
Auditee :	SHAOXING JIANYE OUTDOOR PRODUCTS CO.,LTD
Audit Date From :	23/01/2019
Audit Date To :	23/01/2019
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	TUEV Rheinland
Auditor's Name(s) :	Daniel Mo(Lead)
Auditing Branch (if applicable) :	TUV Rheinland China



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 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 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 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 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																													
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D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p style="text-align: center;">E 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 :	SHAOXING JIANYE OUTDOOR PRODUCTS CO.,LTD		
DBID number :	352041		
Audit ID :	143366		
Address :	Yonghe Industrial Zone, Shangyu District Shaoxing		
Province :	Zhejiang	Country :	China
Management Representative :	Mr. Jun Wu		
Contact person:	Hong Yuan	Sector :	Non-Food
Industry Type :	Construction	Product group :	Furnitures
Product Type :	Outdoor leisure product		

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	<input type="checkbox"/> Small Producer
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 : 23/01/2020	

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	A	A	A	A	D	A	A	A	A	A	B	A

Executive summary of audit report

This was a fully-announced follow up audit for SHAOXING JIANYE OUTDOOR PRODUCTS CO.,LTD which was located at Yonghe Industrial Zone, Shangyu District, Shaoxing City, Zhejiang Province, China(中国浙江省绍兴市上虞区永和工业区). There were four buildings in the boundary with the building area of about 14000 square meters. One 4-storey building was used as office(4F was used as kitchen and canteen), one 3-storey, one 1-storey and one 3-storey(Partial 1-storey) buildings were used as workshop and warehouse. No other company was in the same site.

The main product manufactured by the auditee was outdoor leisure product. According to the management, their peak production months were not obvious. Production activities included cutting, punching, welding, phosphating, powder coating, blow molding, assembly and packing.

The auditee did not provide dormitory or transportation.

The auditee management was cooperative throughout the audit. The auditor did worker interview and took photos freely and the auditee agreed the findings and signed the CAP.

No contractor was used by the auditee, which makes the contractor license/permit not applicable.

No agency was used by the auditee, which makes the agency labour contract not applicable.

No government waivers such as Comprehensive Working Hours System waiver, social insurance waiver and etc. were obtained by the auditee, which makes the government waivers not applicable.

No collective bargain agreements existed in the factory, which makes the collective bargain agreements not applicable.

Remark:

- 1)The address of BSCI platform and previous report and Foreign Trade Registration Form was "Yonghe Industrial Zone, Shangyu District, Shaoxing, Zhejiang, China".
- 2)The address of application form and foreign sales contract was "Yonghe Industrial Zone, Shangyu City, Zhejiang Province, China".
- 3)The address of business license was "Yonghe Town Industrial Development Zone, Shangyu District, Shaoxing City(绍兴市上虞区永和镇工业开发区)". There were some different translations - "Yonghe Town Industrial Development Zone" and "Yonghe Industrial Zone". The name of administrative had changed from the former name "Shangyu City" to the current name "Shangyu District" in 2017. Above mentioned different descriptions about the address referred to the same location. The auditee wanted to use the address of "Yonghe Industrial Zone, Shangyu District, Shaoxing City, Zhejiang Province, China" to keep pace with previous report and Foreign Trade Registration Form this time. No any physical location changed during the last year.

2. The auditee had three business licenses. One was "SHAOXING JIANYE OUTDOOR PRODUCTS CO.,LTD"(绍兴建业户外用品有限公司), the another two were "Shangyu Xinghuo Electric Factory"(上虞市星火电器厂) and "Shaoxing Hongye Leisure Product Co., Ltd."(绍兴宏业休闲用品有限公司), the three enterprises had the same boss. Through document review, management and employee interview, "Shangyu Xinghuo Electric Factory" and "Shaoxing Hongye Leisure Product Co., Ltd." did not have actual operation at present, the auditee's all daily operation was in the name of "SHAOXING JIANYE OUTDOOR PRODUCTS CO.,LTD" at present, such as finance system, management system and business system.

Ratings Summary



Auditee's background information			
Auditee's name :	SHAOXING JIANYE OUTDOOR PRODUCTS CO.,LTD	Legal status :	Limited Company
Local Name :	绍兴建业户外用品有限公司 (913306043075570063)	Year in which the auditee was founded :	2014
Address :	Yonghe Industrial Zone, Shangyu District	Contact person (please select) :	Hong Yuan
Province :	Zhejiang	Contact's Email :	elina@chinahongye.com.cn
City :	Shaoxing	Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	None
Country :	China	Website of auditee (if applicable) :	www.china-hongye.com.cn
GPS coordinates :	121°03'52.45"E, 29°59'7.59"N	Total turnover (in Euros) :	7000000.00
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Construction	Of which domestic market % :	0.00
If other, please specify :		Production volume :	600,000 sets per year
Product Group :	Furnitures	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	Yes
Product Type :	Outdoor leisure product		

Auditee's employment structure at the time of the audit			
Total number of workers :	98	Total number of workers in the production unit to be monitored (if applicable) :	0
	MALE WORKERS	FEMALE WORKERS	
Permanent workers	6	2	
Temporary workers	58	32	
In management positions	3	2	
Apprentices	0	0	
On probation	0	0	
With disabilities	0	0	
Migrants (national citizens)	54	23	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	64	34	
Production based workers	0	0	
With shifts at night	6	0	
Unionised	0	0	
Pregnant	-	0	
On maternity leave	-	0	

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: D

Deadline date:22/01/2020

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

The factory established social responsibility management policy, procedure and manual. Mr. Jun Wu was AMFORI BSCI management representative, Ms. Hong Yuan was EHS representative and representative of laws and regulations updating and collection. The factory established business partner management procedure and monitored main suppliers'(for example, pipe, plastic components, carton, etc.) social performance. All main suppliers had signed AMFORI BSCI COC and TOI.

工厂建立了社会责任管理方针, 程序和手册。吴军为AMFORI BSCI代表, 袁宏为健康安全代表和法律法规更新和收集者。工厂建立了商业合作伙伴管理程序, 对他们主要供应商(比如管材、塑料件、纸箱等)的社会责任表现进行了监控。所有主要的供应商已签署AMFORI BSCI行为准则和商业伙伴专用实施条款。

1.1 - The factory did not set up an effective management system to implement the AMFORI BSCI Code of Conduct. The factory established AMFORI BSCI procedure, but there was no effective improvement mechanism in terms of wages, working hours and environment, for example, five kinds of social insurance not for all workers, monthly overtime exceeded 36 hours, did not apply for the environmental protection acceptance check report, etc. Through management interview, they did not know the importance of continuous improvement, there was no complete improvement plan.

工厂没有建立有效的管理系统去执行AMFORI BSCI的行为准则。工厂建立了AMFORI BSCI程序, 但是在工资、工时和环境方面没有建立有效改善机制, 比如五个险种的社保没有全员参与, 月加班超过36小时, 没有办理环保证收等。管理层访谈得知, 没有认识到持续改进的重要性, 没有完整的改善计划。

1.4 - The factory established workforce capacity control procedure, but did not evaluate workforce capacity to complete the requirement of deliver order which led to workers had excessive overtime work against the law for 10 months in the past 11 months. Through management interview, the factory did not monitor overtime of daily operation.

工厂建立了产能控制程序, 但没有评估生产能力完成生产订单要求以致于在过去的11个月中有10个月都有超过法规要求的加班。管理层访谈得知, 工厂未在日常运行中对加班时间进行监控。

Remarks from Auditee:

Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: D

Deadline date:06/05/2018

Good practices

Areas of improvement

Auditee established the social responsibility procedures and manual in accordance with BSCI Code of conduct. The documented procedures and manual were issued in 2016. Mr. Songbo Zhang/ Vice manager was appointed as management representative to ensure the effective implementation of the BSCI requirements. Auditee had the basic knowledge of CSR audit. The auditee didn't use any of subcontractor or service provider. The kitchen staff and gate guards were hired by the factory directly. Supplier had signed BSCI COC and TOI and the auditee had conducted annual audit to its suppliers.

企业根据BSCI行为守则编制了社会责任的程序文件和手册, 文件和手册是在2016颁布的。副总经理张松波被任命为管理者代表来保证企业按照BSCI的要求有效实施。企业对社会责任审核有基本的了解。工厂没有使用分包商或服务提供商, 工厂的厨工和门卫均是直接雇佣的。供应商均已签署了BSCI行为守则和生产商实施细则, 工厂也对他们进行了年度的审核。

1.1 - The auditee had established BSCI management procedure including the labor, health and safety, environment and ethics, but there was no monitoring system implemented for the effectiveness of performance in each PA, such as the overtime control and social insurance participation plan. The management confirmed they did not monitor the workers overtime working hour regularly and no self-assessment conducted on the workers social benefit.

工厂建立了BSCI的管理程序, 包含劳工, 健康安全, 环境和道德, 但是对各执行区域要求未进行有效性的监督, 例如工时管控方案, 社保参保计划等。管理层确认他们并未定期监督员工的加班情况, 也没有对员工的社保情况进行自我评估。

1.4 - The management was aware of the workforce planning and cost accounting. The workforce planning and cost accounting procedure had been established, but the production arrangement only followed the order and no overtime working control implemented, which leads to workers' monthly overtime hours systematically exceed 36 hours.

管理层有了解产能规划和成本核算, 同时也建立了产能规划和成本核算程序, 但实际生产安排仅根据订单情况安排, 未实施加班管控程序, 导致工人的月加班时间系统性超过36小时。

Remarks from Auditee

Performance Area 2 : Workers Involvement and Protection	
1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: A	Deadline date:22/07/2019
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory conducted election of worker representative in March 2018, four workers were elected as worker representative by workers freely, the records of election process and communication were provided for review. Last meeting was conducted on 20 November 2018, the topic was hygiene of toilet. The factory established written grievance mechanism. Workers could report concerns via suggestion boxes, worker representative, or HR department. No complaint in the past one year. AMFORI BSCI COC and TOI and poster were posted on bulletin board in the factory. The factory established annual training plan, new staff would receive induction training. The factory provided all kinds of social responsibility training to all workers every year. Interviewed workers knew their rights and responsibilities.</p> <p>工厂在2018年3月进行了员工代表选举, 员工自由选举了四个员工作为他们的代表, 提供了选举记录和沟通记录以供审核。最近一次沟通会议是在2018年11月20日, 话题为卫生间的卫生。工厂建立了申诉机制。员工可以通过意见箱, 员工代表, 或者向人事部反映问题。过去一年没有申诉发生。AMFORI BSCI COC和TOI和海报张贴在厂区公告栏内。工厂制定了年度的培训计划, 新员工入职会参加员工培训, 工厂每年给员工提供各种社会责任方面的培训。访谈的员工基本了解他们的权利和义务。</p>	
<p>2.2 - The factory established the long term goal to protect workers, but there was no inspection plan, root cause analysis which led to fail to achieve the desired ideal, for example, monthly overtime exceeded 36 hours, not all workers were provided with five kinds of social insurance, etc. Through management interview, they did not create inspection plan.</p> <p>工厂建立了员工保护的长期目标, 但没有检查计划和根本原因分析, 以致于没有达到预期理想, 比如月加班超时, 没有给全部员工购买社保五险等。通过管理层访谈, 没有制定检查计划。</p>	
Remarks from Auditee:	
Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: A	Deadline date:06/04/2018
<u>Good practices</u>	
<u>Areas of improvement</u>	
<p>Internal and External Communication Procedure and Employee Appeal Procedure were established. Suggestion boxes were installed in the workshops. Training on labor law, factory rules were provided to workers. 4 workers were elected as representatives in July 2017.However, gaps have been identified in implementation.</p> <p>工厂建立内外部沟通程序以及员工投诉处理程序。车间设置了意见箱。工厂提供了关于劳动法规、工厂规定等的培训给员工。2017年7月4名员工被选为员工代表。然而, 发现被审核方在实施中仍存在与该章节要求之间的差距。</p>	
<p>2.2 - The factory had set up the long term goals according to the BSCI Code of Conduct, such as workers overtime working hour not exceed the legal requirement, no injury incident happened and no child labor hired. But there was no designated employee to track or update the long term goals according to the exact situation regularly.</p> <p>工厂已经根据BSCI行为守则制定了长期目标, 如加班不超过法规要求, 零工伤发生,不招收童工。但是工厂未指定专门的人员去根据实际情况定期追踪和更新长期目标。</p>	
Remarks from Auditee	
Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>Not rated. 未审核</p>	
Remarks from Auditee:	
Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: A	Deadline date:
<u>Good practices</u>	
<u>Areas of improvement</u>	
<p>Auditee didn't restrict the rights of free association and bargaining. There was no trade union in the factory. The workers didn't sign collective bargaining agreement with the factory. 4 worker representatives were elected by workers in July 2017. The last worker representatives' communication meeting was conducted in December, 2017. The interviewed workers confirmed that the auditee respects their right to establish trade union and freely elect their representatives.</p> <p>企业不限制工人自由结社和集体谈判的权利, 工厂里没有建立工会, 工人们也没有和工厂签订集体合同, 2017年7月工人们选举出了4名员工代表。最近一次员工代表沟通会议在2017年12月举行。被访谈的工人确认被审核方尊重他们成立工会及自由选择工人代表的权利。</p>	
Remarks from Auditee	

Performance Area 4 : No Discrimination	
1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Not rated. 未审核	
Remarks from Auditee:	
Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: A	Deadline date:
<u>Good practices</u>	
<u>Areas of improvement</u>	
<p>Written disciplinary procedure was established according to the law, and provided training to employees and managers. The factory established formal policy to prohibit discrimination, harassment and abuse. Discrimination based on grounds of race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status was prohibited.</p> <p>企业按照法律规定建立了惩戒措施的书面程序, 并且给员工和管理人员进行了培训。企业建立了禁止歧视、虐待、体罚的制度。企业不会因种族、肤色、年龄、性别、性取向、民族、疾病、怀孕、宗教、政治倾向、工会会员身份、婚姻状况而歧视员工。</p>	
<u>Remarks from Auditee</u>	

Performance Area 5 : Fair Remuneration	
1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: A	Deadline date:22/01/2020
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory established the wage and benefit procedure. The legal minimum wage was RMB1800/month since 1 December 2017 and RMB1660/month before 1 December 2017. The factory provided payrolls from January 2018 to November 2018, 10 workers were randomly selected. The wages was calculated by monthly rate, the minimum wage paid to workers was RMB1800 per month. The wage was paid by cash on 30th for the previous month. Payroll was provided for staff confirmation. Overtime payment was paid according to statutory rates. Paid holidays were used mostly in traditional spring festival. Severance pay were paid on the day of termination of labour relations. The factory purchased social insurance for some workers. No unreasonable penalty was found. Corrections of previous audit: 5.4 The minimum monthly wage that the factory actually paid to the workers was RMB3262.1, which was higher than the Basic Needs Wage calculation calculated by the auditor, RMB1987.51.</p> <p>工厂制定了工资福利程序。当地法定最低工资标准从2017年12月1日调整为RMB1800/月，2017年12月1日前为1660/月。随机抽了10名来自不同车间的员工的工资记录。工厂提供了2018年1月至2018年11月的工资单。随机抽取了10个员工。工厂实行月薪制，支付给员工的最低工资为每月1800元。每月30号以现金的形式支付上一月的工资。工资发放时提供了工资单给员工确认。加班费按照法定倍率发放。带薪休假大多数集中传统春节。离职工资在劳动关系解除的当天发放。工厂给部分员工购买了社会保险。没有发现不合理的罚款。上次审核不符合的整改情况：5.4工厂每月实际支付给员工的最低工资是人民币3262.1元，高于审核员计算的最低生活需求工资人民币1987.51元。</p>	
5.5 -	<p>Not all workers were provided with five kinds of social insurance. Factory provided the social insurance receipts from January 2018 to December 2018. According to the social insurance platform records, the auditee had 98 workers, and 61 workers were not purchased with retirement insurance, maternity insurance, unemployment insurance or medical insurance. Through management interview, some workers were not willing to purchase the social insurance. Reference law: Social Insurance Law of the People's Republic of China; Article 10, Article 23, Article 44, Article 53. Remark: 1. The factory told them the benefits of social insurance while recruiting and asked them to buy, but employees were not willing to purchase the social insurance. 2. Through workers interview, some workers purchased the new rural medical insurance, but the factory did not provide relevant supporting documents. 3. There were no new workers during the audit.</p> <p>不是所有的员工都提供了社保5险。工厂提供了2018年1月至2018年12月的社保缴费收据。社保平台记录显示98名员工中，有61个员工没有购买养老、生育、失业和医疗保险。管理层访谈得知，有些员工不愿购买。参考法律法规：中华人民共和国社会保险法，第10条，23条，44条和53条。备注：1.招聘时工厂已告知员工社保的好处，让其购买，但是员工不愿购买。2.通过员工访谈，部分员工购买了新农保，但是工厂没有提供相关的证明文件。3.审核时工厂没有新员工。</p>
Remarks from Auditee:	
Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: C	Deadline date:06/04/2018
Good practices	
Areas of improvement	
<p>Compensation and wage procedure was established in the facility. In Employee Handbook, paid annual leave, statutory holiday, sick leave, marriage leave, maternity leave and funeral leave were defined and implemented accordingly. Payroll records from January 2017 to December 2017 were reviewed. The minimum wage paid to the sampled employees was RMB 1800 per month, which was not lower than legal minimum wage RMB 1800 per month/ RMB 10.34 per hour since 1 December 2017 and RMB 1660 per month/ RMB 9.54 per hour since November 1, 2015. Overtime on normal working days and rest days was paid at 150% and 200% of normal wage. There was no overtime occurred in statutory holiday in auditee. The corresponding wage was paid by cash on 30th of next month. The whole month was counted as a wage calculation cycle, and workers' wages were paid at monthly rate. Social insurance had been provided to some of workers.</p> <p>企业建立了薪酬福利的程序文件。企业在员工手册中规定了带薪年假、法定假日、病假、婚假、产假以及丧假等，并按照规定实施。企业提供了2017年1月至2017年12月的工资记录供审核。所抽取样本中，企业支付给员工的最低工资是1800元/小时，不低于当地自2017年12月1日之后的最低工资标准为人民币1800元，即人民币10.34每小时2015年11月1日起1660元/月，即9.54元/小时的最低工资标准。。工作日加班可获得1.5倍加班费，休息日加班可获得2倍加班费，企业的法定节假日不加班。工资在每个月30号以现金发放，工资计算周期是每月1日至月末，工资计算方式是月薪制。社保已经提供了部分员工。</p>	
5.4 -	<p>As per management interview, the management did not aware of the basic living wage; and the factory did not conduct the basic living wage collection and calculation to identify the gap between actual paid and basic living wage.</p> <p>根据管理层访谈，管理层对基本需求基本需求工资不了解；同时工厂未收集和计算基本需求工资，以识别其实际支付的工资和基本需求工资之间是否有差距。</p>
5.5 -	<p>The factory did not provide five types social insurance to all the workers. As per the social insurance record from January to December 2017 provided to the workers and the social insurance website check, it was noted in December 2017, 56 out of 98 were provided of 4 social insurances, including pension, medical, maternity and unemployment insurance. 96 workers were provided of injury insurances. The rest 2 workers were provided of commercial insurance by China Life insurance valid from 20 July 2017 to 19 July 2018. Reference law: Social Insurance Law of the People's Republic of China, Article 10, 23, 33, 44 , 53.</p> <p>工厂没有给全部员工购买社保。根据2017年1月至12月的社保记录及社保网站查询显示，工厂在2017年12月给98名工人中的56名购买了4险，包括养老、医疗、生育和失业险。给96名员工提供工伤险，工厂给剩余2名员工提供了中国人寿保险的商业保险，有效期从2017年7月20日至2018年7月19日。参考法律法规，中华人民共和国社会保险法 第10, 23, 33, 44, 53条</p>
Remarks from Auditee	

Performance Area 6 : Decent Working Hours	
1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: D	Deadline date:22/01/2020
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory established the policy of working hours. Working hour for blow molding was: 08:00-16:00, 16:00-24:00. Working hour for office was: 08:00-11:00, 11:30-16:30. Working hour for canteen was: 09:00-12:00, 13:00-18:00. Working hour for the other workshop and guard was: 07:30-11:00, 12:00-16:30, if necessary overtime starts from 18:00 to 20:00. Overtime would be arranged on Saturday according to the production order. Workers worked 6 days a week at most. Fingerprint attendance system was used to record the time in/out. For 10 selected workers' attendance records from 1 January 2018 to the audit day were provided. Maximum 2 hours overtime per day, 18 hours overtime per week, 78 hours overtime per month. Through workers interview, they worked overtime voluntarily. Remark: Attendance of January was only used for cross validation the wage of January 2018.</p> <p>工厂制定了工时政策。吹塑员工上班时间为:08:00-16:00, 16:00-24:00。办公室上班时间为:08:00-11:00, 11:30-16:30。食堂上班时间为:09:00-12:00, 13:00-18:00。其他车间和门卫上班时间为:07:30-11:00, 12:00-16:30。如有需要, 加班从18:00到20:00。周六会依据生产订单进行加班。每周最多上班六天。工厂用指纹考勤系统记录员工考勤。工厂提供了10个抽样员工自2018年1月1日至审核当天的考勤记录。其中最大日加班时间2小时, 最大周加班18小时, 最大月加班78小时。员工访谈得知, 加班自愿。备注:1月考勤用于验证2018年1月工资。</p>	
<p>6.2 - The factory didn't have effective system to control its overtime work compliance and monthly overtime exceeded 36 hours. Through reviewing the attendance records from 1 February 2018 to the audit day, the overtime hours of all months exceeded 36 hours and maximum reached 78 hours except February. (1) Through reviewing the attendance records in November 2018, the monthly overtime hours of 8 out of 10 randomly selected employees were 54 hours; (2) Through reviewing the attendance records in July 2018, the monthly overtime hours of 8 out of 10 randomly selected employees were 62 hours; (3) Through reviewing the attendance records in March 2018, the monthly overtime hours of 8 out of 10 randomly selected employees were 78 hours. Till to the audit day, the monthly overtime hours of 8 out of 10 randomly selected employees were 40 hours in January 2019. Reference law: PRC Labour Law article 41. Through management interview, the factory did not monitor compliance status of daily operation. Through workers & workers representative interview, workers worked overtime voluntarily.</p> <p>工厂没有有效的系统去控制加班且月加班时间超过36小时。通过查阅2018年2月1日至审核当天的考勤显示, 除了2月外的所有月份的月加班时间都超过36小时, 最高月加班时间达到78小时。(1)通过查阅2018年11月, 10名员工考勤显示, 8名员工月加班54小时;(2)通过查阅2018年7月, 10名员工考勤显示, 8名员工月加班62小时;(3)通过查阅2018年3月, 10名员工考勤显示, 8名员工月加班78小时。至审核当天, 10名员工考勤显示, 8名员工2019年1月加班40小时。参考法律法规:《中华人民共和国劳动法》第41条。管理员工访谈得知, 工厂未在日常运行中对加班时间进行监控。员工/员工代表访谈得知, 加班自愿。</p>	
Remarks from Auditee:	
Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: D	Deadline date:06/04/2018
Good practices	
Areas of improvement	
<p>Finger print attendance system was used to record the time in/out. The facility defined normal working hour is 8 hours per day and 5 days per week. For blow molding, there were 2 shifts (08:00 to 16:00, 16:00 to 24:00). For staff in kitchen, they were working from 09:00 to 12:00 and 13:00 to 18:00. Office staff worked as: 8:00-11:00 and 11:30 - 16:30. Gate guard and the rest of workers were working in one shift 07:30 to 11:00, 12:00 to 16:30. Attendance records from 1 January to 06 February 2018 were reviewed. 12 samples were selected. The maximum 2 hours overtime per day, 18 hours overtime per week, 80 hours overtime per month and 1 day off after 6 days consecutive working days was guaranteed. The total overtime working hour in February 2018 till 6 February 2018 for 9 out of 12 sampled workers were 14 hours. During the worker interview, workers confirmed that they worked overtime voluntarily.</p> <p>指纹电子系统记录员工考勤。企业定义正常工作时间是5天8小时一周。吹塑员工2班制工作(8:00-16:00 16:00-24:00)餐厅员工工作时间为09:00至12:00, 13:00至18:00。办公室员工上班时间为:8:00-11:00 11:30-16:30, 门卫及其与员工工作时间是一班制:07:30至11:00, 12:00至16:30。企业提供了自2017年1月1日至2018年2月6日的考勤记录供审核。抽取了12个员工的样本。最大日加班时间2小时, 最大周加班18小时, 最大月加班80小时, 最长连续工作6天。2018年2月12名抽样员工中的9名员工, 截至2018年2月6日的总加班时间为14小时。员工访谈表示, 加班均是他们自愿。</p>	
<p>6.2 - The factory established working hour management procedure, but no overtime control system was implemented. The production manager confirmed they did not monitor the overtime working hour in each month and the overtime working arrangement only followed the product orders delivery time, which leads the workers monthly overtime working hour systematically exceeded 36 hours. As per the attendance records from January 2017 to 6 February 2018 review, the monthly overtime hours of most sampled months exceeded 36 hours and the maximum was 80 hours. (1) Through reviewing the attendance records in December 2017, the monthly overtime hours of 9 out of 12 selected employees were 80 hours; (2) Through reviewing the attendance records in September 2017, the monthly overtime hours of 9 out of 12 selected employees were 62 hours; (3) Through reviewing the attendance records in April 2017, the monthly overtime hours of 9 out of 12 selected employees were 70 hours; (4) Through reviewing the attendance records in January 2018, till 31 January 2018, the monthly overtime hours of 9 out of 12 selected employees were 72 hours. Reference law: PRC Labor Law article 41</p> <p>工厂建立了工时管理程序, 但是未实施加班超时控制系统。工厂生产经理表示他们未对员工的加班时间进行监管, 员工加班时间只是根据产品订单的交货时间, 以致于员工加班系统性超时。通过查阅2017年1月至2018年2月6日的考勤显示, 过去大部分月的月加班时间超过36小时, 最高月加班时间达到80小时。(1)通过查阅2017年12月, 12名员工考勤显示, 9名员工月加班80小时;(2)通过查阅2017年9月, 12名员工考勤显示, 9名员工月加班62小时;(3)通过查阅2017年4月, 12名员工考勤显示, 9名员工月加班70小时;(4)通过查阅2018年1月, 12名员工考勤显示, 截至2018年1月31日, 9名员工月加班72小时。参考法律法规:《中华人民共和国劳动法》第41条</p>	
Remarks from Auditee	

Performance Area 7 : Occupational Health and Safety

1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: A

Deadline date:22/04/2019

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

The factory established health safety procedure. Worker representative was member of the health and safety committee. Workers in the workshop had been trained in health and safety. The factory held fire drill in 2018(including the day shift and night shift, canteen area). Fire hydrant, fire alarm and emergency light were installed in each workshop and effective during the random testing. All aisles and exits were not blocked. The factory provided regular inspection reports and operation certificates of special equipment(fork lift, crane, cargo lift). Machining equipment, blow molding and powder coating were maintained in safe condition. Electricity was controlled properly and inspected monthly. Eye washer was equipped in the chemical storage and use area. First aid kits were equipped in workshops, emergency contacts were posted. The factory trained first aiders at Shaoxing Red Cross and signed first aid agreement with hospital near by. Work-related Injury Record Sheet was reviewed but no work-related injury happened during the last year. Workers could drink water and go to toilet freely. Test report of drinking water was provided. Good hygienic conditions in the canteen, the food business license and health safety certificate were provided. No dormitory, transportation was available. Corrections of previous audit: 7.1 The factory provided the on-service occupational diseases examination for workers exposed to occupational hazards issued by Shaoxing Traditional Chinese Medicine Hospital in April 2018. 7.3 The factory carried out risk assessments for healthy and safety conditions in December 2018 which covered all areas, positions, production equipment, young workers and other particularly employees, etc. 7.6 The factory provided PPE to workers free of charge, workers wore appropriate PPE while operating. 7.7 Lubricant oil in the workshop was stored in second container, and MSDS was posted. 7.9 Occupation hazard notification card was posted in the workshops where might generated occupational diseases, for example, noise and dust in sawing workshop, benzene compounds in gluing workshop, etc. Workers wore appropriate PPE while operating. 7.17 All ladders in the blow molding workshop were equipped with handrails of properly length.

工厂建立了健康安全程序。员工代表为健康安全委员会成员。车间的员工都接受了健康安全方面的培训。工厂在2018年举行了消防演习(包括白班和夜班, 食堂区域)。每个车间都配备了消防栓、警铃和应急灯等消防设备, 经过随机测试, 都是有效的。出口和通道没有堵塞。工厂提供了特种设备(叉车、行车、电梯)的年检报告和操作证。机加工设备、吹塑机和喷塑机等机器安全运转。电气线路维护良好并每月进行检查。化学品存储和使用区域配备了洗眼器。车间配置了急救箱, 张贴了紧急联系人及联系方式, 工厂去绍兴红十字会培训了急救员, 并和附近医院签订了急救协议。工伤记录显示过去一年无员工发生工伤。员工可以自由喝水和上厕所, 提供了饮用水的检测报告。食堂卫生条件良好, 提供了食品经营许可证和健康证。没有宿舍和班车。上次审核不符合的整改情况: 7.1工厂提供了2018年4月给接触职业病危害工种的人员在绍兴中医院的在岗体检报告。7.3工厂在2018年12月进行了健康安全风险评估, 涵盖了所有区域、岗位、生产设备、未成年工和其他特殊员工等。7.6工厂给员工免费提供了劳保用品, 员工在操作时都佩戴了合适的劳保用品。7.7车间使用的润滑油存放在二次容器中, 并贴有MSDS。7.9产生职业危害的车间, 比如冲压车间的噪音等, 都张贴了职业危害告知卡。员工在操作时都佩戴了合适的劳保用品。7.17吹塑车间的所有梯子都安装了符合长度的扶手。

7.1 - 1. The factory did not monitor the disease hazards factors, for example, noise and dust in crushing process, etc. Reference law: Provisions on the Supervision and Administration of Occupational Health at Work Sites (2012), Article 20. The license had expired on 5 December 2018. 2.No pre-job or post-service occupational diseases examination was provided to workers who exposed to occupational hazards, for example, workers exposed to noise and dust in crushing process, etc. Reference law: Law of the People's Republic of China on Prevention and Control of Occupational Diseases, Article 35. 29 new employee and 8 demission employees during the last year. Through management interview, they would gradually improve in the future.

1.工厂没有进行职业病危害因素监测。比如拌料工序噪音和粉尘等。参考法规:《工作场所职业卫生监督管理规定》(2012), 第20条。报告在2018年12月5日过期了。2.工厂没有给职业病危害工种的人员提供岗前和离岗体检。比如拌料工序接触噪音和粉尘等。参考法律法规:《中华人民共和国职业病防治法》第三十五条。最近一年有29个新入职员工, 8个离岗员工。管理层访谈得知, 以后会逐步改善。

7.5 - The factory provided health and safety training to workers, for example, equipment safety operation on 30 April 2018 which including the training length, but there was no start time or end time. Through management interview, they did not record completely.

工厂给员工提供了健康安全方面的培训, 比如2018年4月30日的设备安全操作, 其中包含了培训时长, 但没有记录培训开始时间和结束时间。管理层访谈得知, 没有记录完整。

7.11 - 1. The factory did not provide building construction completion inspection report for one 4-storey building (constructed in 2007, about 3,100 square meters), one 3-storey building (constructed in 2007, about 2400 square meters), one 1-storey building(constructed in 2007, about 2600 square meters), one 3-storey building(partial 1-storey) (constructed in 2007, about 5,900 square meters). Reference law: PRC Construction Law Article 61. 2.The factory did not provide fire inspection report or record for one 4-storey building (constructed in 2007, about 3,100 square meters), one 3-storey building (constructed in 2007, about 2400 square meters), one 1-storey building(constructed in 2007, about 2600 square meters), one 3-storey building(partial 1-storey) (constructed in 2007, about 5,900 square meters). Reference law: PRC Fire Prevention Law article 13. Through management interview, it could not be found for historical reasons.

1.未提供一栋四层(于2007年竣工, 大约3100平方米), 一栋三层(于2007年竣工, 大约2400平方米), 一栋一层(于2007年竣工, 大约2600平方米)和一栋三层, 局部一层(于2007年竣工, 大约5900平方米)的建筑工程竣工验收报告。参考法律法规:《中华人民共和国建筑法》第六十一条。2.未提供一栋四层(于2007年竣工, 大约3100平方米), 一栋三层(于2007年竣工, 大约2400平方米), 一栋一层(于2007年竣工, 大约2600平方米)和一栋三层, 局部一层(于2007年竣工, 大约5900平方米)建筑的消防验收或消防备案。参考法律法规:《中华人民共和国消防法》第十三条。管理层访谈得知, 由于历史原因找不到了。

Remarks from Auditee:

Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: B

Deadline date:06/04/2018

Good practices

Areas of improvement

The factory established health and safety procedures, including accident and emergency, chemicals safety, PPE and machines, electricity safety, etc. The facility carried out risk assessments for healthy and safety regularly. The occupational hazard factor testing was conducted in the workshops in October 2017 for the noise, air quality and etc. OHS trainings were regularly provided to employees, such as evacuation and firefighting drill, using, storage and discarding of chemicals. Two cargo lifts, three cranes and one fork lift were used on-site. The facility obtained all the special appliances inspection certificate. The relevant operator obtained the operating license. The facility provided free and clean drinking for all workers, the testing report for tap water was issued in February 2018. Evacuation plans were posted at each floor. Emergency lights and exit signs were installed properly and inspected monthly. There were sufficient safety exits in each workshop and warehouse. 4 first aiders were trained in the auditee. Canteen was provided on-site. Remark: The facility did not provide the transportation and dormitory.

企业建立了健康安全程序文件, 包含工伤事故, 紧急预案, 化学品安全, 劳保用品和机械, 电气安全等。企业定期对工作场所进行了风险评估。2017年10月已经在车间进行了职业危害因素检测, 包括噪声, 空气等。职业健康安全培训定期提供了员工, 包括疏散消防演习, 化学品的使用和处理。工厂使用两台货梯, 三台行吊和一台叉车, 企业获得了所有特种设备的检验报告。相关的操作员获得了操作证书。企业提供了免费和清洁的饮用水, 自来水检测

- 报告已经在2018年2月出具。疏散图张贴在每个楼层。安装了应急灯与安全出口标识，并每月进行检查。每个车间和仓库安全出口充足。工厂培训了4名急救员。现场提供了食堂。备注：企业没有为员工提供交通和宿舍。
- 7.1 - There was no pre-job, on-service and post-service occupational health examination provided to the workers exposed in occupational hazard working condition, such as the blow molding workers exposed to dust and the Parkerizing workshop workers exposed to chemical. Reference Law: Law of the People's Republic of China on Prevention and Control of Occupational Diseases 2016, Article 35
工厂未给暴露在职业危害工作岗位的员工提供岗前、在岗和离岗的职业健康体检，如吹塑车间员工暴露在粉尘危害和磷化车间员工暴露在化学品危害。参考法规：中华人民共和国职业病防治法2016第三十五条
 - 7.3 - The risk assessment in the factory did identify some the high risks in positions, such as the parkerizing, blow molding and punching position and did not cover all the areas, such as the canteen area.
工厂风险评估中未包含部分高风险岗位，如磷化、吹塑、冲压岗位等；也未包含工厂所有区域，如食堂。
 - 7.5 - As per the training record review, there was no training duration, start time and end time included in the training minute. The management explained the recording staff did not record completely.
培训记录显示，工厂的培训记录中未包含培训时长，培训开始实际和结束时间。管理层解释记录的员工没有记录完整。
 - 7.6 - One blow molding worker and one punching worker did not wear earplug during operation, though the factory had provided PPE to them. Reference law: Safety Law of the People's Republic of China (2014) Article 42.
工厂已经提供个人防护用品给员工，但是一名吹塑员工和一名冲压员工操作时候未佩戴耳塞。参考法律法规：中华人民共和国安全生产法 第四十二条。
 - 7.7 - There was no secondary container provided for one barrel of lubricant in blow molding workshop. The management explained the operator forgot to put it back into secondary container after used. Reference Law: Regulation for Safety of Hazardous Chemical, Article 20.
吹塑车间的一桶润滑油未设置二次容器。管理层解释操作工使用完后忘记放回二次容器内。参考法律法规：危险化学品安全管理条例 第二十条
 - 7.9 - The factory didn't post occupation hazard notification card in workshops with occupational hazard factors, such as the blow molding workshop. The management explained they had post, but the card was fallen out. Reference law: Law of the People's Republic of China on the Prevention and Control of Occupational Diseases, Article 24
工厂未在有职业危害因素的车间张贴职业危害告知卡，如吹塑车间。管理层表示他们贴了，但是已经掉落了。参考法律法规：中华人民共和国职业病防治法 第二十四条
 - 7.11 - 1. The factory did not provide the construction finished inspection permit of all the buildings in the factory, including one 4-storey office building with area of about 3100 square meters. (built in 2007), one 3-storey warehouse building with area of about 2400 square meters (built in 2007), one flat production building with area of about 2600 square meters(built in 2007) and one 3-storey production building partial 1-storey with area of about 5900 square meters. (built in 2007). Reference Law: Construction Law of the People's Republic of China, Article 61. 2. The factory did not obtain the fire service inspection certificate or record for all the buildings in the factory, including one 4-storey office building with area of about 3100 square meters. (built in 2007), one 3-storey warehouse building with area of about 2400 square meters (built in 2007), one flat production building with area of about 2600 square meters(built in 2007) and one 3-storey production building partial 1-storey with area of about 5900 square meters. (built in 2007). Reference law: PRC Fire Prevention Law article 11 and Article 13. Remark: The construction area and construction time information was provided by the management representative.
1.工厂未能提供所有厂房的竣工验收，包括一栋4层办公楼，面积约为3100平方米(建于2007)，一栋三层仓库，面积约为2400平方米(建于2007)，一栋一层生产楼，面积约为2600平方米(建于2007)和一栋3层局部1层生产楼，面积约为5900(建于2007)。参考法律法规：中华人民共和国建筑法第六十一条。2.工厂未获得消防部门出具的厂房验收合格证书或备案记录，包括一栋4层办公楼，面积约为3100平方米(建于2007)，一栋三层仓库，面积约为2400平方米(建于2007)，一栋一层生产楼，面积约为2600平方米(建于2007)和一栋3层局部1层生产楼，面积约为5900(建于2007)。参考法律法规：中华人民共和国消防法第十一条、第十三条。备注：厂房建筑年份和建筑面积信息由管理层代表提供。
 - 7.17 - It was noted that 8 ladders at blow molding workshop did not equip the handrail properly, the height from 0.5-1.5 meters part were not installed with handrail. Reference law: Safety requirements for Fixed steel ladders and platform-Part3: Industrial guardrails and steel platform, GB4053-2009-2005, Article 5.2.2
审核发现注塑车间的8台梯子扶手未合理安装，高约0.5-1.5米部分没有安装扶手。参考法律法规：固定式钢梯及平台安全要求第3部分：工业防护栏杆及钢平台，GB 4053-2009，第5.2.2 条

Remarks from Auditee

Performance Area 8 : No Child Labour

1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: A

Deadline date:

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

Not rated.
未审核

Remarks from Auditee:

Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: A

Deadline date:

Good practices

Areas of improvement

Non-child labor policy and procedure had been established by the auditee and regulated that the auditee forbidden to recruit workers under 16 years old. The recruitment staff checked the workers' original ID cards and verify the workers ages to ensure candidate's ages was 16 years old at least. Meanwhile, the auditee established remediation measure of child labor in order to set up measure of recruiting child labor incidentally. Cross-checked with the roster, site observation and workers' personnel files checking, no child labor was identified in the facility.
被审核方制定了禁止使用童工的政策和程序且规定不招聘低于16周岁的员工。招聘人员会检查员工的原始证件并根据程序对应聘人员的年龄至少达到16周岁。同时工厂制定了童工补救措施以防万一发现童工的应对措施。在审核过程中，交叉检查员工花名册，现场观察和员工的人事资料，未发现有任何童工存在。

Remarks from Auditee

Performance Area 9 : Special protection for young workers	
1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Not rated. 未审核	
Remarks from Auditee:	
Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: A	Deadline date:
<u>Good practices</u>	
<u>Areas of improvement</u>	
<p>No young worker was identified based on document review, audit tour and worker interviews. The risk assessment for young worker was conducted and the factory did not engage any young worker. The management was clear about the requirement if they hired young workers, such as regular health examination and no night shift for them.</p> <p>基于文件审阅, 现场走访和员工访谈, 没有发现未成年工。工厂没有聘用未成年工, 但工厂进行了有关未成年工的风险评估。管理层清楚如果雇用未成年工的要求, 比如定期的健康体检和不能安排上夜班等。</p>	
Remarks from Auditee	
Performance Area 10 : No Precarious Employment	
1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory established human resource management procedures. The factory would sign labor contracts with qualified employees, the contract was made out in two, one copy was kept by each one. Employment conditions such as working hours, position, wages, benefits etc. were clear identified in the labor contract. Workers knew about the content of the labor contract. No temporary or dispatched worker was used in the factory. Corrections of previous audit: 10.2 Occupational hazards notification and PPE, etc. were included in labor contract of workers exposed to occupational hazards, for example, punching position, etc.</p> <p>工厂建立了人力资源管理程序。工厂会与符合条件的员工签订劳动合同, 一式两份, 工厂保存一份, 员工保留一份。雇佣条件如工作时间、岗位、工资、福利等均在劳动合同里面得到明确说明。工人基本了解合同内容。没有使用临时工或派遣工。上次审核不符合的整改情况: 10.2接触职业危害的员工的劳动合同中注明了职业危害以及配备的劳保用品等, 比如冲压岗位等。</p>	
Remarks from Auditee:	
Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: A	Deadline date:06/04/2018
<u>Good practices</u>	
<u>Areas of improvement</u>	
<p>Through document review and employee interview, the facility signed labor contracts with all employees. The content of all employee's labor contracts included the time limit for the employment contract, the work time, rest and vacation, the remunerations, the social security, etc. Through document review and employee interview, the labor contracts were in local language (Chinese) and all employees could understand it. The facility signed employment contracts with all employees and provided a copy of the signed contract to each of them.</p> <p>通过文件审核和员工访谈, 企业与员工签订了劳动合同。员工的劳动合同内容包括了如合同期限、工作时间、休息和假日, 工资报酬, 社会福利等等。通过文件审核和员工访谈, 合同是中文的, 所有员工都能看懂, 企业与所有员工均签订了劳动合同且提供了副本给员工。</p> <p>10.2 - It was noted that no occupational hazards notification for relevant operators was included in the labor contract, such as blow molding workers. Reference Law: Article 33 of Law of the People's Republic of China on Prevention and Control of Occupational Diseases (2016 version). 工人劳动合同审核发现, 工厂没有在合同中对有害岗位进行职业危害告知, 如吹塑工。参考法律法规: 中华人民共和国职业病防治法(2016版)第三十三条</p>	
Remarks from Auditee	

Performance Area 11 : No Bonded Labour	
1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Not rated. 未审核	
Remarks from Auditee:	
Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: A	Deadline date:
<u>Good practices</u>	
<u>Areas of improvement</u>	
<p>Auditee didn't retain the workers' resident ID or other papers, workers worked overtime voluntarily, go to toilet and having drinking water freely during work and left the workplace freely when shift ended, workers left the facility while the termination of employment or the leave application submitted one month in advance, auditee didn't use prison labor, the factory prohibited any physical harassment and verbal abuse, workers knew how to protect own rights.</p> <p>企业不会扣押工人们身份证和其它证件,工人们自愿加班,在工作中可以自由去厕所和喝水,工作结束后可以自由出入,员工在合同到期以及提前一个月提交辞职申请后可以离开工厂,企业没有使用过监狱工,企业禁止肢体骚扰和言语虐待,员工知道如何维护自身的权利。</p>	
<u>Remarks from Auditee</u>	

Performance Area 12 : Protection of the Environment	
1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: B	Deadline date:22/04/2019
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory established the environment management procedure, identified the environmental factors associated with activities, environmental laws were collected and updated. The factory compiled the environmental impact report of annual production of 100 thousand leisure product item and obtained EIA approval by Shangyu Environment Protection Bureau. The hazardous waste was collected and transferred to the licensed vendor to disposal. Factory obtained the discharge permit(ShaoHuanXu[2016]0082) for pollutant discharging, the period of validity from 24 October 2016 to 23 October 2020. The sanitary wastewater discharged through the municipal sewage pipe. The factory created energy saving plan to reduce the consumption of water and electricity. 12.4 was moved to 12.5. Corrections of previous audit: 12.4 1)The factory provided the noise test report issued by Zhejiang Chengde Testing Research Co., Ltd. in January 2019, the result was acceptable. 2)The factory provided the test report of waste air generated from kitchen and blow molding and powder coating process issued by Zhejiang Chengde Testing Research Co., Ltd. in January 2019, the result was acceptable.</p> <p>工厂建立了环境管理程序,识别了其活动相关的环境因素,收集和更新了环境的法律法规。工厂编制了年产10万套休闲用品项目环境影响报告表,取得了上虞环境保护局的环评批复。工厂收集危险废弃物后转交给有资质的单位处理。工厂获得了排污许可证(绍环许[2016]0082),有效期2016年10月24日至2020年10月23日。生活废水通过市政污水管道排放。工厂也建立了能源降耗计划,以减少水和电的消耗。12.4的问题转到了12.5。上次审核不符合的整改情况:12.4 1)工厂提供了浙江诚德检测研究有限公司2019年1月对厂界噪音的检测报告,结果可接受。2)工厂提供了浙江诚德检测研究有限公司2019年1月对厨房和吹塑及喷塑工序产生的废气的检测报告,结果可接受。</p> <p>12.1 - The factory did not apply for the environmental protection acceptance check report for their completed construction project. Reference law: Measures for Administration of Environmental Protection Acceptance Check upon Completion of Construction Project article 17. Through management interview, it could not be obtained. 工厂没有办理建设项目竣工环境保护验收报告。参考法律法规:《建设项目竣工环境保护验收管理办法》第十七条。管理层访谈得知,办理不下来。</p> <p>12.5 - There was waste water in deoiling and phosphating process. The factory didn't provide the inspection report of waste water. Reference law: Law of the People's Republic of China on Prevention and Control of Water Pollution, Article 9. Through management interview, the sample of waste water would be added in the environment factor testing. 除油和磷化工序产生废水,工厂没有提供监测报告。参考法律法规:《中华人民共和国水污染防治法》第9条。管理层访谈得知,以后会在环境因素监测中增加废水的取样点。</p>	
Remarks from Auditee:	
Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: B	Deadline date:06/04/2018
Good practices	
Areas of improvement	
<p>The main product in the auditee was folding table, bench and chair. The main environmental impact was the waste water generated from Parkerizing process, the waste air from the blow molding and powder coating process and the noise from the punching and cutting process. The factory had identified the significant impacts and environmental implications associated to its activity. The facility established the relevant procedure to protect environment and save energy such as electricity, water source and etc. The factory had provided the EIA report and EIA approval issued in 2009. The hazard waste was transferred to licensed vendor. However, non-compliance was still found in this PA.</p> <p>工厂主要生产产品为折叠桌,工作台和椅子,主要环境影响来自于磷化工序产生的废水,吹塑和喷塑工序产生的废气,冲床和切割产生的噪声。工厂识别了其商业活动的重大环境影响以及对环境造成的后果。企业制定了关于保护环境、节约资源,比如电能、水资源等的相关制度。工厂提供在2009年获得的环评报告和环评批复。有害废弃物已经转移给有资质的处理机构。但是该项目发现不符合项。</p> <p>12.1 - The factory had not obtained the environmental protection acceptance check report for their completed construction project. Reference law: Environmental Protection Law of the People's Republic of China, Article 17 工厂没有获得其建设项目竣工环境保护验收报告。参考法律法规:《中华人民共和国环境保护法》第十七条</p> <p>12.4 - 1. The factory didn't monitor its boundary noise generated from the punching and cutting workshops to comply with the legal requirement. Reference law: Law of the People's Republic of China on Prevention and Control of Pollution From Environmental Noise, Article 23 2. The factory did not perform monitoring for waste air pollutants generated from kitchen and the blow molding and powder coating process. Reference law: Measures for the Administration of Environmental Surveillance Article 21 3. The factory did not monitor its industry sewage water generated from Parkerizing process. Reference law: Law of the People's Republic of China on Prevention and Control of Water Pollution ,Article 23 1.公司没有监测其冲床和切割车间产生的厂界噪音状况以确保其排放符合法规要求。参考法律法规:《中华人民共和国环境噪声污染防治法》第23条 2.工厂没有对厨房和吹塑及喷塑工序产生的废气排放进行监测。参考法律法规:《环境监测管理办法》第21条 3.工厂未对磷化工序产生的工业废水的排放进行定期监测。参考法律法规:《中华人民共和国水污染防治法》第二十三条</p>	
Remarks from Auditee	

Performance Area 13 : Ethical Business Behaviour	
1- Followup Audit [Audit Id - 143366] Audit Date: 23/01/2019 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory established the ethical business behaviour procedure. The risk assessment of potential corruption and bribery was conducted. Unethical behaviours, for example, corruption, extortion and bribery were prohibited in business activities. Factory required business partners to comply with relevant regulations. Workers who would be involved in corruption signed the anti-bribery commitment. There was no inconsistency in comparison with production records. Corrections of previous audit: 13.4 The factory established the procedure regarding privacy of personal information and information security on 6 March 2018.</p> <p>工厂建立了商业道德的程序,对可能产生的腐败、贿赂等风险点进行了评估。不允许在业务活动中出现贪污、勒索和贿赂等不道德的商业行为。工厂要求商业合作伙伴遵守相关规定。可能涉及到腐败的员工都签订了反腐败承诺。通过比对现场生产记录,没有存在不一致。上次审核不符合的整改情况: 13.4工厂在2018年3月6日建立了个人隐私和信息安全程序。</p>	
Remarks from Auditee:	
Full Audit [Audit Id - 117521] Audit Date: 05/02/2018 PA Score: A	Deadline date:06/03/2018
<u>Good practices</u>	
<u>Areas of improvement</u>	
<p>Auditee prohibited any act of corruption, extortion, embezzlement, or in any form of bribery in its activities, and set up relevant policy. e.g.: the facility had set up the procedure of ethical risk assessment and risk management. The factory prohibited being involved in falsifying information related neither to the actives, structure and performance nor in any act of misrepresentation in the supply chain. The factory conducted the risk assessment related to its actives, structure, performance and supply chain. Cross checked with workers attendance record, production record such as daily inspection record and warehouse dispatching review and worker interview, no inconsistency was identified. However, non-compliance was still found in this PA.</p> <p>企业在其自身的经营中禁止任何形式的贪污、敲诈勒索、侵占、贿赂并制定相关政策,如企业制定了道德风险评估和风险管理的程序,同时工厂禁止虚假信息在其自身的活动、结构、绩效,以及供应链欺诈和不当陈述对供应链的完整性造成不利影响,并针对自身的活动、结构、绩效以及供应链进行了风险评估。交叉验证员工考勤,生产记录,如检验日报表和仓库出库记录和员工访谈确认,未发现不一致。但是该项目发现不符合项。</p>	
<p>13.4 - There was no personal privacy protection procedure established in the auditee. 工厂未建立个人隐私保护程序。</p>	
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	23/01/2019	143366	D	A	A	A	A	D	A	A	A	A	A	B	A	C
Full Audit	05/02/2018	117521	D	A	A	A	C	D	B	A	A	A	A	B	A	C

Producer Photos

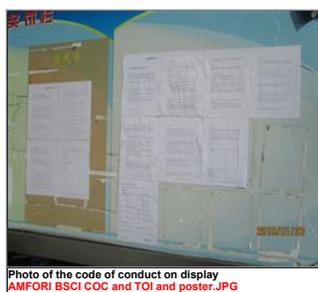
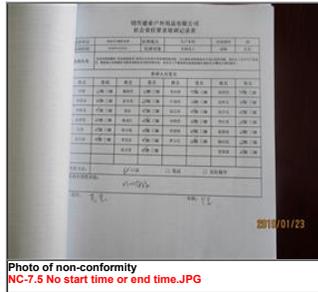
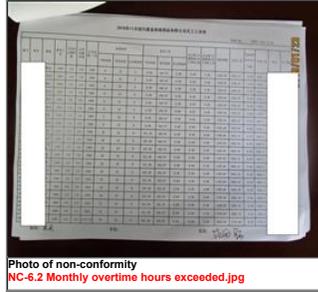




Photo of chemical storage room (if applicable)
chemical storage.JPG



Photo of the inside of the main production hall
assembly and packing.JPG



Photo of the inside of the main production hall
suggestion box.JPG



Photo of fire safety equipment
evacuation plan map.JPG



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



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



Photo of fire safety equipment
fire alarm and fire exit sign and emergency light.JPG



Photo of the inside of the main production hall
blow molding.JPG



Photo of the personal protection equipments (if applicable)
PPE sign.JPG



Photo of fire safety equipment
fire extinguishers and hydrant.JPG



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



Photo of the personal protection equipments (if applicable)
PPE.JPG



Photo of fire safety equipment
fire hydrant testing.JPG



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



Photo of the sanitary facilities
drinking water.JPG

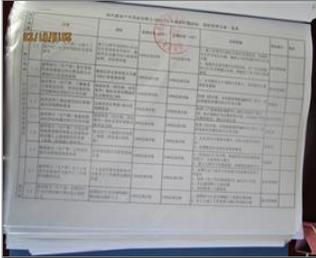


Photo of non-conformity
NC-2.2 No inspection plan root cause analysis.JPG



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



Photo of the sanitary facilities
toilet.JPG



Photo of non-conformity
NC-5.5 Insurance for some workers.jpg