

**Monitoring**

Monitored Party : [redacted] Co.,Ltd  
 amfori ID : [redacted]  
 Site : [redacted] Co.,Ltd  
 Site amfori ID : [redacted]  
 Address : [redacted]  
 : [redacted]  
 : [redacted]  
 : China  
 Monitoring Activity : amfori Social Audit - Manufacturing  
 Monitoring Type : Follow-up Monitoring  
 Monitoring Partner : SGS  
 Monitoring Start Date : 21/11/2022  
 Closing Meeting : 22/11/2022  
 Finished Date :  
 Submission Date : 29/11/2022  
 Expiration Date : 07/12/2023

**i** This is an extract of the online monitoring result, generated on 29/11/2022, and is only valid as an acknowledgement of the result. To see all the details, review the full monitoring result, which is available [here](#) - The English version is the legally binding one.

*amfori does not assume any liability with regard to the compliance of this extract, or any versions of this extract, with the Regulation (EU) 2016/679 (General Data Protection Regulation).*

*All rights reserved. No part of this publication may be reproduced, translated, stored in a retrieval system, or transmitted, in any form or by any means electronic, mechanical, photocopying, recording or otherwise, be lent, re-sold, hired out or otherwise circulated without the amfori consent. © amfori, 2021*

**Overall rating**



**Section rating**

PA1: Social Management System	C
PA 2: Workers Involvement and Protection	A
PA 3: The Rights of Freedom of Association and Collective Bargaining	A
PA 4: No Discrimination	A
PA 5: Fair Remuneration	B
PA 6: Decent Working Hours	D
PA 7: Occupational Health and Safety	B

PA 8: No Child Labour	A
PA 9: Special Protection for Young Workers	A
PA 10: No Precarious Employment	A
PA 11: No Bonded Labour	A
PA 12: Protection of the Environment	C
PA 13: Ethical Business Behaviour	A



## General description

### [Legal entity and business license]

██████████ Co., Ltd (Business licence registration number: ██████████) was located at ██████████  
██████████ Zhejiang Province, China. The factory was founded on 24/04/2006. The  
address on Business licence was ██████████ ██████████ Zhejiang Province.

### [Production overview/Physical audit scope]

1. There were two 5-storey production buildings and one 4-storey complex building in the plant owned by audited factory. One 4-storey complex building was used as canteen, kitchen and office (1F) and dormitory rooms (2~4F). No.1 production building was used as finished goods warehouse (5F), assembly and packing and cutting workshops (2~4F) and coating and printing workshop (1F); No.2 production building was used as cutting, die-cutting, assembly and packing workshops (4~5F) and folding, fixing, assembly, packing workshops (2~3F) and simple notebooks workshop and raw materials warehouse (1F).  
2. The audited factory also rented and used the 4F of one 13-storey production building from external landlord (located at ██████████  
██████████, ██████████) used as cutting workshop and warehouses, and the audited factory provided the rent contract and business license for review.

### [Main products and production process]

The factory specialized in sticky notes and notebook.

The main production process in audited factory: Coating - Printing - Cutting - Die-cutting - Folding - Fixing -Assembly - Packing.  
Production capacity was about 40000000 pieces per year.

### [Audit process]

This was 1.5 Man-Day site audit and one auditor conducted opening meeting -Plan Tour, Worker and Management Interview, Document Review and Closing Meeting. The audit was conducted in good professional working environment and auditee was very supportive and cooperative throughout the audit activities.

Opening Meeting: The opening meeting of this amfori BSCI audit was started at facility with the words of thanks from SGS, after that brief introduction of audit team was given to the participants. The audit methodology, confidentiality policy of SGS, Zero Tolerance Protocol and methodology of reporting the audit results were thoroughly briefed by the Lead Auditor. Before proceeding to the audit, the audit scope and criteria were reaffirmed and audit itinerary/ plan, which had been forwarded to the organization, was agreed. The auditor described the whole audit process, criteria, scope, different audit methods, and explained the amfori BSCI code of conduct, amfori BSCI holistic approach and local laws in detail to the extent these are related to the audit. Management of the facility assured the auditor of facilitation throughout the audit process. The auditor explained and presented SGS's Integrity Declaration Forms and Audit Cooperation& Confidentiality Declaration to the facility management and ██████████ / Vice General Manager agreed and signed the name.

Health and Safety Tour: All areas of the facility processes were visited during the audit. The auditor conducted the physical tour at the entire premises of the facility detailed as per following information. At the time of facility visit attitude of the facility management was good.

On the day of audit, there were 202 employees present which include around management staff and 10 sampled workers were selected for interview and the working hours and payroll records of them were selected for review.

A detailed site visit was conducted for the complete facility in order to verify Health & Safety and Environment part of the audit protocol. Workers were interviewed on one to one and focus group basis conducted by the auditor to ensure that amfori BSCI requirements related to Forced Labour, Child Labour, Health and Safety, Freedom of Association, Disciplinary practices, Remuneration, Discrimination, Management Systems, Working Hours and Environment are being fulfilled. Attendance Record, Salary Sheets, Payment Slips, Contract Letters, Age Verification Procedure, Overtime Procedure, HSE Training records, Inspections, Employee Committee Meeting Minutes, Management Review Meetings Minutes and internal monitoring records of workers were verified.

The closing meeting was carried out by the Lead Auditor explaining all the elements of CAP and further processing.

The CAP was agreed and copy of it along with finding report was also given to the factory.

### [Working hours information]

The factory established the policy of working hours system and controlled working hours. Based on attendance records from 01/12/2021 to audit day (22/11/2022), all workers worked in 1 shift (7:30-11:30, 13:30-17:30), the workers' regular working time was 8 hours per day, 5 days per week, the factory used the fingerprint attendance recorder to record the workers' working time. The factory arranged the workers overtime working for 2 hours on weekdays and 8 hours on Saturday and workers had right to choose overtime working or not. The factory ensured all workers rest on every Sunday and statutory holidays. It was noted the maximum overtime was 2 hours per day, 56 hours per month, and the maximum weekly working time was 52 hours.

### [Wage information]

The factory established the procedures on working hours and remuneration, appointed the person to manage. The training on remuneration such as the local minimum wages standards and OT wages were provided to the workers and management. The workers knew the local minimum wages standards and OT wages, the related documents were posted onsite for reference.

The wages were paid by bank transfer before the 30th of the next month, the pay date never delayed, all workers were aware of the wage's structures. During the audit, the factory provided the completed payrolls from Dec. 2021 to Sep. 2022 for review, the minimum wage (RMB2400/month), wages on public holidays and annual leaves were paid to the workers, which was in compliance with the law requirements. In addition, no fine was deducted from the wages and the workers were satisfied with their wages. But the social insurances were not provided to all workers as per the law requirements.

### [Attachments]

During document review it was evidence that some of required documents were not applicable in organization like Agency Labor Contract, Government Wavier on working hours and Collective Bargaining Agreement. So all of above documents were not involved in document report.

[COVID19]

There was no special requirement for the audited factory to the pandemic except that all workers needed to keep nucleic acid for 48 hours and all workers should scan place code before entering into the industrial park.

[Audit team's information]

Announcement Type: Fully-Announced

Monitoring Date: Nov.21~22, 2022

Monitoring Firm: SGS (Monitoring firm APSCA #: 11600006)

Auditor Name: Fancy Shen (APSCA member No.: CSCA 21702072)

## Site Details

Site : ██████████ Co.,Ltd

Site amfori ID : ██████████

### GICS Classification

---

Sector : **Materials**

Industry Group : **Materials**

Industry : **Paper & Forest Products**

Sub Industry : **Paper Products**

### amfori Process Classifications

---

N.A.

### NACE Classification

---

N.A.

### GS1 Classifications

---

N.A.

### Water Stress Situation

---

N.A.

## Metrics

### Key Metrics

Total workforce	202 Workers
Legal minimum wage in local currency	2070 Monthly
Lowest wage paid for regular work at the site	2400 Monthly
Calculated living wage in local currency	2150 Monthly
Total sample	10 Workers

### Other Metrics

Male workers	120 Workers
Female workers	82 Workers
Permanent workers - Male	120 Workers
Permanent workers - Female	82 Workers
Temporary workers - Male	0 Workers
Temporary workers - Female	0 Workers
Seasonal workers - Male	0 Workers
Seasonal workers - Female	0 Workers
Management - Male	4 Workers
Management - Female	2 Workers
Apprentices - Male	0 Workers
Apprentices - Female	0 Workers
Workers on probation - Male	0 Workers
Workers on probation - Female	0 Workers
Workers with night shift - Male	0 Workers
Workers with night shift - Female	0 Workers
Workers with disabilities - Male	0 Workers
Workers with disabilities - Female	0 Workers
Domestic migrant workers - Male	116 Workers
Domestic migrant workers - Female	81 Workers
Foreign migrant workers - Male	0 Workers
Foreign migrant workers - Female	0 Workers
Workers hired directly - Male	120 Workers
Workers hired directly - Female	82 Workers
Workers hired indirectly - Male	0 Workers
Workers hired indirectly - Female	0 Workers
Unionised workers - Male	0 Workers
Unionised workers - Female	0 Workers
Workers under CBA - Male	0 Workers
Workers under CBA - Female	0 Workers
Pregnant workers	0 Workers
Workers on parental leave - Male	0 Workers
Workers on parental leave - Female	0 Workers
Sample - Male	6 Workers
Sample - Female	4 Workers



## Findings

### PA1: Social Management System

1.1 Follow up audit on Nov.21~22, 2022: Open The main auditee partially respected this principle because the auditee updated management manual about Amfori BSCI and relevant documents of control procedures about social responsibility in Jan. 2022, but the factory did not ensure an effective management system to implement the Amfori BSCI Code of Conduct and ensure that the Amfori BSCI values and principles are followed in a satisfactory manner for some performance area such as working hours etc.

2022年11月21~22日跟进审核结果：未关闭 被审核方部分遵守该准则。原因是被审核方于2022年01月更新了实施Amfori BSCI体系的管理手册和相关社会责任程序文件，但是工厂没有确保Amfori BSCI行为准则以及Amfori BSCI的价值和准则被满意的体现，如在工时部分等。

1.4 Follow up audit on Nov.21~22, 2022: Open The main auditee partially respected this principle because the factory had realistically calculated the costs of production and delivery times. But the factory did not provide the related document and records on capacity planning for review. In addition, based on electric attendance records review, workers' monthly OT hours exceeded the legal requirement (E.g. the maximum monthly overtime was 56h (e.g. in Jul. 2022) for workers) .

2022年11月21~22日跟进审核结果：未关闭 主要被审核方部分遵守该准则。原因是工厂了解如何计算生产产能和订单周期，但无任何计算方法和记录保留。另外根据工厂提供的考勤记录显示，员工的月加班时间超法规要求（例如：员工最大月加班为2022年07月份的月加班56小时）。

### PA 2: Workers Involvement and Protection

2.2 Follow up audit on Nov.21~22, 2022: Open The main auditee partially respected this principle because the main auditee had established management system according to amfori BSCI Code of Conduct and defined long-term goals for protecting workers according to the amfori BSCI Code of Conduct. But the factory did not regularly evaluate and follow up on long-term goals.

2022年11月21~22日跟进审核结果：未关闭 主要被审核方部分遵守该准则。原因是工厂已经基于amfori BSCI的准则建立了管理体系，也根据amfori BSCI的准则制定了保护工人的长期目标，但工厂没有对长期目标进行定期评估和跟进。

### PA 5: Fair Remuneration

5.5 Follow up audit on Nov.21~22, 2022: Open The main auditee did not respect this principle. The factory did not provide the social insurance for all workers as per the law requirements. During the audit, there were total 202 workers included 2 retired workers and 2 new employees in recent one month, and the factory should provide social insurances for 198 workers. Based on social insurance payment invoice from Aug. 2022 to Oct. 2022, it was found that the factory only provided the retirement insurance, unemployment insurance, medical insurance and maternity insurance to 30 workers, provided injury insurance to 151 workers; meanwhile, the factory did not provide the commercial accident insurance to any workers, the workers stated they have bought the new rural social pension insurance by themselves. The factory explained the reason for poor social insurance coverage rate was high turnover rate and some workers have bought the new rural social pension insurance.

2022年11月21~22日跟进审核结果：未关闭 被审核方（生产商）未遵循该准则。原因：工厂没有按法规要求为所有工人购买社会保险。本次审核，工厂共202名工人(含2名退休工人以及2名新入职员工)，工厂应该为198名工人购买社会保险；根据工厂提供的2022年8月到10月的社保缴纳记录，工厂仅给30名工人购买养老保险，失业保险，医疗保险和生育保险，给151名工人提供了工伤保险，此外工厂未给工人提供商业意外险，工人表示自己有购买新农保。工厂解释社保不足的原因是工人流动性大且部分工人已自行购买新农保。

### PA 6: Decent Working Hours

6.2 Follow up audit on Nov.21~22, 2022: Open The main auditee did not respect this principle because the main auditee did not ensure the overtimes of workers in accordance with the legal requirement. Based on provided attendance records, all monthly overtime out of recent 11 months except Feb. 2022 exceeded 36 hours, the maximum monthly overtime was 56h (16 overtime hours at weekday and 40 overtime hours at weekend) (e.g. in Jul.2022) for workers.

2022年11月21~22日跟进审核结果：未关闭 被审核方未遵守该原则。工厂未确保员工的加班时间符合法规要求。根据工厂提供的近11个月的考勤显示，每月(除了2022年02月)的月加班均大于36小时，员工最大月加班为2022年07月份的月加班56小时(平时加班16小时以及周末加班40小时)。

### PA 7: Occupational Health and Safety

7.1 Follow up audit on Nov.21~22, 2022: Open The main auditee partially respected this principle. The factory had established the management system about health and safety, included identification and awareness of related legal regulation, health and safety check and training etc., but some issue still happened due to management negligence, for example, the factory did not lock the external covers of electric boxes (PA7.13).

## PA 7: Occupational Health and Safety

2022年11月21~22日跟进审核结果：未关闭 被审核方（生产商）部分遵循该准则。原因是工厂已建立健康安全的管理体系，包括相关法规的识别与了解，健康安全检查和培训等，但是因为管理疏忽，导致仍然有问题发生，如工厂未给电箱的外盖上锁（PA7.13）。

7.2 Follow up audit on Nov.21~22, 2022: New finding The main auditee did not respect this principle because the factory only provided injury insurance for 151 out of 202 workers.

2022年11月21~22日跟进审核结果：新问题 主要被审核方（生产商）未遵循该原则，因为工厂仅给202名中151名工人提供工伤保险。

7.3 Follow up audit on Nov.21~22, 2022: Open The main auditee partially respected this principle. The factory conducted the risks assessment on occupational health and safety for all posts, pregnant women and other particularly vulnerable employees, but the factory only provided the occupational health examination for the 7 out of 30 workers engaged in hazardous work (such as printing workers, coating workers etc.).

2022年11月21~22日跟进审核结果：未关闭 被审核方（生产商）部分遵循该准则。原因：工厂对所有岗位，孕妇和其他弱势群体等进行岗位安全风险评估，但工厂仅给30中7名有害岗位工人（如印刷工人，涂布工人等）提供了职业病体检。

7.6 Follow up audit on Nov.21~22, 2022: Open The main auditee partially respected this principle. Based on onsite observation, the factory issued proper PPE to all workers engaged in hazardous work, but it was found 1 gluing worker did not wear active carbon mask during working.

2022年11月21~22日跟进审核结果：未关闭 被审核方（生产商）部分遵循该准则。原因：根据现场审核，工厂给所有有害岗位工作的工人均发放了个人防护用品，但发现1名刷胶工人未佩戴活性炭口罩。

7.7 Follow up audit on Nov.21~22, 2022: Open The main auditee partially respected this principle. The factory had established the program on chemicals management and appointed person in charge of the chemicals, the separated storage area was provided to store the chemicals and MSDS was posted for reference, but based on onsite observation, no chemical labels was available for about 20% chemicals (such as lacquer thinner) and all chemicals (such as printing ink) were missed secondary containment in the workshop. In addition, most glue chemicals were placed outdoors.

2022年11月21~22日跟进审核结果：未关闭 被审核方（生产商）部分遵循该准则。原因：工厂已经建立化学品管理程序并任命人员去管理化学品，专用区域被用于储存化学品且MSDS张贴现场，但根据现场查看，约20%化学品（如香蕉水）的无化学品标识，车间的化学品（如油墨）均未放入二次容器。另外，多数胶水化学品放置在室外。

7.11 Follow up audit on Nov.21~22, 2022: Open The main auditee partially respected this principle. The factory provided the fire license of all buildings (including two 5-storey production buildings, one 4-storey complex building and rented one 13-storey production building) for review, provided the building safety certificate of two 5-storey production buildings and one 4-storey complex building for review, but the factory did not provide the building safety certificate of rented one 13-storey production building for review.

2022年11月21~22日跟进审核结果：未关闭 被审核方（生产商）部分遵循该准则。原因：工厂提供了所有厂房（包括2栋5层厂房，1栋4层综合楼和1栋13层租用厂房）的消防验收报告，提供了2栋5层厂房和1栋4层综合楼的竣工验收报告，但未提供1栋13层租用厂房的竣工验收报告供查看。

7.13 Follow up audit on Nov.21~22, 2022: Open The main auditee partially respected this principle. The factory established the management program on electrical installations and equipment, appointed the electrician to inspect regularly, during the audit, the checking records were provided for review, but based on onsite observation, the external covers of about 20% electric boxes in the workshop were kept unlocking. In addition, two places of electrical wires were exposed in the workshops.

2022年11月21~22日跟进审核结果：未关闭 被审核方（生产商）部分遵循该准则。原因：工厂建立了电气设施管理程序且安排电工进行定期检查，本次审核，工厂提供了电气设施的检查记录，但根据现场查看，车间内发现约20%的配电箱外盖未能上锁。另为，车间有两处电线裸露。

7.17 Follow up audit on Nov.21~22, 2022: Open The main auditee partially respected this principle. Based on document review and onsite check, the factory set up the management procedure on equipment, but the management system needed to improve. For example, the ladders for 2 coating machines with 2m high were not installed with handrails.

2022年11月21~22日跟进审核结果：未关闭 被审核方（生产商）部分遵循该准则。根据文件查看和现场审核，工厂有建立设备管理制度，但管理系统需要完善。例如 2台涂布机的梯子约2米高无扶手。

7.25 Follow up audit on Nov.21~22, 2022: Open The main auditee partially respected this principle. The paper cartons in warehouse were stored against with the wall.

2022年11月21~22日跟进审核结果：未关闭 被审核方（生产商）遵循该准则。原因工厂仓库内的部分纸箱存放靠墙。

## PA 12: Protection of the Environment

12.2 Follow up audit on Nov.21~22, 2022: Open The main auditee did not respect this principle. There was coating, printing, folding, fixing, cutting, die-cutting, gluing, assembling and packing processes in the auditee, which could discharge waste gas and noise to outside, but the factory did not provide the waste gas and boundary noise test report for review.

2022年11月21~22日跟进审核结果：未关闭 被审核方（生产商）未遵循该准则。原因：工厂主要工序有涂布，印刷，折页，锁线，分切，压痕，上胶，包边和包装等，以上工序会向外界排放废气和噪声，但工厂未提供废气和厂界噪声的检测报告供查看。

12.4 Follow up audit on Nov.21~22, 2022: New finding The main auditee partially respected this principle because the factory transferred hazardous wastes to the licensed vendor. However, empty chemical containers were placed outdoors.



## PA 12: Protection of the Environment

2022年11月21~22日跟进审核结果：新问题 被审核方（生产商）部分遵循该准则。生产商有将危险废弃物转移给有资质的单位。但是化学品空桶均放置在室外。

## PA 13: Ethical Business Behaviour

13.1 Follow up audit on Nov.21~22, 2022: Closed The factory had established the related procedures on ethics and integrity, identified the high-risk process which corruption could occur and conduct the preventing and improvement measures for the risks, and the training about ethics and integrity by factory covered all workers.

2022年11月21~22日跟进审核结果：已关闭 工厂建立了关于商业道德的相关政策，对存在商业道德风险的环节作相应的风险评估并采取改善和预防措施，且工厂进行的商业道德培训覆盖了所有工人。