an accident log which is reviewed by the management on a regular basis.				Visual inspection		Set up a regular maintenance programme and keep records on file; all safety devices on machinery and equipment must be inspected regularly; records must be kept on file. Use an accident log to record all accidents and injuries with names and reasons.	End of 2006	In process since Feb-March 2006, on-going	09/13/2006 Completed: maintenance records are available on each machine. The factory started to record all accidents in November 05. Records for December are available as well but since January 06 recording stopped. The factory was urged to continue in the same way like it was in November and December.	Visual inspection, documents and management interview.	Completed	Safety devices are being checked as part of the ongoing maintenance inspections. Factory has begun to record all accidents in the factory; verified through documentation review.	Verified by visit and documents (Pic 8 acc de travel).							
Sanitation in Facilities		All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and in compliance with applicable laws.	The first floor area of the factory is too small for the number of machine and workers. Passages in the first floor are not free and blocked with boxes and some machines. Aisles are clearly marked but always covered by brick and machines.				Visual inspection		Clear the aisles of obstruction. Conduct daily/regular inspections to ensure all aisles are free from obstruction at all times, and train workers accordingly. In addition, factory management must remove some machines/workstation for the areas as designated space is not big enough for number of people/machines found in the area.	End of September 06	In process since 09/13/2006	09/13/2006 The situation will improve significantly after the move of the Addis lines into the newly built floor end of September.	Visual inspection	Completed	Addis production has been moved to the newly built floor. This additional space improved the situation in all floors. Aisles between the machines are marked and now free of any obstruction.	Verified by visit and picture (Pic 6 new floor).							
Other			Chairs are with backrest but not ergonomic.				Visual inspection		Replace all unsafe and un-ergonomic chairs to avoid serious long term back problems for the workers.	End of September 06		09/13/2006 An investment programme will start to replace all un-ergonomic and unsafe chairs one by one.	Management interview	Completed	All chairs have been replaced with ergonomic chairs.	Verified by visit and picture (Pic 7 new chairs).							

FLA Code/ Compliance Issue		Country Law/Legal Reference	FLA Benchmark	IEM Findings			Source/Documentation used for corroborating	Notable Features implemented by Factory Management or Company	PC Internal audit findings (Optional) Nov. 16th, 2005	Remediation	Target Completion Date	Factory Response (Optional)	Company follow up (September 2006)	Documentation	Status	Updates (May 4, 2007)	Documentation	Third-Party Verification (Date)	Documentation	Company Follow up (Date of planned or follow up visit, if appropriate)	Documentation
<p>7. Freedom of Association and Collective Bargaining Employers will recognize and respect the right of employees to freedom of association and collective</p>																					
Other		Section 157 and next art. of the labour code		Many of workers are not aware about the function of the consultative committee. The decisions of the consultative committee are communicated verbally to the workers and are not always posted.			Worker Interviews and visual inspection		Provide training to the workers and explain the function of the consultative committee. Minutes of meetings must be published on the notice boards.	End of September 06		09/13/2006 An announcement about the function of the consultative committee is placed on the notice board in French and in Arabic. This notice will be added to the staff handbook as well. Furthermore, the names of the committee members and meeting results will be published on the notice board in future.	Management interview, worker interviews and documentation. Announcement of Function of CC 8.7.a in Arabic 8.7.b in French	Completed		The updated version of the staff handbook was communicated to the workforce and it now contains information on the role and the function of the consultative committee. The names of committee members, as well as the meeting results are published on the notice board and kept on file.					
<p>8. Wages and Benefits Employers recognize that wages are essential to meeting employees' basic needs. Employers will pay employees, as a base, at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and will provide legally mandated benefits.</p>																					
Legal benefits			Employers will provide all legally mandated benefits to all eligible workers.	The factory doesn't allow yet arrears of wages of the year 2005 related to the increase in wages decided by the new collective bargaining agreement published in the official gazette number 7 of 01/24/2006.			Records review		Salary raises must be provided to workers according to local law, and in accordance with 2006 CBA.	From the next pay period onward.		09/13/2006 Factory started already with back payments in June 2006. After September wages, all outstanding wage increase payment will be completed.	Management interview and documents 8.8.a for back payments in June 06. Back payments have been completed. Pay slips and a list where workers confirmed the receipt of the payments is available on file.	Completed							
Payment of wages			Legally mandated bonuses (e.g. 13th month payments and severance payments) will be paid in full and in a timely manner.				Workers interviews and records review		Workers must receive their wages at least monthly and within 7-10 days of the next month.	From the next pay period onwards		09/13/2006 Wages will be paid latest on the 10th of the month like requested in the addas labour guidelines.	Management interview	Completed		Verified by worker interviews and documents.					
Payment of Legal Benefits			Legally mandated benefits will be provided or paid in full within legally defined time periods.	The calculation of the transport bonus, the assembly bonus and the presence bonus is made on hourly basis. This method doesn't allow the employee to get the full bonus when the number of monthly hours are below the one used for bonus on hourly basis.			Records review		Incentive, attendance or other productivity bonuses and the policy in relation to salary increases must be documented in the worker handbook so that all workers are aware of the bonuses which they are entitled to. The calculation must be based on local laws.	From today onwards		09/13/2006 Beginning in September 2006 and onwards, the calculation will be according to law; this means that bonuses will be based monthly for workers who were present all working days, and if a worker was absent on some days, the bonuses will be based on the days the worker was present at work.	Management interview	Completed		Verified by worker interviews and documents.	Verified by visit and documents (Pc 9 type de page 1).				
<p>9. Hours of Work Except in extraordinary business circumstances, employees will (i) not be required to work more than the lesser of (a) 48 hours per week and 12 hours overtime or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture or, where the law 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</p>																					
<p>10. Overtime Compensation In addition to their compensation for regular hours of work, employees will be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws will not exist, at a rate at least equal to their regular hourly compensation rate.</p>																					
OT Compensation			The factory shall comply with applicable law for premium rates for overtime compensation.	Overtime needed to attend the quotas of production is not paid and not raised.			Worker interviews and visual inspection		Workers must not do overtime or work during breaks to fulfil their quotas. An OT policy must be documented (e.g. in worker handbook), together with a procedure by which a worker can advise a supervisor that the worker is not available or not willing to do overtime. Train supervisors in the relevant labour law provisions and the Addas requirements in relation to the 60 hour work week. If Management ask for OT to reach production targets OT plus compensation will be paid.	From today onward.		09/13/2006 The staff handbook will be revised; it will be mentioned that overtime is always voluntary and nobody will be forced to work longer hours to reach the quotas. All overtime will be announced at least 48 hours in advance. Working during the breaks will be forbidden.	Management interview	Completed	05/08/2007 Visual inspection, documents (new version of staff handbook) checked. The staff handbook contains a chapter regarding overtime. It states a) overtime is voluntary; b) will be announced at least 48 hours in advance; c) all OT is being paid according the local law. All workers have been verbally trained on the new version of the staff handbook and a copy was given.						
Miscellaneous																					