

1.0 Objective

The LABS Transparency Policy will define what information will be published in the public domain and what information will be kept internal to LABS.

2.0 Scope

This policy applies to all LABS Participants, including brands, retailers, agents, and factories.

3.0 Guiding Principles

- 3.1 Transparency is vital for the safety of the workers making products for LABS Participants. Sharing factory safety information will show what issues were identified during the assessments, corrective actions that were implemented to help remediate the identified issues, status of each of the Corrective Action Plans (CAPs), factories that have successfully completed the remediation steps, and factories that have been suspended due to lack of progress on remediation or due to a life-threatening situation identified during on-site assessments.
- 3.2 Some information deemed sensitive for the participating brands ("**Brand Sensitive Information**") will not be shared with the public. Brand sourcing strategies, sourcing countries, production volumes, and sourcing factories could be considered as Brand Sensitive Information and should not be shared with other brands or the public. Each brand's legal, compliance, and supply chain teams will develop and maintain their own transparency policies. A private section in LABS Fair Factories Clearinghouse Platform* ("**LABS FFC Platform**") will be established for Brand Sensitive Information. Each brand will determine what information will be uploaded to this private section.
- 3.3 LABS Foundation and all participants to LABS' Program activities are committed to full and fair competition. LABS Foundation and LABS Participants shall act in accordance with applicable competition laws at all times and the Program's activities, including the sharing of information, shall not be in any way inconsistent with relevant competition laws.

4.0 Efficient Uploading of Information to LABS FFC Platform

- 4.1 To maintain the latest updates, accuracy, and integrity of the data, it will be important to utilize common reporting forms. Information should be automatically uploaded to the different sections of LABS FFC Platform.
 - 4.1.1 Forms and/or procedures will be established and the different technical partners will be trained on how to fill out forms and follow procedures correctly. Focus areas of the forms and/or procedures include:
 - 4.1.1.1 Assessments
 - 4.1.1.2 Assessment findings
 - 4.1.1.3 Corrective Action Plans
 - 4.1.1.4 Remediation progress
 - 4.1.1.5 Factory rating
 - 4.1.1.6 Follow-up visit report

5.0 LABS Factory Reports – Public Information

5.1 Factory List Report

Factory name, address, and postal code
Phone number
Number of buildings and stories in each building
Type of building
Factory-owned floors in building
Number of workers employed by the factory (all buildings)
Number of active LABS Participants sourcing from the factory

5.2 Factory Status Overview Report

Factory name
LABS Factory rating
Assessments status and CAP status
Remediation status (On Track, Behind Schedule, Critical, Suspended)
Safety Training status (Basic, Advanced Level 1, Advanced Level 2)

5.3 Factory List and Assessment Report

Date assessed
Date report released
Factory name
Reports (Structural, Fire, Electrical)
CAP report
Factory status
Financial plan

5.4 Engineering Report

Category (Structural, Fire, or Electrical)
Factory name
Address
Assessor
Assessment date
Introduction
General information
Complete address (country, province, city, postal code)
Assessment duration
Building operations and occupant information
Occupancy and construction type
Re-assessment date
Height of highest occupied floor level (above grade)

Assessment findings (question, priority level, non-compliance level, description, source of findings, suggested plan of action, suggested deadline date, and standard)

5.5 Corrective Action Plan (CAP) Report – (information for each finding)

Question
Description
Suggested plan of action and deadline date
Guidelines
Factory CAP and deadline date
LABS timeline
Factory person responsible
Source of finding
Level
Non-compliance level
Comments
Progress percentage

5.6 Progress and completion rate of safety issues identified in Initial Assessments-Quarterly Aggregate Reports

5.7 Suspended Suppliers

6.0 Appendix: Definition

*LABS FFC Platform: a database of factories utilized by LABS and operated by Fair Factories Clearinghouse (FFC). The FFC includes a range of information about each factory in the LABS Program including basic and detailed factory information as available as well as factory rating, factory assessment reports, corrective action plans, status of follow-up on the corrective action plans, and remediation status.