

# Workplace Conditions Assessment Report

Measured Results —Improved Performance



## ETF TEKSTIL KONFEKSIYON IHRACAT TUR. SAN. VE TIC. A.S.

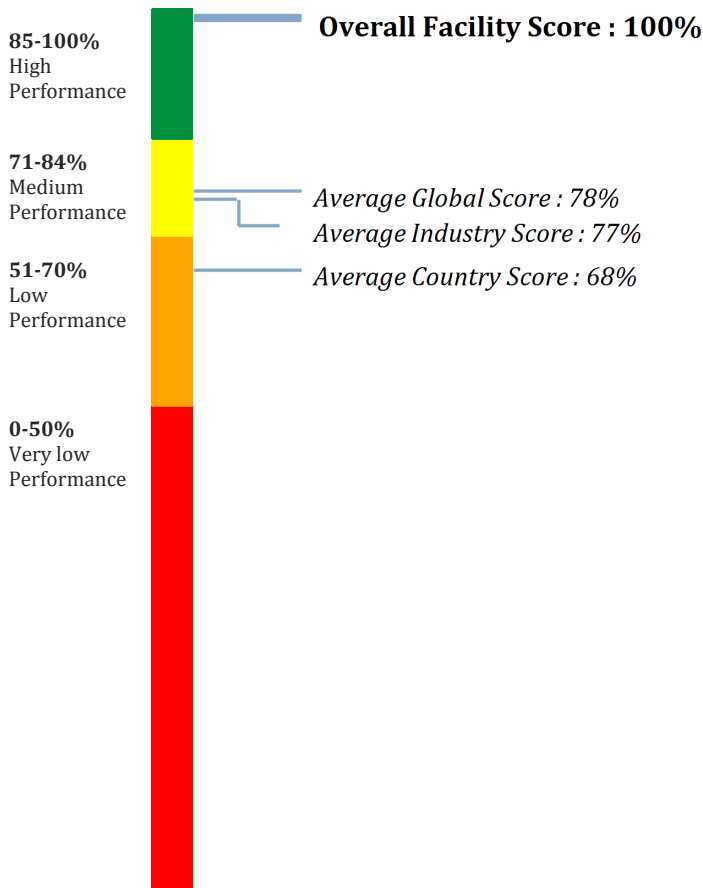
### GENERAL INFORMATION

Overall Facility Score : **100%**

Report No :	F_IAR_88061	City :	ISTANBUL
Audit Date :	Nov 21, 2016	Country :	Turkey
Last Audit :	NA	Auditors :	Primary:
Assessment Stage :	Initial		Secondary:
Schedule Type :	Announced	Service Provider:	Intertek

### WORKPLACE PERFORMANCE INDEX AND SUMMARY

Participating facilities: 23114



Assessment area	Score results	Number of non-compliances by rating				
		Zero Tolerance	Major	Moderate	Minor	Notscored
<b>Overall</b>	<b>100%</b>	-	-	-	-	-
Labor	<b>100%</b>	-	-	-	-	-
Wages & Hours	<b>100%</b>	-	-	-	-	-
Health & Safety	<b>100%</b>	-	-	-	-	-
Management Systems	<b>100%</b>	-	-	-	-	-
Environment	<b>100%</b>	-	-	-	-	-

## A. FACILITY PROFILE

### A1. FACILITY INFORMATION

<b>Facility Name:</b>	ETF TEKSTIL KONFEKSIYON IHRACAT TUR. SAN. VE TIC. A.S.	<b>Facility Legal Status:</b>	Other
<b>Facility Legal Name:</b>	ETF TEKSTIL KONF. IHRACAT TUR. SAN. VE TIC. A.S.	<b>Year facility began operations:</b>	1996
<b>Audit Location:</b>	TEPEOREN MAH. DEMOKRASI CAD. NO:137 TUZLA	<b>Located in special economic zone:</b>	No
<b>City:</b>	ISTANBUL	<b>Person responsible for overall social compliance issues:</b>	AHMET CEMIL DICLELI
<b>Country:</b>	Turkey	<b>Valid certificate for social compliance certification program:</b>	None
<b>Contact Name:</b>	AHMET CEMIL DICLELI	<b>Vendor Name:</b>	NA
<b>Contact Title:</b>	HUMAN RESOURCES MANAGER	<b>Security systems in place:</b>	<i>Yes There is security staff asking ID and reason of the visit to guests at the entrance of the facility compound. Additionally there are security cameras throughout the facility compound.</i>
<b>Industry:</b>	Apparel		
<b>Building Description:</b>	There are 4 buildings in the facility compound; 1) Knitting factory (600 sqm, concrete buildings) / 1 floor 2) Administration and Production Factory (7000 sqm, concrete buildings) / 4 floors; confection section is located in -1st floor, printing section in entrance floor, lunch hall, locker room, doctor room, offices in 1st floor and offices are located in 2nd floor. 3) Warehouse (3000 sqm, concrete buildings) / 5 floors; cutting section is located in -1st floor, warehouse areas are located in entrance, 1st and 2nd floors, offices are located in 3rd floor. 4) Cutting factory (250 sqm, steel construction) / 1 floor There is no dormitory in the facility.		
<b>Special building type:</b>	NA		

## A2. PRODUCTION INFORMATION

<b>Products manufactured/ Services provided:</b>	T-Shirt production	<b>Time record system(s) used:</b>	Swipe Card system
<b>Production process/ Service elements:</b>	Cutting, Sewing, Printing, Embroidery, Quality Control, Knitting, Ironing, Packing	<b>Chemicals or hazardous materials on-site:</b>	Yes <i>Stain removers, dyes for printing, tinner</i>
<b>Production capacity a week:</b>	1125000 unit	<b>Current production/ Services for client:</b>	No
<b>Total number of machines:</b>	199		
<b>Main machine types:</b>	Printing Machines(11), Fixing Machines(2), Embroidery Machines(2), Sewing Machines (154), Cutting machines(10), Packing Machines(3), Knitting Machines(16)		
<b>Shifts and Operating hours:</b>	06:50 - 15:05 (40 min break) for 6 days(however on Fridays, extra 40 min break is used for friday prayer) 15:05 - 23:15 (40 min break) for 6 days 23:15-06:50 (40 min break) for 6 days.		

## A3. EMPLOYEE INFORMATION

<b>Range of total number of employees at the facility:</b>	501-1000 employees	<b>Female Employees:</b>	293
<b>Union name:</b>	DERITEKS	<b>Male Employees:</b>	227
<b>Employs juvenile workers:</b>	None	<b>Mgmt Employees:</b>	87
<b>Hires through employment agent:</b>	No <i>No employment agency used.</i>	<b>Production (Non- Management) Employees:</b>	433
<b>Employee nationalities/ provinces:</b>	All employees are Turkish.	<b>Local Employees:</b>	520
		<b>Foreign/Migrant Employees:</b>	0
		<b>Languages spoken in the facility:</b>	TURKISH
		<b>Management and employees speak same language :</b>	Yes

## A4. SUBCONTRACTOR INFORMATION

No subcontractor information given

## A5. GENERAL INFORMATION

Intertek audit team, HUSEYIN BIRKAN OZKAN & NILGUN NAZLI TAZEBAY arrived the facility at 9:00 and held an opening meeting with Ahmet Cemil Dicleli / HR Manager, Sinan Umurbek/ HR Responsible, Ali Cetin / HSE Specialist, SANEM DIKMEN / Ceo, Mustafa Esen / HR Staff. The management was very cooperative during the audit. Closing meeting was held with same attendees. CIR was signed with management responsible and audit team and one copy was left to the facility. The facility was established in 1996. There are totally 520 employees in the facility. The main processes are cutting, confection, printing and knitting. The payment day is between 7th and 10th of every month.

There were three shift types in the facility. Working hours

1.shift :06:50– 15:05(40 ' break)

2.shift: 15:05– 23:15 (40 'break)

3.shift: 23:15-06:50 (40 'break)

There is a trade union in the facility (DERITEKS).

There are 4 buildings in the facility compound;

1) Knitting factory (600 sqm,concrete buildings) / 1 floor

2) Administration and Production Factory(7000 sqm, concrete buildings) / 4 floors; confection section is located in -1st floor, printing section in entrance floor, lunch hall, locker room, doctor room, offices in 1st floor and offices are located in 2nd floor.

3) Warehouse (3000 sqm, concrete buildings) / 5 floors; cutting section is located in -1st floor, warehouse areas are located in entrance, 1st and 2nd floors, offices are located in 3rd floor.

4) Cutting factory (250 sqm, steel construction) / 1 floor

There is no dormitory in the facility.

BEST PRACTICES OBSERVED: Meal and transportation are provided free of charge. 2 monthly bonus wages are compensated per year to employees. Employees are compensated additional aids (heating aid, food aid) in compliance with the CBA. The overtime rates are 150% for night shift, 200% for regular week days overtime and national holiday overtime, 300% for weekly rest day overtime and 100% for religious holiday overtime.

### Emergency Preparedness Summary

Fire alarms were properly installed throughout the facility. Smoke detectors are available in the facility. Adequate number of fire extinguishers, fire hoses & hydrants were available throughout the facility. All fire fighting equipment were regularly checked, unblocked, properly maintained and marked. There were adequate number of emergency exit doors were available with proper distances between them in other sections. All emergency exit doors were kept marked, unlocked and unblocked and opened outwards. There were battery operated light on the emergency exit routes at the facility. The emergency evacuation drill was conducted annually for all shifts and with all employees' participation.

## A6. AUDIT PROCESS

### *Audit pay period provided for review*

Records	From	To
12 Months Payroll	01.10.2015	31.10.2016
12 Months Attendance	01.10.2015	31.10.2016

### *Employee interview sampling*

Individual	20
Group	2 groups of 5
Total interviewed	30

### *Payroll and attendance records sampling*

Period	From	To	Peak Season	Records Reviewed
Current Period	01.10.2016	31.10.2016	Yes	20
Period 1	01.09.2016	30.09.2016	Yes	5
Period 2	01.04.2016	30.04.2016	No	5
<b>Total</b>				<b>30</b>

### *Other records reviewed*

Personnel records

Security log book

Non-Production records

Legal Permits

Employee leave register

Health examination records

Machine maintenance records

Production records

Employment contracts

Social insurance documentation

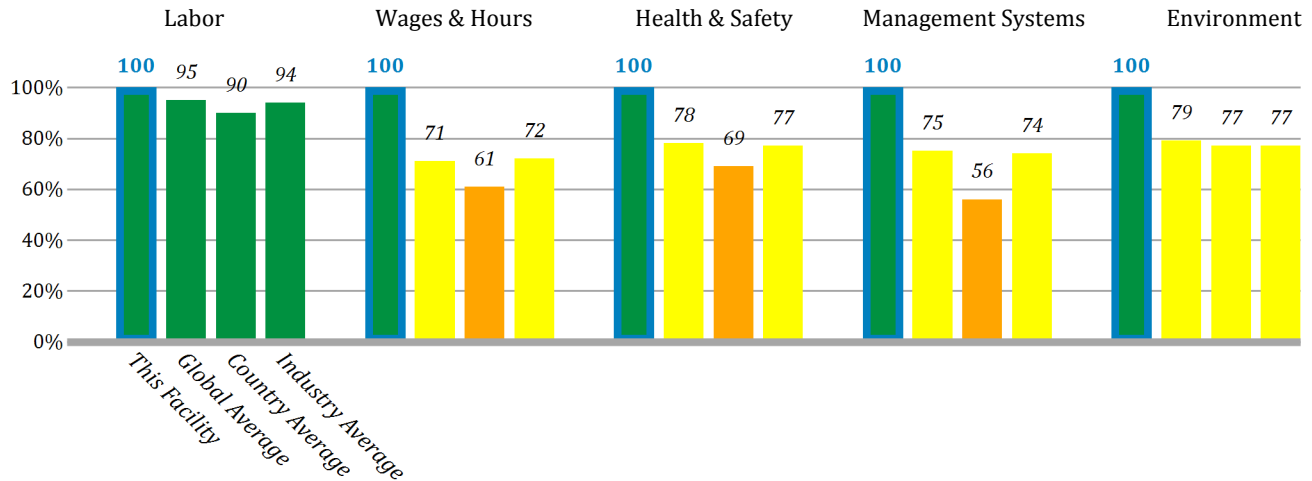
Infirmary logs

Other : Fire fighting equipment control records, drill & training records, OHS expert & facility doctor's agreement, risk assessment report, periodical inspection reports of the work equipment, electricity grounding report, noise, lightning, dust and thermal comfort assessment reports, waste records, instructions and meeting records.

## B. KEY PERFORMANCE METRICS

### B1. COMPARISON BENCHMARK

Current performance — Global average, Turkey average, Apparel average

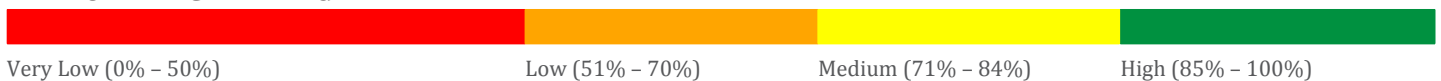


### B2. PERFORMANCE TREND ANALYSIS

Section Name	Current (21-Nov-2016)	Last (Not Applicable)	First (Not Applicable)	Change (Current-Last)	Change (Current-First)
Labor	100	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Wages & Hours	100	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Health & Safety	100	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Management Systems	100	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Environment	100	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<b>Overall Score</b>	<b>100</b>	<b>Not Applicable</b>	<b>Not Applicable</b>	<b>Not Applicable</b>	<b>Not Applicable</b>

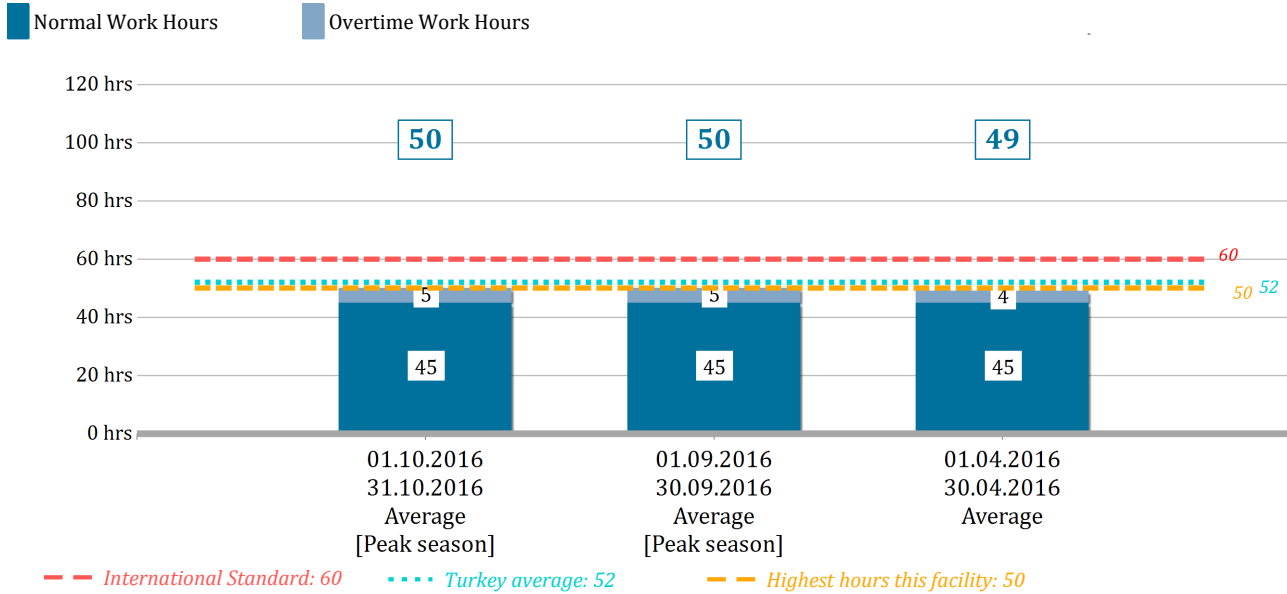
▲ Advancers    ■ Constant    ▼ Decliner

#### PERFORMANCE RATING

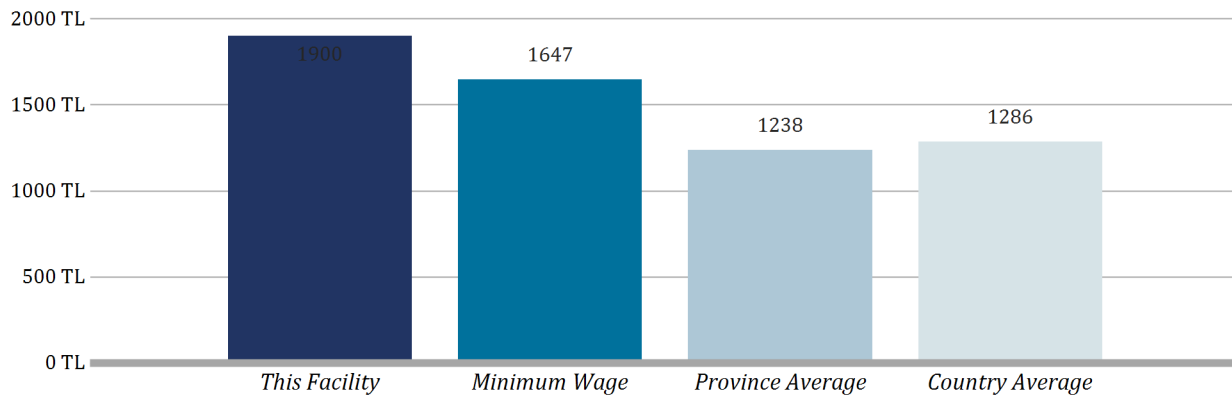


### B3. WORKING HOURS AND WAGES

#### Average total hours worked weekly



#### Average wages paid in local currency (TL)



**Special wage circumstances:** No special circumstances related to minimum and agreed wage.



***ETF TEKSTIL KONFEKSIYON IHRACAT TUR. SAN. VE TIC. A.S.***

**Wages and hours summary:** The time records are kept via swipe card system, by the employees' themselves. Employees were properly informed about the working hours. The employees' regular working hours are 45 hours. There were three shift types in the facility. Working hours  
1.shift :06:50- 15:05(40 ' break)  
2.shift: 15:05- 23:15 (40 'break)  
3.shift: 23:15-06:50 (40 'break)  
All wages are paid via bank, and  
pay slips are provided to employees at each month. All working hours' and wage records were available to review, no discrepancy was noted.  
The payment day is between 7th and 10th of every month.  
2 monthly bonus wages are compensated per year to employees. Employees are compensated additional aids (heating aid, food aid) in compliance with the CBA. The overtime rates are 150% for night shift, 200% for regular week days overtime and national holiday overtime, 300% for weekly rest day overtime and 100% for religious holiday overtime.

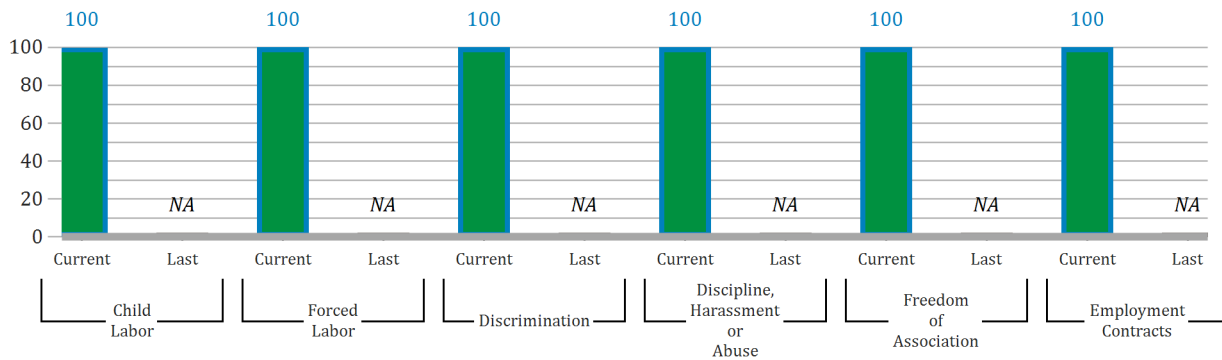


## C. PERFORMANCE DETAILS

Current (21-Nov-2016)

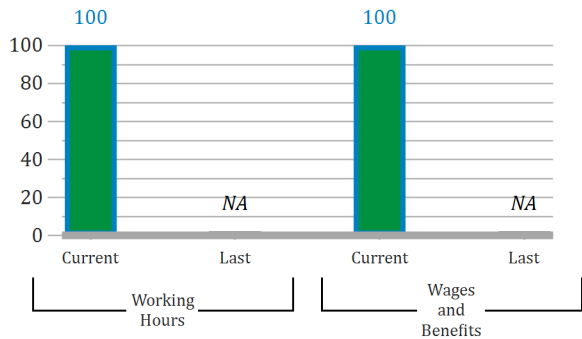
### C1. Labor

100%



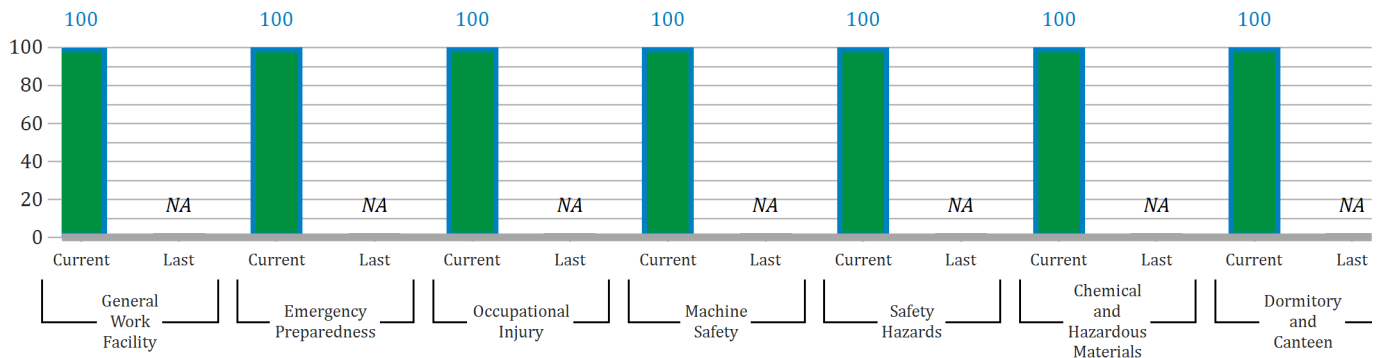
### C2. Wages & Hours

100%

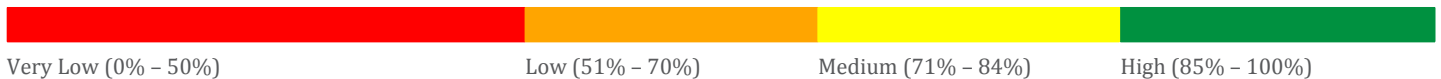


### C3. Health & Safety

100%

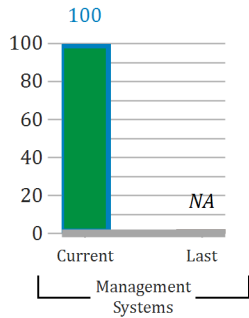


## PERFORMANCE RATING



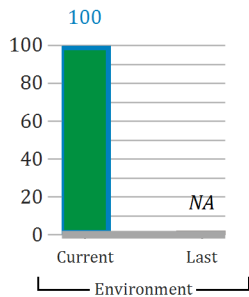
## C4. Management Systems

100%



## C5. Environment

100%



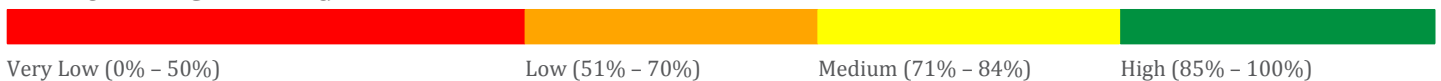
**% Global Frequency of Compliance:** Represents the implementation percentage performance of all suppliers participating in the WCA Community globally for each issue

**Identification numbers:** Represents the finding ID associated with each checklist question

### RECOMMENDATION FOR IMPROVEMENT PLAN TIMELINE

- Minor Take action within 0 ~ 6 months to make necessary improvements.
- Moderate: Take action within 0 ~ 3 months to make necessary improvements.
- Major : Take action within 0 ~ 1 month to make necessary improvements.
- Zero Tolerance: Take immediate action to make necessary improvements.

### PERFORMANCE RATING



## D. STRENGTHS AND CHALLENGES

Facility Strengths: Facility performance ranks in the top percentile of the population and/or has implemented a best practice process	Rating	Global Freq. of Compliance%
Total overtime hours are within allowable limits under applicable law or agreement.	Moderate	51%
The facility has comprehensive working hour and wages management processes and procedures in a written manual that support adherence to social compliance requirements and are being properly implemented	Minor	56%
The facility has comprehensive employee safety processes and procedures in a written manual that support adherence to social compliance requirements and are being properly implemented	Minor	58%
The facility provides social security, pensions, healthcare and/ or other insurance to employees as per legal requirement.	Moderate	58%

Challenges: Facility performance ranks in the bottom percentile of the population	Rating	Global Freq. of Compliance%
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