

SMART Myanmar Social Compliance Progress Award 2015

General Factory Information

Name of Factory		
Processes (Dying, Knitting, Garment etc)		
Address		
City, Zipcode		
E-Mail		
Contact Name	<p style="color: red; font-weight: bold;">Please note that company data will be handled with confidentiality and will only be used for the award.</p>	
Function		
Number of Employees		
Revenue		

Management

Please describe the policies and procedures your company implements to ensure social compliance.	Remarks/ Pictures/Documents
Which persons are responsible for this topic (function)?	
What kind of training did the persons responsible receive?	

Please note that you can attach remarks, pictures and/or documents separately (also as printout). In this case, please ensure that each remark, picture and/or document makes clear the section (Management, Working Conditions, Special Benefits, Workers' Participation, Plans) and the number of the specific measure it belongs to. Please note also, that remarks, pictures and documents can only be included as evidence into the assessment process, if it is clear to which measure or project they are assigned.

Working Conditions

Please describe the measures and projects that aim at the improvement of working conditions. Among many others, measures might include the establishment, implementation and review of policies, regular training and information for employees, building/construction projects, adjustment of machines, etc.

Measures / Projects 2014/15 (Please summarize the measure in a few words.)	Area (e.g. Human Resource Management, Young Workers, General Management, , Health & Safety, Working Hours, Disciplinary Practices)	Challenge adressed (Please describe the situation/the problems that led to the implementation of the measure/ project)	Detailed information (Please describe the measure and the implementation of the measure in detail)	When started?	Investment Costs (in Kyat)	Impact of the Measure (How AND to what extent did the measures/projects to address the challenge?)	Remarks / Pictures / Documents (Please make clear which documentation belongs to which measure/project)
1							
2							
3							
4							
5							

Working Conditions (continues)

Please describe the measures and projects that aim at the improvement of working conditions. Among many others, measures might include the establishment, implementation and review of policies, regular training and information for employees, building/construction projects, adjustment of machines, etc.

Measures / Projects 2014/15 (Please summarize the measure in a few words.)	Area (e.g. Human Resource Management, Young Workers, General Management, , Health & Safety, Working Hours, Disciplinary Practices)	Challenge adressed (Please describe the situation/the problems that led to the implementation of the measure/ project)	Detailed information (Please describe the measure and the implementation of the measure in detail)	When started?	Investment Costs (in Kyat)	Impact of the Measure (How AND to what extent did the measures/projects to address the challenge?)	Remarks / Pictures / Documents (Please make clear which documentation belongs to which measure/project)
6							
7							
8							
9							
10							

Special Benefits/Benefits beyond the law

Please describe measures and projects that go beyond the improvements of working conditions in a narrow sense, but provide further (special) benefits for your workers that might even exceed legal requirements and provide extra benefits for the workers in your company compared to the industry standard. Among many others, measures could include counseling and assistance for Employees, special events for workers, a worker fund, social benefits, awards for workers, etc.

Measures / Projects 2014/15 (Please put the name of the measure/project)	Area (e.g. Remuneration, Working Hours, Social Benefits)	Challenge adressed (Please describe the situation/the problems that led to the implementation of the measure/project)	Detailed information (Please describe the measure and the implementation of the measure in detail)	When started?	Investment Costs (in Kyat)	Impact of the Measure (How AND to what extent did the measures/projects to address the challenge?)	Remarks / Pictures / Documents (Please make clear which documentation belongs to which measure/project)
1							
2							
3							
4							
5							

Workers' participation / Communication between Workers and Management

Please describe measures and projects to improve workers' participation in decision-making processes and the relationship between workers and the management. Among many others, measures could include the establishment of a participation committee, grievance mechanisms, mechanisms for the integration of workers' ideas for improvement, the work of trade unions in the factory, etc.

Measures / Projects 2014/15 (Please put the name of the measure/project)	Area (e.g. Remuneration, Working Hours, Social Benefits)	Challenge adressed (Please describe the situation/the problems that led to the implementation of the measure/project)	Detailed information (Please describe the measure and the implementation of the measure in detail)	When started?	Investment Costs (in Kyat)	Impact of the Measure (How AND to what extent did the measures/projects to address the challenge?)	Remarks / Pictures / Documents (Please make clear which documentation belongs to which measure/project)
1							
2							
3							
4							
5							

Plans 2015/16

Planned Improvement Measures for 2015/16

Measures / Projects 2014/16 (Please put the name of the measure/project)	Challenge adressed (Please describe the situation/the problems that led to the implementation of the measure/project)	Area (working conditions, special benefits, workers' participation)	Start when?	Remarks
1				
2				
3				
4				
5				

Further Remarks, Learnings, Best Practices from your factory