

# Good Practices

## Entrance Gate

Visitors and workers see the factory entrance first, which is an opportunity to send a strong positive signal about the quality and work of the factory. A neat and tidy entrance creates a positive first impression, while an entrance which is dirty or disorganized reflects poorly on it. A factory which has a clean, tidy and secure entrance demonstrates a commitment to quality, productivity, and sound working conditions.

### Good practices for the factory's main entrance

- Clearly display the factory name and logo (Figure 1).
- Use clear signage to help visitors and workers navigate around the factory. This also indicates that the factory is well organised (Figure 2).
- Make sure that the entrance to the factory is clean and tidy (Figure 3).
- Repaint old or flaking paintwork.
- Make sure that security guards are trained in the correct procedures for allowing workers and visitors to enter the factory.
- Inform workers of the factory's expectations regarding behavior around the factory entrance.

### Benefits:

- ✓ Sends a positive signal to visitors, buyers, and workers
- ✓ Indicates an attitude of responsibility and attention to detail
- ✓ Indicates that the company values productivity and good working conditions

### How:

- ✓ Review the quality of the entrance to the factory by asking visitors to the factory if it was easy to find and what they thought about the entrance
- ✓ Make sure that signage is clear and easy to read
- ✓ Train security staff on how to greet and behave with guests to the factory
- ✓ Install appropriate signage or replace old or out of date signs
- ✓ Repaint old paintwork



Figure 1



Figure 2



Figure 3

### Cost:

\$

\$ Low cost

\$\$ Moderate cost

\$\$\$ High cost