
Auditee :	ShenZhen Yameit Acrylic Product Manufacture Co., Ltd.
Audit Date From :	24/12/2018
Audit Date To :	25/12/2018
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	ALGI
Auditor's Name(s) :	Peter Chen(Lead)
Auditing Branch (if applicable) :	ALGI 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>
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 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																													
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 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 :	ShenZhen Yameit Acrylic Product Manufacture Co., Ltd.		
DBID number :	364130		
Audit ID :	140979		
Address :	Room 302 (office), No. 51, Huanguan South Road, JunXin community, Guanlan, Longhua New District Shenzhen		
Province :	Guangdong	Country :	China
Management Representative :	Ms. Sihua Jiang/ Manager		
Contact person:	Lan Yao	Sector :	Non-Food
Industry Type :	Accessories	Product group :	other accessories (please specify)
Product Type :	Acrylic products such as: photo frame		

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 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 : 25/12/2019	

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	B	D	A	A	A	A	A	B	A

Executive summary of audit report

Shenzhen Yameit Acrylic Product Manufacture Co., Ltd. (Local Name: 深圳市亚美特有机玻璃制品有限公司, Uniform Code of Social Credit: 914403007703457429) is located at Room 302 (office), No. 51, Huanguan South Road, JunXin community, Guanlan, Longhua New District, Shenzhen City, Guangdong Province, China. The factory was established in 2005 and specializes in the manufacturing of acrylic products (such as: photo frame). Main production activities include cutting, engraving, hot-bending, polishing, inspection and packing. No production process is sub-contracted.

The factory only rents the 3rd and 4th floors of one 5-storey building used as office and production site from another factory named Shenzhen Shangganlin Drinking Co., Ltd. Relevant rental agreement and independent business license are provided for verification. No dormitory, kitchen or canteen is provided in the factory. The total rent area occupied is about 3,200 square. On the audit day, there were total 60 employees in the factory, of which 46 employees were production workers. As per management interview, peak season in the factory is not obvious per year.

Based on documents review and management interview, it was noted that all employees are paid by hourly rate. Wages are paid in cash on 7th date of each month for the preceding month. The factory uses finger print attendance record system to keep record of all employees' working hours. All employees work in one shift and the regular working hours are from 8:00 to 17:30 with lunch break from 12:00 to 13:30 (normally 8 hours per day). Normal working days are from Monday to Friday. 8 hours a day is arranged on Saturdays if needed.

During the current audit, payroll records from December 2017 to November 2018 and attendance records from December 1, 2017 to audit date were provided for review. The auditor randomly selected 12 samples from November 2018 (current month), 6 samples from June 2018 (random month) and 6 samples from January 2018 (random month) for verification.

Remark:

- The local legal minimum wage standard has been increased from RMB 2130 per month (or equivalent to RMB 12.24 per hour) to RMB 2200 per month (or equivalent to RMB 12.64 per hour) since August 1, 2018.
- The industrial zone is owned by the Shenzhen Shangganlin Drinking Co., Ltd and it does not run with production process. All the buildings in the industrial zone is rented to several different independent companies.
- No agency labour contract, government waiver or collective bargaining agreement was attached in the report for there was no agency, waiver or collective bargaining agreements in the factory.

Ratings Summary



Auditee's background information			
Auditee's name :	ShenZhen Yameit Acrylic Product Manufacture Co., Ltd.	Legal status :	Limited company
Local Name :	深圳市亚美特有机玻璃制品有限公司	Year in which the auditee was founded :	2005
Address :	Room 302 (office), No. 51, Huanguan South Road, JunXin community, Guanlan, Longhua New District	Contact person (please select) :	Lan Yao
Province :	Guangdong	Contact's Email :	sales@yameit.com
City :	Shenzhen	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) :	N/A
GPS coordinates :	N 22°42'28" E 114°06'6"	Total turnover (in Euros) :	5000000.00
Sector :	Non-Food	Of which exports % :	70.00
Industry :	Accessories	Of which domestic market % :	30.00
If other, please specify :		Production volume :	950000 pieces per year
Product Group :	other accessories (please specify)	Production cost calculation :	Yes
If other, please specify :	Acrylic products	Lost time injury calculation cost :	No
Product Type :	Acrylic products such as: photo frame		

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	28	
Temporary workers	0	0	
In management positions	2	2	
Apprentices	0	0	
On probation	0	0	
With disabilities	0	0	
Migrants (national citizens)	24	22	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	32	28	
Production based workers	32	28	
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 - 140979] Audit Date: 24/12/2018 PA Score: D

Deadline date:25/12/2019

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

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

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

1.1 - It was noted that the factory did not have an effective management system regarding Workers Involvement and Protection, Fair Remuneration, Decent Working Hours, Occupational Health and Safety, Protection of Environment and Ethical Business Behavior. (For details, please refer to Performance Area 2, 5, 6, 7, 12 and 13 respectively.)

发现企业在工人参与和保护、公平报酬、体面的工作时间、职业健康和安全、环境保护以及道德的商业行为方面缺少有效的管理。(详细分别见第2、5、6、7、12和13部分)

1.4 - It was noted that the workforce capacity in the factory was not assessed and properly planned to match delivery order contracts or expectations, as excessive overtime hours were detected in all sampled months. For details, please refer to 6.2.

企业没有对现有员工产能是否可以按时完成客户订单数量进行有效评估和合理计划, 以致于每一个抽样月份都发现有超时加班。具体加班信息请参见6.2。

Remarks from Auditee:

Nil

Performance Area 2 : Workers Involvement and Protection	
Full Audit [Audit Id - 140979] Audit Date: 24/12/2018 PA Score: A	Deadline date:25/12/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>The overall observation showed that the factory partially fulfilled the requirement of this performance area. There were 3 workers' representatives in the factory and relevant election procedures and records were provided for review. BSCI Code of Conduct was displayed on the notice board in the production area. All interviewed workers had a good understanding of their rights and responsibilities. Provided documents indicated that the factory provided regular training to workers on their rights and responsibilities. The factory periodically conducted internal communication meetings with workers and workers' representatives regarding workplace-related issues, and also had set up grievance mechanism which allowed workers to use the mechanism via suggestion box, workers' representatives or senior management directly. Satisfactory evidences had shown that workers knew the channels of reflecting their grievances. However, gaps had been identified in implementation:</p> <p>整体观察显示, 企业目前部分履行对该评估区域的要求。企业选举了三名员工代表, 并提供了相关的选举程序和记录。BSCI行为准则张贴在生产区域的公告栏内。通过员工访谈, 发现所有被访谈员工很清楚自己的权利和义务。所提供的文件资料显示企业有定期给员工提供关于其权利和义务的培训。企业定期安排管理层代表和员工以及员工代表就工作场所相关的问题进行内部沟通;同时, 建立了员工申诉机制, 允许员工通过意见箱、员工代表或者直接找管理者代表反映问题或者意见。充分证据表明员工知道申诉的渠道。然而, 在实际执行过程中仍然存在问题:</p> <p>2.5 - It was noted that the written procedure for the grievance mechanism did not clearly define the following elements: 1) Potential conflicts of interest and how to overcome them (e.g. if a grievance is against the person who administers the mechanism); 2) Communication processes to ensure that workers and community members have access to the grievance mechanism. This includes workers representatives, seasonal, migrant, temporary, young and female workers; 3) Regular surveys on user satisfaction with the grievance procedure; 4) Record system of lodged grievances, including how they were investigated and addressed.</p> <p>发现企业申诉机制的书面程序没有明确规定:1)潜在的利益冲突以及如何克服该类冲突(如对机制管理人员提出的申诉);2)确保工人和团体成员可行使申诉机制的沟通过程, 这包括工人代表、季节性工人、外来工、临时工、青年工人和女工;3)用户对申诉程序满意度的常规调查;4)提出申诉的记录系统, 包括如何进行调查和说明。</p>	
Remarks from Auditee: Nil	
Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
Full Audit [Audit Id - 140979] Audit Date: 24/12/2018 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>None observed The overall observation showed that the factory currently fulfilled the requirements of this performance area. The factory had set up the social policy regarding freedom of association and collective bargaining, which allowed workers to participate associations on their own will if legally permitted and prohibited discriminating those workers for any identity. Workers' representatives were not discriminated but had free access to workers and were encouraged to communicate with workers regarding anything about workers' rights and obligations. The factory facilitated meetings between workers and workers' representatives like the arrangement of meeting time and places.</p> <p>无不合规项发现 整体观察显示, 企业目前满足该评估区域的要求。企业建立了有关自由结社和集体谈判的社会责任政策, 尊重员工自由参加法律允许的团体或组织的自由和权利, 而且禁止对这些员工有任何歧视的行为。员工代表没有受到歧视, 而是可以自由地接近员工并被鼓励积极与员工沟通有关其权利和义务的任何问题。企业积极促进员工与员工代表的会议比如安排会议时间、提供会议场地等。</p>	
Remarks from Auditee: NA	

Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 140979] Audit Date: 24/12/2018 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: None observed The overall observation showed that the factory fulfilled the requirement of this performance area. The factory had set up the social policy of no discrimination which prohibited discriminating workers for any identity, sex, age, background and etc. Workers had equal opportunities to work overtime, get promotion and receive training. The factory trained human resources department and supervisors that disciplinary measures or dismissals cannot occur based on workers' complaints and workers had no fear of reprisals to submit complaints about infringements of their rights. Disciplinary policy and measures were established within legal frames. 无不符合项发现 整体观察显示, 企业目前满足该评估区域的要求。企业建立了反歧视的社会责任政策, 禁止对员工的身份、性别、年龄、背景等进行任何形式的歧视行为。员工有平等加班, 晋升和接受培训的机会。企业有给人力资源部门及各各部门主管培训, 强调不能因员工申诉而处罚员工, 员工也表示不担心因为申诉而被报复。企业的奖惩政策和措施符合法律要求。	
Remarks from Auditee: NA	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 140979] Audit Date: 24/12/2018 PA Score: B	Deadline date:25/12/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The overall observation showed that the factory partially fulfilled the requirement of this performance area. The factory had made its own regulations and rules on wages and benefits based on the legal requirements and BSCI Code of Conduct. As per sampled payroll and attendance records, it was found that the lowest basic wage among samples was RMB 2200 per month equal to RMB 12.64 per hour (2200/21.75/8) and the factory paid 150% and 200% of regular wage rate for overtime hours on weekdays and rest days to workers, which were in compliance with legal requirements. The factory paid wages on time at the end of each month for the preceding month and payslips were also provided to workers each month. No monetary fines or other illegal deductions were detected in payroll records. Meanwhile, the factory provided required benefits such as paid annual leave to all eligible workers and social insurance to partial worker. However, the gaps have been identified in implementation: 整体观察表明, 企业部分履行对该区域要求。企业基于法律规定和规则以及BSCI行为守则制定了工资和福利制度。根据所抽样员工的工资和考勤记录发现, 在抽样人员中最低的月工资为2200元/月合12.64元/小时(2200/21.75/8), 企业在工作日加班和周末加班会支付正常工资的150%和200%作为加班费。企业每月月底准时发放工资且有工资条提供。在工资表中没有发现罚款或者其他非法扣款。同时, 企业为所有符合条件的员工提供了带薪年假以及为部分员工提供了社会保险。然而, 在实施过程中仍有差距: 5.4 - Wages (basic wage + post allowance) paid to all sampled workers in January 2018, June 2018 and October 2018 ranged between RMB 2200 and RMB 3100 per month, lower than the Shenzhen City Living Wage standard of RMB 4373.28 per month in 2018. 所有抽样员工在2018年1月, 2018年6月以及2018年10月的工资(底薪+岗位津贴)处于人民币2200至人民币3100每月, 均低于深圳市的基本生活需求工资2018年为每个月人民币4373.28。 5.5 - Not all employees were provided with social insurance. As per reviewing the participation status on line via the local official social insurance system, it was noted that in December 2018, there were total 60 employees, all 60 employees were provided with industrial injury, medical, unemployment and maternity insurance, however, only 33 employees were provided with pension insurance. This violated the PRC Labor Law article 72 and 73. According management and workers interview, some workers had new rural cooperative pension insurance; some workers did not want to buy social insurance. 社保没有覆盖到所有员工。根据查看社保系统的在线台账发现, 2018年12月企业一共有60名员工, 所有60名员工参加了工伤、医疗、失业和生育保险, 然而, 只有33名员工参加了养老保险。该项违反了《中华人民共和国劳动法》第72、73条的要求。依据管理层和员工访谈, 工人有些有农保, 有些不愿意买社保。	
Remarks from Auditee: Nil	

Performance Area 6 : Decent Working Hours

Full Audit [Audit Id - 140979] Audit Date: 24/12/2018 PA Score: D

Deadline date:25/12/2019

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

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

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

- 6.2 - As per the provided time records, it was noted that the monthly overtime working hours of 12 out of 12 sampled workers were 76 hours in November 2018, of 6 out of 6 sampled workers were 80 hours in June 2018 and of 6 out of 6 sampled workers were 76 hours in January 2018, exceeding the legal limit of 36 hours per month. This violated the PRC Labor Law article 41.

根据提供的考勤记录, 发现2018年11月份抽样12名员工中的12人的月加班时间为76小时, 2018年6月份所有抽样6名员工中的6人的月加班时间为80小时, 2018年1月份所有抽样6名员工中的6人的月加班时间为76小时, 超过了法律规定的每月加班不超36小时。该项违反了《中华人民共和国劳动法》第41条的要求。

Remarks from Auditee:

Nil

Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 140979] Audit Date: 24/12/2018 PA Score: A

Deadline date:25/12/2019

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The overall observation showed that the factory partially fulfilled the requirement of this performance area. The factory had made its own health and safety regulations and rules based on the legal requirements and BSCI Code of Conduct and also established OHS committee. The factory had appointed specialized management staff to take charge of the OHS affairs and provided periodical health and safety training to workers regarding such as medical emergency treatment, PPE usage, chemical safety, machine operation, fire drill exercises and etc. Furthermore, the factory provided a safe and comfortable working environment to workers: installing sufficient fire equipment, inspecting the fire equipment and facilities on a monthly basis, providing sufficient toilets, first aid kits, and qualified drinking water, and etc. However, gaps had been identified in implementation:

Remark:

- 1. 7.21: The factory currently did not provide kitchen and canteen to workers.
- 2. 7.23: The factory currently did not provide transportation to workers.

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

备注:

- 1. 7.21: 企业目前没有给员工提供餐厅和食堂。
- 2. 7.23: 企业目前没有给员工提供交通工具。

- 7.7 - 1. It was noted that factory did not have safety devices such as anti-leakage or the MSDS for a barrel of lubricant oil stored in workshop. This violated the the Safety Management of Dangerous Chemicals article 20 & 15.
- 2. It was noted that the small n-heptane containers in silk screen printing workshop were missing labels. This violated the Regulation of Chemical Safety Usage in Workplace, Article 12.

- 1、企业车间没有为一桶润滑油没有设置防渗漏设施和提供物质资料安全表。该项违反了《危险化学品安全管理条例》第二十条和第十五条。
- 2、丝印车间的小瓶白油缺少标示。该项违反了《工作场所安全使用化学品规定》(劳部发[1996]423号)第12条。

- 7.11 - It was noted that the factory did not have a fire service inspection certificate or record of the production building for review. This violated the PRC Fire Prevention Law article 11.

企业不能提供消防部门出具的有关生产楼建筑物的验收合格证书或备案记录给与查阅。该项违反了《中华人民共和国消防法》第十一条的要求。

- 7.13 - It was noted that 10% electrical switches were found without outer cover, 20% electrical switches were not labeled with functions in the workshops of the factory.

审核发现, 企业车间10%电开关没有外盖, 20%的电开关没有功能标识。

- 7.17 - It was noted that the factory did not calibrate the pressure meter or inspect the safety valve for the sample pressure vessel in time. This violated the Regulations on Safety Supervision of Special Appliance article 28.

审核中发现一台简单压力容器的压力表没有及时校准, 且安全阀没有及时检验。这违反了《特种设备安全监察条例》第28条。

- 7.22 - There were no basic supplies, such as toilet paper and soap were provided in toilets of production building.

企业生产楼卫生间没有提供基本备品如厕纸和洗手液。

Remarks from Auditee:

Nil

Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 140979] Audit Date: 24/12/2018 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: None observed The overall observation showed that the factory currently fulfilled the requirements of this performance area. The factory had set up the social policy and procedures on no child labor, age verification mechanism, recruitment procedures and remedial procedures in case children were found. And the factory maintained the personnel files including workers' profiles and copies of age documents for all workers. Through documents review, factory walk-through and worker interviews, no children were found working in the factory currently. 无不符合项发现 整体观察显示, 企业目前满足该评估区域的要求。企业建立了有关禁止使用童工的社会责任政策和程序、年龄核对机制、招聘程序以及童工补救政策等。同时企业也保留了所有员工的人事档案以及年龄文件的复印件等。通过文件审核、现场走访以及员工访谈, 没有发现企业有使用童工。	
Remarks from Auditee: NA	
Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 140979] Audit Date: 24/12/2018 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: None observed The overall observation showed that the factory currently fulfilled the requirements of this performance area. The factory had set up the social policy and procedures on young workers' protection and also conducted risk assessment for young workers. Although there was no young worker working in the factory currently, the factory had a clear understanding that young workers were more vulnerable than most workers and stipulated a series of protection rules for young workers, such as, young workers should be adequately protected against any harmful working condition, should not be engaged in night shifts, should have access to effective grievance mechanism, and should be properly trained on OHS, etc. 无不符合项发现 整体观察显示, 企业目前满足该评估区域的要求。企业建立了有关未成年工保护的 社会责任政策和程序, 并针对未成年工人做了风险评估。尽管企业目前没有使用未成年工, 但对于未成年工的保护仍有充分的认知, 且制定了一系列的未成年工保护规定, 比如: 不得安排未成年工从事有毒有害的工作, 不得安排未成年工上晚班, 需要给未成年工提供有效的申诉渠道, 需要给未成年工提供有关健康安全的培训, 等等。	
Remarks from Auditee: NA	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 140979] Audit Date: 24/12/2018 PA Score: A	Deadline date:25/12/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: None observed The overall observation showed that the factory currently fulfilled the requirements of this performance area. The factory had set up hiring procedures and provided orientation training to workers about their legal rights and responsibilities regarding such as wages and benefits, working hours, occupational health and safety, disciplinary measures, and etc. As per documents review, on-site observation and worker interviews, it was noted that there were no temporary workers, home workers or students at school ages hired by the factory and the factory also did not use dispatched workers. At the same time, the factory signed labor contracts with all workers and also provided copies of the labor contracts to all workers. 无不符合项发现 整体观察显示, 企业目前满足该评估区域的要求。企业建立了招聘程序并给新进员工提供了关于合法权利与义务的入职培训, 比如有关工资福利、工作时间、职业健康安全、惩戒措施等。通过文件审核, 现场审核以及员工访谈, 发现企业没有使用临时员工、家庭工人以及学生工, 所有员工都是企业直接招聘, 没有使用劳务派遣工。同时, 企业和所有员工都签订了劳动合同并给员工提供了一份劳动合同副本。	
Remarks from Auditee: NA	

Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 140979] Audit Date: 24/12/2018 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: None observed	
<p>The overall observation showed that the factory currently fulfilled the requirements of this performance area. The factory had set up the social policy and procedures on no bonded labor and special training was provided to management particularly supervisors and those in human resources department. As per factory regulations and worker interviews, it was confirmed that workers chose the factory freely without monetary deposit or original personal documents withheld. The factory only kept copies of workers' identification card for documentation purpose in personnel files. There was no restriction on workers' movement, and workers could access to drinking water or toilet facilities as they desired and left the factory freely when they were off duty. All overtime hours were arranged on workers' voluntary basis, and workers could resign from the factory with a one-month prior notice to the factory management. Through on-site observation and worker interviews, no corporal punishment, mental or physical coercion or verbal abuse was found. The factory implemented escalating disciplinary procedures, like verbal warning, written warning and terminations, etc. to discipline workers and explained the details to workers in factory rules. No monetary fines were detected in the disciplinary procedures.</p> <p>无不符合项发现</p> <p>整体观察显示, 企业目前满足该评估区域的要求。企业建立了关于禁止强迫劳动的社会责任政策和程序, 且为管理人员尤其是主管和人力资源部门的人员提供了专门的培训。通过查看企业的规章制度以及员工访谈发现, 员工都是自主选择在企业工作, 没有交付押金或者个人证件的原件。企业仅在人事档案中保留了员工身份证的复印件。员工在企业内的行动自由, 喝水或使用洗手间或在下班后自由活动都不受限制。加班也是基于员工自愿。如果需要辞职, 只需提前一个月通知管理层即可。通过现场观察和员工访谈, 没有发现体罚、精神或身体胁迫或口头虐待等存在。企业采用程度逐级提升的惩罚制度, 如口头警告、书面警告、终止合同等来惩罚员工的不恰当行为, 且将这些要求列明在员工手册中。惩处制度中没有发现罚款条款。</p>	
Remarks from Auditee: NA	
Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 140979] Audit Date: 24/12/2018 PA Score: B	Deadline date:25/12/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT:	
<p>The overall observation showed that the factory partially fulfilled the requirement of this performance area. The factory had continuously identified the significant impacts and environmental implications associated to its activities and carried out the impact assessment regularly. Policies and procedures were established to incorporate relevant environmental laws and there was a designated staff responsible for collecting and updating relevant regulations and laws. The factory had signed an agreement with a qualified contractor and hazardous waste was disposed in a way that did not lead to the pollution of the environment. However, gaps had been identified in implementation:</p> <p>整体观察显示, 企业目前部分履行对该区域的要求。企业能持续识别与其经营活动相关的重要环境影响和因素, 并定期进行环境影响评估。根据其适用的环境法规, 建立了相关的政策和程序文件并指定了专门的负责人负责相关环境法规的收集和更新。企业与一个合格的危废处理商签订了协议, 确保危废的安全、合法处理。然而, 在实际执行过程中仍然存在问题:</p> <p>12.3 -</p> <ol style="list-style-type: none"> 1. It was noted that the provided Environmental Impact Report did not include the production workshops on the 4th floor of the production building. This violated the PRC Environmental Impact Assessment Law Article 16. 2. It was noted that the factory did not re-check its environmental impact assessment approval according to the approval obtained on April 14, 2013, which required the factory should re-check within one year. This violated the PRC Environmental Impact Assessment Law (2016) article 22. 3. It was noted that the factory did not conduct environmental acceptance check on their completed construction project and compile the acceptance check report. This violated the Regulations on the Administration of Construction Project Environmental Protection (2017) Article 17. <p>1、审核中发现工厂提供的环境影响报告书没有包含4楼的生产车间。这违反了《中华人民共和国环境影响评价法》第16条。</p> <p>2、审核发现企业没有按照2013年4月14日获得的环评批复在一年内复审环评批复。这违反了《中华人民共和国环境影响评价法(2016)》第22条。</p> <p>3、发现企业没有对其竣工的建设项目进行环保验收, 并编制验收报告。这违反了《建设项目环境保护管理条例(2017)》第十七条。</p>	
Remarks from Auditee: Nil	

Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 140979] Audit Date: 24/12/2018 PA Score: A	Deadline date:25/12/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>The overall observation showed that the factory partially fulfilled the requirement of this performance area. The factory had identified the situations and activities where act of corruption, extortion and embezzlement were most likely to occur and developed relevant policies and procedures against them. During the audit process, all required documents were provided timely and as per cross checking, no inconsistent or falsified information was detected. The factory also established a set of procedures to avoid, investigate and discipline any fraud, falsification and misrepresentation in the supply chain. However, gaps had been identified in implementation:</p> <p>整体观察显示, 企业目前部分履行对该区域的要求。企业识别了各种可能存在贪污、勒索和侵占的情形及行为并制定了相关的反腐败、反贪污的政策和程序。在审核过程中, 企业及时提供了所要求的所有文件和信息且在交叉核实时没有发现不一致或者伪造的信息。同时, 企业建立了一系列程序以避免、调查和惩罚任何欺骗、伪造及虚假陈述的行为。然而, 在实际执行过程中仍然存在问题:</p> <p>13.4 - The factory did not establish an effective system to collect, use and process personal information with reasonable care and in accordance with privacy and information security laws and regulatory requirements such as personal files, medical records and etc.</p> <p>企业没有建立有效机制以合理谨慎的方式, 按照隐私和信息安全法和法规要求收集、使用和处理个人信息比如个人档案、医疗记录等。</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	24/12/2018	140979	D	A	A	A	B	D	A	A	A	A	A	B	A	C

Producer Photos

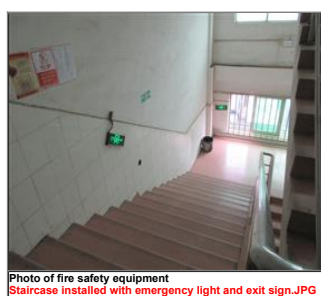






Photo of fire safety equipment
Back up power to fire alarm.JPG



Photo of the code of conduct on display
Policy and procedure notice board.JPG



Photo of the inside of the main production hall
Dust collector.JPG



Photo of fire safety equipment
Certificate of inspection for new fire extinguisher.JPG



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



Photo of the inside of the main production hall
Finger print attendance machine.JPG



Photo of fire safety equipment
Electricity distribution box.JPG



Photo of the inside of the main production hall
Cutting workshop.JPG



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



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



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



Photo of the inside of the main production hall
Ventilation fan in production workshop.JPG



Photo of fire safety equipment
Explosion-proof light in warehouse.JPG



Photo of the inside of the main production hall
Exhibition room.JPG



Photo of the personal protection equipments (if applicable)
Cutting worker with PPE as mask gloves.JPG



Photo of fire safety equipment
Extinguisher with normal pressure.JPG



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



Photo of the personal protection equipments (if applicable)
Occupational disease hazard factor notification card 1.JPG



Photo of fire safety equipment
Fire alarm.JPG



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



Photo of the personal protection equipments (if applicable)
Occupational disease hazard factor notification card 2.JPG



Photo of fire safety equipment
Fire extinguishers.JPG



Photo of the inside of the main production hall
Half finished goods storage.JPG



Photo of the personal protection equipments (if applicable)
Polishing worker with PPE as mask goggles gloves.JPG



Photo of fire safety equipment
Gas monitoring machine.JPG



Photo of the inside of the main production hall
Hand working.JPG

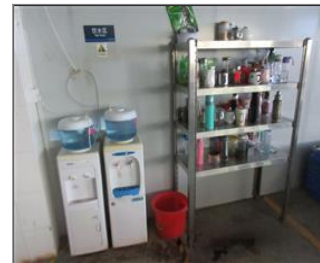


Photo of the sanitary facilities
Drinkable water and cups.JPG



Photo of fire safety equipment
Hydrant inside view.JPG



Photo of the inside of the main production hall
Hot-bending.JPG



Photo of the sanitary facilities
Hand wash station.JPG



Photo of fire safety equipment
Hydrant.JPG



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



Photo of the sanitary facilities
Toilet.JPG



Photo of fire safety equipment
inside view of electricity distribution box.JPG