

Addos Corporation

Corrective Action Report

SMS-CAR-01

REV.-00

Section	NC Description	Corrective Action Propose	Responsible	Deadline	Corrective Action Taken	Evidence Reference	Status
Forced Labor	Several columns in the labor contract are left blank. In some labor contracts. monthly salary /wages are not listed.	Each and every column in the labor contract must be properly filled in. Monthly salary /wages should be properly listed.	Manager HR	30-Nov-23	Factory has filled all missing information in labor contracts and will keep this practice in future.	CL-01	Closed
	Letter of confirmation of services has not been issued to the workers even after successful completion of their legally prescribed period of probation.	Letter of confirmation of services must be issued o each of those workers who successfully complete their legally prescribed period of probation.	Manager HR	30-Nov-23	Factory has started the practice of issuing letter of confirmation on completion of probation.	CL-02	Closed
Disciplinary practices, harassment and abuse	Factory's "Disciplinary policy and procedure" does not define the acts of indiscipline, the process of taking progressive disciplinary actions including issuance of verbal warning, written warning, how to carry out objective and impartial investigation, suspension and termination. It does not specify any practical steps through which a worker/employee may exercise his/her right of appeal against any disciplinary action taken against him.	Factory should redevelop it "Disciplinary policy and procedure" while defining the acts of indiscipline, .the process of taking progressive disciplinary actions including issuance of verbal warning, written warning, how to carry out objective and impartial investigation, do suspension and termination. It should specify any practical steps through which a worker/employee may exercise his/her right of appeal against any disciplinary action taken against him.	Manger HR	30-Nov-23	Factory has revised "Disciplinary policy and procedure".	HA-01	Closed
	The disciplinary policy and procedure do not include possibilities for workers to challenge decision on disciplinary actions and/or termination.	The disciplinary policy and procedure should include possibilities for workers to challenge decision on disciplinary actions and/or termination.	Manager HR	30-Nov-23	Factory has revised "Disciplinary policy and procedure".	HA-01	Closed
	No evidence to reflect that the facility reviews and keep records on decisions made on challenges presented by workers.	Factory to ensure that it reviews and keep records on decisions made on challenges presented by workers.	Manager HR	31-Dec-23	Factory has started the practice of maintaining disciplinary records.	HA-04	Closed

Freedom of association	Factory has not maintained any record of grievance addressing.	Factory should maintain record of the grievance addressing incidents.	Manager HR	30-Nov-23	Factory has started the practice of keeping record of grievances.	NC # 04	Closed
Sub-contracting/ Homework	Factory does not have a policy on not using home workers.	Factory should develop and put in place a policy on not using home workers.	Manager HR	30-Nov-23	Factory has established the Home workers policy.	RE-01	Closed
General working conditions, health and safety management.	Workers are not trained on Health and Safety at the beginning of recruitment and on a regular base.	Factory to ensure that workers are trained on Health and Safety at the beginning of recruitment and on a regular base.	Compliance Manager	31-Dec-23	Factory has developed new employee orientation checklist of training on different topics including complaint procedure.	HSE-02	Closed
	There is no evidence of a completed investigation for all work-related accidents/incidents aiming to determine the root causes of the incident and reduce future risks.	Factory to ensure that a complete investigation is conducted for all work-related accidents/incidents aiming to determine the root causes of the incident and reduce future risks.	Compliance Manager	31-Dec-23	Factory has started to investigate the accident/incident through knowing the root cause.	HSE-04	Closed
	The area of fire alarm switch buttons have not been painted red. It is not written that this is the fire alarm switch button.	The area of fire alarm switch buttons should be painted red. It should be written on the red area that this is the fire alarm switch button.	Compliance Manager	31-Dec-23	Fire alarm button is painted red and call point sign is pasted near all fire alarm call point buttons.	HSE-06	Closed
Fire safety and Evacuation	Inspection logs were found missing with several of fire extinguishers posted in various parts of the factory.	Inspection logs should be provided with each of the fire extinguishers posted in various parts of the factory.	Compliance Manager	30-Nov-23	provided for every fire extinguisher.	HSE-07	Closed
	The elevator has not been labelled. No weighing capacity written, No operational /safety instructions posted. No exit signage with several exit punts/stairs.	The elevator should bet labelled for indicating it to be so. weighing capacity should be written on its entrance, Operational /safety instructions should be posted with it. Exit signage in illuminating material should be posted with all the exit points/stairs.	Compliance Manager	30-Nov-23	Elevator instructions are labeled at every lift point. Illuminated exit signage are also installed on exits and stairs.	HSE-08	Closed

Electrical Safety	Loose wires have been left without casing near at the top floor of the mosque.	Loose wires at the top floor of the mosque should be properly encased /put in ducts.	Compliance Manager	30-Nov-23	Loose wires are removed and encased as required.	HSE-11 HSE-12	Closed
	Loose wires were found placed in the embroidery area. These are not put in ducts and cases.	Loose wires placed in the embroidery area should be encased or put in ducts.	Compliance Manager	30-Nov-23	Loose wires are removed and encased as required.	HSE-11 HSE-12	Closed
Environmental:	Waste water was not monitored regularly by both factory and local environmental agency. No certificate is available.	Waste water should be regularly monitored by both factory and local environmental agency. Proper certificate should obtained after such inspection and monitoring..	Manager HR	31-Dec-23	Factory has conducted waste water monitoring test through accredited environmental lab.	HSE-20	Closed

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