

**ALL INFORMATION IN THIS FORM IS CONFIDENTIAL AND WILL NOT BE  
SHARED WITH FACTORY MANAGEMENT**

**THIRD-PARTY COMPLAINT FORM OF THE FAIR LABOR ASSOCIATION (FLA)**

**This form is for filing a complaint with the FLA of a labor problem or code of conduct violation in an apparel factory.** On all questions, please provide as much information and detail as you can. It is not necessary to complete every item. Feel free to attach any supporting information about the labor problem in the factory.

**1. Today's Date** \_\_\_\_\_

**2. Factory Information:**

Factory Name \_\_\_\_\_

Factory Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Factory Phone Number \_\_\_\_\_

**3. Factory Location:**

City or town \_\_\_\_\_

State or Province \_\_\_\_\_

Country \_\_\_\_\_

**4. Your Information:**

Your Name \_\_\_\_\_

Your Organization's Name (if applicable) \_\_\_\_\_

Your Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Phone Number \_\_\_\_\_

Your Email (if available) \_\_\_\_\_

Check box if you wish to remain confidential.

**5. Please explain the labor problem or code of conduct violation that occurred in the above mentioned factory, in as much detail as possible.** Feel free to attach any additional information.

**6. When did the problem occur?** Please indicate dates or time periods, if possible.

**7. Have you already reported this issue to the factory, a buyer, a local labor authority, a trade union, NGO or other organization? If so, what was the outcome?**

**8. [Optional]**

**Witness Information:**

**Is there an additional person who witnessed, experienced, or is familiar with the labor problem specified above who the FLA could contact? If so, please provide their name(s), phone number(s), and any other available contact information.**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email (if available) \_\_\_\_\_

**9. Additional comments or recommendations:**

10. Your Signature \_\_\_\_\_

11. Your Name \_\_\_\_\_

12. Date \_\_\_\_\_

**Where do I send this form?**

Complaints can be sent to the FLA by mail, phone, fax, e-mail, or by its website.  
Please send complaints to the attention of the FLA staff listed below:

Jorge Perez-Lopez  
Director of Monitoring  
[jperez-lopez@fairlabor.org](mailto:jperez-lopez@fairlabor.org)

Fair Labor Association  
1505 22<sup>nd</sup> Street, NW  
Washington, DC 20037  
Tel. +1-202-898-1000  
Fax. +1-202-898-9050  
[www.fairlabor.org](http://www.fairlabor.org)

**FOR FLA USE ONLY**

Complaint Received by:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Comments: