
Auditee :	Dongguan Haixiang Adhesive Products Co. Ltd
Audit Date From :	15/10/2020
Audit Date To :	15/10/2020
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	Intertek
Auditor's Name(s) :	Steven Fu(Lead), Winne Tao
Auditing Branch (if applicable) :	Intertek South China - Shenzhen



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



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<p style="text-align: center;">A</p> <p style="text-align: center;">Very Good</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated A • No Performance Areas rated C, D or E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <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></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>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>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	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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																													
A	A	A	A	A	A	A	B	B	B	B	B	B																													
<p style="text-align: center;">B</p> <p style="text-align: center;">Good</p>	<ul style="list-style-type: none"> • Maximum 3 Performance Areas rated C • No Performance Areas rated D or E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <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></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>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>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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B	B	B	B	B	B	B	B	B	B	C	C	C																													
<p style="text-align: center;">C</p> <p style="text-align: center;">Acceptable</p>	<ul style="list-style-type: none"> • Maximum 2 Performance Areas rated D • No Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <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></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>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>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
A	A	A	A	A	A	A	A	A	C	C	C	C																													
A	A	A	A	A	B	B	B	B	C	C	C	D																													
C	C	C	C	C	C	C	C	C	C	C	D	D																													
<p style="text-align: center;">D</p> <p style="text-align: center;">Insufficient</p>	<ul style="list-style-type: none"> • Maximum 6 Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <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>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>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>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	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	E	E	E	E	E	E	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
A	A	A	A	A	A	A	A	A	A	D	D	D																													
A	A	A	B	B	B	C	C	C	D	D	D	E																													
D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p style="text-align: center;">E</p> <p style="text-align: center;">Unacceptable</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <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></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></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></tr> </table>	A	A	A	A	A	A	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	<p>amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.</p>
A	A	A	A	A	A	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																													
<p style="text-align: center;">Zero Tolerance</p>	<p>A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)</p>	<p>Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.</p>																																							

Main Auditee Information



Name of producer :	Dongguan Haixiang Adhesive Products Co. Ltd		
DBID number :	398426		
Audit ID :	195018		
Address :	No.5 1 Road, Jiaoli East Area, Zhongtang Town Dongguan		
Province :	Guangdong	Country :	China
Management Representative :	Ms. Deng Xiao Ya/Supervisor		
Contact person:	Xiao Ya Deng	Sector :	Non-Food
Industry Type :	Others	Product group :	Others
Product Type :	Adhesive tapes		

Audit Details



Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input 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	<input type="checkbox"/> Small Producer
Audit Announcement :	<input type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input checked="" type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No		
Audit extent (if applicable) :	none		
Audit interferences or contingencies (if applicable) :	none		
Overall rating :	D		
Need of follow-up :	Yes	If YES, by : 15/10/2021	

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
E	D	A	A	E	E	E	A	A	A	A	A	C

Executive summary of audit report

Dongguan Haixiang Adhesive Products Co. Ltd. (Business license No.: 914419000524885113) is located No.5 1 Road, Jiaoli East Area, Zhongtang Town, Dongguan, Guangdong, China. This is a limited company. The total land area occupied by the facility is about 3200 square meters. They established in August 2012 and they have started their operation at the existing location since September 2019.

A total of 60 employees including 25 female employees and 35 male employees are currently working in the facility. The facility consists of 1/F and 2/F of one 6-storey building and one flat building as production building and warehouse, half part of 3/F of one 6-storey building is used as dormitory, kitchen and canteen for employees.

The main products of this facility are adhesive tapes. The main production processes are listed as follows: glue making, coating, rewinding, splitting, inspection and packaging. The production capacity is 3,500,000 rolls per month. The main machines used by the facility cover glue making machines, coating machines, rewinding machines, splitting machines etc.

This initial audit was conducted by Intertek Testing Services Shenzhen Ltd. At 08:35 am on October 15, 2020, two auditors entered the facility then held an opening meeting according to the Amfori-BSCI Program, the facility management Ms. Deng Xiao Ya/Supervisor, Ms. Shen Yan Feng / HR officer and Mr. Zhang Jing / Worker representative were present in the meeting. They stated that they would be co-operative with this audit. At the end of the audit, all the findings were accepted by the facility management.

Facility abides by all current State regulation with respect to COVID-19. Social Distancing is enforced, masks are required, employee/ visitor temperature is taken upon entrance to the facility. Verification of employee/ visitor current physical condition is verified via completion of a questionnaire.

APSCA Auditor No.:
Lead auditor: Steven Fu, APSCA registration number: RA 21700223;
Member auditor: Winne Tao, APSCA registration number: RA 21700270.

Comments for each Performance Area (PA) were listed as below:
Nonconformance was observed in PA1, PA2, PA5, PA6, PA7, PA10, PA 12 and PA 13. Please refer to the findings in these PA for details.
The performance status in PA3: The facility established the rights of freedom of association and collective bargaining management procedure. 1 worker representative was elected by all employees. No negative information was noted during this audit.
The performance status in PA4: The facility established no discrimination management procedure, to ensure no discrimination in hiring, compensation and benefits, working hours, access to training, and promotion. No negative information was noted during this audit.
The performance status in PA8: The facility established the no child labor policy and procedure to ensure no child labor used in the facility. The lowest age of employees in the facility was 18 years old. No negative information was noted during this audit.
The performance status in PA9: The written protection procedure was established for young workers protection. No young workers and no negative information were noted during this audit.
The performance status in PA11: The written procedure was established to ensure no forced labor used. Employees were not required to pay any deposits or leave their ID cards to the employer. Employees could free to leave their working stations once their shifts end. No forced, bonded or involuntary prison labor in the facility noted during the audit. No negative information was noted during this audit.

Remark:
1. The attendance records from September 1, 2019 to October 15, 2020 were reviewed at this audit. All employees worked in one shift. The regular working hours was from 8:00 to 17:30 included 1.5 hours' lunch break from 12:00 to 13:30. All employees used finger scanning system used for time keeping. No obvious peak season in the facility.
2. The payroll records from September 2019 to August 2020 were reviewed at this audit. All normal employees were paid on hourly rated basis. The facility paid employees RMB 10.10 per hour (RMB 2100/26/8) as minimum regular wage (the basic wage of RMB2100 is based on 26 working days per month for this facility), which is litter higher than local legal minimum wage standard of RMB9.89 per hour (RMB1720/21.75/8). RMB 16 per hour were paid to normal employees for their overtime hours on normal working days and rest days. No overtime was arranged on public holidays. For temporary employees, RMB 13/ hour are paid for all working hours including normal working hours, overtime hours on normal working days and rest days. Employees were paid through bank transfer on or before 20th of each month after the previous wage calculation cycle.
3. Remark for uploading document:
1) There are no agencies or contractors used by the facility, which makes the agency labour contract and contractor license not applicable.
2) There is no collective bargaining agreement in the facility, which makes the collective bargaining agreement not applicable.
3) There are no any government waivers obtained by the facility, which makes the government waiver not applicable.

4) There is no building structural/stability license in the facility, which makes the building structural/stability license not applicable.

Ratings Summary



Auditee's background information			
Auditee's name :	Dongguan Haixiang Adhesive Products Co. Ltd	Legal status :	Limited Company
Local Name :	东莞市海翔胶粘制品有限公司Business license No.: 914419000524885113	Year in which the auditee was founded :	2012
Address :	No.5 1 Road, Jiaoli East Area, Zhongtang Town	Contact person (please select) :	Xiao Ya Deng
Province :	Guangdong	Contact's Email :	sales02@tapemanufacture.com
City :	Dongguan	Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	Nil
Country :	China	Website of auditee (if applicable) :	Nil
GPS coordinates :	N23°5'18" E113°40'26"	Total turnover (in Euros) :	6500000.00
Sector :	Non-Food	Of which exports % :	20.00
Industry :	Others	Of which domestic market % :	80.00
If other, please specify :	Adhesive tapes	Production volume :	3,500,000 rolls per month
Product Group :	Others	Production cost calculation :	Yes
If other, please specify :	Adhesive tapes	Lost time injury calculation cost :	Yes
Product Type :	Adhesive tapes		

Auditee's employment structure at the time of the audit			
Total number of workers :	60	Total number of workers in the production unit to be monitored (if applicable) :	0
	MALE WORKERS	FEMALE WORKERS	
Permanent workers	32	25	
Temporary workers	3	0	
In management positions	3	3	
Apprentices	0	0	
On probation	0	0	
With disabilities	0	0	
Migrants (national citizens)	28	18	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	35	25	
Production based workers	0	0	
With shifts at night	0	0	
Unionised	0	0	
Pregnant	-	0	
On maternity leave	-	0	

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: E

Deadline date:15/04/2021

GOOD PRACTICES:

Nil

AREAS OF IMPROVEMENT:

The facility established social compliance policy and management procedures. However, gaps were identified in implementation. Please refer to relevant checkpoint for details.

企业建立了一套社会责任政策和管理程序。但是企业在该领域的实施存在缺陷之处，详细情况请参考相应的问题点。

- 1.1 - The facility had established social compliance policy and management procedures. However, the defect of the management system effectiveness resulted in the issues on PA2, PA5, PA6 PA7, PA10, PA12, PA13 and management system. Law/COC: In accordance with BSCI 1.1 requirement, the facility should set up an effective management system to implement the BSCI Code of Conduct.

企业建立起一套社会责任政策和管理程序。但是，管理体系有效性存在缺失以致于企业在PA2, PA5, PA6,PA7, PA10,PA12, PA13以及管理系统上有问题。法规/行为准则：依据BSCI 1.1的要求，企业应建立有效的管理系统来执行BSCI的行为守则。

- 1.2 - As per document review and management interview, the facility did not appoint a senior manager to ensure amfori BSCI values and principles are followed in a satisfactory manner. Law/COC: In accordance with amfori BSCI Social Compliance Requirement, the facility should appoint a senior manager to ensure amfori BSCI values and principles are followed in a satisfactory manner.

通过文件审核和管理层面谈,发现企业未指定一名高级经理负责企业amfori BSCI社会责任的执行状况。法规/行为准则：依据amfori BSCI社会责任要求，受审核方应指定1名高级经理负责企业amfori BSCI社会责任的执行状况。

- 1.3 - The facility had not established a procedure to select current and future significant business partners based on the social compliance performance, the facility did not communicate the amfori BSCI Code of Conduct and TOI to business partners. In addition, the facility did not monitor all significant business partners' social compliance performance.

Law/COC: In accordance with amfori BSCI Social Compliance Requirement, the auditee should have a management system to select current and future significant business partners and should monitor current and future significant business partners' social performance.

企业没有建立了基于社会责任表现来选择现有的和潜在的商业伙伴的程序,企业未将amfori BSCI行为守则与实施条款传达给商业伙伴，另外企业未监管所重要商业伙伴的社会责任执行情况。

法规/行为准则：根据amfori BSCI社会责任要求，企业应该建立选择现有的和潜在的商业伙伴的机制,并监控现有的和潜在的商业伙伴的社会责任执行情况。

- 1.4 - As per document review and management interview, the facility had set up the workforce planning to reduce the overtime, however, the workforce planning was not effective, as working hours of employees could not be verified. In addition, based on the provided attendance records, the monthly overtime worked by the employees exceeded the law limit. Please refer to checkpoint 6.2 for details. Law/COC: In accordance with amfori BSCI Social Compliance Requirement, the facility should set up effective workforce planning that allows the auditee to reduce overtime in compliance with local law.

根据文件审核和管理层面谈，企业有建立人力资源加班时间的控制计划，但是此计划没有有效地实施，因为员工的工作时间的符合性无法进行判定。此外，基于企业提供的考勤记录，员工的月加班时间已经超过法律要求，详见检查点6.2。法规/行为准则：依据amfori BSCI的社会责任要求，企业应建立有效的人力资源加班时间的控制计划,确保加班时间符合当地法规要求。

Remarks from Auditee:

Nil

Performance Area 2 : Workers Involvement and Protection	
Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: D	Deadline date:15/04/2021
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: <p>The facility posted amfori BSCI Code of Conduct in notice board for employees reading and the facility provided training on right and obligation to employees and management. In addition, the facility had set an effective operational-level grievance mechanism to protect workers' benefit. However, gaps were identified in implementation. Please refer to relevant checkpoint for details. 企业在公告栏张贴了amfori BSCI行为守则供员工参考，并提供培训让员工与管理了解权利义务。另外企业有建立有效运行的申诉机制以保护员工利益。但是企业在该领域的实施存在缺陷之处，详细情况请参考相应的问题点。</p> <p>2.1 - It was noted that the factory did not have ongoing communication about social requirements between staff and management. Law/COC: In accordance with amfori BSCI Social Compliance Requirement, the facility should establish a good management practices that involve workers and their representatives in sound information exchange on workplace issues. 审核发现企业没有确保公司员工与管理层就社会责任要求一直保持沟通。法规/行为准则:依据amfori BSCI 社会责任要求，企业应该建立系统确保公司职工与管理层一直保持有就社会责任要求进行沟通。</p> <p>2.2 - As per document review and management and employee interview, the facility did not define long term goals to protect workers according to the amfori BSCI Code of Conduct. Law/ COC: In accordance with amfori BSCI Social Compliance Requirement, the facility should define long term goals to protect employees according to the amfori BSCI Code of Conduct. 通过文件审核和管理层以及员工面谈了解到，企业没有依据amfori BSCI的行为准则制定长远的目标来保护员工。法规/行为准则:依据amfori BSCI 社会责任要求，企业应该依据amfori BSCI的行为准则制定长远的目标来保护员工。</p> <p>2.4 - As per document review and management and employee interview, the facility did not provide amfori BSCI specific training to all employees. Law/COC: In accordance with amfori BSCI social compliance requirement, the facility should provide amfori BSCI training to all levels of employees in the facility and ensure they well know amfori BSCI requirement. 通过文件审核和管理层以及员工面谈发现，企业没有提供BSCI的特定培训给所有员工。法规/行为准则:依据amfori BSCI 社会责任要求，企业应该提供充分的amfori BSCI的培训给各阶层的员工，并确保他们很好的知悉amfori BSCI的要求。</p>	
Remarks from Auditee: Nil	
Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: No non-conformance was observed. 没有发现不符合项。	
Remarks from Auditee:	
Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: No non-conformance was observed. 没有发现不符合项。	
Remarks from Auditee:	

Performance Area 5 : Fair Remuneration

Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: E

Deadline date:15/04/2021

GOOD PRACTICES:

Nil

AREAS OF IMPROVEMENT:

Based on the provided payroll records, auditor found that all employees' wages were calculated on an hourly-rated basis. The facility paid normal employees RMB 10.10 per hour (RMB 2100/26/8) as minimum regular wage (the basic wage of RMB2100 is based on 26 working days per month for this facility), which is litter higher than local legal minimum wage standard of RMB9.89 per hour (RMB1720/21.75/8). The facility did not use monetary fines or penalties as discipline measures, and no illegal deduction was conducted from employees' wages. Employees were paid by bank transfer on 20th of each month after the previous wage calculation cycle. One copy of pay slip was provided to employees when wage was paid. All employees had been provided with written and understandable information about their employment conditions in respect to wages during orientation training. However, gaps were identified in implementation. Please refer to relevant checkpoints for details.

根据企业提供的工资表,发现所有员工的工资按计时方式计算。企业支付给普通员工的最低基本工资为每小时人民币10.10元(2100/26/8,工厂2100元每月的底薪是基于每月26个工作日的基本工资),稍高于当地法定最低工资标准为每小时人民币9.89元(1720/21.75/8)。企业禁止使用罚款作为纪律措施,工资中没有违法扣除的费用。员工工资按月在次月20号以银行转账发放工资。发工资时企业有发工资条给员工。所有员工在入职之前已被告知企业的工作条件和待遇等信息。但是企业在该领域的实施存在缺陷之处,详细情况请参考相应的问题点。

5.1 - The compliance status of working hours and wage of employees of the facility could not be verified due to the following reasons: Through reviewing Daily Production Records, it was noted that there were working records on June 21, 2020 and June 28, 2020. However, the attendance records provided by the facility showed that all employees rested on above mentioned days. Through reviewing Testing Records, it was noted that employee A worked on July 12, 2020 and September 6, 2020. However, the attendance records provided by the facility showed that the employee rested on above mentioned days. During interview with record makers, they stated that all the production data displayed in Daily Production Records and Testing Records actually reflected they worked on that day. Law/COC: In accordance with amfori BSCI Social Compliance Requirement, the facility should provide satisfactory evidence to show compliance status of working hours and wages of all employees.

基于以下原因,本次审核对企业员工的工时与工资的符合性无法判定:通过查看生产日报表,发现在2020年6月21日和28日有工作记录,但是企业提供的考勤显示所有员工在以上日期是休息的。通过查看检测记录本,发现员工A在2020年7月12日和2020年9月6日有工作记录,但工厂提供的考勤显示该员工在以上日期是休息的。通过与负责记录以上报表的员工面谈,他们确认生产日报表和检测记录本记录的是当天的实际生产情况。法规/行为准则:依据amfori BSCI社会责任要求,企业需要提供满意的证据显示所有人员的工资工时的符合性。

5.4 - 1. The facility management was not aware of any information about Basic Needs Wage and the facility management did not know that they should provide sufficient remuneration that allows workers to meet a decent standard of living based on the amfori BSCI requirement. Only based on the provided payroll records, the facility only paid RMB1757 per month for all employees for the normal working hours. Law/COC: In accordance with the amfori BSCI Social Compliance Requirement, the auditee should provide sufficient remuneration that allows workers to meet a decent standard of living. 2. The compliance status of working hours and wage of employees of the facility could not be verified. Please refer to the checkpoint 5.1 for details. Law/COC: In accordance with amfori BSCI Social Compliance Requirement, the facility should provide satisfactory evidence to show compliance status of working hours and wages of all employees.

1. 企业对基本需求工资没有任何了解,企业也不知道他们应该按照amfori BSCI的要求提供足够的待遇让员工过上体面的生活。基于企业提供的工资表,企业给所有员工仅按照RMB1757/月支付对应的正班工作时间。法规/行为准则:依据amfori BSCI社会责任要求,企业应该提供足够的福利待遇让员工过上体面的生活。2. 本次审核对企业员工的工时与工资的符合性无法判定。详情请见检查点5.1。法规/行为准则:依据amfori BSCI社会责任要求,企业需要提供满意的证据显示所有人员的工资工时的符合性。

5.5 - 1. Through reviewing social insurance document of July 2020, auditor found that only 20 out of 60 employees (66.7%) had participated in employment injury insurance, maternity insurance and medical insurance, basic endowment insurance and unemployment insurance. Remark: 1) Interviewed workers stated that they did not want to participate in social insurance; 2) No dispatch workers were used. There were 3 temporary workers, 1 retiree and 2 newly hired employee were working in the facility on the audit day; 3) The facility purchased commercial accident insurance for employees, which were not covered by the social insurance. Law/ COC: In accordance with the Social Insurance Law of the People's Republic of China, Article 10 Employees shall participate in the basic endowment insurance, and the basic endowment insurance premiums shall be jointly paid by employers and employees. Article 23 Employees shall participate in the basic medical insurance for employees, and the basic medical insurance premiums shall be jointly paid by employers and employees in accordance with the relevant provisions of the state. Article 33 Employees shall participate in the employment injury insurance, and the employment injury insurance premiums shall be paid by their employers rather than the employees. Article 44 Employees shall participate in unemployment insurance, and the unemployment insurance premiums shall be jointly paid by employers and employees in accordance with the relevant provisions of the state. Article 53 Employees shall participate in maternity insurance, and the maternity insurance premiums shall be paid by employers rather than employees in accordance with the relevant provisions of the state. 2. Through document review, auditor found that the facility did not establish annual leave policy, and no record of annual leave was provided for review. Law/COC: In accordance with the Regulations on Employee's Paid Annual Leave article 3, employees who work full 1 year but less than 10 years have annual leave with 5 days. For those who work full 10 years but less than 20 years have annual leave with 10 days, and for those who work full 20 years have annual leave with 15 days. State statutory holidays and rest days are excluded from annual leave. 3. Through document review, auditor found that the facility did not have maternity leave policy, no records of maternity leave for review. Law/COC: In accordance with the Special Regulations Concerning the Labour Protection of Female Employees Article 7, Female employees will receive no less than 98 days of maternity leave, including 15 days before childbirth. If the employee experiences a difficult childbirth, 15 extra days will be added. If the employee gives birth to more than one child, 15 extra days will be added for each additional child. For miscarriage under four (4) month of pregnancy, 15 days of maternity leave should be granted; if miscarriage after four (4) month of pregnancy, 42 days of maternity leave should be granted. Article 8, For the birth allowance of female employee, if they have participated in child-bearing insurance, they will be paid by the child-bearing insurance fund according to the standard of average monthly wages of the employing unit of last year; if they have not participated in child-bearing insurance, they should be paid by the employing unit according to the wages before they enjoyed the maternity leave. The medical expenses of child-bearing or miscarriage for female employees according to the items and standard of child-bearing insurance provision, if they have participated in child-bearing insurance, they will be paid by the child-bearing insurance fund; if they have not participated in child-bearing insurance, they should be paid by the employing unit.

1. 通过查看2020年7月的社保文件,审核员发现企业的60名员工中,只有20人(66.7%)参加了工伤保险,生育保险与医疗保险,养老保险以及失业保险。备注:1) 面谈员工表示不愿意参加社保。2) 企业没有雇用和劳务派遣工,审核当天有3名临时工1名退休返聘员工和2名新进员工。3) 企业为所有没有参加社保的员工购买了商业意外伤害险。法规/行为准则:依据《中华人民共和国社会保险法》第十条,职工应当参加基本养老保险,由用人单位和职工共同缴纳基本养老保险费。第二十三条 职工应当参加职工基本医疗保险,由用人单位和职工按照国家规定共同缴纳基本医疗保险费。第三十三条 职工应当参加工伤保险,由用人单位缴纳工伤保险费,职工不缴纳工伤保险费。第四十四条 职工应当参加失业保险,由用人单位和职工按照国家规定共同缴纳失业保险费。第五十三条 职工应当参加生育保险,由用人单位按照国家规定缴纳生育保险费,职工不缴纳生育保险。2. 通过文件审核,审核员发现企业无带薪年休假的相关规定,也没有提供员工带薪年休假的休假记录供审阅。法规/行为准则:依据《职工带薪年休假条例》第3条,职工累计工作已满1年不满10年的,年休假5天;已满10年不满20年的,年休假10天;已满20年的,年休假15天。国家法定休假日、休息日不计入年休假的假期。3. 通过文件审核,审核员发现企业无产假的相关规定,也没有女员工的产假休假记录。法规/行为准则:依据《女职工劳动保护特别规定》第七条,女职工生育享受98天产假,其中产前可以休假15天;难产的,增加产假15天;生育多胞胎的,每多生育1个婴儿,增加产假15天。女职工怀孕未满4个月流产的,享受15天产假;怀孕满4个月流产的,享受42天产假。第八条,女职工产假期间的生育津贴,对已经参加生育保险的,按照用人单位上年度职工月平均工资的标准由生育保险基金支付;对未参加生育保险的,按照女职工产假前工资的标准由

用人单位支付。女职工生育或者流产的医疗费用，按照生育保险规定的项目和标准，对已经参加生育保险的，由生育保险基金支付；对未参加生育保险的，由用人单位支付。

Remarks from Auditee:

Nil

Performance Area 6 : Decent Working Hours

Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: E

Deadline date:15/04/2021

GOOD PRACTICES:

Nil

AREAS OF IMPROVEMENT:

The facility established working hour policy and procedure. Based on the provided attendance records and employee interview, it was noted that finger scanning system was used for time keeping and every employee should use finger scanning system when they went in and out of the facility. The peak month was not obvious in the facility as per facility management. The normal working hour was 6 days per week and 8 hours per day. Workers worked overtime voluntarily. However, gaps were identified in implementation. Please refer to relevant checkpoints for details. 企业建立了工作时间的政策与程序。根据企业提供的考勤表与员工访谈,发现员工采用电子指纹打卡的方式记录员工的考勤,员工在上下班均需使用指纹打卡。根据企业管理层访谈,生产旺季不明显。员工的正班时间为每周6天每天8小时。员工按个人意愿加班。但是,企业在该领域的实施存在缺陷之处,详细情况请参考相应的问题点。

6.1 - The compliance status of working hours and wage of employees of the facility could not be verified due to the following reasons: Through reviewing Daily Production Records, it was noted that there were working records on June 21, 2020 and June 28, 2020. However, the attendance records provided by the facility showed that all employees rested on above mentioned days. Through reviewing Testing Records, it was noted that employee A worked on July 12, 2020 and September 6, 2020. However, the attendance records provided by the facility showed that the employee rested on above mentioned days. During interview with record makers, they stated that all the production data displayed in Daily Production Records and Testing Records actually reflected they worked on that day. Law/COC: In accordance with amfori BSCI Social Compliance Requirement, the facility should provide satisfactory evidence to show compliance status of working hours and wages of all employees.

基于以下原因,本次审核对企业员工的工时与工资的符合性无法判定:通过查看生产日报表,发现在2020年6月21日和28日有工作记录,但是企业提供的考勤显示所有员工在以上日期是休息的。通过查看检测记录本,发现员工A在2020年7月12日和2020年9月6日有工作记录,但工厂提供的考勤显示该员工在以上日期是休息的。通过与负责记录以上报表的员工面谈,他们确认生产日报表和检测记录本记录的是当天的实际生产情况。法规/行为准则:依据amfori BSCI社会责任要求,企业需提供满意的证据显示所有人员的工资工时的符合性。

6.2 - 1. The compliance status of working hours and wage of employees of the facility could not be verified. Please refer to the checkpoint 6.1 for details. Law/ COC: In accordance with amfori BSCI Social Compliance Requirement, the facility should provide satisfactory evidence to show compliance status of working hours and wages of all employees. 2. Through document review, it was noted that the monthly overtime hours of 10 out of 12 randomly selected employees ranged from 132 to 157 hours in August 2020 (most current month) and the maximum daily overtime hours was 5 hours, the monthly overtime hours of 10 out of 12 randomly selected employees ranged from 122 to 179 hours in May 2020 (randomly selected month) and the maximum daily overtime hours was 6 hours, the monthly overtime hours of 10 out of 12 randomly selected employees ranged from 118.5 to 159 hours in April 2020 (randomly selected month) and the maximum daily overtime hours was 5.5 hours. Law/COC: In accordance with the PRC Labour Law article 41, the employing unit may extend working hours due to the requirements of its production or business after consultation with the trade union and labourers, but the extended working hour for a day shall generally not exceed one hour; if such extension is called for due to special reasons, the extended hours shall not exceed three hours a day under the condition that the health of labourers is guaranteed. However, the total extension in a month shall not exceed thirty-six hours. 3. Insufficient overtime wages: a. Insufficient overtime wages for temporary employees. Through document review management interview and workers interview, the facility used some temporary employees when needed and 3 temporary employees worked in the facility on the audit day. Only RMB 13/ per hour was provided for all overtime hours on normal working days and rest days, which is less than the overtime wage rate based on the local minimum wage standard of RMB14.83 / hour (RMB1720/21.75/8*1.5) for overtime hours on normal working days and RMB19.78/hour (RMB1720/21.75/8*2) for overtime hours on rest days. b. Insufficient overtime wages for overtime hours on rest days for normal employees. Through document review management interview and workers interview, the facility only paid RMB 10.10/hour (RMB2100/26/8) for 8 overtime hours per day on rest days and only paid RMB16/hour for extended overtime hours based on 8 overtime hours on rest days, which is lower than the overtime wage on rest day based on the minimum wage standard of RMB19.78/hour(RMB1720/21.75/8*2). c. No compensatory time off or insufficient overtime wages for extended rest day. Through document review, auditor found that no overtime wages were paid for employees worked on April 6, 2020. April 4, 2020 is public holiday in China, and it happens to be rest day (Saturday), but the facility did not arrange one day compensatory time off for this overlapped Saturday, and did not pay 200% of normal rate as overtime wages for this extended rest day. Law/ COC: In accordance with the PRC Labour Law article 44, the employing unit shall, according to the following standards, pay labourers remuneration higher than those for normal working hours under any of the following circumstances: 1) to pay no less than 150% of the normal wages if the extension of working hours is arranged; 2) to pay no less than 200% of the normal wages if the extended hours are arranged on days of rest and no deferred rest can be taken; and 3) to pay no less than 300% of the normal wages if the extended hours are arranged on statutory holidays. In accordance with the Regulation on Public Holidays for National Annual Festivals and Memorial Days Article 6, if a statutory festival happens to be a rest day, the rest day shall be extended on working days.

1. 本次审核对企业员工的工时与工资的符合性无法判定。详情请见检查点6.1。法规/行为准则:依据amfori BSCI社会责任要求,企业需提供满意的证据显示所有人员的工资工时的符合性。2. 通过文件审核,审核员发现在2020年8月份(当前月)的考勤中,12名随机抽取的员工中10日人的月加班时间为132-157小时,最大日加班达到了5小时;2020年5月份(随机月)的考勤中,12名随机抽取的员工中10人的月加班时间为122-179小时,最大日加班达到了6小时;2020年4月份(随机月)的考勤中,12名随机抽取的员工中10人的月加班时间为118.5-159小时,最大日加班达到了5.5小时。法规/行为准则:依据《中华人民共和国劳动法》第41条,用人单位由于生产经营需要,经与工会和劳动者协商后可以延长工作时间,一般每日不得超过一小时;因特殊原因需要延长工作时间的,在保障劳动者身体健康的条件下延长工作时间每日不得超过三小时,但是每月不得超过三十六小时。3. 加班费不足: a. 临时工的加班费不足。通过文件查阅管理层面谈和员工访谈,工厂有需要时会使用临时工,审核当天工厂有使用3名临时工。临时工在平时晚上加班和周末加班均给予13元/小时的工资,比按照当地最低工资标准计算的加班费要低;平时加班按照最低工资标准计算应为RMB14.83 / hour (RMB1720/21.75/8*1.5), 休息日加班按照最低工资标准计算应为RMB19.78/hour (RMB1720/21.75/8*2)。 b. 正常员工休息日加班费不足。通过文件查阅管理层面谈和员工访谈,工厂仅支付每小时RMB 10.10元(RMB2100/26/8)给周末每天前8个小时的加班时间。周末每天8小时以后的加班给予每小时RMB16的工资,少于基于最低工资标准的休息日加班工资RMB19.78/hour(RMB1720/21.75/8*2)。 c. 企业没有给员工顺延的休息日加班工资不足。通过文件审核,审核员发现企业没有给2020年4月6日上班的员工没有额外支付加班工资。2020年4月4日为中国法定假日,与周六重叠,次周一(4月6日)应为顺延的补休日,工厂没有支付200%的加班工资给在该顺延的补休日工作的员工。法规/行为准则:依据《全国年节及纪念日放假办法》第6条:全体公民放假的假日,如果适逢星期六、星期日,应当在工作日补假。《中华人民共和国劳动法》第44条,有下列情形之一,用人单位应当按照下列标准支付高于劳动者正常工作时间工资的工资报酬:(一)安排劳动者延长工作时间的,支付不低于工资的百分之一百五十的工资报酬;(二)休息日安排劳动者工作又不能安排补休的,支付不低于工资的百分之二百的工资报酬;(三)法定休假日安排劳动者工作的,支付不低于工资的百分之三百的工资报酬。

6.4 - 1. The compliance status of working hours and wage of employees of the facility could not be verified. Please refer to the checkpoint 6.1 for details. Law/ COC: In accordance with amfori BSCI Social Compliance Requirement, the facility should provide satisfactory evidence to show compliance status of working hours and wages of all employees. 2. Through document review, auditor found that 1 out of 12 randomly selected employees worked for 13 consecutive days without 1 day off in August 2020 (Current month). Law/ COC: In accordance with the PRC Labour Law article 38, the employing unit shall guarantee that its staff and employees have at least one day off in a week.

1. 本次审核对企业员工的工时与工资的符合性无法判定。详情请见检查点6.1。法规/行为准则:依据amfori BSCI社会责任要求,企业需提供满意的证据显示所有人员的工资工时的符合性。2. 通过文件审核,审核员发现随机抽取的12名员工中有1名员工在2020年8月(当前月)最长连续工作13

天。法规/行为准则:依据《中华人民共和国劳动法》第38条,用人单位应当保证劳动者每周至少休息一日。

Remarks from Auditee:

Nil

Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: E

Deadline date:15/04/2021

GOOD PRACTICES:

Nil

AREAS OF IMPROVEMENT:

The facility established the written policy and procedures pertaining to health and safety work condition. There were at least 2 exits in the production building and dormitory. Sufficient fire extinguishers, fire hydrants, and fire alarms were installed in production building and dormitory building. First aid kits stocked with sufficient necessary supplies were available. The special appliances of cargo lifts were registered and inspected at the Special Appliance Quality Safety Monitoring Department. However, gaps were identified in implementation. Please refer to relevant checkpoints for details.

企业建立了关于健康和安全的政策和程序。企业生产楼与宿舍楼都有两个紧急出口。企业内的生产楼与宿舍区域均有根据法规要求在配置了灭火器,消防栓和消防警铃等。企业在每个区域配有急救箱,并配备了足够的急救药品。特种设备,包括电梯有向当地特种设备管理局申请使用登记和检验。但是企业在该领域的实施存在缺陷之处,详细情况请参考相应的问题点。

- 7.1 - 1. Through document review, it was noted that the facility was not fully complied with law requirements on Health and Safety such as occupational safety, and etc. Please refer to the relevant checkpoints in PA7 for details. Law/COC: In accordance with amfori BSCI Social Compliance Requirement, the auditee should observe applicable occupational health and safety (OHS) regulations. 2. During document review, auditor found that the facility could not provide the certificate of safety production knowledge and management skill of the principal in charge and persons for the management of work safety for review. Law/COC: In accordance with the Law of the PRC on Work Safety Article 24, The principal in charge and persons for the management of work safety in production and business entities have to have the knowledge about work safety and the competence for the management, which are commensurate with the production and business activities of these entities. The principal in charge and persons for the management of work safety in production and business entities that produce, trade or store hazardous articles, and mines, metal smelting, building construction, and road transport shall only be appointed to the posts after they pass the examinations in their knowledge about work safety and their competence in the management conducted by the competent departments for work safety supervision and administration. No fees shall be charged for taking such examinations. Entities that produce or store hazardous articles, and mines, metal smelting shall have certified safety engineer to work on the management of work safety.
1.企业未完全遵守关于健康的法定要求,如在职业安全等方面有违反项,请详见PA7的相关问题点。法规/行为准则:根据amfori BSCI社会责任要求,被审核方应遵守适用的职业健康和安全法规。2.在文件审核时,企业无法提供该企业主要负责人和安全管理人员的安全生产知识和管理能力培训证书供审阅。法规/行为准则:依据《中华人民共和国安全生产法》第24条,生产经营单位的主要负责人和安全生产管理人员必须具备与本单位所从事的生产经营活动相应的安全生产知识和管理能力。危险物品的生产、经营、储存单位以及矿山、金属冶炼、建筑施工、道路运输单位的主要负责人和安全生产管理人员,应当由主管的负有安全生产监督管理职责的部门对其安全生产知识和管理能力考核合格。考核不得收费。危险物品的生产、储存单位以及矿山、金属冶炼单位应当有注册安全工程师从事安全生产管理工作。
- 7.2 - Remark: Through reviewing the social insurance receipt of July 2020, auditor found that only 20 out of 60 employees (66.7%) had participated in employment injury insurance according to legal requirement. Besides, the facility had purchased commercial accident insurance for all other employees. Therefore, all employees had participated in injury social insurance.
备注:通过审阅2020年7月的社保收据,审核员发现企业60名员工只有20名员工按法规要求参加了社保包括工伤保险。另外,企业为所有没有参加社保的员工购买了商业意外伤害险。因此所有员工均参加了工伤保险。
- 7.3 - During document review, auditor found that the facility had not carried out risk assessment on safe, healthy and hygienic working conditions regularly. Law/COC: In accordance with amfori BSCI Social Compliance Requirement, there is satisfactory evidence that the auditee regularly carries out risk assessment for safe, healthy and hygienic working conditions.
在文件审阅时,审核员发现企业没有对工作环境的健康安全卫生方面进行定期的风险评估。法规/行为准则:依据amfori BSCI社会责任要求,企业有满意证据证明有定期对安全、健康和卫生的工作条件进行评估
- 7.5 - During document review, the facility could not provide yearly fire drill record of production area and dormitory area for review. Law/COC: In accordance with the Provisions on the Administration of Fire Safety for State Organs, Organizations, Enterprises and Institutions article 40, the high fire risk unit shall arrange fire drill at least once semiannually according to fire fighting and emergency evacuation plan and perfect the plan constantly base on the actual situation, other units shall consult and constitute corresponding emergency plan base on actual situation and arrange fire drill at least once a year.
在文件审核中,企业没有提供生产区和宿舍区域的消防演习记录供审核。法规/行为准则:依据《机关、团体、企业、事业单位消防安全管理规定》第40条,消防安全重点单位应当按照灭火和应急疏散预案,至少每半年进行一次演练,并结合实际,不断完善预案,其它单位应当结合本单位实际,参照制定相应的应急预案至少每年组织一次演练。
- 7.11 - 1. Through document review, facility tour and management interview, it was noted that the facility used 1/F and 2/F of one 6-storey building and one flat building as production building and warehouse, half part of 3/F of 6-storey dormitory building as dormitory, kitchen and canteen. However, no construction completion acceptance report for all production buildings and dormitory building used by the auditee was provided for review. Law/COC: In accordance with the PRC Construction Law Article 61, a construction project handed over for acceptance checks for completion must conform to the prescribed construction project quality standards, be provided with complete project technical and economic data and signed project warranty, and be provided with other qualified conditions for completion as prescribed by the state. A construction project may only be handed over for use upon passing the acceptance checks for completion; no construction project shall be handed over for use without going through the acceptance checks for completion or passing the acceptance checks for completion. 2. During facility tour, auditor found that the facility used 1/F and 2/F of one 6-storey building and one flat building as production building and warehouse, half part of 3/F of 6-storey dormitory building as dormitory, kitchen and canteen, while the fire certificate provided by the facility did not cover one flat warehouse building, which was constructed in 2001 with area of 500 square meters. Law/COC: In accordance with PRC Fire Prevention Law article 11, the Ministry of Public Security of the State Council prescribes, for those densely populated places and special construction works, design documents shall be submitted to public security organs for safety review. Public security fire control institutions shall be responsible for the result. Article 13 the project completed with fire control design in accordance with the requirements of the State Technical Standards on Fire Control for Engineering Construction shall go through acceptance check and filing as stated below: 1. as is stated in Article 11, construction units shall apply to the public security fire control institutions for fire control acceptance check. 2. Other construction works and construction units shall file with public security fire control institutions and public fire control institutions shall conduct random inspection. Construction projects which are supposed to go through fire control acceptance check but do not or considered unqualified shall not be put into use. Other projects considered unqualified after acceptance check in accordance with law shall not be put into use.
1.通过文件审核现场走访以及管理层面访谈显示工厂有使用1栋6层建筑的1/F和2/F以及一栋平房作为生产厂房以及仓库,1栋6层宿舍建筑的3/F的一半用作宿舍、厨房和餐厅。但是企业没有提供这些建筑的竣工验收报告供审核。法规/行为准则:依据《中华人民共和国建筑法》第六十一条,交付竣工验收的建筑工程,必须符合规定的建筑工程质量标准,有完整的工程技术经济资料和经签署的工程保修书,并具备国家规定的其他竣工条件。建筑工程竣工验收合格后,方可交付使用;未经验收或者验收不合格的,不得交付使用。2.通过文件审核现场走访以及管理层面访谈显示工厂有使用1栋6层建筑的1/F和2/F以及一栋平房作为生产厂房以及仓库,1栋6层宿舍建筑的3/F的一半用作宿舍、厨房和餐厅。企业提供的消防验收报告没有包含一栋平房仓库,该仓库建于2001年面积大约500平方米。法规/行为准则:依据《中华人民共和国消防法》第十一条 国务院公安部门规定的大型的人员密集场所和其他特殊建设工程,建设单位应当将消防设计文件报送公安机关消防机构审核。公安机关消防机构依法对审核的结果负责。第十三条 按照国家工程建设消防技术标准需要进行消防设计的建设工程竣工,依照下列规定进行消防验收、备案:(一)本法第十一条规定的建设工程,建设单位应当向公安机关消防机构申请消防验收;(二)其他建设工程,建设单位在验收后应当报公安机关消防机构备案,公安机关消防机构应当进行抽查。依法应当进行消防验收的建设工程,未经消防验收或者消防验收不合格的,禁止投入使用;其他建设工程经依法抽查不合格

的,应当停止使用。

- 7.13 -** During management interview, there was one electrician in the facility. However, the facility could not provide the electrician certificate for review. Law/COC: In accordance with the PRC Labor Law article 55, laborers engaged in special tasks must receive specialized training and acquire a license for such tasks.
经过管理层访谈,企业使用了1名电工,但无法提供电工操作证供审阅。法规/行为准则:依据《中华人民共和国劳动法》第55条,从事特种作业的劳动者必须经过专门培训并取得特种作业资格。
- 7.14 -** 1. During facility tour, auditor found that a. 6 out of 22 fire extinguishers were blocked by goods on the 2/F in production building. b. 1 out of 2 fire hydrants was blocked by goods on the 2/F in production building. Law/COC: In accordance with the PRC Fire Prevention Law article 28, No entity or individual is allowed to damage, misappropriate or illegally dismantle or stop the use of fire-fighting facility or equipment, to bury, enclose and occupy or cover fire hydrants, or occupy any fire separation, to occupy, block or close any evacuation passage, safety exit or passageway for fire engine. It is not allowed to set barrier on the doors or windows in the assembly occupancies which may hinder people from escaping to safety areas, or fire-fighting and rescue. 2. During facility tour, auditor found that 38 out of 53 fire extinguishers were placed on the ground directly at production workshop and flat warehouse. Law/COC: In accordance with the Code for Design of Extinguisher Distribution in Buildings (GB 50140-2005) article 5.1.3, portable fire extinguishers shall be installed in a way that the height from the top of the extinguisher to the floor should be less than 1.50m, and the height from the bottom of the extinguisher to the floor should not less than 0.08m. The box for containing fire extinguisher should not be locked
1. 在现场巡查时,审核员发现 a. 生产楼二楼总共有22个灭火器,其中6个灭火器被货物堵塞。b. 生产楼二楼2个消防栓中的1个被货物堵塞。法规/行为准则:依据《中华人民共和国消防法》第28条 任何单位、个人不得损坏、挪用或者擅自拆除、停用消防设施、器材,不得埋压、圈占、遮挡消火栓或者占用防火间距,不得占用、堵塞、封闭疏散通道、安全出口、消防车通道。人员密集场所的门窗不得设置影响逃生和灭火救援的障碍物。2. 在现场巡查时,审核员发现生产车间和仓库的全部53个灭火器中有38个放置在地上。法规/行为准则:依据《建筑灭火器配置设计规范》(GB 50140-2005)第5.1.3条,手提式灭火器宜设置在挂钩、托架或灭火器箱内,其顶部离地面高度应小于1.50m;底部离地面高度不宜小于0.08m。灭火器箱不得上锁。
- 7.15 -** 1. During facility tour, auditor found that: 1) The lamplit exit signs were not installed for all safety exits at production building and warehouse. (only fluorescent exit signs were installed for about 33% of safety exits) 2) The lamplit evacuation indication signs were not installed for all staircases at production building and dormitory building. (only fluorescent evacuation indication signs were installed for staircase in production building) Law/COC: In accordance with the Code of Design on Building Fire Protection and Prevention GB50016-2014 Article 10.3.5, Lamplit Evacuation Indication Signs shall be installed at the public building, residential building of which the building height more than 54m, high-rise factory building (warehouse), and single layer or multilayer factory building of Category A, B or C. The setting shall conform to the following requirements: 1. It shall be installed right above the safety exit and evacuation door of assembly occupancies; 2. It shall be installed on the wall surface, at a height less than 1.0m to the floor, or on the floor surface, of evacuation passages and its corners. The interval between Lamplit Evacuation Indication Signs shall not more than 20m; the interval in passages in curve shall not more than 10m; the interval in the area of corners in the passages shall not more than 1.0m. 2. During facility tour, auditor found that about 67% safety exits at production building and warehouse did not install emergency light. Law/COC: In accordance with Code of Design on Building Fire Protection and Prevention (GB50016-2014) article 10.3.1, Emergency lighting shall be installed in the following places at civil buildings, factory buildings and warehouses of Category C, except for residential buildings at a height less than 27m: 1. Enclosed staircases, smoke-proof staircases and their anterooms, and anterooms or shared anterooms of fire elevators, emergency passageway, refuge storey (room); 2. Assembly occupancies such as auditorium, exhibition hall, multi-functional hall, and business hall, dining hall, teletorium with a building area more than 200m²; 3. Underground and semi-underground public places with building area more than 100m²; 4. Evacuation passages at public buildings; 5. Workplaces and evacuation passages at densely populated factory buildings. 3. During facility tour, auditor found that 1) 2 out of 6 of the evacuation routes were blocked by goods on the 2/F of production building. 2) 2 out of 3 safety exits were blocked by goods on the 2/F of production building. Law/COC: In accordance with the PRC Fire Prevention Law article 16 (4), Government offices, social groups, enterprises, public institutions and other entities shall take the following fire safety precautions: Ensure that evacuation passages, safety exits and fire truck passages are clear, and the fire and smoke compartmentalization and fire protection spacing meet applicable technical standards.
1. 在现场巡查时,审核员发现: 1) 生产楼和仓库的所有安全出口没有安装带电的安全出口标识。(约33%的安全出口只安装了荧光的安全出口标识) 2) 生产楼和宿舍楼的楼梯间没有带电的疏散标识。(生产楼的楼梯间只有荧光的疏散标识) 法规/行为准则:依据《建筑设计防火规范GB50016-2014》第10.3.5条,公共建筑、建筑高度大于54m的住宅建筑、高层厂房(库房)和甲、乙、丙类单、多层厂房,应设置灯光疏散指示标志,并应符合下列规定: 1. 应设置在安全出口和人员密集的场所的疏散门的正上方。2. 应设置在疏散走道及其转角处距地面高度1.0m以下的墙面或地面上。灯光疏散指示标志的间距不应大于20m;对于袋形走道,不应大于10m;在走道转角区,不应大于1.0m。2. 在现场巡查时,审核员发现在生产楼和仓库的67%的安全出口没有安装应急灯。法规/行为准则:依据《建筑设计防火规范》(GB50016-2014)第10.3.1条,除建筑高度小于27m的住宅建筑外,民用建筑、厂房和丙类仓库的下列部位应设置疏散照明: 1. 封闭楼梯间、防烟楼梯间及其前室、消防电梯间的前室或合用前室、避难走道、避难层(间); 2. 观众厅、展览厅、多功能厅及建筑面积大于200m²的营业厅、餐厅、演播室等人员密集的场所; 3. 建筑面积大于100m²的地下或半地下公共活动场所; 4. 公共建筑内的疏散走道; 5. 人员密集的厂房内的生产场所及疏散走道。3. 在现场巡查时,审核员发现: 1) 生产楼二楼车间的六个疏散通道中的两个疏散通道被货物挡住,导致人员无法正常通过。2) 生产楼二楼车间的三个安全出口中的两个被货物堵塞。法规/行为准则:依据《中华人民共和国消防法》第16条(4),机关、团体、企业、事业等单位应当履行下列消防安全职责:保障疏散通道、安全出口、消防车通道畅通,保证防火防烟分区、防火间距符合消防技术标准。
- 7.16 -** During facility tour, auditor found that there was no evacuation map posted in production, warehouse and dormitory building. Law/COC: In accordance with amfori BSCI requirement 7.16, the evacuation plan in the workshop, warehouse and dormitory building must be displayed and meet legal requirements.
通过现场走访,发现工厂生产楼,仓库和宿舍楼都没有张贴逃生平面图。法规/行为准则:依据amfori BSCI 7.16的要求,所有车间仓库和宿舍需张贴符合规定的平面图。
- 7.18 -** Through document review, auditor found that there was no qualification certificate for first aid personnel. Law/COC: The Hygienic Standards for the Design of Industrial Enterprises (GBZ1-2010), (8.1.2) requires that the number of first aid personnel in emergency rescue organization should be arranged by 0.1%~5% based on the scale, occupational hazards and number of workers at the operation site. Trainings on related knowledge and skills should be offered for the first aid personnel. If conditions allow, at least one first aid personnel should be arranged at each work shift.
在文件审核时,审核员发现企业的急救员没有获得资质证书。法规/行为准则:依据工业企业设计卫生标准(GBZ1-2010), 8.1.2 应急救援组织机构急救人员的人数宜根据工作场所的规模、职业性有害因素的特点、劳动者人数,按照0.1%~5%的比例配备,并对急救人员进行相关知识和技能的培训。有条件的企业,每个工作班宜至少安排1名急救人员。
- 7.21 -** Kitchen staff did not have health certificate. During document review, 1 out of 1 employee working in kitchen did not have health certificate. Law/COC: In accordance with the PRC Law on food safety article 45, Personnel for food production and trading shall obtain health certificate prior to get on duty if they come into contact with ready-to-eat food, and they shall undergo a medical examination yearly.
企业食堂的厨工没有健康证明。通过文件审核,审核员发现在食堂工作的1名厨工,没有取得健康证明。法规/行为准则:依据《中华人民共和国食品安全法》第45条,从事接触直接入口食品工作的食品生产经营人员应当每年进行健康检查,取得健康证明后方可上岗工作。
- 7.23 -** Remark: No transportation was provided by the facility.
备注:企业未提供交通给员工。

Remarks from Auditee:
Nil

Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: No non-conformance was observed. 未发现不符合项。	
Remarks from Auditee:	
Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: No non-conformance was observed. 未发现不符合项。	
Remarks from Auditee:	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: A	Deadline date:15/04/2021
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: The facility signed labor contracts with most employees within 30 days after employment. Employees had a copy of the contract in their own language. The facility had taken relevant orientation training when hiring. All employees were hired directly by the facility. No homework was noted in the facility. However, gaps were identified in implementation. Please refer to relevant checkpoints for details. 企业有在员工入职30天内和绝大多数员工签订劳动合同，合同副本有给一份给员工。企业在员工入职时有进行相关的培训。所有员工都是企业直接招聘的。企业未使用家庭工。但是企业在该领域的实施存在缺陷之处，详细情况请参考相应的问题点。 10.2 - 1. Through document review, auditor found that the facility did not sign labour contract with 2 employees who joined the facility in June 12, 2020 and July 4, 2020 respectively. Law/COC: In accordance with the PRC Employment Contract Law article 10, a written employment contract shall be concluded in the establishment of an employment relationship. Where an employment relationship has already been established, but no written employment contract has been concluded simultaneously, a written employment contract shall be concluded within one month from the date of start to use the employee. 2. Through document review, auditor found that the facility had 1 retiree hired to work again, but the facility did not sign written agreement with the retiree hired to work again. Remark: The facility signed labor contracts with the employee. Law/COC:In accordance with the Notice about Issues on Implementing Employment Contract System (Ministry of Labor Document [1996] No. 354) Article 13, When the retiree, who is enjoying pension benefits, will be hired to work again, the employer shall sign a written agreement with him to explicitly define the rights and obligations including job duties, remuneration, health care, labor protection in the course of employment. 1. 通过文件审核，审核员发现企业没有与两名员工签订劳动合同，他们分别是2020年6月12日和2020年7月4日入职。法规/行为准则:依据《中华人民共和国劳动合同法》第10条，建立劳动关系，应当订立书面劳动合同。已建立劳动关系，未同时订立书面劳动合同的，应当自用工之日起一个月内订立书面劳动合同。用人单位与劳动者在用工前订立劳动合同的，劳动关系自用工之日起建立。2. 通过文件审核，审核员发现企业共有1名退休返聘人员，但企业没有与该名退休返聘人员签订书面协议。备注:企业与该名员工签订劳动合同。法规/行为准则:依据《关于实行劳动合同制度若干问题的通知》（劳部发[1996]354号）第13条，已享受养老保险待遇的离退休人员被再次聘用时，用人单位应当与其签订书面协议，明确聘用期内的工作内容、报酬、医疗、劳保待遇等权利和义务。	
Remarks from Auditee: Nil	
Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: No non-conformance was observed. 未发现不符合项。	
Remarks from Auditee:	

Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: A	Deadline date:15/04/2021
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: <p>The facility had established a written environmental policy. One senior management was responsible for continuous improvements in their environmental performance. In this audit, it was found that 1 finding had been found. Please refer to the corresponding checkpoints for details. 企业有建立书面的环境政策。有委任一名高级经理负责环境方面的持续改善。在本次审核中，发现1个问题，具体请参考相关检查点。</p> <p>12.4 - During facility tour, auditor found that the waste gas was generated from the production process. However, the facility could not provide monitoring report of waste gas for review. Law/COC: In accordance with Measures for Administration of Environmental Surveillance Article 21 A discharging unit shall self-monitor the situation of pollutant discharge according to the requirements of environmental protection departments above county level and the technical manual of state environmental surveillance. If a discharging unit, conforming to technical manual of state environmental surveillance, is inspected by the environmental surveillance institution under the environmental protection department above county level to meet the requirements on capability and technical conditions, its surveillance data can be used as the basis for identification of the varieties and quantities of pollutants discharged. A discharge unit, without ability for environmental surveillance, shall commission an environmental surveillance institution under the environmental protection department or environmental surveillance institution identified by the environmental protection department at provincial level for surveillance; expenditure of the surveillance performed by an environmental surveillance institution after accepting the commission should be borne by the commissioning party, in accordance with the relevant state regulations. An environmental surveillance institution identified by the environmental protection department at provincial level refers to an institution engaged in environmental surveillance but not under an environmental protection department, which can voluntarily apply to an environmental protection department at provincial level of the locality for the identification that it obtains the appropriate capability of environmental surveillance; if recognized to be qualified, the institution can be regarded as an environmental surveillance institution identified by the environmental protection department at provincial level. An environmental surveillance institution identified by the environmental protection department at provincial level should accept supervision and inspection by the environmental surveillance institution under the environmental protection department of the locality.</p> <p>在现场巡查时，审核员发现企业的生产工序有产生废气，但是企业没有提供废气监测报告供审核员审阅。法规/行为准则：依据《环境监测管理办法》第21条，排污者必须按照县级以上环境保护部门的要求和国家环境监测技术规范，开展排污状况自我监测。排污者按照国家环境监测技术规范，并经县级以上环境保护部门所属环境监测机构检查符合国家规定的要求和技术条件的，其监测数据作为核定污染物排放种类、数量的依据。不具备环境监测能力的排污者，应当委托环境保护部门所属环境监测机构或者经省级环境保护部门认定的环境监测机构进行监测；接受委托的环境监测机构所从事的监测活动，所需经费由委托方承担，收费标准按照国家有关规定执行。经省级环境保护部门认定的环境监测机构，是指非环境保护部门所属的、从事环境监测业务的机构，可以自愿向所在地省级环境保护部门申请证明其具备相适应的环境监测业务能力认定，经认定合格者，即为经省级环境保护部门认定的环境监测机构。经省级环境保护部门认定的环境监测机构应当接受所在地环境保护部门所属环境监测机构的监督检查。</p>	
Remarks from Auditee: Nil	
Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 195018] Audit Date: 15/10/2020 PA Score: C	Deadline date:15/04/2021
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: <p>The facility had established procedure on ethics business to actively oppose any act of corruption, extortion or embezzlement, or in any form of bribery in its activities, collected, used and processed personal information with reasonable care in accordance with privacy and information security laws and regulatory requirements. The facility also conducted risk assessment on ethics business behavior. However, gaps were identified in implementation. Please refer to relevant checkpoints for details. 企业有建立商业道德方面的程序，以积极反对在其企业活动中出现的任何贪污、勒索或挪用行为、或任何贿赂行为，有按照隐私和信息安全法和监控要求对个人信息进行收集、使用和合理谨慎的处理。但是企业在该领域的实施存在缺陷之处，详细情况请参考相应的问题点。</p> <p>13.1 - As per document review and management interview, the facility set up the Ethical Business Behavior policy. However, the training on Ethical Business Behavior was not conducted to all employees. In addition, no risk assessment on Ethical Business Behavior was conducted. Law/COC: In accordance with amfori BSCI social compliance requirement, the auditee should actively oppose any act of corruption, extortion or embezzlement, or any form of bribery in its activities as a business enterprise. 通过文件审核和管理层面谈，企业制定了道德的商业行为方面的政策，但是未对所有员工进行道德的商业行为方面相关培训，也未进行道德的商业行为方面的风险评估。法规/行为准则：依据amfori BSCI 社会责任要求，企业应在其商业活动中积极反对任何形式的腐败，敲诈，侵占等行为。</p> <p>13.2 - The compliance status of wages and working hours could not be verified due to the following inconsistencies noted: Through reviewing Daily Production Records, it was noted that there were working records on June 21, 2020 and June 28, 2020. However, the attendance records provided by the facility showed that all employees rested on above mentioned days. Through reviewing Testing Records, it was noted that employee A worked on July 12, 2020 and September 6, 2020. However, the attendance records provided by the facility showed that the employee rested on above mentioned days. During interview with record makers, they stated that all the production data displayed in Daily Production Records and Testing Records actually reflected they worked on that day. Law/COC: In accordance with BSCI requirement, the facility should provide satisfactory evidence to show compliance status of working hours and wages of all employees. 本次审核对工资与工时的符合性无法判定，原因如下：通过查看生产日报表，发现在2020年6月21日和28日有工作记录，但是企业提供的考勤显示所有员工在以上日期是休息的。通过查看检测记录本，发现员工A在2020年7月12日和2020年9月6日有工作记录，但工厂提供的考勤显示该员工在以上日期是休息的。通过与负责记录以上报表的员工面谈，他们确认生产日报表和检测记录本记录的是当天的实际生产情况。法规/行为准则：依据BSCI要求，企业要提供满意的证据显示员工的工资工时的符合性。</p>	
Remarks from Auditee: Nil	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	15/10/2020	195018	E	D	A	A	E	E	E	A	A	A	A	A	C	D

Producer Photos



External photo(s) of the production unit(s)
Facility gate.JPG



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



External photo(s) of the production unit(s)
Production and warehouse buildings.JPG



Photo first aid facilities
First aid box.JPG



Photo of fire safety equipment
Electrical box.JPG



Photo of fire safety equipment
Evacuation sign.JPG



Photo of fire safety equipment
Exit sign and emergency light in dormitory.JPG



Photo of fire safety equipment
Fire extinguisher.JPG



Photo of fire safety equipment
Fire hydrant and alarm.JPG



Photo of fire safety equipment
Fire sprinkler.JPG



Photo of the canteen (if applicable)
Canteen.JPG



Photo of the canteen (if applicable)
Kitchen.JPG

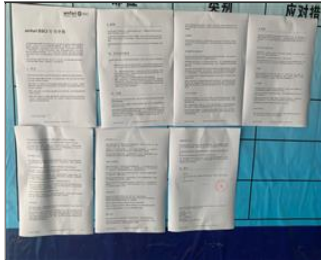


Photo of the code of conduct on display
BSCI poster.JPG



Photo of the dormitories (if applicable)
Bed room.JPG



Photo of the dormitories (if applicable)
Dormitory building.JPG



Photo of the sanitary facilities
Toilet.JPG



Photo of the inside of the main production hall
Attendance recorder.JPG



Photo of the inside of the main production hall
Cargo lift.JPG



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



Photo of the inside of the main production hall
Drinking water.JPG



Photo of the inside of the main production hall
Finished goods warehouse.JPG



Photo of the inside of the main production hall
Glue making.JPG



Photo of the inside of the main production hall
Material warehouse.JPG



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



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



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



Photo of non-conformity
NC Blocked exit 1.JPG



Photo of non-conformity
NC Blocked exit 2.JPG



Photo of non-conformity
NC Blocked fire extinguishers.JPG



Photo of non-conformity
NC Evacuation route was blocked 1.JPG



Photo of non-conformity
NC Evacuation route was blocked 2.JPG



Photo of non-conformity
NC Fire extinguishers placed on ground directly.JPG



Photo of non-conformity
NC Fire hydrant and fire extinguishers blocked.JPG



Photo of non-conformity
NC No evacuation indication sign for stair case in dormitory.JPG



Photo of non-conformity
NC No exit sign or emergency light for safety exit 1.JPG



Photo of non-conformity
NC No exit sign or emergency light for safety exit 2.JPG



Photo of non-conformity
NC No lamp/it evacuation indication sign for stair case in production building.JPG