



Sedex Members Ethical Trade Audit Report

Version 6.1



Audit Details			
Sedex Company Reference: <i>(only available on Sedex System)</i>	[REDACTED]	Sedex Site Reference: <i>(only available on Sedex System)</i>	[REDACTED]
Business name (Company name):	[REDACTED]		
Site name:	[REDACTED]		
Site address: <i>(Please include full address)</i>	[REDACTED] [REDACTED] [REDACTED] Tamilnadu, India.	Country:	India
Site contact and job title:	[REDACTED] – Chief Executive Officer		
Site phone:	[REDACTED]	Site e-mail:	[REDACTED]
SMETA Audit Pillars:	☒ Labour Standards	☒ Health & Safety (plus Environment 2-Pillar)	☒ Environment 4-pillar ☒ Business Ethics
Date of Audit:	23-24 September 2019		

Audit Company Name & Logo:  accordia GLOBAL COMPLIANCE GROUP APSCA 11600020	Report Owner (payer): <i>(If paid for by the customer of the site please remove for Sedex upload)</i> [REDACTED]
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Audit Conducted By					
Affiliate Audit Company	☒	Purchaser	☐	Retailer	☐
Brand owner	☐	NGO	☐	Trade Union	☐
Multi-stakeholder	☐	Combined Audit (select all that apply)			

Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Best Practice Version 6.1 was applied. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers and workers provided by other contractors. Any deviations from the SMETA Methodology are stated (with reasons for deviation) in the SMETA Declaration.

(2) The audit scope was against the following reference documents

2-Pillar SMETA Audit

- ETI Base Code
- SMETA Additions
 - Universal rights covering UNGP
 - Management systems and code implementation,
 - Responsible Recruitment
 - Entitlement to Work & Immigration,
 - Sub-Contracting and Home working,

4-Pillar SMETA

- 2-Pillar requirements plus
- Additional Pillar assessment of Environment
- Additional Pillar assessment of Business Ethics
- The Customer's Supplier Code (Appendix 1)

(3) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.

(4) Any Non-Compliance against customer code shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA Best Practice Guidance and SMETA Measurement Criteria.

- (1) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.
- (2) Any Non-Compliance against customer code alone shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

Any exceptions to this must be recorded here (e.g. different sample size):

Auditor Team (s) (please list all including all interviewers):

Lead auditor: Dinesh N APSCA number: 21701460

Lead auditor APSCA status: Registered auditor

Team auditor: Nil APSCA number:

Interviewers: Dinesh N APSCA number: 21701460

Report writer: Dinesh N

Report reviewer: Jeffrey Hawkins

Date of declaration: 24th September 2019

Note: The focus of this ethical audit is on the ETI Base Code and local law. The additional elements will not be audited in such depth or scope, but the audit process will still highlight any specific issues.

This report provides a summary of the findings and other applicable information found/gathered during the social audit conducted on the above date only and does not officially confirm or certify compliance with any legal regulations or industry standards. The social audit process requires that information be gathered and considered from records review, worker interviews, management interviews and visual observation. More information is gathered during the social audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited site prior, during or post-audit, are in full compliance with the Code being audited against. The provisions of this Code constitute minimum and not maximum standards and this Code should not be used to prevent companies from exceeding these standards. Companies applying this Code are expected to comply with national and other applicable laws and where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit. Release permission must be provided by the owner prior to release to any third parties.

Summary of Findings

Issue <i>(please click on the issue title to go direct to the appropriate audit results by clause)</i> <i>Note to auditor, please ensure that when issuing the audit report, hyperlinks are retained.</i>		Area of Non-Conformity <i>(Only check box when there is a non-conformity, and only in the box/es where the non-conformity can be found)</i>				Record the number of issues by line*:			Findings <i>(note to auditor, summarise in as few words as possible NCs, Obs and GE)</i>
		ETI Base Code	Local Law	Additional Elements	Customer Code	NC	Obs	GE	
0A	<u>Universal Rights covering UNGP</u>			☐	☐				•
0B	<u>Management systems and code implementation</u>		☐	☐	☐				•
1.	<u>Freely chosen Employment</u>	☐	☐		☐				•
2	<u>Freedom of Association</u>	☐	☐		☐				•
3	<u>Safety and Hygienic Conditions</u>	☒	☒		☐	02			• Facility has stored the chemicals without labelling some of the containers. • One of the emergency alarms located near the terry towel section is without the hammer.
4	<u>Child Labour</u>	☐	☐		☐				•
5	<u>Living Wages and Benefits</u>	☐	☐		☐				•
6	<u>Working Hours</u>	☐	☐		☐				•
7	<u>Discrimination</u>	☐	☐		☐				•

8	<u>Regular Employment</u>	☐	☐	☐	☐				• •
8A	<u>Sub-Contracting and Homeworking</u>		☐	☐	☐				• •
9	<u>Harsh or Inhumane Treatment</u>	☐	☐	☐	☐				• •
10A	<u>Entitlement to Work</u>		☐	☐	☐				• •
10B2	<u>Environment 2-Pillar</u>		☐	☐	☐				• •
10B4	<u>Environment 4-Pillar</u>		☐	☐	☐				• •
10C	<u>Business Ethics</u>		☐	☐	☐				• •

General observations and summary of the site:

The facility area is 95000 Sq.Ft and Built up area is 58000 square ft. Physical address of the factory is [REDACTED] Tamilnadu, India.

This facility is a modern structure, and basic facilities for hand wash, drinking water etc., are available.

The facility is involved in Manufacturer and Exporter of Cotton Fabrics in raw white, Solid Dyed, Pigment Printed, Terry towels, Blankets, Dust sheets/Drop cloth, Cotton Bags, jute Bags and Made ups.

**Please note the table above records the total number of Non-compliances (NC), Observations (Obs) and Good Examples (GE). This gives the reviewer an indication of problem areas but does not detail severities of each issue – Reviewers need to check audit results by clause.*

Site Details

Site Details																										
A: Company Name:																										
B: Site name:																										
C: GPS location: (If available)	GPS Address:	Latitude: Longitude:																								
D: Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	1.Factory License : valid up to 31 st Dec 2019 2. Fire License: Valid up to 30 th December 2019. 3. Pollution order: Air and Water and valid up to 31 st March 2021																									
E: Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc	Manufacturer and Exporter of Cotton Fabrics in raw white, Solid Dyed, Pigment Printed, Terry towels, Blankets, Dust sheets/Drop cloth, Cotton Bags, jute Bags and Made ups.																									
F: Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	The facility area is 95000 Sq.Ft and Built up area is 58000 square ft. Physical address of the factory is Tamilnadu, India. <table border="1"> <thead> <tr> <th>Production Building no</th> <th>Description</th> <th>Remark, if any</th> </tr> </thead> <tbody> <tr> <td>Ground floor</td> <td>Power house, Work shop, Boiler, Sizing, Warping, Cone winding, Yarn storage, Packing and Finished goods storage</td> <td></td> </tr> <tr> <td>First floor</td> <td>Cutting, Stitching, and Packing.</td> <td></td> </tr> <tr> <td>Building No.2 Only Ground floor</td> <td>Admin office, Weaving and RO plant</td> <td></td> </tr> <tr> <td>Building No.3 Only Ground floor</td> <td>Dining Hall</td> <td></td> </tr> <tr> <td>Building No.4 Ground floor</td> <td>Terry towel, sewing and finished goods storage</td> <td></td> </tr> <tr> <td>First floor</td> <td>idle</td> <td></td> </tr> <tr> <td>Is this a shared building?</td> <td>No</td> <td></td> </tr> </tbody> </table> This facility is a modern structure, and basic facilities for hand		Production Building no	Description	Remark, if any	Ground floor	Power house, Work shop, Boiler, Sizing, Warping, Cone winding, Yarn storage, Packing and Finished goods storage		First floor	Cutting, Stitching, and Packing.		Building No.2 Only Ground floor	Admin office, Weaving and RO plant		Building No.3 Only Ground floor	Dining Hall		Building No.4 Ground floor	Terry towel, sewing and finished goods storage		First floor	idle		Is this a shared building?	No	
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	wash, drinking water etc., are available. The facility is involved in Manufacturer and Exporter of Cotton Fabrics in raw white, Solid Dyed, Pigment Printed, Terry towels, Blankets, Dust sheets/Drop cloth, Cotton Bags, jute Bags and Made ups. Visible structural integrity issues (large cracks) observed and without structural engineer evaluation For below, please add any extra rows if appropriate. F1: Visible structural integrity issues (large cracks) observed? ☐ Yes ☒ No F2: Please give details: F3: Does the site have a structural engineer evaluation? ☒ Yes ☐ No F4: Please give details: Facility has obtained the stability certificate from the chartered engineer.
G: Site function:	☐ Agent ☒ Factory Processing/Manufacturer ☐ Finished Product Supplier ☐ Grower ☐ Homeworker ☐ Labour Provider ☐ Pack House ☐ Primary Producer ☐ Service Provider ☐ Sub-Contractor
H: Month(s) of peak season: (if applicable)	Production is throughout the year same.
I: Process overview: (Include products being produced, main operations, number of production lines, main equipment used)	The facility is into the manufacturing and exporter of Cotton fabrics in raw white, Solid Dyed, Pigment printed, Terry towels, Blankets, Dust sheet / Drop cloth, Cotton Bags, Jute bags and made ups. The total capacity is around 180000 units per month (as per management). Process flow is as below: Yarn Warping – Sizing – Weaving – Cutting – Stitching – Packing / Baling and Dispatch.
J: What form of worker representation / union is there on site?	☐ Union (name) ☒ Worker Committee ☐ Other (specify) ☐ None

K: Is there any night production work at the site?	☐ Yes ☒ No
L: Are there any on site provided worker accommodation buildings e.g. dormitories	☐ Yes ☒ No L1: If yes, approx. % of workers in on site accommodation
M: Are there any off site provided worker accommodation buildings	☐ Yes ☒ No M1: If yes, approx. % of workers
N: Were all site-provided accommodation buildings included in this audit	☐ Yes ☐ No N1: If no, please give details

Audit Parameters

A: Time in and time out	A1: Day 1 Time in: 09:00 A2: Day 1 Time out: 18:00	A3: Day 2 Time in: 09:00 A4: Day 2 Time out: 18:00	A5: Day 3 Time in: A6: Day 3 Time out:
B: Number of auditor days used:	2 man days		
C: Audit type:	☐ Full Initial ☒ Periodic ☐ Full Follow-up ☐ Partial Follow-Up ☐ Partial Other If other, please define		
D: Was the audit announced?	☐ Announced ☒ Semi – announced: Window detail: 04 weeks ☐ Unannounced		
E: Was the Sedex SAQ available for review?	☒ Yes ☐ No E1: If No, why not?		
F: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	☐ Yes ☒ No If Yes , please capture detail in appropriate audit by clause		
G: Who signed and agreed CAPR (Name and job title)	– HR Manager		
H: Is further information available (If yes, please contact audit company for details)	☐ Yes ☒ No		
I: Previous audit date:	26-28 September 2018		
J: Previous audit type:	Periodical audit		
K: Were any previous audits reviewed for this audit	☐ Yes ☒ No ☐ N/A		

Audit attendance	Management	Worker Representatives	
	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☒ No
B: Present at the audit?	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☒ No

C: Present at the closing meeting?	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☒ No
D: If Worker Representatives were not present please explain reasons why (only complete if no worker reps present)	Not Applicable		
E: If Union Representatives were not present please explain reasons why: (only complete if no union reps present)	Workers have not formed any union in the facility nor are they associated with any outside union.		

Worker Analysis

The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national or permanent resident or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity.

Worker Analysis								
	Local			Migrant*				Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Home workers	
Worker numbers – Male	106	00	00	00	00	00	00	106
Worker numbers – female	79	00	00	00	00	00	00	79
Total	185	00	00	00	00	00	00	185
Number of Workers interviewed – male	16	00	00	00	00	00	00	16
Number of Workers interviewed – female	10	00	00	00	00	00	00	10
Total – interviewed sample size	26	00	00	00	00	00	00	26

A: Nationality of Management	Indian	
B: Please list the nationalities of all workers, with the three most common nationalities listed first. <i>Please add more nationalities as applicable to site. Add more rows if required.</i>	Nationalities: B1: Nationality 1: Indian B2: Nationality 2: _____ B3: Nationality 3: _____	Was the list completed during peak season? ☒ Yes ☐ No If no, please describe how this may vary during peak periods:
C: Please provide more information for the three most common nationalities.	C: approx % total workforce: Nationality 1 100% Indian C1: approx % total workforce: Nationality 2 _____ C2: approx % total workforce: Nationality 3 _____	
D: Worker remuneration (management information)	D: _____% workers on piece rate D1: _____% hourly paid workers D2: 100%% salaried workers Payment cycle: D3: _____% daily paid D4: 100% weekly paid D5: _____% monthly paid D6: _____% other D7: If other, please give details	

Worker Interview Summary		
A: Were workers aware of the audit?	☐ Yes ☒ No	
B: Were workers aware of the code?	☒ Yes ☐ No	
C: Number of group interviews: <i>(Please specify number and size of groups. Please see SMETA Best Practice Guidance and Measurement Criteria. If the auditor was not able to follow the BPG, please state within the declaration)</i>	04 Groups of 05 workers each	
D: Number of individual interviews <i>(Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	D1: Male: 03	D2: Female: 03
E: All groups of workers are included in the scope of this audit such as; Direct employees, Casual and agency workers, Workers employed by service providers such as security and catering staff as well as workers supplied by other contractors. <i>Note to auditor: please record details of migrant /agency/contractor workers in section 8 – Regular Employment, under Responsible Recruitment</i>	☒ Yes ☐ No If no, please give details	
F: Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	☒ Yes ☐ No	
G: In general, what was the attitude of the workers towards their workplace?	☒ Favourable ☐ Non-favourable ☐ Indifferent	
H: What was the most common worker complaint?	No complaints at present	
I: What did the workers like the most about working at this site?	Management attitude and salary payment on time and availability of payment of advance.	
J: Any additional comment(s) regarding interviews:	Workers said that they can approach to the management directly for any of the issues or suggestions.	
K: Attitude of workers to hours worked:	Acceptable	
L. Is there any worker survey information available?		
☐ Yes ☒ No L1: If yes, please give details:		
M: Attitude of workers: <i>(Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk</i>		
26 employees were selected for individual and group interviews found to be happy with the management		

behaviour. No negative information was raised. No negative comments were received from the workers & staff against the management.

N: Attitude of worker's committee/union reps:

(Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk

Members from works committee looked very positive towards the management and no negative information reported. Their attitude towards factory management seemed positive. The reason they give for the same are: on time payment, good facilities, good behavior of the management and supervisors.

O: Attitude of managers:

(Include attitude to audit, and audit process. Both positive and negative information should be included)

The factory management showed a positive attitude to this audit during the whole process. All documentation requested for review was provided timely. At the end of the audit all the non compliances were accepted by the facility. The facility management showed strong commitment for taking corrective actions against the Non-Conformance. After factory tour it was noted that the management is very much committed towards implementation of health and safety requirements.

Audit Results by Clause

0A: Universal Rights covering UNGP

[\(Click here to return to summary of findings\)](#)

0.A. Guidance for Observations

0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.

0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights

0.A.3 Businesses shall identify their stakeholders and salient issues.

0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.

0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.

0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.

Note for auditors and readers. This is not a full Human Rights Assessment, but instead a check on the business's implementation of processes to meet their Universal rights covering UNGP responsibilities.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

Facility has developed a policy covering human rights impacts and issues and communicated to all appropriate parties.

[REDACTED] HR Manager) has been appointed as a designated person to implementing standards concerning the human rights

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: The management has displayed the policy in the notice board, also maintaining the policy and procedure related to human rights.

Appointment letter of the designated person to implement the standard concerning the human rights

Any other comments: Nil

A: Policy statement that expresses commitment to respect human rights?

☒ Yes

☐ No

A1: Please give details: Facility has developed a policy towards the commitment to respect human rights and displayed the same in the notice board for understanding of their employees

B: Does the business have a designated person responsible for implementing standards

☒ Yes

☐ No

concerning Human Rights?	Please give details: Name: Job title : Purchase Manager
C: Does the business have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter?	☒ Yes ☐ No C1: Please give details: Suggestion/ Complaint boxes had been provided at conspicuous places in the facility through which workers express their suggestion / complaints if any.
D: Does the grievance mechanism meet UNGP expectations? (Legitimate, Accessible, Predictable, Equitable, Transparent, Rights-compatible, a source of continuous learning and based on stakeholder engagement)	☒ Yes ☐ No D1: If no, please give details
E: Does the business demonstrate effective data privacy procedures for workers' information, which is implemented?	☒ Yes ☐ No E1: Please give details: The privacy of the workers' information was found to be maintained throughout the business module of the company.

Findings		
Finding: Observation ☐ Company NC ☐ Description of observation: Local law or ETI/Additional elements / customer specific requirement: Comments:	Objective evidence observed:	

Good examples observed:	
Description of Good Example (GE):	Objective Evidence Observed:

Measuring Workplace Impact

Workplace Impact		
A: Annual worker turnover: Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover)	A1: Last year: 10%	A2: This year 05%
B: Current % quarterly (90 days) turnover: Number of workers leaving from the first day of the 90 days period through to the last day of the 90 day period / [(number of employees on the 1 st day of 90 day period + number of employees on the last day of the 90 day period) / 2]	05%	
C: Annual % absenteeism: Number of days lost through job absence in the year / [(number of employees on 1 st day of the year + number employees on the last day of the year) / 2] * number available workdays in the year	C1: Last year: 05%	C2: This year 05%
D: Quarterly (90 days) % absenteeism: Number of days lost through job absence in the period / [(Number of employees on 1 st of the period + Number of employees on the last day of the period) / 2] * Number of available workdays in the month	05%	
E: Are accidents recorded?	☒ Yes ☐ No E1: Please describe: Facility maintaining the accident register and Dangerous occurrences register. Review of records show that no accident had happened during this year.	
F: Annual Number of work related accidents and injuries per 100 workers: [(Number of work related accidents and injuries * 100) / Number of total workers]	F1: Last year: 2018 Number: Nil	F2: This year: 2019 Number: Nil
G: Quarterly (90 days) number of work related accidents and injuries per 100 workers: [(Number of work related accidents and injuries * 100) / Number of total workers]	Nil	
H: Lost day work cases per 100 workers: [(Number of lost days due to work accidents and work related injuries * 100) / Number of total workers]	H1: Last year: Nil	H2: This year: Nil
I: % of workers that work on average more than 48 standard hours / week in the last 6 / 12 months:	I1: 6 months 0% workers	I2: 12 months 0% workers
J: % of workers that work on average more than 60 total hours / week in the	J1: 6 months 0% workers	J2: 12 months 0% workers

last 6 / 12 months:

0B: Management system and Code Implementation

[\(Click here to return to summary of findings\)](#)

- 0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.
- 0.B.2 Suppliers are expected to be operating legally in premises with the correct business licenses and permissions and to have systems to ensure that all relevant land rights have been complied with
- 0.B.3 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.
- 0.B.4 Suppliers are expected to communicate this Code to all employees.
- 0.B.5 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- A Social Accountability Policy has been defined by the company for delivering compliance to the ETI Code.
- The company has committed itself to confirm to all the requirements of ETI Base Code and applicable local laws. The said Policy had been displayed in company notice board, in English and local language (Tamil).
- HR Manager of the company had been appointed as the responsible person for the implementation of ETI code requirements.
- Company had displayed ETI Code of Conduct in a place visible to all employees.
- The awareness on the elements of the code was found to be adequate among the employees.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

- Display of ETI base code
- ETI training record

Any other comments: Nil

Management Systems:

A: In the last 12 months, has the site been subject to any fines/prosecutions for non-compliance to any regulations?

☐ Yes

☒ No

A1: Please give details:

B: Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment & abuse?

☒ Yes

☐ No

B1: Please give details:

C: If Yes, is there evidence (an indication) of effective

Review of records, interview of employees and

implementation? Please give details.	interactions with the Management show that the implementation of the Management System is being effective.
D: Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	☒ Yes ☐ No D1: Please give details: The Manager and workers have received training on the requirements pertaining to forced labour, child labour, discrimination, harassment & abuse based ETI Base Code on 26.08.2019
E: If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	☒ Yes ☐ No E1: Please give details: Training on the requirements of ETI Base Code had been imparted on 26.08.2019.
F: Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits). Please detail (Number and date).	☐ Yes ☒ No F1: Please give details
G: Is there a Human Resources manager/department? If Yes, please detail.	☒ Yes ☐ No G1: Please give details: HR Manager is also in charge of the Human Resource Management of the company.
H: Is there a senior person / manager responsible for implementation of the code	☒ Yes ☐ No H1: Please give details: HR Manager had been appointed by the management as the Management Representative responsible for the implementation of the code.
I: Is there a policy to ensure all worker information is confidential?	☒ Yes ☐ No I1: Please give details: The company had established a policy on ensuring confidentiality of worker information.
J: Is there an effective procedure to ensure confidential information is kept confidential?	☒ Yes ☐ No J1: Please give details: The company had implemented a procedure on ensuring confidentiality of confidential information
K: Are risk assessments conducted to evaluate policy and procedure effectiveness?	☒ Yes ☐ No K1: Please give details: Internal audits and Management review meetings (MRM) are being conducted periodically to evaluate the performance of the facility's management

	system as against the requirements of the standard.
L: Does the facility have a process to address issues found when conducting risk assessments, including implementation of controls to reduce identified risks?	☒ Yes ☐ No L1 Please give details:
M: Does the facility have a policy/code which require labour standards of its own suppliers?	☒ Yes ☐ No M1: Please give details: The facility had established a Supplier Control Plan and Procedure to ensure that their suppliers confirm to the requirements of the standard.
Land rights	
N: Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	☒ Yes ☐ No N1: Please give details: The facility operates in own building. Review of legal records show that the property belongs to the factory and obtained necessary legal documents and approvals which had conferred legal land rights over the land. Statutory approvals had been obtained for construction of the facility buildings. Date of the purchase of the land is on 29 th December 2010.
O: Does the site have systems in place to conduct legal due diligence to recognize and apply national laws and practices relating to land title?	☒ Yes ☐ No O1: Please give details: Facility operates in Own building with copy of valid property documents. Person in charge of performing due diligence is [REDACTED] who is Proprietrix of this facility.
P: Does the site have a written policy and procedures specific to land rights. If yes, does it include any due diligence the company will undertake to obtain free, prior and informed consent, (FPIC) even if national/local law does not require it	☒ Yes ☐ No P1: If yes, how does the company obtain FPIC: The facility had committed itself to confirm to the requirements of Local laws on all aspects, as per the Social compliance policy of the facility.
Q: Is there evidence that facility / site compensated the owner/lessor for the land prior to the facility being built or expanded.	☒ Yes ☐ No Q1: Please give details: Facility operates in own building with valid property documents.
R: Does the facility demonstrate that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts?	☒ Yes ☐ No R1: Please give details: Review of legal records show that the facility is located in their own land and all rights to the facility for the possession of building.

S: Is There any evidence of illegal appropriation of land for facility building or expansion of footprint.

☐ Yes

☒ No

S1: Please give details:

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

2. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation:

Description of observation:

Local law or ETI requirement:

Comments:

Objective evidence observed:

Good Examples observed:

Description of Good Example (GE):

Objective evidence observed:

1: Freely Chosen Employment

[\(Click here to return to summary of findings\)](#)

ETI

1.1 There is no forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Through interview with the employees and review of document it was noted that, workers are recruited through a personal interview and the job application clearly indicated that each applicant is seeking job voluntarily.
- There is no presence of any prison labour at the work place.
- Factory had documented policy against forced, bonded or involuntary labour.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

- The factory has drafted Anti Forced and bonded labour policy and also displayed in the prominent place in the factory.
- Through interview with the employees and review of document it was noted that, workers are recruited through a personal interview and the job application clearly indicated that each applicant is seeking job voluntarily.

Any other comments: Nil

A: Is there any evidence of retention of original documents, e.g. passports/ID's	☐ Yes ☒ No A1: If yes, please give details and category of workers affected:
B: Is there any evidence of a loan scheme in operation	☐ Yes ☒ No B1: If yes, please give details and category of worker affected:
C: Is there any evidence of retention of wages /deposits	☐ Yes ☒ No C1: If yes, please give details and category of worker affected:
D: Are there any restrictions on workers' freedom to terminate employment?	☐ Yes ☒ No D1: Please describe finding:

E: If any part of the business is UK based or registered there & has a turnover over £36m, is there a published a 'modern day slavery statement'?	☐ Yes ☐ No ☒ Not applicable E1: Please describe finding:
F: Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day?	☐ Yes ☒ No F1: Please describe finding:
G: Does the site understand the risks of forced / trafficked / bonded labour in its supply chain	☒ Yes ☐ No ☐ Not applicable G1: If yes, please give details and category of workers affected: If yes please give details and category of workers affected: The facility had established a Supplier Control Plan and Procedure to ensure that their suppliers confirm to the requirements of the standard.
H: Is the site taking any steps taking to reduce the risk of forced / trafficked labour?	☒ Yes ☐ No H1: Please describe finding: The facility had established Policy and Procedures against Forced Labour and the effectiveness of the policy and procedures are monitored through Internal Audits and Management Review Meetings.

Non-compliance:

1. Description of non-compliance: None observed ☐ NC against ETI ☐ NC against Local Law: ☐ NC against customer code: Local law and/or ETI requirement Recommended corrective action: 2. Description of non-compliance: ☐ NC against ETI ☐ NC against Local Law: ☐ NC against customer code: Local law and/or ETI requirement: Recommended corrective action:	Objective evidence observed: <i>(where relevant please add photo numbers)</i>
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Observation:

Description of observation: Local law or ETI requirement: Comments:	Objective evidence observed:
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Good Examples observed:	
Description of Good Example (GE):	Objective evidence observed:

2: Freedom of Association and Right to Collective Bargaining are Respected

[\(Click here to return to summary of findings\)](#)

[\(Click here to return to Key Information\)](#)

ETI

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Workers without distinction, have the right to join any union or form trade unions of their own choosing and to bargain collectively.
- Factory had provided confidential suggestion box for the workers in which workers can put their suggestions and complaints without any fear.
- There was no evidence of suppression of workers' rights.
- No union exists in the factory.
- The factory has a policy of supporting and protecting freedom of association of their employees.
- A works committee, grievances committee represented by workers from all departments is functional in the factory. These representatives of committees are nominated by employees.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Details: Through interview with the employees and review of document it was noted that, workers are free to raise their concerns and problems and management found to be very supportive by take necessary action where and when required.

Any other comments: Nil

A: What form of worker representation/union is there on site?	☐ Union (name) ☒ Worker Committee ☐ Other (specify) ☐ None
B: Is it a legal requirement to have a union?	☐ Yes ☒ No
C: Is it a legal requirement to have a worker's committee?	☒ Yes ☐ No

D: Is there any other form of effective worker/management communication channel? (Other than union/worker committee e.g. H&S, sexual harassment)	☒ Yes ☐ No D1: Please give details: Suggestion boxes had been provided at conspicuous places in the facility through which workers express their suggestion / complaints if any. The suggestion boxes are opened periodically in the presence of worker committee representative. On receipt of any suggestions or complaints, actions are intended to be taken and to record the same in a register. D2: Is there evidence of free elections? ☒ Yes ☐ No	
E: Does the supplier provide adequate facilities to allow the Union or committee to conduct related business?	☒ Yes ☐ No E1: Please give details:	
F: Name of union and union representative, if applicable:	There are no unions or union representatives within the company	F1: Is there evidence of free elections? ☐ Yes ☐ No ☒ N/A
G: If there is no union, is there a parallel means of consultation with workers e.g. worker committees?	Workers had elected representatives from among themselves and had formed worker committees.	G1: Is there evidence of free elections? ☒ Yes ☐ No ☐ N/A
H: Are all workers aware of whom their representatives are?	☒ Yes ☐ No	
I: Were worker representatives freely elected?	☒ Yes ☐ No	I1: Date of last election: 10th March 2019
J: Do workers know what topics can be raised with their representatives?	☒ Yes ☐ No	
K: Were worker representatives/union representatives interviewed?	☒ Yes ☐ No If Yes, please state how many: 02	
L: Please describe any evidence that union/worker's committee is effective? Specify date of last meeting; topics covered; how minutes were communicated etc.	Works committee meeting is held once in 2 months in the factory. Records of meeting minutes reviewed and discussed the same with the workers and found effective. The date of last meeting was on 20th August 2019.	
M: Are any workers covered by Collective Bargaining Agreement (CBA)?	☐ Yes ☒ No	
If Yes, what percentage by trade Union/worker representation	M1: ____% workers covered by Union CBA	M2: ____% workers covered by worker rep CBA

M3: If Yes , does the Collective Bargaining Agreement (CBA) include rates of pay?	☐ Yes ☐ No
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Non-compliance:

1. Description of non-compliance: None observed ☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code: Local law and/or ETI requirement: Recommended corrective action: 2. Description of non-compliance: ☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code: Local law and/or ETI requirement: Recommended corrective action:	Objective evidence observed: (where relevant please add photo numbers)
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Observation:

Description of observation: Local law or ETI requirement: Comments:	Objective evidence observed:
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Good Examples observed:

Description of Good Example (GE):	Objective evidence observed:
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3: Working Conditions are Safe and Hygienic

[\(Click here to return to summary of findings\)](#)

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ETI

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.

3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- All electrical points were properly insulated.
- Workplace environment appeared to be clean and safe.
- Factory has properly trained employees in the operation of fire fighting equipments. (Through workers interview)
- Factory has provided 12 first aid boxes.
- Factory has provided 06 clean/purified drinking water points for their employees free of cost.
- Factory has provided 08 male and 04 female toilet facilities to their employees.
- Factory had provided 62 fire extinguishers in the facility.
- Personal protective equipments were provided to all the concern employees free of cost and proper training of usage of PPE provided to all the employees.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

- Health and safety policy
- Health and safety committee minutes
- Training records and certificates for fire and first aid.
- Fire equipment maintenance records
- Fire drill records
- Fire licence, Stability certificate for the building, Building approval, etc.

Any other comments: Nil

A: Does the facility have general and occupational Health & Safety policies and procedures that are fit for purpose

☒ Yes

☐ No

A1: Please give details: Health and Safety policy and

and are these communicated to workers?	<i>procedures prepared by the management and the same is fit for purpose. Facility conducting the health and safety training periodically</i>
B: Are the policies included in workers' manuals?	☒ Yes ☐ No B1: Please give details: Policies included in the manual
C: Are there any structural additions without required permits/inspections (e.g. floors added)?	☐ Yes ☒ No C1: Please give details:
D: Are visitors to the site informed on H&S and provided with personal protective equipment	☒ Yes ☐ No D1: Please give details:
E: Is a medical room or medical facility provided for workers? If yes, do the room(s) meet legal requirements and is the size/number of rooms suitable for the number of workers.	☐ Yes ☒ No E1: Please give details: It is not mandatory to provide a medical room or medical facility considering the number of workers involved.
F: Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid?	☒ Yes ☐ No F1: Please give details: First Aid Trained person available in the facility
G: Where the facility provides worker transport - is it fit for purpose, safe, maintained and operated by competent persons e.g. buses and other vehicles?	☒ Yes ☐ No G1: Please give details: Facility obtained fitness certificate for all their vehicles and recruiting the drivers with valid license.
H: Is secure personal storage space provided for workers in their living space and is fit for purpose?	☐ Yes ☐ No H1: Please give details: Not Applicable
I: Are H&S Risk assessments are conducted (including evaluating the arrangements for workers doing overtime e.g. driving after a long shift) and are there controls to reduce identified risk?	☒ Yes ☐ No I1: Please give details:
J: Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources?	☒ Yes ☐ No J1: Please give details: Facility has obtained the consent order from the pollution control board.
K: Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals?	☒ Yes ☐ No K1: Please give details:

Non-compliance:

1. Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code:

It was noted during the facility tour that, Facility has stored the chemicals without labelling some of the containers.

Local law and/or ETI requirement

In accordance with the Tamilnadu factories rules 1950, Rules 62C(2)

Recommended corrective action:

Every container of a hazardous substance shall be clearly labelled or marked to identify the contents of a container, name and address of the manufacturer ,etc

Objective evidence observed:

(where relevant please add photo numbers)

It was observed during the factory tour
Photo#17

2. Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code:

It was noted during the facility tour that, One of the emergency alarm located near the terry towel section is without the hammer.

Local law and/or ETI requirement:

In accordance with Tamilnadu Factories rules1950, Sec 61 (4)

Recommended corrective action:

Facility shall place the hammer with the emergency alarm.

It was observed during the factory tour
Photo#18

Observation:

Description of observation:

Local law or ETI requirement:

Recommended corrective action:

Objective evidence observed:

Good Examples observed:

Description of Good Example (GE):

Objective Evidence Observed:

4: Child Labour Shall Not Be Used

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ETI

4.1 There shall be no new recruitment of child labour.

4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.

4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.

4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- The establishment has posted "No child labour" board at the main gate.
- All workers have been interviewed and each individual worker stated that they are above 18 years of age.
- Top management has been interviewed and said that they verify the age of worker before hiring them and keep a valid age proof of each employee.
- There is no evidence of child labour employment was found at the time of audit.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: Auditor has seen the child labour policy which factory has displayed at main notice board and outside of the factory. For ensuring no child labour in the factory, factory has maintained age proof in all personal files in form of school leaving certificated, Voter ID cards, Aadhar Cards or dental age proof and auditor has verified 26 personal files

Any other comments: Nil

A: Legal age of employment:	Above 14 years
B: Age of youngest worker found:	19 Years completed
C: Are there children present on the work floor but not working at the time of audit?	☐ Yes ☒ No
D: % of under 18's at this site (of total workers)	0%
E: Are workers under 18 subject to hazardous work assignments? (Go to clause 3 – Health and Safety)	☐ Yes ☒ No E1: If yes, give details

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI
 ☐ NC against Local Law
 ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

2. Description of non-compliance:

☐ NC against ETI
 ☐ NC against Local Law
 ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation:

Description of observation:

Local law or ETI requirement:

Comments:

Objective evidence observed:

Good Examples observed:

Description of Good Example (GE):

Objective Evidence Observed:

5: Living Wages are Paid

[\(Click here to return to summary of findings\)](#)

[\(Click here to return to Key information\)](#)

ETI

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- As per reviewed payroll for the sampled months, the facility has paid more than minimum wages to all their employees.
- None of employees are paid piece rate basis. All the employees are paid shift rate basis
- The wages to employees disbursed on Friday of every Week.
- The wages are paid through bank.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

Auditor has verified 3 months i.e., August 2019, April 2018 and November 2018 records of Wages records, Time records, Leave records, Wages slip, muster roll and social benefits records such as Provident Fund and Welfare contribution of each employee.

Any other comments: Nil

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

2. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer

Objective evidence observed:

(where relevant please add photo numbers)

code:	
Local law and/or ETI requirement:	
Recommended corrective action:	

Observation:	
Description of observation:	Objective evidence observed:
Local law or ETI requirement:	
Comments:	

Good Examples observed:	
Description of Good Example (GE):	Objective Evidence Observed:

Summary Information

Criteria	Local Law (Please state legal requirement)	Actual at the Site (Record site results against the law)	Is this part of a Collective Bargaining Agreement?
A: Standard/Contracted work hours: (Maximum legal and actual required working hours excluding overtime, please state if possible per day, week, and month)	Legal maximum: 48 hours / Week	A1: 48 hours / Week	A2: ☐ Yes ☒ No
B: Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week, and month)	Legal maximum: Legal maximum: 02 hours/day, 12 hours/week, 50 hours/quarter	B1: Overtime hours are within the legal limit	B2: ☐ Yes ☐ No
C: Wage for standard/contracted hours: (Minimum legal and actual minimum wage at site, please state if possible per hr, day, week, and month)	Legal minimum: Weaver : INR 13369/- Tailor: INR 8566/- Packer: and Helper: INR 8353/- The wages are applicable with the effect from April 01 st , 2019.	C1: Weaver: INR 13390/- Tailor INR 8580/- Packer and Helper INR 8372/-	C2: ☐ Yes ☒ No
D: Overtime wage: (Minimum legal and actual minimum overtime wage at	Legal minimum: 200% of normal	D1: 200% of normal rate of	D2: ☐ Yes

site, please state if possible per hr, day, week, and month)	rate of wages	wages	☒ No
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Wages analysis:

[\(Click here to return to Key Information\)](#)

A: Were accurate records shown at the first request?	☒ Yes ☐ No	
A1: If No , why not?	Not Applicable	
B: Sample Size Checked (State number of worker records checked and from which weeks/months – should be current, peak, and random/low. Please see SMETA Best Practice Guidance and Measurement Criteria)	26 samples from August, 2019 26 samples from April, 2019 26 samples from November, 2018	
C: Are there different legal minimum wage grades? If Yes , please specify all.	☒ Yes ☐ No	C1: If Yes , please give details: As per the Tamilnadu state government minimum wages notification facility need to pay at least as below mentioned: Weaver : INR 13369/- Tailor: INR 8566/- Packer: and Helper: INR 8353/- The wages are applicable with the effect from April 01 st , 2019.
D: If there are different legal minimum grades, are all workers graded and paid correctly?	☒ Yes ☐ No ☐ N/A	D1: If No , please give details:
E: For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?	☐ Below legal min ☐ Meet ☒ Above	E1: Lowest actual wages found: <i>Note: full time employees and please state hour / week / month etc.</i> Minimum wages paid by the facility is INR 8372/- which is above the minimum wage requirement of INR 8353/-
F: Please indicate the breakdown of workforce per earnings:	F1: ____% of workforce earning under minimum wage F2: ____% of workforce earning minimum wage F3: 100% of workforce earning above minimum wage	
G: Bonus Scheme found: Please specify details:	Bonus Scheme found: Facility has paid bonus at the rate of 8.33% (Legal Minimum is 8.33%) of the gross wages. <i>Note: type of employee (e.g. full time, temp, etc.) and please state which units e.g. /hour /week /month etc</i>	
H: What deductions are required by law e.g. social insurance? Please state all types:	Deductions are required to be made for Statutory Social Security Benefits viz., Employee Provident Fund and Employee's State Insurance.	

I: Have these deductions been made?	☒ Yes ☐ No	I1: Please list all deductions that have been made.	1. Provident fund 2. Employees state insurance Please describe:
		I2: Please list all deductions that have not been made.	1. 2. Please describe:
J: Were appropriate records available to verify hours of work and wages?	☒ Yes ☐ No Bio metric attendance system was found to be maintained for recording the In and Out timings of all employees. Wage register was found to be maintained for all employees to record attendance, based on Bio metric In / OUT time system. Wages slips had been issued to all employees towards acknowledgement of receipt of wages.		
K: Were any inconsistencies found? (if yes describe nature)	☐ Yes ☒ No	K1: Type ☐ Poor record keeping ☐ Isolated incident ☐ Repeated occurrence:	
L: Do records reflect all time worked? (For instance, are workers asked to attend meetings before or after work but not paid for their time)	☒ Yes ☐ No L1: Please give details:		
M: Is there a defined living wage: <i>This is <u>not normally</u> minimum legal wage. If answered yes, please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.</i>	☐ Yes ☒ No M1: Please specify amount/time:		
M2: If yes, what was the calculation method used.	☐ ISEAL/Anker Benchmarks ☐ Asia Floor Wage ☐ Figures provided by Unions ☐ Living Wage Foundation UK ☐ Fair Wear Wage Ladder ☐ Fairtrade Foundation Other – please give details: Living Wage had not been calculated		
N: Are there periodic reviews of wages? If Yes give details (include whether there is consideration to basic needs of workers plus discretionary income).	☒ Yes ☐ No N1: Please give details: The state Government revises the minimum wages for Employment in Tailoring Manufactory annually, considering the Consumer Price Index of the previous year.		
O: Are workers paid in a timely manner in line with local law?	☒ Yes ☐ No		
P: Is there evidence that equal rates	☒ Yes		

are being paid for equal work:	☐ No P1: Please give details: Review of appointment orders, time records, wage registers and wage slips show that equal rate of wages are being paid for equal work done by employees.
Q: How are workers paid:	☐ Cash ☐ Cheque ☒ Bank Transfer ☐ Other Q1: If other, please explain:

6: Working Hours are not Excessive

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[\(Click here to return to Key Information\)](#)

ETI

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any 7-day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any 7-day period only in exceptional circumstances where **all** of the following are met:

- this is allowed by national law;
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
- appropriate safeguards are taken to protect the workers' health and safety; and
- The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

6.6 Workers shall be provided with at least one day off in every 7-day period or, where allowed by national law, 2 days off in every 14-day period.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Normal working days at the facility are Monday to Saturday and Sunday is the weekly off day.
- Bio metric IN / OUT time attendance system is engaged for the purpose of recording time.
- The factory operates in Three shifts as below mentioned
 - General Shift (Admin Staff):
 - Normal Working Hours: 08.30 A.M to 05.30 P.M
 - Tea Breaks: 11.00 A.M to 11.15 A.M & 04.00 P.M to 04.15 P.M
 - Food Break: 01.00 P.M to 01.30 P.
 - 1st Shift:
 - Normal Working Hours: 07.00 A.M to 03.00 P.M
 - Food Break: 12.00 P.M to 12.30 P.M
 - 2nd Shift:
 - Normal Working Hours: 03.00 P.M to 11.00 P.M
 - Food Break : 07.30 P.M to 08.00 P.M
 - 3rd Shift:

Normal Working Hours: 11.00 P.M to 07.00 A.M
Food Break : 03.00 A.M to 03.30 A.M

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

- Payrolls (for sampled months of August 2019, April 2019 and November 2018)
- Time IN / OUT records (for sampled months of August 2019, April 2019 and November 2018)
- Production records (from work floors to check for discrepancies)
- Leave records
- Muster roll

Any other comments: Nil

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

2. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

Objective evidence observed:
(where relevant please add photo numbers)

Observation:

Description of observation:

Local law or ETI requirement:

Comments:

Objective evidence observed:

Good Examples observed:

Description of Good Example (GE):

Objective Evidence Observed:

Working hours' analysis

Please include time e.g. hour/week/month (Go back to Key information)			
Systems & Processes			
A. What timekeeping systems are used: time card etc.	Describe: Bio metric In / Out time attendance system		
B: Is sample size same as in wages section?	☒ Yes ☐ No B1: If no, please give details		
C: Are standard/contracted working hours defined in all contracts/employment agreements?	☒ Yes ☐ No	C1: If NO, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements. Please give details:	
D: Are there any other types of contracts/employment agreements used?	☐ Yes ☒ No	D1: If YES, please complete as appropriate:	
		☐ 0 hrs ☐ Part time ☐ Variable hrs ☐ Other	
		If "Other", Please define:	
E. Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week?	☐ Yes ☒ No	E1: If yes , please detail hours, %, types of workers affected and frequency Please give details:	
F: Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period?	F2: Please select all applicable: ☒ 1 in 7 days ☐ 2 in 14 days ☐ No If 'No', please explain:	F3: Is this allowed by local law? ☒ Yes ☐ No	
	Maximum number of days worked without a day off (in sample):		
Standard/Contracted Hours worked			
G: Were standard working hours over 48 hours per week found?	☐ Yes ☒ No	G1: If yes, % of workers & frequency:	

H: Any local waivers/local law or permissions which allow averaging/annualised hours for this site?	☐ Yes ☒ No	H1: If yes, please give details:
Overtime Hours worked		
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours: 0 Hours	
J: Combined hours (standard or contracted + overtime hours = total) over 60 found? Please give details:	☐ Yes ☒ No Maximum hours worked is 48 hours and No OT work during the sampled Periods	
K: Approximate percentage of total workers on highest overtime hours:	0%	
L: Is overtime voluntary?	☒ Yes ☐ No ☐ Conflicting Information	L1: Please detail evidence e.g. Wording of contract / employment agreement / handbook / worker interviews / refusal arrangements:
Overtime Premiums		
M: Are the correct legal overtime premiums paid?	☒ Yes ☐ No ☐ N/A – there is no legal requirement to OT premium	M1: Please give details of normal day overtime premium as a 200% of <u>standard</u> wages:
N: Is overtime paid at a premium?	☐ Yes ☐ No	N1: If yes, please describe 100% of workers & frequency:
O: If the site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant.	☐ No ☐ Consolidated pay (May be standard wages above minimum legal wage, with no/low overtime premium) ☐ Collective Bargaining agreements ☐ Other	
	O1: Please explain any checked boxes above e.g. detail of consolidated pay / CBA or Other	
	No overtime work during the sampled months. However If engaged any Overtime work, Facility paying 200% of normal rate of wages.	

P: If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant.	☐ Overtime is voluntary ☐ Onsite Collective bargaining allows 60+ hours/week ☐ Safeguards are in place to protect worker's health and safety ☐ Site can demonstrate exceptional circumstances ☐ Other reasons (please specify) P1: Please explain any checked boxes above e.g. detail of consolidated pay / CBA or other:
Q: Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?	☐ Yes ☒ No Q1: If yes, please give details:
R: If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather than the rule.	☒ Yes ☐ No The facility had established an Urgent Business Needs Policy under which overtime can be engaged on special occasions of Urgent Business Needs. The overtime hours that might be engaged had also been declared as voluntary. Facility ensures that the overtime hours are within the legal limit.

7: No Discrimination is Practiced

[\(Click here to return to summary of findings\)](#)

ETI

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- The facility had displayed Anti-discrimination policy on the notice board and well explained to all employees

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

- It was noted from interview with the employees and review of records that employees are not discriminated in hiring, compensation, promotion and termination based on race, caste, national origin, religion, age, disability, gender, marital status and sexual orientation.

Any other comments: Nil

A: Gender breakdown of Management + Supervisors (Include as one combined group)	A1: Male: 90% A2: Female: 10%
B: Number of women who are in skilled or technical roles e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst:	No such skilled or technical roles had been engaged.
C: Is there any evidence of discrimination based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation?:	☐ Hiring ☐ Compensation ☐ Access to training ☐ Promotion ☐ Termination or retirement ☐ No evidence of discrimination found C1: Please give details:

Professional Development

A: What type of training and development are available for workers?

All employees had been provided with periodical trainings on Health & Safety and ETI requirements

B: Are HR decisions e.g. promotion, training, compensation based on objective, transparent criteria?

☒ Yes
☐ No

If no, please give details:

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

2. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation:

Description of observation:

Local law or ETI requirement:

Comments:

Objective evidence observed:

Good Examples observed:

Description of Good Example (GE):

Objective Evidence Observed:

8: Regular Employment Is Provided

[\(Click here to return to summary of findings\)](#)

[\(Click here to return to Key Information\)](#)

ETI

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

Additional Elements: Responsible Recruitment

8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements.

8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour. The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

8.5 Employment agencies must only supply workers registered with them.

8.6 Workers pay no recruitment fee at any stage of the recruitment process.

8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- The company had undertaken to ensure that all employees perform their work on the basis of an employment contract.
- The recruitment policy and procedure of the company on this regard was available and had been communicated to the employees.
- It was noted that there are no temporary workers employed in the company.
- It was also noted that home workers or apprentices are also not being engaged in the production

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

- The hiring and termination practices
- Personal files
- Appointment order.
- Payroll records.
- Time Cards
- Interaction with the production supervisors and interview of employees

Any other comments: Nil

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI
 ☐ NC against Local Law
 ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

2. Description of non-compliance:

☐ NC against ETI
 ☐ NC against Local Law
 ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

Objective evidence observed:
 (where relevant please add photo numbers)

Observation:

Description of observation:

Local law or ETI requirement:

Comments:

Objective evidence observed:

Good Examples observed:

Description of Good Example (GE):

Objective Evidence Observed:

Responsible Recruitment

All Workers

A: Were all workers presented with terms of employment at the time of recruitment, did they understand them and are they same as current conditions?

- ☒ Terms & Conditions presented
☒ Understood by workers
☒ Same as actual conditions

A1: If any are unchecked, please describe finding and specific category(ies) of workers affected:

B: Did workers' pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement?

- ☐ Yes
☒ No

B1: If yes, please describe details and specific category(ies) of workers affected:

C: If yes, check all that apply:	☐ Recruitment / hiring fees ☐ Service fees ☐ Application costs ☐ Recommendation fees ☐ Placement fees ☐ Administrative, overhead or processing fees ☐ Skills tests ☐ Certifications ☐ Medical screenings ☐ Passports/ID's ☐ Work / resident permits ☐ Birth certificates ☐ Police clearance fees ☐ Any transportation and lodging costs after employment offer ☐ Any transport costs between work place and home ☐ Any relocation costs after commencement of employment ☐ New hire training / orientation fees ☐ Medical exam fees ☐ Deposit bonds or other deposits ☐ Any other non-monetary assets ☐ Other – C1: If other, please give details:
D: If any checked, give details:	Not Applicable

Migrant Workers:

The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national or permanent resident or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity

A: Type of work undertaken by migrant workers:	Not applicable [Migrant workers had not been engaged]	
B: Please give details about recruitment agencies for migrant workers:	B1: Total number of (in country recruitment agencies) used: B2: Total number of (outside of local country) recruitment agencies used: Not Applicable – Migrant workers had not been engaged	
C: Are migrant workers' voluntary deductions (such as for remittances) confirmed in writing by the worker and is evidence of the transaction supplied by the facility to the worker?	☐ Yes ☐ No C1: Please describe finding:	C2: Observations: Not Applicable – No migrant workers
D: Are Any migrant workers in skilled, technical, or management roles Migrant Workers (this should include all migrant workers including permanent workers, temporary and/or seasonal workers)	☐ Yes ☐ No D1: If yes, number and example of roles: Not Applicable – No migrant workers engaged	

NON-EMPLOYEE WORKERS

Recruitment Fees:	
A: Are there any fees?	☐ Yes ☒ No
B: If yes, check all that apply:	☐ Recruitment / hiring fees ☐ Service fees ☐ Application costs ☐ Recommendation fees ☐ Placement fees ☐ Administrative, overhead or processing fees ☐ Skills tests ☐ Certifications ☐ Medical screenings ☐ Passports/ID's ☐ Work / resident permits ☐ Birth certificates ☐ Police clearance fees ☐ Any transportation and lodging costs after employment offer ☐ Any transport costs between work place and home ☐ Any relocation costs after commencement of employment ☐ New hire training / orientation fees ☐ Medical exam fees ☐ Deposit bonds or other deposits ☐ Any other non-monetary assets ☐ Other B1 – If other, please give details:
C: If any checked, give details:	Not Applicable

Agency Workers (if applicable)	
<i>(workers sourced from a local agent who are not directly paid by the site, but paid by the agency. Usually the agencies are paid by the site and the wages of the individual workers are paid by the agency.)</i>	
A: Number of agencies used (average):	A1: Names if available: Not Applicable - Agencies are not being used
B: Were agency workers' age / pay / hours included within the scope of this audit?	☐ Yes ☐ No Not Applicable
C: Were sufficient documents for agency workers available for review?	☐ Yes ☐ No Not Applicable
D: Is there a legal contract / agreement with all agencies?	☐ Yes ☐ No

	D1: Please give details: Not Applicable
E: Does the site have a system for checking labour standards of agencies? If yes, please give details.	☐ Yes ☐ No E1: Please give details: Not Applicable

Contractors:

Note: contractors in this context are generally individuals who supply several workers to a site. Usually the contractors are paid by the site and the wages of the workers are paid by the contractor. Common terms include, gang bosses, labor provider,

A: Any contractors on site?	☐ Yes ☒ No A1: If yes, how many contractors are present, please give details:
B: If Yes , how many workers supplied by contractors?	Not Applicable
C: Do all contractor workers understand their terms of employment?	☐ Yes ☐ No C1: Please describe finding: No contract employees in this facility
D: If Yes , please give evidence for contractor workers being paid per law:	Not Applicable

8A: Sub-Contracting and Homeworking

[\(Click here to return to summary of findings\)](#)

[\(Click here to return to Key Information\)](#)

8A.1 There should be no sub-contracting unless previously agreed with the main client.

8A.2 Systems and processes should be in place to manage sub-contracting, homeworking and external processing.

Note to auditor on homeworking:

Report on whether it is direct or via agents. How many workers, relationship with site and what control systems are in place.

Note to auditor on subcontracting: auditor should use this section for subcontractors of part made or wholly made finished goods, this section should not be used for raw material manufacturers unless instructed otherwise by customers

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Procedures are in place to manage the suppliers involved in incidental processes of the company.
- The company's main processes like Cutting, Sewing, Checking, Warping, Sizing, Weaving, Cone winding, and Packing are done in-house.
- Through interview with the management and employees, processes like Fabric lamination is outsourced

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

If any processes are sub-contracted – please populate below boxes

Process Subcontracted	Process 1: Fabric Lamination	Process 2
Name of factory		
Address		

Details:

- Production records
- Interactions with Management
- Interactions with Production Staff
- Goods/ Vehicle movement registers

Non-compliance:

1. Description of non-compliance: None observed

- ☐ NC against ETI/Additional Elements
 ☐ NC against Local Law
☐ NC against customer code:

Local law and/or ETI /Additional Elements requirement:

Recommended corrective action:

2. Description of non-compliance:

- ☐ NC against ETI/Additional Elements
 ☐ NC against Local Law
☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

Objective evidence observed:
 (where relevant please add photo numbers)

Observation:

Description of observation:

Local law or ETI/Additional elements requirement:

Comments:

Objective evidence observed:

Good Examples observed:

Description of Good Example (GE):

Objective Evidence Observed:

Summary of sub-contracting – if applicable

☐ Not Applicable please x

A: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work or undeclared sub-contracting

- ☒ Yes
☐ No
 A1: Please describe:

Processes like Fabric lamination are outsourced.

B: If sub-contractors are used, is there evidence this has been agreed with the main client?

- ☐ Yes
☐ No
 B1: If **Yes**, summarise details:
 No such requirements.

C: Number of sub-contractors/agents used:

01

D: Is there a site policy on sub-contracting?

- ☒ Yes
☐ No

	D1: If Yes , summarise details: The company had established a supplier control policy and procedure.
E: What checks are in place to ensure no child labour is being used and work is safe?	The factory had established a sub-contractor control plan and sub-contractors who come under the sphere of influence of the factory had been communicated on the requirements of the standard and letter of commitment had been obtained from such sub-contractors.

Summary of homeworking – if applicable ☒ Not Applicable please x			
A: If home working is being used, is there evidence this has been agreed with the main client?	☐ Yes ☐ No A1: If Yes , summarise details:		
B: Number of home workers	B1: Male:	B2: Female:	Total:
C: Are home workers employed direct or through agents?	☐ Directly ☐ Through Agents		C1: If through agents, number of agents:
D: Is there a site policy on home working?	☐ Yes ☐ No		
E: How does the site ensure worker hours and pay meet local laws for home workers?	Not Applicable		
F: What processes are carried out by home workers?	Not Applicable		
G: Do any contracts exist for home workers?	☐ Yes ☐ No G1: Please give details:		
H: Are full records of home workers available at the site?	☐ Yes ☐ No		

9: No Harsh or Inhumane Treatment is Allowed

[\(Click here to return to summary of findings\)](#)

ETI

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

Additional elements:

9.2 companies should provide access to a confidential grievance mechanism for all workers

A: Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&S or any other grievances to a 3 rd party?	☒ Yes ☐ No A1: Please give details: Facility has an open door policy. Facility has displayed the contact details of inspector of factories, and other government authorities. So workers can communicate if there anything required
B: If Yes , are workers aware of these channels and have access? Please give details.	Yes. Contact details of public authorities (Police, Fire Station, hospital, Labor department etc), have been displayed.
C: If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.	Workers can communicate if there anything required through mail, phone or directly.
D: Which of the following groups is there a grievance mechanism in place for?	☒ Workers ☐ Communities ☐ Suppliers ☐ Other D1: Please give details:
E: Are there any open disputes?	☐ Yes ☒ No E1: If yes, please give details
F: Does the site encourage its business partners (e.g. suppliers) to provide individuals and communities with access to effective grievance mechanisms (e.g. helplines or whistle blowing mechanism)	☒ Yes ☐ No F1: If no, please give details
G: Is there a published and transparent disciplinary procedure?	☒ Yes ☐ No G1: If no, please explain
H: If yes, are workers aware of these the disciplinary procedure?	☒ Yes ☐ No H1: If no, please give details
I: Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)?	☐ Yes ☒ No I1: If yes, please give details

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- From interview with the employees, there was no evidence of harsh or inhumane treatment of employees.
- All workers are treated with respect and dignity.
- The company's disciplinary policies had been explained to all employees and all employees were well aware about their rights of grievance redress procedure

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

- Policy on prevention of harassment and abuse
- Grievance handling procedure documentation.

Any other comments: Nil

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

2. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation:

Description of observation:

Local law or ETI requirement:

Comments:

Objective evidence observed:

Good Examples observed:

Description of Good Example (GE):

Objective Evidence Observed:

10. Other Issue areas: 10A: Entitlement to Work and Immigration

[\(Click here to return to NC-table\)](#)
Additional Elements

10A.1 Only workers with a legal right to work shall be employed or used by the supplier.

10A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- The company has established a recruitment policy and related procedures to ensure that only workers with a legal right are employed.
- Company had not employed any foreign nationals

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):
Details:

- Personal files of 26 employees were reviewed.
- Recruitment Policy and Procedures

Any other comments: Nil

Non-compliance:
1. Description of non-compliance: None observed

- ☐ NC against ETI/Additional Elements
 ☐ NC against Local Law
 ☐ NC against customer code:

Local law and/or ETI /Additional Elements requirement:
Recommended corrective action:
2. Description of non-compliance:

- ☐ NC against ETI/Additional Elements
 ☐ NC against Local
 ☐ NC against customer code:

Local law and/or ETI/Additional Elements requirement:
Recommended corrective action:
Objective evidence observed:

(where relevant please add photo numbers)

Observation:	
Description of observation: Local law or ETI/Additional Elements requirement: Comments:	Objective evidence observed:

Good examples observed:	
Description of Good Example (GE):	Objective Evidence Observed:

10. Other issue areas 10B4: Environment 4-Pillar

[\(Click here to return to summary of findings\)](#)

To be completed for a 4-Pillar SMETA Audit and remove the previous page which is 10B2 environment 2 pillar

B.4. Compliance Requirements

10B4.1 Businesses as a minimum must meet the requirements of local and national laws related to environmental standards.

10B4.2 Where it is a legal requirement, businesses must be able to demonstrate that they have the relevant valid permits including for use and disposal of resources e.g. water, waste etc.

10B4.3 Businesses shall be aware of their end client's environmental standards/code requirements

10B4.4 Suppliers should have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties, including its own suppliers.

10B4.5 Suppliers shall be aware of the significant environmental impact of their site and its processes.

10B4.6 The site should measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use (see 4-pillar audit report and audit checks for details).

10B4.7 Businesses shall make continuous improvements in their environmental performance.

10B4.8 Businesses shall have available for review any environmental certifications or any environmental management systems documentation

10B4.9 Businesses should have a nominated individual responsible for co-ordinating the site's efforts to improve environmental performance.

B4. Guidance for Observations

10B4.10 Suppliers should have completed the appropriate section of the SAQ and made it available to the auditor.

10B4.11 Has the site recently been subject to (or pending) any fines/prosecutions for noncompliance to environmental regulations.

Note for auditors and readers. This environment section is intended to take not more than 0.25 auditor days. It is an assessment only and the main requirement is to establish whether a site is meeting applicable environmental laws and/or has any certifications or environmental management systems in place. Following this assessment, the client/supplier may decide a full environmental audit is required (see also best practice guidance/environment and guidance for auditor)

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- The company had undertaken to comply with the local and international laws and regulations and also their end client's environmental requirements through its Environmental Policy.
- Waste management policy and procedure had been established and implemented in the factory.
- Factory disposes the wastes like cut pieces, threads, poly bags and cartons through the local vendors.
- [REDACTED] - HR Manager/Management Representative is responsible for the protection of Environment.
- Training Plans had been established to create environmental awareness among the employees.
- The company was found to be aware of and is committed to comply with their end client's environmental requirements.
- Factory did not use or emit any harmful substances which can cause severe damage to the nature.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

- Environmental policy
- Waste management policy and procedure
- Training plan and training records
- MSDS

Any other comments: Nil

Non-compliance:

1. Description of non-compliance: None observed

- ☐ NC against ETI/Additional Elements ☐ NC against Local
☐ NC against customer code:

Local law and/or ETI/Additional Elements requirement:

Recommended corrective action:

2. Description of non-compliance:

- ☐ NC against ETI/Additional Elements ☐ NC against Local
☐ NC against customer code:

Local law and/or ETI/Additional elements requirement:

Recommended corrective action:

Objective evidence observed:
(where relevant please add photo numbers)

Observation:

Description of observation:

Local law or ETI/Additional elements requirements:

Comments:

Objective evidence observed:

Good examples observed:

Description of Good Example (GE):

Objective Evidence Observed:

Environmental Analysis	
<i>(Site declaration only – this has not been verified by auditor. Please state units in all cases below.)</i>	
A: Is there a manager responsible for Environmental issues (Name and Position):	– HR Manager
B: Has the site conducted a risk assessment on the environmental impact of the site, including implementation of controls to reduce identified risks?	☒ Yes ☐ No B1: Please give details: Facility has conducted the risk assessment on environmental impact and details were available.
C: Does the site have a recognised environmental system certification such as ISO 14000 or equivalent? Please give details.	☐ Yes ☒ No C1: Please give details:
D: Does the site have an Environmental policy? <i>(For guidance, please see Measurement criteria)</i>	☐ Yes ☒ No D1: If yes, is it publicly available? Facility has displayed their environmental policy in the notice board.
E: If yes, does it address the key impacts from their operations and their commitment to improvement?	☒ Yes ☐ No E1: Please give details: Facility has provided and awareness training towards this. Facility addressing the key impacts.
F: Does the site have a Biodiversity policy? <i>(For guidance, please see Measurement criteria)</i>	☒ Yes ☐ No
G: Is there any other sustainability systems present such as Chain of Custody, Forest Stewardship Council (FSC), Marine Stewardship Council (MSC) etc.? Please give details. <i>(For guidance, please see Measurement criteria)</i>	☐ Yes ☒ No G1: Please give details:
H: Have all legally required permits been shown? Please give details.	☒ Yes ☐ No H1: Please give details: The factory has obtained statutory consent orders from the Tamilnadu Pollution Control Board for the operations involved in the manufacturing processes
I: Is there a documentation process to record hazardous chemicals used in the manufacturing process?	☒ Yes ☐ No ☐ N/A I1: Please give details: 1. Environmental Policy 2. Waste Management Procedure 3. List of chemicals 4. Material Safety Data Sheets 5. Waste disposal records
J: Is there a system for managing client's requirements and legislation in the destination countries regarding environmental and chemical issues?	☒ Yes ☐ No J1: Please give details: Annual Environmental Statement is being submitted to the Tamilnadu Pollution Control Board authorities as required under

	the consent orders issued by them.	
K: Facility has reduction targets in place for environmental aspects e.g. water consumption and discharge, waste, energy and green-house gas emissions:	☒ Yes ☐ No K1: Please give details: Facility maintaining the record of usage and trying to reduce the consumption and discharge.	
L: Facility has evidence of waste recycling and is monitoring volume of waste that is recycled.	☒ Yes ☐ No L1: Please give details:	
M: Does the facility have a system in place for accurately measuring and monitoring consumption of key utilities of water, energy and natural resources that follows recognised protocols or standards?	☒ Yes ☐ No M1: Please give details: Maintaining the record of water and energy.	
N: Has the facility checked that any Sub-Contracting agencies or business partners operating on the premises have the appropriate permits and licences and are conducting business in line with environmental expectations of the facility?	☒ Yes ☐ No N1: Please give details: Facility has conducting internal audit in their sub contractor units periodically.	
Usage/Discharge analysis		
Criteria	Previous year: Please state period: May to December 2018 (8 months)	Current Year: Please state period: Jan to August 2019(8 months)
Electricity Usage: Kw/hrs	68722 Units	75191 Units
Renewable Energy Usage: Kw/hrs	Not applicable - No such source used.	Not applicable - No such source used
Gas Usage: Kw/hrs	Not applicable - No such source used.	Not applicable - No such source used
Has site completed any carbon Footprint Analysis?	☐ Yes ☒ No	☐ Yes ☒ No
If Yes , please state result	Not Applicable	Not Applicable
Water Sources: Please list all sources e.g. lake, river, and local water authority.	Bore wells – 2 no's and Local water authority	Bore wells – 2 no's and Local water authority
Water Volume Used: (m ³)	30 m ³ / per month	30 m ³ / per month
Water Discharged: Please list all receiving waters/recipients.	Reverse Osmosis Waste water Sanitary Facilities	Reverse Osmosis Waste water Sanitary Facilities
Water Volume Discharged: (m ³)	22 m ³ / per month	223 m ³ / per month
Water Volume Recycled:	N/A	N/A

(m³)		
Total waste Produced (please state units)	900 kgs	800 kgs
Total hazardous waste Produced: (please state units)	Nil	Nil
Waste to Recycling: (please state units)	800 Kg	765 Kg
Waste to Landfill: (please state units)	Nil	Nil
Waste to other: (please give details and state units)	Nil	Nil
Total Product Produced (please state units)	200000 basic pieces	210000 basic pieces

10C: Business Ethics – 4-Pillar Audit
[\(Click here to return to summary of findings\)](#)
 To be completed for a 4-Pillar SMETA Audit

10C. Compliance Requirements

10C.1 Businesses shall conduct their business ethically without bribery, corruption, or any type of fraudulent Business Practice.

10C.2 Businesses as a minimum must meet the requirements of local and national laws related to bribery, corruption, or any type of fraudulent Business Practices.

10C.3 Where it is a legal requirement, businesses must be able to demonstrate that they comply with all fiscal legislative requirements.

10C.4 Businesses shall have access to a transparent system in place for confidentially reporting, and dealing with unethical Business Ethics without fear of reprisals towards the reporter.

10C.5 Businesses should have a Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice,

10C.6 Businesses should have a designated person responsible for implementing standards concerning Business Ethics

10C.7 Suppliers should ensure that the staff whose job roles carry a higher level of risk in the area of ethical Business Practice e.g. sales, purchasing, logistics are trained on what action to take in the event of an issue arising in their area.

10C. Guidance for Observations

10C.8 Businesses should communicate their Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice to all appropriate parties, including its own suppliers.

10C.9 Has the site recently been subject to (or pending) any fines/prosecutions for non-compliance to Business Ethics regulations. If so is there evidence that sustainable corrective actions have been implemented

Note for auditors and readers. This Business Ethics section is intended to take not more than 0.25 auditor days. It is an assessment not an audit.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- The facility follows the requirements of the ETI Base Code, and has implemented business ethics and practices, transparency, anti-bribery and anti-corruption systems and approaches.
- The facility has zero tolerance practice against corruption, bribery, and other criminal acts in the facility.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

- Certified Standing Orders of the company strictly prohibits corruption, bribery, and other criminal acts in the facility.
- All workers receive induction training on these policies prior to employment.
- The company's policy against all forms of corruption, bribery and related acts had been displayed

- in local language in the notice boards for employees and many conspicuous places.
- Additional acts like gifts to state authorities and donations to governmental structures, political parties, judicial system; NGO's and/or other 3rd parties are strictly forbidden as well.
- The Works Committee deals with issues related to bribery attempts, corruption, and integrity and business ethics.
- The company's policy against bribery, corruption and other criminal acts are emphasised during worker.

Any other comments: Nil

Non-compliance:

1. Description of non-compliance:

- ☐ NC against ETI/Additional Elements
☐ NC against customer code:

☐ NC against Local

Local law and/or ETI/Additional Elements requirement:

Recommended corrective action:

2. Description of non-compliance:

- ☐ NC against ETI/Additional Elements
☐ NC against customer code:

☐ NC against Local

Local law and/or ETI/Additional elements requirement:

Recommended corrective action:

Objective evidence observed:
 (where relevant please add photo numbers)

Observation

Description of observation:

Local law or ETI/Additional elements requirement:

Comments:

Objective evidence observed:

Good examples observed:

Description of Good Example (GE):

Objective Evidence Observed:

A: Does the facility have a Business Ethics Policy and is the policy communicated and applied internally, externally or both, as appropriate?	☒ Internal Policy ☒ Policy for third parties including suppliers A1: Please give details: Facility developed Business ethics policy. Displayed the same in the notice board as well as communicated to sub contractors.
B: Does the site give training to relevant personnel (e.g. sales and logistics) on business ethics issues?	☒ Yes ☐ No B1: Please give details:
C: Is the policy updated on a regular (as needed) basis?	☒ Yes ☐ No C1: Please give details: Updated every year.
D: Does the site require third parties including suppliers to complete their own business ethics training	☐ Yes ☒ No D1: Please give details:

Other findings

Other Findings Outside the Scope of the Code

N/A

Community Benefits

(Please list below any specific community benefits that the site management stated that they were involved in, for example, HIV programme, education, sports facilities)

N/A

Appendix 1

Comparison between ETI code and Customer's Supplier's Code. Any areas where a site complies with the Customer's Supplier Code, but not with the ETI code are discussed at the audit close out meeting and recorded on the CAPR. Note to supplier "for this customer it may not be necessary to complete corrective actions where NC's DO NOT meet the ETI code, but DO meet your customer's code. If the audit is shared with other customers who work to the ETI code or an equivalent international standard, corrective actions will be necessary." ☒ Not Applicable please x	
NOTE: The provisions of the ETI base Code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying the ETI Base Code are expected to comply with national and other applicable law and, where the provisions of law and the ETI Base Code address the same subject, to apply that provision which affords the greater protection.	Instruction to Audit Company: fill in the relevant clauses from the Customer Supplier Code - where applicable.
ETI Code / Additional Elements	Customer's Supplier Code equivalent
0.A. Universal Rights covering UNGP 0.A. Guidance for Observations 0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers. 0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights 0.A.3 Businesses shall identify their stakeholders and salient issues. 0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights. 0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation. 0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.	0.A. Universal Rights covering UNGP
0.B. Management Systems & Code Implementation 0.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code. 0.2 Suppliers shall appoint a senior member of	0.B. Management Systems & Code Implementation

management who shall be responsible for compliance with the Code. 0.3 Suppliers are expected to communicate this Code to all employees. 0.4 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.	
ETI 1. Forced Labour	ETI 1. Forced Labour
1.1 There is no forced, bonded or involuntary prison labour. 1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.	
ETI 2. Freedom of association and the right to collective bargaining are respected	ETI 2. Freedom of association and the right to collective bargaining are respected
2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities. 2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace. 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.	
ETI 3. Working conditions are safe and hygienic	ETI 3. Working conditions are safe and hygienic
3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. 3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers. 3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided. 3.4 Accommodation, where provided, shall be	

clean, safe, and meet the basic needs of the workers. 3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.	
ETI 4. Child labour shall not be used	ETI 4. Child labour shall not be used
4.1 There shall be no new recruitment of child labour. 4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child. 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions. 4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.	
ETI 5. Living wages are paid	ETI 5. Living wages are paid
5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income. 5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid. 5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.	
ETI 6. Working Hours are not excessive	ETI 6. Working Hours are not excessive
6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards. 6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week. 6.3 All overtime shall be voluntary. Overtime shall	

be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay. 6.4 The total hours worked in any 7 day period shall not exceed 60 hours, except where covered by clause 6.5 below. 6.5 Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where all of the following are met: – this is allowed by national law; – this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce; – appropriate safeguards are taken to protect the workers' health and safety; and – The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies. 6.6 Workers shall be provided with at least one day off in every 7 day period or, where allowed by national law, 2 days off in every 14 day period.	
ETI 7. No discrimination is practised	ETI 7. No discrimination is practised
7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.	
ETI 8. Regular employment is provided	ETI 8. Regular employment is provided
8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice. 8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such	

obligations be avoided through the excessive use of fixed-term contracts of employment. Additional Elements: Responsible Recruitment 8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements. 8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation. 8.5 Employment agencies must only supply workers registered with them. 8.6 Workers pay no recruitment fee at any stage of the recruitment process. 8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.	
8A: Sub-Contracting and Homeworking	8A: Sub-Contracting and Homeworking
8A.1 There should be no sub-contracting unless previously agreed with the main client. 8A.2 Systems and processes should be in place to manage sub-contracting, homeworking and external processing.	
ETI 9. No harsh or inhumane treatment is allowed	ETI 9. No harsh or inhumane treatment is allowed
9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. Additional elements: 9.2 companies should provide access to a confidential grievance mechanism for all workers	
10. Other Issue areas: 10A: Entitlement to Work and Immigration	
Additional Elements 10A.1 Only workers with a legal right to work shall be employed or used by the supplier. 10A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.	
10. Other issue areas 10B2: Environment 2-Pillar	

10B2.1 Suppliers must comply with the requirements of local and international laws and regulations including having necessary permits.
10B2.2 The supplier should be aware of and comply with their end clients' environmental requirements.
Note for auditors and readers, this is not a full environmental assessment but a check on basic systems and management approach.

SMETA Extra Sections for 4 Pillar Audit:
SMETA Extra Sections for 4 Pillar Audit:
Environment Section
Environment Section
B.4. Compliance Requirements

10B4.1 Businesses as a minimum must meet the requirements of local and national laws related to environmental standards.
10B4.2 Where it is a legal requirement, businesses must be able to demonstrate that they have the relevant valid permits including for use and disposal of resources e.g. water, waste etc.
10B4.3 Businesses shall be aware of their end client's environmental standards/code requirements
10B4.4 Suppliers should have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties, including its own suppliers.
10B4.5 Suppliers shall be aware of the significant environmental impact of their site and its processes.
10B4.6 The site should measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use (see 4-pillar audit report and audit checks for details).
10B4.7 Businesses shall make continuous improvements in their environmental performance.
10B4.8 Businesses shall have available for review any environmental certifications or any environmental management systems documentation
10B4.9 Businesses should have a nominated individual responsible for co-ordinating the site's efforts to improve environmental performance.
B4. Guidance for Observations
10B4.10 Suppliers should have completed the appropriate section of the SAQ and made it available to the auditor.
10B4.11 Has the site recently been subject to (or pending) any fines/prosecutions for noncompliance to environmental regulations.

Business Practices Section

10C. Compliance Requirements

10C.1 Businesses shall conduct their business ethically without bribery, corruption, or any type of fraudulent Business Practice.

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10C.9 Has the site recently been subject to (or pending) any fines/prosecutions for non-compliance to Business Ethics regulations. If so is there evidence that sustainable corrective actions have been implemented.

Photo Form

		
Main gate and entrance	Overall view	Warping section
		
Cone winding section	Sizing section	Cutting section
		
Sewing section	Packing section	Fire extinguisher installed
		
Fire hose reel installed	Fire hydrant installed	Fire sprinkler installed

		
Exit with illuminated sign board	Evacuation plan posted	Bio metric attendance system
		
Dining hall provided	Chemicals stored without labelling	Hammer is missing



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You can leave feedback by following the appropriate link to our questionnaire:

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http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d

[Click here for Supplier \(B\) members:](http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRglY_2brg_3d_3d)

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRglY_2brg_3d_3d

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