

Auditee :	
Audit Date From :	04/12/2017
Audit Date To :	05/12/2017
Expiry Date of the Audit :	Please refer to the producer profile in the BSCI platform
Auditing Company :	ALGI
Auditor's Name(s) :	Zoe Zhang(Lead)
Auditing Branch (if applicable) :	ALGI China



BSCI Audit Summary Report

This is an extract of the on line Audit Report. The complete report is available in the BSCI Platform.
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Rating Definitions



Rating	A combination of ratings per performance area where:	Consequence																																													
A OUTSTANDING	<ul style="list-style-type: none">Minimum 7 performance area rated ANo Performance area rated C, D or E <p>These are three examples:</p> <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr></table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	B	A	A	A	A	A	A	A	A	B	B	B	B	B	B	B	The auditee has the level of maturity to maintain its improvement process without needing follow-up audit.
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A																																	
A	A	A	A	A	A	A	A	A	A	A	B	B	B	B																																	
A	A	A	A	A	A	A	A	B	B	B	B	B	B	B																																	
B GOOD	<ul style="list-style-type: none">Maximum 3 performance area rated CNo performance area rated D or E <p>These are three examples:</p> <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr><tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>C</td></tr></table>	A	A	A	A	A	A	B	B	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	B	C	C	C	C	The auditee has the level of maturity to maintain its improvement process without needing follow-up audit.
A	A	A	A	A	A	B	B	B	B	B	B	B	B	B																																	
A	A	A	A	A	B	B	B	B	B	B	B	B	B	C																																	
B	B	B	B	B	B	B	B	B	B	B	C	C	C	C																																	
C ACCEPTABLE	<ul style="list-style-type: none">Maximum 2 performance areas rated DNo performance area rated E <p>These are three examples:</p> <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td></tr><tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr></table>	A	A	A	A	A	A	A	A	A	C	C	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	C	C	D	D	The auditee needs follow up on its progress. The auditee develops a remediation plan within 60 days following the completion of the audit.
A	A	A	A	A	A	A	A	A	C	C	C	C	C	C																																	
A	A	A	A	A	B	B	B	B	C	C	C	C	C	D																																	
C	C	C	C	C	C	C	C	C	C	C	C	C	D	D																																	
D INSUFFICIENT	<ul style="list-style-type: none">Maximum 6 performance area rated E <p>These are three examples:</p> <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td><td>D</td></tr><tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td></tr><tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr></table>	A	A	A	A	A	A	A	A	A	A	A	D	D	D	D	A	A	A	B	B	B	C	C	C	C	D	D	D	D	E	D	D	D	D	D	D	D	D	E	E	E	E	E	E	E	The auditee needs follow up on its progress. The auditee develops a remediation plan within 60 days following the completion of the audit.
A	A	A	A	A	A	A	A	A	A	A	D	D	D	D																																	
A	A	A	B	B	B	C	C	C	C	D	D	D	D	E																																	
D	D	D	D	D	D	D	D	E	E	E	E	E	E	E																																	
E UNACCEPTABLE	<ul style="list-style-type: none">Minimum 7 performance areas rated E <p>These are three examples:</p> <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr><tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr><tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr></table>	A	A	A	A	A	A	E	E	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	BSCI participants shall closely oversee the auditee's progress as it may represent a higher risk than other business partners
A	A	A	A	A	A	E	E	E	E	E	E	E	E	E																																	
A	A	B	B	C	D	E	E	E	E	E	E	E	E	E																																	
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E																																	
Zero Tolerance	A Zero Tolerance issue was identified (see Annex 5)	Immediate actions are required. The BSCI Zero Tolerance Protocol is to be followed.																																													

Producer :

DBID [REDACTED] and Audit ID : 113955

Audit Date : 04/12/2017

Audit Type : Follow-up Audit

Main Auditee Information



Name of producer :	[REDACTED]		
DBID number :	[REDACTED]		
Audit ID :	113955		
Address :	[REDACTED]		
Province :	Guangdong	Country :	China
Management Representative :	[REDACTED] Marketing Manager		
Contact person:	[REDACTED]	Sector :	Non-Food
Industry Type :	Textiles, clothing, leather	Product group :	hangbags, belts and shoes
Product Type :	Stationery bags		

Audit Details



Audit Range :	<input type="checkbox"/> Full Audit	<input checked="" type="checkbox"/> Follow-up Audit
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced <input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No	
Audit extent (if applicable) :	none	
Audit interferences or contingencies (if applicable) :	none	
Overall rating :	C	
Need of follow-up :	Yes	If YES, by : 05/12/2018

Rating per Performance Area (PA)

PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
D	C	A	B	B	D	B	A	A	A	A	B	A

Executive summary of audit report

is located at Guangdong Province, China. The factory was established in 2000. The factory specializes in the manufacturing of stationery bags. Main production activities include sample making, cutting, gluing, sewing, inspection and packing. No production process or service is sub-contracted. The main clients are and etc.

The factory currently consists of part of the 1st and 2nd floors and whole 3rd and 4th floors of one 4-storey building used as office room, warehouse and production workshops and part of the 1st and 2nd floors of one 3-storey building as canteen and kitchen. No dormitory is provided for all employees in the factory. On the audit day, there were total 217 employees in the factory, of which 182 employees were production workers. As per management interview, peak season in the factory is not obvious each year.

Based on documents review and management interview, all employees are paid by hourly rate. Wages are paid via cash at the end date of each month for the preceding month. The factory uses fingerprinting system to keep record of office staffs' working hours and IC card system to keep record of production employees' working hours. Security guards work in 3 shifts, which are 8:00 to 16:00, 16:00 to 0:00 and 0:00 to 8:00, the other employees work in one shift, the regular working hours for kitchen workers are from 9:00 to 13:00 and 15:00 to 19:00, for office staffs are from 8:00 to 17:30 with lunch break from 12:00 to 13:30, and for production employees are from 8:00 to 17:00 with lunch break from 12:00 to 13:00. Normal working days are from Monday to Friday. Overtime working would be arranged for 2.0 hours a day from 18:30 to 20:30 on weekdays and for 8 hours a day on Saturdays if needed.

During the current audit, payroll records since last assessment i.e. from November 2016 to October 2017 and attendance records from November 1, 2016 to audit date were provided for review. The auditor randomly selected 18 samples from October 2017 (current month), 5 samples from each of July 2017 (random month) and May 2017 (random month) for verification.

Remark: The local legal minimum wage standard was RMB 1510 per month (or equivalent to RMB 8.68 per hour) since May 1, 2015.

Ratings Summary



Auditee's background information

Auditee's name :		Legal status :	Limited Company
Local Name :		Year in which the auditee was founded :	2000
Address :		Contact person (please select) :	
Province :	Guangdong	Contact's Email :	
City :		Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	Cantonese
Country :	China	Website of auditee (if applicable) :	N/A
GPS coordinates :	None	Total turnover (in Euros) :	1281492.00
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Textiles, clothing, leather	Of which domestic market % :	0.00
If other, please specify :	N/A	Production volume :	300,000 pieces per year
Product Group :	hangbags, belts and shoes	Production cost calculation :	Yes
If other, please specify :	N/A	Lost time injury calculation cost :	No
Product Type :	Stationery bags		

Auditee's employment structure at the time of the audit

Total number of workers :	217	Total number of workers in the production unit to be monitored (if applicable) :	0
	MALE WORKERS	FEMALE WORKERS	
Permanent workers	56	161	
Temporary workers	0	0	
In management positions	4	3	
Apprentices	0	0	
On probation	0	0	
With disabilities	0	0	
Migrants (national citizens)	42	125	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	56	161	
Production based workers	56	161	
With shifts at night	7	0	
Unionised	0	0	
Pregnant	-	0	
On maternity leave	-	0	

Producer :

DBID : [REDACTED] and Audit Id : 113955

Audit Date : 04/12/2017

Audit Type : Follow-up Audit

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: D

Deadline date:04/12/2018

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The overall observation showed that the factory partially fulfilled the requirement of this performance area. The factory had set up a series of procedures and policies that states their mission, vision and objectives to match the BSCI Code of Conduct and their dedication to comply with social responsibilities. The established procedures and records had included the overall social responsibility policies which consist of anti-discrimination, freedom of association, no child labor, protection for young workers, wages and benefits, working hours, occupational health and safety, environment protection, anti-corruption and etc.; appointment documents for BSCI affair and various of training records such as legal requirements training, health and safety training and etc. The factory had nominated one senior management, Ms. Ye Miaofeng / Marketing Manager, who had some understanding of BSCI standards, for the establishment, implementation and maintenance of the BSCI system. However, gaps had been identified in implementation:

整体观察显示, 工厂目前部分履行对该区域的要求。工厂建立了表明其使命、愿景和目标的且符合BSCI行为准则和社会责任需要的程序和政策。建立的程序和政策包括总体的社会责任政策比如反歧视、自由结社、禁止雇佣童工、未成年工保护、工资和福利、工作时间、职业健康安全、环境保护、反腐败等, 以及BSCI事宜任命书, 以及各种培训记录比如法规培训、健康安全培训等。工厂指定了一名对BSCI要求有所了解的高级管理人员(叶妙峰女士/市场部经理)来负责BSCI系统的建立、施行和维护。然而, 在实际执行过程中仍然存在以下问题:

- 1.1 - Previous Finding (Full Audit on December 8-9, 2016): It was noted that social management system was not implemented effectively, and some Performance area (2, 4, 5, 6, 7, 12, 13) need to improve.
Not corrected (1st Follow-up Audit on December 4-5, 2017): During this assessment, the social management system was proved to be not that effective since some non-compliance issues were detected regarding Workers Involvement and Protection, No discrimination, Fair Remuneration, Decent Working Hours, Occupational Health and Safety, No Precarious Employment and Protection of the Environment. Details please refer to Performance Areas 2, 4, 5, 6, 7, 10 and 12.

前次问题点(2016年12月8-9日初审):管理体系不完善, 在执行领域(2, 4, 5, 6, 7, 12, 13)需要改善。

未改善(2017年12月4-5日第一次跟进审核):此次审核中, 工厂的社会责任管理体系尚待完善, 因为在此次审核中, 发现了关于工人参与和保护、无歧视、公平报酬、体面劳动时间、职业健康与安全、无缺乏保障就业和环境保护方面的问题。具体请参见区域2、4、5、6、7、10和12。

- 1.3 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment, the factory only had conducted supplier evaluation for 2 main suppliers on social compliance, which did not cover all its significant business partners.

新问题点(2017年12月4-5日第一次跟进审核):此次审核中, 并非所有的工厂的重要商业伙伴都被纳入审核工厂的社会责任评估计划。目前工厂只对2家主要供应商进行社会责任方面的评估, 但缺乏对其他主要供应商的社会责任方面的评估。

- 1.4 - Previous Finding (Full Audit on December 8-9, 2016): It was noted that the auditee did not control or anticipate production processes reduces unnecessary overtime when not impact quality.
Not corrected (1st Follow-up Audit on December 4-5, 2017): During this assessment, although the factory had made production plan for each order, the workforce capacity in the factory had not been assessed and properly planned to match delivery order contracts' expectations, and the excessive monthly overtime hours were found in this audit.

前次问题点(2016年12月8-9日初审):工厂没有控制并预期在生产过程中减少不影响质量的不必要的加班。

未改善(2017年12月4-5日第一次跟进审核):此次审核中, 工厂有对每个订单制定生产计划, 但没有正确地对产能进行评估以满足订单的交付预期, 并且工人的月加班时间超过了当地的要求。

Remarks from Auditee:

Nil

Full Audit [Audit Id - 71287] Audit Date: 08/12/2016 PA Score: D

Deadline date:09/02/2017

Good practices

NONE

Areas of improvement

Based on site observation, management and workers' interview and document review, the auditee had pointed one manager to ensure the BSCI program are followed in satisfactory manner. And the BSCI Code of Conduct had been posted on site for employees' knowledge. The producer had established a qualified suppliers list. They required all suppliers to sign a commitment regarding social responsibility. For main suppliers, they conducted on-site assessment to evaluate their performance and the relevant report and corrective action were kept for tracking. However, based on satisfactory evidence, the main auditee did not respect this principle.

根据现场观察, 管理层及员工访谈, 文件审核, 受审核方有指定1名管理层来确保BSCI项目执行情况。现场有张贴BSCI行为准则, 方便员工了解。受审核方建立了一份合格供应商名单。他们要求所有的供应商签一份社会责任承诺书。对于主要的供应商, 他们会进行现场评估其供应商的表现, 并保存相关的报告及整改资料以便跟进。但是, 基于令人满意的证据, 主要受审核方没有完全尊重这个原则。

- 1.1 - It was noted that social management system was not implemented effectively, and some Performance area(2, 4, 5, 6, 7, 12, 13) need to improve.
管理体系不完善, 在执行领域(2, 4, 5, 6, 7, 12, 13)需要改善。

- 1.4 - It was noted that the auditee did not control or anticipate production processes reduces unnecessary overtime when not impact quality.
工厂没有控制并预期在生产过程中减少不影响质量的不必要的加班。

Remarks from Auditee

Performance Area 2 : Workers Involvement and Protection

1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: C

Deadline date:04/12/2018

GOOD PRACTICES:
None

AREAS OF IMPROVEMENT:

The overall observation showed that the factory partially fulfilled the requirement of this performance area. There were 2 workers' representatives in the factory and relevant election procedures and records were provided for review. BSCI Code of Conduct was displayed on the notice board in the production area. All interviewed workers had a good understanding of their rights and responsibilities. Provided documents indicated that the factory provided regular training to workers on their rights and responsibilities and to management staffs as well as workers' representatives on BSCI requirements and other specific requirements like human resources, OHS and the grievance mechanism. The factory periodically conducted internal communication meetings with workers and workers' representatives regarding workplace-related issues, and also had set up grievance mechanism which allowed workers to use the mechanism via suggestion box, workers' representatives or senior management directly. Satisfactory evidences had shown that workers knew the channels of reflecting their grievances. However, gaps had been identified in implementation:

整体观察显示,工厂目前部分履行对该评估区域的要求。工厂选举了两名员工代表,并提供了相关的选举程序和记录。BSCI行为准则张贴在生产区域的公告栏内。通过员工访谈,发现所有被访谈员工很了解自己的权利和义务。所提供的文件资料显示工厂有定期给员工提供关于其权利和义务的培训,定期给管理人员及员工代表提供关于BSCI要求以及其他具体诸如人力资源、职业健康安全和投诉机制等的培训。工厂定期安排管理层代表和员工以及员工代表就工作场所相关的问题进行内部沟通;同时,建立了员工申诉机制,允许员工通过意见箱、员工代表或者直接找管理者代表反映问题或者意见。充分证据表明员工知道申诉的渠道。然而,在实际执行过程中仍然存在问题:

- 2.2 - Previous Finding (Full Audit on December 8-9, 2016): It was noted that no long term goals or detailed step were established to protect workers according to the BSCI Code of Conduct.
Not corrected (1st Follow-up Audit on December 4-5, 2017): During this assessment, the factory had defined long term goals to protect workers according to the BSCI Code of Conduct, but no detailed steps were established to implement it.

前次问题点(2016年12月8-9日初审):工厂未根据BSCI行为准则定义长期目标及具体步骤来保护员工。

未改善(2017年12月4-5日第一次跟进审核):此次审核中,工厂已经根据BSCI行为准则制定了保护工人的长期目标,但是没有列明具体的步骤。

- 2.4 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment, although the factory had posted the BSCI Code of Conduct in workshops, and provided training regarding BSCI Code of Conduct to all employees, however, through workers interview, all employees could not clearly describe the detailed BSCI requirements.

新问题点(2017年12月4-5日第一次跟进审核):此次审核中,工厂有张贴BSCI行为准则,且工厂有提供有关BSCI行为准则的培训给员工,但是通过员工访谈,所有员工都不清楚BSCI的要求。

- 2.5 - Previous Finding (Full Audit on December 8-9, 2016): It was noted that the auditee did not estimate and take action to improve the effectiveness of the grievance mechanism.
Not corrected (1st Follow-up Audit on December 4-5, 2017): During this assessment, Firstly, the grievance mechanism established by the factory was insufficient as per provided evidences: a) no specific responsible person was appointed to take charge in grievance issue; b) no timelines were set in the mechanism to address the grievances; c) no process was illustrated in the mechanism in case of appeals or escalation occurred d) no regular surveys on user satisfaction with the grievance procedure; Secondly, the factory also did not estimate and take action to improve the effectiveness of the grievance mechanism.

前次问题点(2016年12月8-9日初审):受审核方未评估和采取措施以提高申诉机制的有效性。

未改善(2017年12月4-5日第一次跟进审核):此次审核中,首先,工厂建立的申诉机制不完善:a)没有任命具体的人员负责申诉事宜;b)没有给解决申诉问题设置时间表;c)没有描述如何应对申诉升级的事件;d)用户对申诉程序满意度的常规调查;其次,工厂仍然未评估和采取措施以提高申诉机制的有效性。

Remarks from Auditee:
Nil

Full Audit [Audit Id - 71287] Audit Date: 08/12/2016 PA Score: C

Deadline date:09/02/2017

Good practices

NONE

Areas of improvement

Based on site observation, management and workers' interview and document review, the auditee had established the management procedure to ensure the workers involvement and information exchange on workplace issue. The auditee established annual training plan to provide training to employees to know their right and responsibility. However, based on satisfactory evidence, the main auditee did not respect this principle.
根据现场观察,管理层及员工访谈,文件审核,受审核方有建立程序来选举员工代表,确保员工的参与及在工作问题上的交流。受审核方制定了年度的培训计划,提供培训让员工了解自己的权利与职责。但是,基于令人满意的证据,主要受审核方没有完全尊重这个原则。

- 2.2 - It was noted that no long term goals or detailed step were established to protect workers according to the BSCI Code of Conduct.
工厂未根据BSCI行为准则定义长期目标及具体步骤来保护员工。
- 2.5 - It was noted that the auditee did not estimate and take action to improve the effectiveness of the grievance mechanism.
受审核方未评估和采取措施以提高申诉机制的有效性。

Remarks from Auditee

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining

1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: A

Deadline date:

GOOD PRACTICES:

N/A

AREAS OF IMPROVEMENT:

Not rated.

未审核。

Remarks from Auditee:

N/A

Full Audit [Audit Id - 71287] Audit Date: 08/12/2016 PA Score: A

Deadline date:

Good practices

NONE

Areas of improvement

Based on site observation, management and workers' interview and document review, there was no labor union, but there were employee representatives voted by all employees in the auditee. Current 3 employee representatives were voted by all employees in 2016. The meeting between employee representatives and management was conducted each quarter. Employees could raise their concerns through suggestion box, employee representatives or management directly. Based on satisfactory evidence, the main auditee respected this principle.

根据现场观察, 管理层及员工访谈, 文件审核, 受审核方没有工会, 但是有由所有员工选举的员工代表。本届3名员工代表于2016年由所有员工选举产生。员工代表与管理层每季度开一次会。工人可以通过意见箱、工人代表, 或直接向管理层反映自己的意见。基于令人满意的证据, 主要受审核方尊重这个原则。

Remarks from Auditee

Performance Area 4 : No Discrimination

1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: B

Deadline date:04/12/2018

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The overall observation showed that the factory partially fulfilled the requirement of this performance area. The factory had setup the social policy of no discrimination which prohibited discriminating workers for any identity, sex, age, background and etc. Workers had equal opportunities to work overtime, get promotion and receive training. The factory trained human resources department and supervisors that disciplinary measures or dismissals cannot occur based on workers' complaints and workers had no fear of reprisals to submit complaints about infringements of their rights. Disciplinary policy and measures were established within legal frames. However, the gaps have been identified in implementation:

整体观察显示,工厂目前部分满足该评估区域的要求。工厂建立了反歧视的社会责任政策,禁止对员工的身份、性别、年龄、背景等进行任何形式的歧视行为。员工有平等加班、晋升和接受培训的机会。工厂有给人力资源部门及各部门主管培训,强调不能因员工申诉而处罚员工,员工也表示不担心因为申诉而被报复。工厂的奖惩政策和措施符合法律要求。然而,在实施过程中仍有差距:

- 4.2 - Previous Finding (Full Audit on December 8-9, 2016): It was noted that the auditee did not conduct satisfaction surveys on the grievance mechanism. Not corrected (1st Follow-up Audit on December 4-5, 2017): During this assessment, the factory still did not conduct satisfaction surveys on the grievance mechanism.

前次问题点(2016年12月8-9日初审):工厂没有就投诉机制做满意度调查。

未改善(2017年12月4-5日第一次跟进审核):此次审核中,工厂仍然没有就投诉机制做满意度调查。

Remarks from Auditee:

Nil

Full Audit [Audit Id - 71287] Audit Date: 08/12/2016 PA Score: C

Deadline date:09/02/2017

Good practices

NONE

Areas of improvement

Based on site observation, management and workers' interview and document review, the auditee established the Anti-discrimination policy and implemented it accordingly. Management and workers stated that the auditee prohibited pregnancy testing as a condition of employment or continued employment. Through documents review (such as personnel files, labor contracts, payroll records, attendance records and resignation records), management interview and workers interview, no evidence showed that discrimination existed in the company. However, based on satisfactory evidence, the main auditee did not respect this principle.

根据现场观察,管理层及员工访谈,文件审核,受审核方有建立反歧视的政策,并按要求执行。管理层及员工称被审核方严禁把做怀孕测试作为雇佣或继续雇佣的条件。通过文件审核(如人事档案、劳动合同、工资表、考勤记录及辞工记录)、管理层访谈、员工访谈,未发现歧视。但是,基于令人满意的证据,主要受审核方没有完全尊重这个原则。

- 4.2 - It was noted that the auditee did not conduct satisfaction surveys on the grievance mechanism. 工厂没有就投诉机制做满意度调查。

Remarks from Auditee

Performance Area 5 : Fair Remuneration

1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: B

Deadline date:04/12/2018

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The overall observation showed that the factory partially fulfilled the requirement of this performance area. The factory had made its own regulations and rules on wages and benefits based on the legal requirements and BSCI Code of Conduct. As per sampled payroll and attendance records, it was found that the lowest basic wage among samples was RMB 1800 per month and the factory paid 150% and 200% of regular wage rate for overtime hours on weekdays and rest days to workers, which were in compliance with legal requirements. The factory paid wages on time at the end of each month for the preceding month and pay slips were also provided to workers each month. No monetary fines or other illegal deductions were detected in payroll records. Meanwhile, the factory provided required benefits such as paid annual leave to all eligible workers, and the factory provided social insurance to all employees. However, the gaps have been identified in implementation:

整体观察表明,工厂部分履行对该区域要求。工厂基于法律规定和规则以及BSCI行为守则制定了工资和福利制度。根据所抽样员工的工资和考勤记录发现,在抽样人员中最低的小时工资为1800元/月,工厂在工作日加班和周末加班会支付正常工资的150%和200%作为加班费。工厂每月月底准时发放工资且有工资条提供。在工资表中没有发现罚款或者其他非法扣款。同时,工厂为所有符合条件的员工提供了带薪年假,且工厂为所有员工提供了社会保险。然而,在实施过程中仍有差距:

- 5.4 - Previous Finding (Full Audit on December 8-9, 2016): The auditee did not consider the living wage when they paid wages to employees. As the management representative, they were not clear how to calculate living wage. Not corrected (1st Follow-up Audit on December 4-5, 2017): During this assessment, Firstly, the factory still did not consider the living wage when they paid wages to employees. As the management representative, they were not clear how to calculate living wage; Secondly, the wages (basic wage, position allowance and full attendance award) paid to 5 out of 5 sampled workers in May 2017, 5 out of 5 sampled workers in July 2017 and 18 out of 18 sampled workers in October 2017 were from RMB 2143.1 to RMB 2239.66, which were lower than the local Living Wage, the Living Wage standard of Foshan City was RMB 3916.78 each month.

前次问题点(2016年12月8-9日初审):工厂支付员工工资时没有考虑员工最低生活需求。工厂的管理代表不清楚怎样计算最低生活需求工资。未改善(2017年12月4-5日第一次跟进审核):此次审核中,首先,工厂支付员工工资时没有考虑员工最低生活需求,且工厂的管理代表不清楚怎样计算最低生活需求工资;其次,在2017年5月,2017年7月和2017年10月,分别随机抽样的5名员工中5名,5名员工中5名和18名员工中的18名的工资(底薪+岗位津贴+全勤)为2143.1元至2239.66元,这低于佛山市的基本生活保障工资3916.78元每个月。

Remarks from Auditee:

Nil

Full Audit [Audit Id - 71287] Audit Date: 08/12/2016 PA Score: B

Deadline date:09/02/2017

Good practices

NONE

Areas of improvement

Based on site observation, management and workers' interview and document review, employees were paid no less than local minimum wage, the company paid 150%, 200% and 300% of normal rate wages for overtime hours on normal working days, rest days and official public holidays respectively. Through labour contracts review, management interview and employees interview, employees were paid on hourly rate basis at the end of each month by cash. Furthermore, the company would provide benefits such as sick leave, annual leave, childbearing leave and work-related injury leave, etc according to local law requirement. However, based on satisfactory evidence, the main auditee did not respect this principle.

根据现场观察,管理层及员工访谈,文件审核,员工的工资不低于当地的最低工资,受审核方在平日加班、休息日及法定假日加班分别支付正常工资的1.5倍、2倍、3倍。通过查看劳动合同、管理层访谈及员工访谈,员工工资是计时的,在每月月底发放现金。此外,公司按法规要求提供福利,如病假、年假、产假及工伤假等。但是,基于令人满意的证据,主要受审核方没有完全尊重这个原则。

- 5.4 - The auditee did not consider the living wage when they paid wages to employees. As the management representative, they were not clear how to calculate living wage.

工厂支付员工工资时没有考虑员工最低生活需求。工厂的管理代表不清楚怎样计算最低生活需求工资。

Remarks from Auditee

Performance Area 6 : Decent Working Hours

1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: D

Deadline date:04/12/2018

GOOD PRACTICES:

The factory had filled out the Working Hours Form prior to the audit.

AREAS OF IMPROVEMENT:

The overall observation showed that the factory partially fulfilled the requirement of this performance area. The factory had made its own working hour regulations and rules based on the legal requirements and BSCI Code of Conduct. As per on site observation and documents review, the factory used electronic time attendance recording system to record all workers' working hours including overtime hours. As per sampled payroll and attendance records, it was found that all workers worked for 8 hours a day and for 5 days a week as regular working hours. Overtime working was arranged for no more than 3 hours a day on weekdays and for 8 hours a day on Saturdays. One rest day in every 7-day period was guaranteed. And the factory also provided orientation training to new hired workers about the rules on working hours and etc. However, gaps had been identified in implementation:

整体观察显示,工厂目前部分履行对该区域的要求。工厂根据法律要求以及BSCI要求建立了工作时间规章制度。工厂采用电子考勤系统记录员工的工作时间包括加班时间。根据所抽样员工的工资和考勤记录发现,所有员工的正常工作时间为每天8小时,每周工作五天。加班通常在工作日不超过每天三小时,周六不超过八小时,且能确保连续工作六天后休息一天。同时工厂给新进的员工入职培训有包括关于工作时间的规定。然而,在实际执行过程中仍然存在问题:

- 6.2 - Previous Finding (Full Audit on December 8-9, 2016): It was noted that out of the monthly overtime hours of 16 randomly selected workers, 16 workers ranged from 75-75.5 hours in October 2016, ranged from 86-87 hours in August 2016 and ranged from 73-75.5 hours in March 2016. Not corrected (1st Follow-up Audit on December 4-5, 2017): During this assessment, the monthly overtime hours of 5 out of 5 randomly selected employees was 50 hours in May 2017 (random month), of 5 out of 5 randomly selected employees was 56 hours in July 2017 (random month), and of 18 out of 18 employees were from 48 to 72 hours in October 2017 (current month), which exceed the legal limitation of 36 hours per month. This violated the PRC Labor Law article 41.

前次问题点(2016年12月8-9日初审):审核中发现,在随机抽取的16名员工中,16人的月加班时间在2016年10月为75-75.5小时,在2016年8月为86-87小时,在2016年3月为73-75.5小时。
未改善(2017年12月4-5日第一次跟进审核):此次审核中,在2017年5月(随机月),随机抽样的5名员工中的5名的月加班工时为50小时,在2017年7月(随机月),随机抽样的5名员工中的5名的月加班工时为56小时,在2017年10月(当前月),随机抽样的18名员工中的18名的月加班工时为48-72小时,超过了法定要求的每月加班工时不超过36小时的要求。这违反了《中华人民共和国劳动法》第41条。

Remarks from Auditee:

Nil

Full Audit [Audit Id - 71287] Audit Date: 08/12/2016 PA Score: D

Deadline date:09/02/2017

Good practices

NONE

Areas of improvement

Based on site observation, management and workers' interview and document review, the auditee had established working hours policy and procedure. Verified with worker interview, all workers worked on voluntary basis. According to the randomly selected 16 samples' records, the regular working hours were 8 hours per day and 40 hours per week; the maximum daily overtime hours were 2.5 hours, the maximum weekly working hours were 58.5 hours, the maximum monthly overtime hours were 87 hours. The maximum continuous working days were 6 days. However, based on satisfactory evidence, the main auditee did not respect this principle.

根据现场观察,管理层及员工访谈,文件审核,受审核方有建立工时政策、程序。员工访谈确认,员工加班是自愿的。根据随机抽取的16个样板记录显示,正班工时为每天8小时,每周40小时;日加班时间最多为2.5小时,每周工作时间最多为58.5小时,每月加班时间最多为87小时。最多连续工作6天。但是,基于令人满意的证据,主要受审核方没有完全尊重这个原则。

- 6.2 - It was noted that out of the monthly overtime hours of 16 randomly selected workers, 16 workers ranged from 75-75.5 hours in October 2016, ranged from 86-87 hours in August 2016 and ranged from 73-75.5 hours in March 2016; According to the labor of the people's republic of China law provisions of article 41th.
审核中发现,在随机抽取的16名员工中,16人的月加班时间在2016年10月为75-75.5小时,在2016年8月为86-87小时,在2016年3月为73-75.5小时;依据《中华人民共和国劳动法》第41条。

Remarks from Auditee

Performance Area 7 : Occupational Health and Safety

1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: B

Deadline date: 04/12/2018

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The overall observation showed that the factory partially fulfilled the requirement of this performance area. The factory had made its own health and safety regulations and rules based on the legal requirements and BSCI Code of Conduct and also established OHS committee. The factory had appointed specialized management staff to take charge of the OHS affairs and provided periodical health and safety training to workers regarding such as medical emergency treatment, PPE usage, chemical safety, machine operation, fire drill exercises and etc. Furthermore, the factory provided a safe and comfortable working environment to workers: installing sufficient fire equipment, inspecting the fire equipment and facilities on a monthly basis, providing sufficient toilets, first aid kits, and qualified drinking water, and etc. However, gaps had been identified in implementation:
Remark: 7.23: The factory currently did not provide transportation to workers.

整体观察显示, 工厂目前部分履行对该区域的要求。工厂根据法律要求以及BSCI的要求建立了健康安全规定和守则, 同时也建立了环境健康安全委员会。工厂委任专门的管理层代表负责健康安全事宜并定期给员工举行关于健康安全的培训, 比如医疗救护培训、个人防护用品培训、化学品安全培训、机器设备操作培训、消防演习等。另外, 工厂给员工提供了安全的工作环境, 比如提供了足够的消防设备、对消防设备和器材等每月进行检查、提供了足够的洗手间、急救药箱、合格的饮用水等。然而, 在实际执行过程中仍然存在问题:
备注: 7.23: 工厂目前没有给员工提供交通工具。

7.1 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment,

1. Although the factory had set up its own occupational health and safety regulations and procedures, the actual practice throughout the facility was not fully in compliance.
2. Through onsite observation, the finished goods and raw material in warehouse were stored against walls and pillars. This violated Rules Concerning Warehouse Safety and Fire Control article 18.

新问题点(2017年12月4-5日第一次跟进审核): 此次审核中,

1. 虽然工厂建立了职业健康安全方面的程序和相关制度, 但是工厂在实际的执行过程中还存在问题。
2. 通过现场走访发现, 工厂成品和原料靠墙和靠柱放置。这违反了《仓库防火安全管理规划》第18条。

7.3 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment,

1. The factory only provided on-post occupational health check to 8 out of 48 gluing workers, and did not provide occupational health check to 16 cutting workers exposed to noise, moreover, no pre-post and off-post occupational health check was provided to the workers who were in contact with hazardous factors such as noise and chemicals in the factory. This violated the PRC Law of Prevention and Control of Occupational Diseases article 35.
2. No occupational hazardous factors testing was conducted in past 12 months (such as noise in cutting workshop, air quality in gluing workshop). This violated the Provisions on the Supervision and Administration of Workplace Occupational Health Article 20.
3. The risk assessment provided by the factory was not complete, did not include the public areas in the industrial park and canteen area.

新问题点(2017年12月4-5日第一次跟进审核): 此次审核中,

1. 工厂只给48名接触胶水工人的8名提供了职业健康体检, 没有提供职业健康体检给接触胶水噪音的16名员工, 另外, 工厂没有提供岗前和离岗的职业健康体检给工人。这违反了《中华人民共和国职业病防治法》第三十五条。
2. 工厂在过去12个月内没有进行职业危害因素检测(胶水车间噪音因素, 胶水车间空气因素等)。这违反了《工作场所职业卫生监督管理规定》第二十条。
3. 工厂提供的风险评估不全, 没有包含到工业园区内公共区域和食堂区域。

7.5 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment, firstly, although the factory maintained related training records, the factory did not provide the training materials, annual or quarterly training schedules and the training examination procedures or records for review; secondly, no evacuation time was recorded in the records of fire drill conducted in May 2017,

新问题点(2017年12月4-5日第一次跟进审核): 此次审核中, 首先, 虽然工厂提供了相应的培训记录, 但是工厂没有提供相应的培训教材、培训计划, 以及员工的培训考核程序和记录等供审核; 其次, 工厂2017年5月进行消防演习的记录中没有记录具体的疏散时间。

7.6 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment, about 80% workers did not use the installed needle guards correctly, and two gluing workers did not wear provided rubber gloves during working. This violated the Law of the PRC on Work Safety article 42.

新问题点(2017年12月4-5日第一次跟进审核): 此次审核中, 工厂约80%的工人没有正确使用衣车的针针器, 另外, 工厂有2名过胶的员工没有佩戴提供的橡胶手套。这违反了《中华人民共和国安全生产法》第42条。

7.7 - 1. Previous Finding (Full Audit on December 8-9, 2016): It was noted that no anti-leakage containment for chemicals stored in chemical warehouse. Not corrected (1st Follow-up Audit on December 4-5, 2017): During this assessment, firstly, all chemicals such as glue, thinner in chemical warehouse were not stored with secondary containers; secondly, the chemical (glue) were stored with other materials onsite and no secondary containers were provided. This violated the Regulations on the Safety Management of Dangerous Chemicals, Articles 20 & 24.

2. New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment, no label was posted on all chemical containers onsite. This violated the Regulation of Chemical Safety Usage in Workplace, Article 19.

1. 前次问题点(2016年12月8-9日初审): 工厂化学品仓库存放的化学品未设置二次容器。

未改善(2017年12月4-5日第一次跟进审核): 此次审核中, 首先, 工厂化学品仓库中的所有化学品(如胶水, 白乳胶, 天那水等)都没有储存在二次容器中; 其次, 工厂现场存放的化学品与其他物料储存在一起, 且没有二次容器。这违反了《危险化学品安全管理条例》第二十条和第二十四条。

2. 新问题点(2017年12月4-5日第一次跟进审核): 此次审核中, 工厂现场使用的化学品的容器上没有标示。这违反了《工作场所安全使用化学品规定》(劳部发[1996]423号)第19条。

7.8 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment, the factory did not post the accident procedures in workshops for

workers and first-aid responder.

新闻要点(2017年12月4-5日第一次跟进审核):此次审核中,工厂没有在车间张贴紧急事故预案供相关员工和急救人员了解。

- 7.9 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment, firstly, around 10% electrical switch boxes were not marked with warning signs; secondly, no safety warning signs (operation with two-hands and be careful for your hands) were posted on cutting machines; thirdly no PPE sign of earplug was posted in cutting workshop.

新闻要点(2017年12月4-5日第一次跟进审核):此次审核中,首先,工厂约10%的电控开关盒没有张贴防触电警示标示;其次,工厂机床机器上没有张贴安全提醒标示(如双手操作,谨防压手等提醒);第三,截床车间没有张贴佩戴耳塞的提醒标示。

- 7.11 - Previous Finding (Full Audit on December 8-9, 2016): It was noted that no Building Construction Safety Assessment Report was provided for review. Not corrected (1st Follow-up Audit on December 4-5, 2017): During this assessment, the factory still could not provide the certificate or report of acceptance checks for completion of the 4-storey production building for review. This violated PRC Construction Law Article 61.

前次问题点(2016年12月8-9日初审):没有厂房的竣工验收报告给予查阅。

未改善(2017年12月4-5日第一次跟进审核):此次审核中,工厂仍然没有提供其1栋4层厂房的竣工验收报告供审阅。这违反了《中华人民共和国建筑法》第六十一条。

- 7.13 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment, around 5% electrical switch boxes were found missing external covers, and all electrical switches were not labeled with function. Moreover, the factory did not assign a qualified person to inspect the electrical equipments periodically. This violated the Safety code of electric power industry—Part1: Thermal and machine Article 3.5.5.

新闻要点(2017年12月4-5日第一次跟进审核):此次审核中,工厂大约有5%的电开关盒没有外盖,且工厂所有的开关没有功能标识。另外,工厂没有安排有资质的电工进行电气设备的定期点检。这违反了《电业安全工作规程第1部分:热力和机械》第3.5.5条。

- 7.16 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment, the evacuation plans of the workshops on the 3rd and 4th floors of production building were not clear, and no locations of fire extinguishers, fire hydrant, fire alarm, first aid kit, emergency assembly point and etc. were marked on all evacuation plans; moreover, the evacuation plans in canteen and the first floor of the production building did not match with the actual layout.

新闻要点(2017年12月4-5日第一次跟进审核):此次审核中,工厂3楼和4楼车间的逃生图已经模糊不清,且工厂的逃生图上没有标示灭火器、消防警铃、消防栓、药箱、集合点等位置。另外,工厂食堂和1楼生产车间的布局发生了变化,但是工厂未更新逃生图。

- 7.17 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment, firstly, around 90% sewing machines (except computer sewing machines) were installed with incomplete upper belt guards, moreover, no U shaped protective device was installed for one nailing machine to protect workers' fingers during operation. Secondly, the provided cargo lift operator's license was expired in November 2011. This violated law of the PRC on Work Safety article 33 and the Regulations on Safety Supervision of Special Appliance article 38.

新闻要点(2017年12月4-5日第一次跟进审核):此次审核中,首先,工厂90%的平车(非电脑车)的上皮带轮保护罩不全。另外,有一个打钉机没有安装U型保护装置。其次,工厂提供电梯操作工的证书在2011年11月过期。这违反了《中华人民共和国安全生产法》第33条及《特种设备安全监察条例》第38条。

- 7.21 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment, 1 out of 4 people working in the kitchen did not have the health certificate. This violated the PRC Law on food safety article 45.

新闻要点(2017年12月4-5日第一次跟进审核):此次审核中,工厂食堂的4名厨工中的1名没有健康证明。这违反了《中华人民共和国食品安全法》第45条。

- 7.22 - Previous Finding (Full Audit on December 8-9, 2016): It was noted that no hand soap or toilet paper were provided in workers' toilet. Not corrected (1st Follow-up Audit on December 4-5, 2017): During this assessment, no hand soap or toilet paper were provided in workers' toilet.

前次问题点(2016年12月8-9日初审):工厂工人卫生间没有提供肥皂及卫生纸。

未改善(2017年12月4-5日第一次跟进审核):此次审核中,工厂仍然没有在工厂的卫生间没有提供肥皂及卫生纸。

Remarks from Auditee:

Nil

Full Audit [Audit Id - 71287] Audit Date: 08/12/2016 PA Score: A

Deadline date:09/02/2017

Good practices

NONE

Areas of improvement

Based on site observation, management and workers' interview and document review, the main auditee had established policy and procedure on health and safety and implement it accordingly, such as one manager was appointed to in charge of health and safety issues, safety training provided to employees regularly. Fire facilities such as fire extinguishers, fire hydrant, fire alarm system, emergency light and exit signs, etc were installed and inspected monthly. Twice fire drills were conducted per year. There were 4 qualified first aiders in the company, and first aid kits were available in each workshop. The company claimed that all personnel have the right to remove themselves from imminent danger without seeking prior permission from the company, which was verified by worker interview. Drinking water was provided freely to all workers. However, based on satisfactory evidence, the main auditee did not respect this principle.

根据现场观察、管理层及员工访谈、文件审核,受审核方有建立健康安全政策及程序并按要求执行。如,指定一名管理层负责健康安全事宜,定期给员工提供安全培训。消防设施如灭火器、消防栓、应急灯、安全出口标等已安装并每月检查。消防演习每年两次,公司有4个有资质的急救员,每个车间设有药箱。公司称所有人在有遇到危险时可以不经许可先逃离危险。这些通过员工访谈有确认。饮用水免费提供给所有员工。但是,基于令人满意的证据,主要受审核

	方没有完全尊重这个原则。
7.7 -	It was noted that no anti-leakage containment for chemicals stored in chemical warehouse. According to Regulation for Safety of Dangerous Chemical article 16. 工厂化学品仓库存放的化学品未设置二次容器。依据《危险化学品安全管理条例》第十六条。
7.11 -	It was noted that no Building Construction Safety Assessment Report was provided for review. According to Fire Prevention Law of the People's Republic of China, Article 13. 没有厂房的工程竣工验收报告给予查阅。依据《中华人民共和国消防法》2008,第13条。
7.22 -	It was noted that no hand soap or toilet paper were provided in workers' toilet. 工厂工人卫生间没有提供肥皂及卫生纸。
Remarks from Auditee	
Performance Area 8 : No Child Labour	
1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: A	
Deadline date:	
GOOD PRACTICES:	
N/A	
AREAS OF IMPROVEMENT:	
Not rated.	
未审核。	
Remarks from Auditee:	
N/A	
Full Audit [Audit Id - 71267] Audit Date: 08/12/2016 PA Score: A	
Deadline date:	
Good practices	
NONE	
Areas of improvement	
<p>Based on site observation, management and workers' interview and document review, the auditee had established procedure regarding prohibition child labor and remedial measure on child labor. As per procedure on hiring and HR management, the company would authenticate ID cards through eye-measurement, interview, physical appearance comparison. The copy of identification card for all employees would be kept in personnel file. During this audit, through documents review (reviewing personnel file, identification card and roster, etc), workers interview and management interview, there was no child labor and young worker identified. The youngest worker hired by the company was 22 years old. Based on satisfactory evidence, the main auditee respected this principle.</p> <p>根据现场观察、管理层及员工访谈、文件审核, 受审核方有建立禁止使用童工的程序及童工补救措施。依照程序及HR管理层, 公司会通过目视、访谈、与员工比对应等方式去鉴别身份证。每位员工的身份证的复印件保存在人事档案里。在本次审核中, 通过文件审核(如人事档案、身份证、员工花名册等)、员工访谈及管理层访谈, 没有发现童工及未成年工。最小员工的年龄是22岁。基于令人满意的证据, 主要受审核方有尊重这个原则。</p>	
Remarks from Auditee	

Performance Area 9 : Special protection for young workers

1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: A

Deadline date:

GOOD PRACTICES:

N/A

AREAS OF IMPROVEMENT:

Not rated.

未审核。

Remarks from Auditee:

N/A

Full Audit [Audit Id - 71287] Audit Date: 08/12/2016 PA Score: A

Deadline date:

Good practices

NONE

Areas of improvement

Based on site observation, management and workers' interview and document review, the auditee had established procedure regarding Young Worker Protection Management Procedure and implemented it accordingly. No young worker was found during this audit. The youngest worker hired by the company was 22 years old. Based on satisfactory evidence, the main auditee respected this principle.

根据现场观察、管理层及员工访谈、文件审核，受审核方有建立未成年工人保护程序，并按要求执行。本次审核，未发现未成年工。最小员工的年龄是22岁。基于令人满意的证据，主要受审核方尊重这个原则。

Remarks from Auditee

Performance Area 10 : No Precarious Employment

1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: A

Deadline date:04/12/2018

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The overall observation showed that the factory partially fulfilled the requirement of this performance area. The factory had set up hiring procedures and provided orientation training to workers about their legal rights and responsibilities regarding such as wages and benefits, working hours, occupational health and safety, disciplinary measures, and etc. As per documents review, on-site observation and worker interviews, it was noted that there were no temporary workers, home workers or students at school ages hired by the factory and the factory also did not use dispatched workers. At the same time, the factory signed labor contracts with all workers and also provided copies of the labor contracts to all workers. However, gaps had been identified in implementation:

整体观察显示，工厂目前部分履行对该区域的要求。工厂建立了招聘程序并给新进员工提供了关于合法权利与义务的入职培训，比如有关工资福利、工作时间、职业健康安全、惩戒措施等。通过文件审核、现场审核以及员工访谈，发现工厂没有使用临时员工、家庭工人以及学生工，所有员工都是工厂直接招聘，没有使用劳务派遣工。同时，工厂和所有员工都签订了劳动合同并给员工提供了一份劳动合同副本。然而，在实际执行过程中仍然存在问题：

- 10.3 - New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment, there were some workers in contact with occupational hazards factors such as chemical factor in gluing workshop and noise factor in cutting workshop, but no item of the employment protection, work conditions, and protection against and prevention of occupational harm was listed in labor contracts. This violated the PRC Employment Contract Law article 17.

新问题点(2017年12月4-5日第一次跟进审核):此次审核中，工厂有员工接触职业病危害因素(刷胶和裁床)，但是其合同中没有注明劳动保护、劳动条件和职业危害防护。这违反了《中华人民共和国劳动合同法》第17条。

Remarks from Auditee:

Nil

Full Audit [Audit Id - 71287] Audit Date: 08/12/2016 PA Score: A

Deadline date:

Good practices

NONE

Areas of improvement

Based on site observation, management and workers' interview and document review, the auditee had established procedure regarding Hiring Procedure and implemented it accordingly. The auditee signed labor contract with each employees within one week after hiring and employees obtained one copy. Based on satisfactory evidence, the main auditee respected this principle.

根据现场观察、管理层及员工访谈、文件审核，受审核方有建立雇佣程序，并按要求执行。受审核方在员工入职一周内与每位员工签订劳动合同，同时会给一份复印件给员工。基于令人满意的证据，受审核方尊重这个原则。

Remarks from Auditee

Performance Area 11 : No Bonded Labour

1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: A

Deadline date:

GOOD PRACTICES:

N/A

AREAS OF IMPROVEMENT:

Not rated.

未审核。

Remarks from Auditee:

N/A

Full Audit [Audit Id - 71287] Audit Date: 08/12/2016 PA Score: A

Deadline date:

Good practices

NONE

Areas of improvement

Based on site observation, management and workers' interview and document review, the auditee had established procedure regarding on prohibition bonded labor and implemented it accordingly. No deposit or ID card was withheld by the auditee. No illegal disciplinary measure was noted in this audit. No bonded labor was found during this audit. Based on satisfactory evidence, the main auditee respected this principle.
根据现场观察、管理层及员工访谈、文件审核，受审核方有建立强迫劳动程序，并按要求执行。受审核方没有收押金或扣押证件。没有发现违法的纪律处罚。
本次审核，未发现强迫劳动。基于令人满意的证据，主要受审核方尊重这个原则。

Remarks from Auditee

Performance Area 12 : Protection of the Environment

1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: B

Deadline date:04/12/2018

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The overall observation showed that the factory partially fulfilled the requirement of this performance area. The factory had continuously identified the significant impacts and environmental implications associated to its activities and carried out the impact assessment regularly. Policies and procedures were established to incorporate relevant environmental laws and there was a designated staff responsible for collecting and updating relevant regulations and laws. However, gaps had been identified in implementation:

整体观察显示,工厂目前部分履行对该区域的要求。工厂能持续识别与其经营活动相关的重要环境影响和因素,并定期进行环境影响评估。根据其所适用的环境法规,建立了相关的政策和程序文件并指定了专门的负责人负责相关环境法规的收集和更新。然而,在实际执行过程中仍然存在问题:

- 12.1 -** Previous Finding (Full Audit on December 8-9, 2016): The auditee did not identify the significant impacts and environmental implications according to its identification procedure.

Corrected (1st Follow-up Audit on December 4-5, 2017): During this assessment, the factory had identified the significant impacts and environmental implications according to its identification procedure.

前次问题点(2016年12月8-9日初审):工厂没有根据识别程序识别重要的环境影响因素。

已改善(2017年12月4-5日第一次跟进审核):此次审核中,工厂已经根据识别程序识别重要的环境影响因素。

- 12.3 -** New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment,

1. The factory did not provide Environmental Impact Report, environmental impact assessment approval and environmental protection acceptance check report for their completed construction project (the factory management stated that they could not find the documents during the audit). This violated the PRC Environmental Impact Assessment Law Articles 16 & 22 and the Measures for Administration of Environmental Protection Acceptance Check upon Completion of Construction Project article 17.

2. The factory did not monitor its boundary noise and atmospheric pollutants regularly. This violated the Measures for the Administration of Environmental Surveillance Article 21.

新问题点(2017年12月4-5日第一次跟进审核):此次审核中,

1. 工厂没有提供环境影响报告书,环境影响批复及环保竣工验收(工厂管理人员表示找不到该文件)。这违反了《中华人民共和国环境影响评价法》第16条及第22条和《建设项目竣工环境保护验收管理办法》第十七条。

2. 工厂没有定期监测其产生的厂界噪音和大气污染物。这违反了《环境监测管理办法》第21条。

- 12.4 -** New Finding (1st Follow-up Audit on December 4-5, 2017): During this assessment,

1. The factory did not sign an agreement with a qualified contractor to ensure that the hazardous wastes such as empty glue containers, glue rags were disposed in a way that did not lead to the pollution of the environment. This violated the PRC Law of Prevention and Treatment of Environmental Pollution by Solid Wastes, Article 57.

2. There were some empty glue containers stored with leather rags in an open air. This violated Standard for Pollution Control on Hazardous Waste Storage GB 18597-20016.2.4.

新问题点(2017年12月4-5日第一次跟进审核):此次审核中,

1. 工厂没有与有资质的公司签订危废物转移合同,确保所产生的危险废弃物如胶水空桶,抹布等得到合理的处理。这违反了《中华人民共和国固体废物污染环境防治法》第57条。

2. 工厂的胶水空桶和产品边角料一起储存,且露天放置。这违反了《危险废物贮存污染控制标准》GB 18597-2001 6.2.4。

Remarks from Auditee:

Nil

Full Audit [Audit Id - 71287] Audit Date: 08/12/2016 PA Score: B

Deadline date:09/02/2017

Good practices

NONE

Areas of improvement

Based on site observation, management and workers' interview and document review, the auditee had established the procedure to ensure its business model in line with local environmental law. However, based on satisfactory evidence, the main auditee did not respect this principle.

根据现场观察,管理层及员工访谈,文件审核,受审核方有建立程序来确保其生产活动符合当地环境法规。但是,基于令人满意的证据,主要受审核方没有完全尊重这个原则。

- 12.1 -** The auditee did not identify the significant impacts and environmental implications according to its identification procedure.

工厂没有根据识别程序识别重要的环境影响因素。

Remarks from Auditee

Performance Area 13 : Ethical Business Behaviour

1- Followup Audit [Audit Id - 113955] Audit Date: 04/12/2017 PA Score: A

Deadline date:04/12/2018

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

None observed.

The overall observation showed that the factory currently fulfilled the requirement of this performance area. The factory had identified the situations and activities where act of corruption, extortion and embezzlement were most likely to occur and developed relevant policies and procedures against them. During the audit process, all required documents were provided timely and as per cross checking, no inconsistent or falsified information was detected. The factory also established a set of procedures to avoid, investigate and discipline any fraud, falsification and misrepresentation in the supply chain. Further, the factory collected and processed workers' personal data with respect for privacy.

未发现不符合项。

整体观察显示,工厂目前履行对该区域的要求。工厂识别了各种可能存在贪污、勒索和侵占的情形及行为并制定了相关的反腐败、反贪污的政策和程序。在审核过程中,工厂及时提供了所要求的所有文件和信息且在交叉核对时没有发现不一致或者伪造的信息。同时,工厂建立了一系列程序以避免、调查和惩罚任何欺骗、伪造及虚假陈述的行为。此外,在收集和处理工员的个人信息时,工厂确保了对个人隐私的保护。

- 13.4 - Previous Finding (Full Audit on December 8-9, 2016): It was noted that the auditee did not establish procedure to collect, use and processes personal information with reasonable care and in accordance with privacy and information security laws and regulatory requirements.
Corrected (1st Follow-up Audit on December 4-5, 2017): During this assessment, the factory had established procedure to collect, use and processes personal information with reasonable care and in accordance with privacy and information security laws and regulatory requirements.

前次问题点(2016年12月8-9日初审):被审核方没有建立程序以合理谨慎的方式,按照隐私和信息安全法和法规要求收集、使用和处理个人信息。
已改善(2017年12月4-5日第一次跟进审核):此次审核中,工厂已经建立程序以合理谨慎的方式,按照隐私和信息安全法和法规要求收集、使用和处理个人信息。

Remarks from Auditee:

Nil

Full Audit [Audit Id - 71287] Audit Date: 08/12/2016 PA Score: B

Deadline date:09/02/2017

Good practices:

NONE

Areas of improvement

Based on site observation, management and workers' interview and document review, the auditee had established Anti-bribery And anti-corruption Procedure, and they had given training to employees for this issue. However, based on satisfactory evidence, the main auditee did not respect this principle.

根据现场观察,管理层及员工访谈,文件审核,受审核方有建立反贿赂及反腐败的程序,并给员工提供相关的培训。但是,基于令人满意的证据,主要受审核方没有完全尊重这个原则。

- 13.4 - It was noted that the auditee did not establish procedure to collect, use and processes personal information with reasonable care and in accordance with privacy and information security laws and regulatory requirements.
被审核方没有建立程序以合理谨慎的方式,按照隐私和信息安全法和法规要求收集、使用和处理个人信息。

Remarks from Auditee

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Follow-up Audit	04/12/2017	113955	D	C	A	B	B	D	B	A	A	A	A	B	A	C
Full Audit	08/12/2016	71287	D	C	A	C	B	D	A	A	A	A	A	B	B	C

Producer Photos



External photo(s) of the production unit(s)
factory name.JPG



Photo of the inside of the main production hall
Sewing.JPG



Photo of non-conformity
NC-hazardous wastes stored together with other wastes in open air.JPG



Photo first aid facilities
First aid kit.JPG



Photo of the inside of the main production hall
Time recording machine.JPG



Photo of non-conformity
NC-incomplete belt guards.JPG



Photo of the canteen (if applicable)
Canteen.JPG



Photo of the sanitary facilities
Drinking water.JPG



Photo of non-conformity
NC-insufficient items marked on evacuation plan and the evacuation plan was not matched with actual layout.JPG



Photo of the code of conduct on display
BSCI CoC.JPG



Photo of the sanitary facilities
Toilet.JPG



Photo of non-conformity
NC-rolling machine without U shaped protective device.JPG



Photo of the inside of the main production hall
Cutting-1.JPG



Photo of non-conformity
NC-chemical container without label.JPG



Photo of non-conformity
NC-no secondary container for chemicals in chemical warehouse.JPG

