
Auditee :	Boluo Shiwan Skyringe Crafts Factory
Audit Date From :	23/10/2020
Audit Date To :	23/10/2020
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	TUEV Rheinland
Auditor's Name(s) :	Kyle Zhang(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</p> <p style="text-align: center;">Very Good</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated A • No Performance Areas rated C, D or E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
A	A	A	A	A	A	A	A	A	A	A	A	A																													
A	A	A	A	A	A	A	A	A	A	B	B	B																													
A	A	A	A	A	A	A	B	B	B	B	B	B																													
<p style="text-align: center;">B</p> <p style="text-align: center;">Good</p>	<ul style="list-style-type: none"> • Maximum 3 Performance Areas rated C • No Performance Areas rated D or E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr> <tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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B	B	B	B	B	B	B	B	B	B	C	C	C																													
<p style="text-align: center;">C</p> <p style="text-align: center;">Acceptable</p>	<ul style="list-style-type: none"> • Maximum 2 Performance Areas rated D • No Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr> <tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
A	A	A	A	A	A	A	A	A	C	C	C	C																													
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C	C	C	C	C	C	C	C	C	C	C	D	D																													
<p style="text-align: center;">D</p> <p style="text-align: center;">Insufficient</p>	<ul style="list-style-type: none"> • Maximum 6 Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr> <tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	E	E	E	E	E	E	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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A	A	A	B	B	B	C	C	C	D	D	D	E																													
D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p style="text-align: center;">E</p> <p style="text-align: center;">Unacceptable</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	<p>amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.</p>
A	A	A	A	A	A	E	E	E	E	E	E	E																													
A	A	B	B	C	D	E	E	E	E	E	E	E																													
E	E	E	E	E	E	E	E	E	E	E	E	E																													
<p style="text-align: center;">Zero Tolerance</p>	<p>A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)</p>	<p>Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.</p>																																							

Main Auditee Information



Name of producer :	Boluo Shiwan Skyringe Crafts Factory		
DBID number :	394677		
Audit ID :	195977		
Address :	LuanGang LuWu Village, Shiwan Town, Boluo County Huizhou		
Province :	Guangdong	Country :	China
Management Representative :	Weigang Tu		
Contact person:	Weigang Tu	Sector :	Non-Food
Industry Type :	Accessories	Product group :	Arts, crafts and needlework
Product Type :	Hourglass, massage ball, dragon ball, acrylic ball		

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 : 23/10/2021

Rating per Performance Area (PA)												
PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
D	B	A	A	B	D	A	A	A	A	A	A	A

Executive summary of audit report

Boluo Shiwan Skyringe Crafts Factory, the auditee, was located in LuanGang LuWu Village, Shiwan Town, Boluo County, Huizhou, Guangdong, China (中国广东省惠州市博罗县石湾镇鸾岗卢屋村小组). The auditee rented the land and buildings from local village community. For auditee, they used two 3-storey production building which linked with each other, with about 4000 square meters. No other factory or company in the building. The auditee did not provide canteen, dormitory or transportation to workers.

The production processes of the auditee were molding, injection, polishing, assembly and packaging. The main product were hourglass, massage ball, dragon ball, and acrylic ball. No processes was subcontracted by other factories. Workers were all employed by the facility directly, and there was no subcontracted workers, dispatching worker, or seasonal workers. There were 4 security guards in the factory and the factory had installed CCTV for monitoring the safety. No obvious peak season identified.

During the audit, the factory management coordinated both in on-site observation and documents reviewed with the auditor. All audited areas were open for investigation. While in close meeting, the management was also willing to improve the non-compliances found during the audit.

Remark:

1. No contractor or agency labor was used in the factory, which made the Contractor license/permit, Agency labor contract not applicable. No Government waivers or Collective bargaining agreements obtained by the factory, therefore the Government waivers and Collective bargaining agreements were not applicable for the auditee.
2. The APSCA registration of the lead auditor was completed with number of RA 21701964.
3. According to the proof from local village community, it indicated that the buildings which used by auditee were constructed in the year of 1995, and referred to the local law at that time, which made the construction acceptance and fire control acceptance not applicable.
4. The normal working hours were adjusted since November 2019, which was changed to 08:00-12:00, and 13:30-17:30.

Ratings Summary



Auditee's background information			
Auditee's name :	Boluo Shiwan Skyring Crafts Factory	Legal status :	individual proprietorship
Local Name :	博罗县石湾镇天运电子工艺制品厂 (9144132230422226X0)	Year in which the auditee was founded :	2014
Address :	LuanGang LuWu Village, Shiwan Town, Boluo County	Contact person (please select) :	Weigang Tu
Province :	Guangdong	Contact's Email :	gartion@163.com
City :	Huizhou	Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	N/A
Country :	China	Website of auditee (if applicable) :	www.skyringcrafts.com
GPS coordinates :	N23°9'14",E113°52'49"	Total turnover (in Euros) :	3400000.00
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Accessories	Of which domestic market % :	0.00
If other, please specify :		Production volume :	3500000 pieces per year
Product Group :	Arts, crafts and needlework	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	Yes
Product Type :	Hourglass, massage ball, dragon ball, acrylic ball		

Auditee's employment structure at the time of the audit			
Total number of workers :	88	Total number of workers in the production unit to be monitored (if applicable) :	0
	MALE WORKERS	FEMALE WORKERS	
Permanent workers	43	45	
Temporary workers	0	0	
In management positions	2	2	
Apprentices	0	0	
On probation	0	0	
With disabilities	0	0	
Migrants (national citizens)	39	39	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	43	45	
Production based workers	0	0	
With shifts at night	1	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 - 195977] Audit Date: 23/10/2020 PA Score: D	Deadline date:22/10/2021
GOOD PRACTICES: NONE	
AREAS OF IMPROVEMENT:	
<p>Relevant social compliance policy which according to amfori BSCI COC was established by the auditee, such as management of recruitment, rules of working hours, benefit and payment policy, prohibition of child labor together with remediation policy, EHS policy and so on. The amfori BSCI COC was printout and posted in the entrance of production building. The auditee had conducted training on amfori BSCI COC and its value to all workers once they were recruited. And the core principle of amfori BSCI was implemented into the daily production activity. Corresponding management procedures on suppliers and business partners were established and second party audit was conducted. One senior management was appointed to be responsible for the management system. Both internal audit and management review were conducted annually. The law of EHS and labor were collected and updated regularly. Through workers interview and management interview, they understood their obligation and responsibility on the code.</p> <p>根据amfori BSCI行为准则的相关社会责任政策已设立,如招聘管控, 工作时间规定, 福利和薪酬政策, 禁止使用童工及童工的拯救程序, 和健康安全政策等。amfori BSCI的行为准则已打印并张贴于生产楼的入口处, 被审核方在员工入职时进行了amfori BSCI行为准则及其价值的培训。并且该行为准则的核心原则已实施与日常的生产活动当中。建立了针对供应商和商业伙伴的管理程序并实施了二方审核。一名高级管理员被任命负责管理体系。每年进行一次社会责任内审以及管理评审。关于健康安全和劳工的法规有定期收集和更新。通过员工访谈和管理层访谈, 他们清楚自身的义务和责任。</p>	
1.1 -	<p>As per document review and onsite observation, it was noted that the auditee had set up procedures and policy according to amfori BSCI COC and implemented into production activity. However, the management system was not effective so that non-compliance was identified in the area of EHS, working hours and social benefit. According to management, the current operation of the auditee was based on the previous experience. The implementation of amfori BSCI COC was insufficient. The management representative explained that they had made effort to take some corrective action towards the noncompliance, but due to the rush working arrangement, they neglected the requirement.</p> <p>通过文件审核和现场走访了解到, 被审核方依据amfori BSCI的行为守则来建立了相应的程序文件和政策文件, 并在日常生产活动中执行。然而, 工厂的管理体系不够完善导致出现健康安全, 工作时间和社会福利方面的不符合项。和管理层了解到, 目前的运作是在以往经营的经验基础上进行的。工厂对于amfori BSCI行为准则的执行度不够充分。管理者代表解释, 他们也有尽力去采取一些改善措施, 但是由于工期繁忙, 因此忽略了一些要求。</p>
1.4 -	<p>Policy and procedures of working time controlling, also the production capacity was made and planned. However, the facility did not discuss the workforce capacity with production management or worker representatives to reasonably arrange the production capacity, which causing the monthly overtime exceeded the legal requirement. At the same time, the working hour controlling system was insufficient, and no warning mechanism was set up in case of excessive overtime.</p> <p>工厂制定了生产时间安排的政策和程序文件, 且工厂有制定生产规划。但是, 工厂没有与生产管理人员和员工代表就工厂的产能进行讨论以进行合理的生产计划, 导致了月加班超时。同时, 工作时间的管控系统是不完善的, 且没有针对出现过加班的情况来建立预警机制。</p>
Remarks from Auditee: NONE	
Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: D	Deadline date:30/03/2020
Good practices	
None	
Areas of improvement	
<p>The facility had established social responsibility procedures in accordance with the amfori BSCI Code of Conduct and Regulations and trained to workers regularly. The factory communicated the amfori BSCI Code and TOI to their business partners and required them to sign back. The factory also conducted regular audit for their Business Partners. Internal audit and management review were conducted on the implementation of social responsibility, and the latest internal audit and management review was conducted in August 2019 and October 2019. The factory appointed Mr. Weigang Tu as the management representative of amfori BSCI. However, gaps have been identified in implementation.</p> <p>工厂依据amfori BSCI行为准则和法规建立了社会责任程序文件, 且定期对员工进行了培训。工厂向商业伙伴传达了amfori BSCI的准则和实施条款, 并且要求签署回传。工厂定期对商业伙伴进行了审核。并对社会责任执行情况进行了内审和管理评审, 最近一次内审和管理评审在2019年8月和10月进行。工厂任命了涂维刚作为amfori BSCI的管理者代表。然而, 发现工厂在实施中仍存在与该执行领域要求之间的差距。</p>	
1.1 -	<p>As per onsite observation, management and worker interview and documents review, the factory established social compliance procedures according to amfori BSCI code of conduct and local law and regulations. However, the factory did not implement some procedures effectively, such as overtime working control, insufficient social insurance. As per the factory management, it was not easy for them to comply with all procedure perfectly due to some reasons, such as manpower shortage, cost control and so on.</p> <p>通过现场走访、管理人员和员工访谈、文件查阅, 工厂按照amfori BSCI行为守则和当地的法律法规建立了社会责任程序, 但是工厂没有对一些程序去有效的实施, 例如, 加班的管控, 社保不足, 工厂管理称由于一些原因如人手短缺, 成本控制, 要完全符合所有程序不容易。</p>
1.4 -	<p>The factory have established a capacity and cost accounting procedure. However, the facility didn't have a good capacity planning to meet the expectations of the delivery order and no reasonable planning of production capacity, which led to workers monthly overtime work exceeded legal limit during past 12 months.</p> <p>工厂建立了产能和成本核算程序。但是工厂没有一个完善的产能计划去完成预期的订单交货, 没有对产能进行合理规划, 以致于工人在过去12个月中有月加班工作超法规要求。</p>
Remarks from Auditee	
None	

Performance Area 2 : Workers Involvement and Protection	
1- Followup Audit [Audit Id - 195977] Audit Date: 23/10/2020 PA Score: B	Deadline date:22/05/2021
GOOD PRACTICES: NONE	
AREAS OF IMPROVEMENT: <p>The communication between workers and management was not restricted. The worker representative elected in a way of democratic and fair by workers voting. Regular meeting and communication were conducted by worker representative and workers. The auditee did not interfere the meeting but provided designated area for them to carry out the activity. Effective grievance mechanism was established in the factory. There were at least three ways for workers to express their idea or complaint via suggestion box which installed in a private place, telephone hotline which was posted in the production area, and directly communicated with their supervisor. And the records were kept properly. During the past 12 months, no grievance case was identified. During workers interview, no negative aspect was reported. However, improvement was needed in PA 2.2.</p> <p>工人和管理层之间的沟通没有被限制。员工代表是在民主和公平的方式下由员工选举产生。员工代表和员工们定期举行会议和交流。被审核方没有干涉他们的会议并且提供了指定的区域给员工开展活动。工厂建立了有效的申诉机制。至少有三种方式可以让员工进行表达他们的想法和诉求，通过安装在独立隐私区域的意见箱，张贴在生产区域的热线电话和直接与主管反映。相关的记录保存恰当。在过去的12个月中，没有申诉的案件产生。通过员工访谈，没有消极的情况发现。然而，PA 2.2仍需要改善。</p> <p>2.2 - Through workers interview and documents review, it was noted that the auditee did not define or establish annual goals or long term goals to protect workers according to the amfori BSCI Code of Conduct. For example, the auditee did not set up goals on increasing the participation of social benefit, or decreasing the overtimes by appropriate measures. 通过员工访谈和文件审核，被审核方没有根据amfori BSCI行为准则来定义和制定工人的年度保护目标或者长期保护目标。例如，没有制定持续提高社会福利的参与度，和通过适当的措施减少员工的加班时数。</p>	
Remarks from Auditee: NONE	
Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: B	Deadline date:30/12/2019
<u>Good practices</u> None	
<u>Areas of improvement</u> <p>The auditee posted amfori BSCI Code and poster on the workshop, and provided relevant trainings to the workers. The facility established good management practices which involved workers and representative in sound information exchange on workplace issues. The facility provided suggestion box onsite and appointed responsible person to open the suggestion box once per month. And through interview with workers, they were satisfied with facility management. However, gaps have been identified in implementation.</p> <p>工厂在车间张贴了amfori BSCI行为准则和海报，且给员工提供了相关培训。工厂建立了良好的管理实践，员工与员工代表就工作场所的情况可以进行良好沟通。工厂在现场提供了意见箱，指定了专员每月打开一次。根据员工访谈，员工对工厂管理人员感到满意。然而，发现工厂在实施中仍存在与该执行领域要求之间的差距。</p> <p>2.2 - The auditee didn't define long term goals to protect workers according to the amfori BSCI values and principles or its BSCI performance, such as the goals of OT time, health and safety maintaining, young labor, child labor and so on. 被审核方没有根据amfori BSCI价值和原则或amfori BSCI表现去定义长期的目标去保护员工，比如加班时间，健康安全维护，未成年工，童工等目标。</p>	
Remarks from Auditee None	
Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
1- Followup Audit [Audit Id - 195977] Audit Date: 23/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: This follow up audit did not cover the PA. 本次跟进审核没有涵盖该执行领域。	
Remarks from Auditee:	
Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: A	Deadline date:
<u>Good practices</u> None	
<u>Areas of improvement</u> No finding observed. 未发现问题。	
Remarks from Auditee None	

Performance Area 4 : No Discrimination	
1- Followup Audit [Audit Id - 195977] Audit Date: 23/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
This follow up audit did not cover the PA. 本次跟进审核没有涵盖该执行领域。	
Remarks from Auditee:	
Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
No finding observed. 未发现问题。	
<u>Remarks from Auditee</u>	
None	

Performance Area 5 : Fair Remuneration

1- Followup Audit [Audit Id - 195977] Audit Date: 23/10/2020 PA Score: B

Deadline date:22/10/2021

GOOD PRACTICES:
NONE

AREAS OF IMPROVEMENT:

The minimum wage was guaranteed. The local minimum wage was RMB 1550 per month (equivalent to RMB 8.91 per hour) since 1 July 2018. The actual minimum wage paid by the auditee in the past 12 months was RMB 9.89 per hour at least. Policy on wage and benefit were established. According to the relevant procedure, workers could get equal payment on equal job, and premium on overtime would be paid as 150%, 200%, and 300% of the basic wage on workdays, weekends and holidays accordingly. Wage was calculated on hourly rate basis for production workers, which would be paid monthly on or before 30th each month for last month's wage by cash. The pay period was counted from 1st to 30th or 31 of each calendar month. The wage structure included basic salary, overtime premium, paid leave wage, and full attendance bonus. Generally, the gross wage of one worker would be around RMB 3000-RMB 4000 depending on different posts and working hours. The paid leave including maternity leave, annual leave, sick leave, marriage leave and so on that followed strictly with law and regulation. Social insurance would be provided to workers within one month once recruited. And the auditee had provided social insurance to most workers. Overview of the wage, there was no unreasonable deduction identified. During the audit, wage was reviewed from October 2019 to August 2020. 最低工资得以保障。当地最低工资在2018年7月1日起为人民币1550元每月，即为人民币8.91元每小时。被审核方在过去12个月中实际支付的最低工资为每小时人民币9.89元。建立了薪资和福利的政策。根据相关程序，工人在同等的工作获取同等的薪酬，且加班工资在工作日、周末以及法定假日如相应以基本工资的1.5倍、2倍以及3倍进行支付。工人的工资以计时方式结算，每月在30日或之前以现金形式发放上个月的工资。薪资计算周期为每个自然月的1日至30日或31日。工资结构包括，基本工资，加班津贴，有薪假工资，和全勤奖。总的来说，一名员工的总工资根据不同的岗位和工作时间，在人民币3000元至4000元左右。有薪假期包括产假，年假，病假，和婚假等，与法律法规要求一致。员工一旦录用，将在一个月之内提供社会保险。且被审核方为大部分员工提供了社会保险。总览员工的薪资，没有发现有无理由扣除工资的情况。审核中，工资查阅周期为2019年10月至2020年8月。

5.5 - Relevant policy and procedures on benefits were established by auditee. However the participation of social insurance was insufficient. Reviewed with past 12 months social insurance receipts and according to the social insurance receipt updated in October 2020, the factory did not provide medical insurance, accident insurance, unemployment insurance, maternity insurance and pension insurance to 42 out of 88 workers. Per workers interview, it was noted that the factory would like to provide social insurance to workers, but most workers were no willing to attend the social insurance, because they might change jobs from different provinces and the social insurance was not national applicable. Therefore, they could not enjoy the social benefit while moved to other cities or regions. Moreover, workers preferred gained more money from work and were reluctant to pay the individual social insurance fee. By communicated with management representative, the factory did not avoid the responsibility of providing social insurance to workers, however, there was no better progress made even the factory had conducted training and communicated with workers from time to time. Reference law: article 72&73 of PRC Labor law. Remark: There was no newly recruited worker in the resent one month, and no re-employed retirement workers identified. No extra commercial accident insurance provided. 被审核方建立了针对福利待遇的相关政策和程序。但是，社保的参与率不足。查阅了过去12个月的社保在线台账，并且根据最新2020年10月的社保台账了解到，工厂没有为全厂88名员工中的42人提供医疗保险，工伤保险，失业保险，生育保险和养老保险。通过员工访谈得知，工厂愿意为员工提供社会保险，但是大部分员工都不愿意参与，这是因为他们可能会在不同的省份间更换工作，而且社保并不是全国适用。因此，他们在去到别的城市或地区不能享受社会保险的福利。此外，工人更愿意通过工作获取更多的收入，并且不愿意缴纳个人承担的社保费用。与管理者代表沟通得知，工厂没有逃避为员工提供社保的责任，然而即便工厂通过培训和不时与员工的交流，也未能取得进展。参考法规：中华人民共和国劳动法第七十二条和七十三条。备注：最近一个月没有新入职的员工，也没有发现退休返聘的员工。没有额外提供商业保险。

Remarks from Auditee:
NONE

Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: A

Deadline date:30/03/2020

Good practices

None

Areas of improvement

The auditee had established wages and benefit management procedure to ensure that all workers had been paid at least minimum wages for regular working hours, legal required overtime premium for workers' overtime working, etc. The payroll of October 2018 to September 2019 was provided by the auditee and 15 sample workers' payment were reviewed. Through these samples reviewing, wages were calculated by hourly rate RMB9.89 per hour, which was higher than local minimum wage requirement (Legal minimum wage was RMB1550 per month equivalent to RMB8.90 per hour since July 1, 2018) Workers' wages were paid before the 30th of each month for previous month by cash. Pay slips were provided to workers on the date of wages issued date. All sample employees were paid 150% of their normal wage for the overtime working hours on normal working days and 200% of their normal wage for the overtime working hours on the rest days and the facility had provided holiday wages, workers in the factory did not work on statutory holidays and Sundays. Paid annual leave, statutory holiday, sick leave, marriage leave, maternity leave and funeral leave were defined and provided to workers. No illegal deduction was deducted from workers' wage. However, gaps have been identified in implementation.

工厂建立了工资和福利管理程序，以确保所有员工至少达到最低工资、法定加班工资等的要求。工厂提供了2018年10月到2019年9月这期间的工资记录，审核抽取其中15个样本。通过分析样本，工资按时薪支付，每小时9.89元高于最低工资标准（当地最低工资标准自2018年7月1日起为1550元每月等同于每小时8.90元）。每月30日以前以现金方式支付上月的工资。发工资当日，工资条提供给工人。所有抽样的员工支付了150%的平时加班费和200%的休息日加班费，并支付了足够的法定节假日工资。工人没有在法定节假日和周日加班。工厂规定并提供了有薪年假、法定节假日、病假、婚假、产假和丧假给员工。没有任何不当的扣款发生。然而，发现工厂在实施中仍存在与该执行领域要求之间的差距。

5.5 - The social insurance receipts from November 2018 to October 2019 were provided for review, As per the social insurance receipt of October 2019, the factory did not provide pension, unemployment, accident, medical and maternity insurance to 49 out of 90 workers. Reference Law: PRC Labor Law Article 72 and 73. Remark: (1) Till the audit day, there was no worker recruited during the latest 30 days and no worker had reached the statutory age of retirement. (2) The factory management staffs had communicated social insurance issues with workers and informed them the importance of attending social insurance scheme. Workers mainly come from other provinces of China. They had all participated in rural pension and medical insurance in their hometown. However, the factory did not collect information or evidences from workers to prove that they had participated in rural pension and medical insurance. In addition, the factory has purchased group commercial accident insurance for all employees, valid from January 9, 2019 to January 8, 2020.

2018年11月至2019年10月的社保收据提供了查看，根据2019年10月的社保缴费凭证，工厂没有给90名员工中的49名员工提供养老保险，失业、工

伤、医疗和生育保险。参考法规：《中华人民共和国劳动法》第72和73条。备注：(1)截止到审核当天，工厂在最近30天内没有新员工入职，没有员工达到退休年龄的员工。(2)工厂管理层有与工人沟通社会保险的事宜并告知其重要性。工厂的工人主要来自于外省，且在入职前有参加农村养老和医疗保险。但是，工厂没有搜集员工参加农村养老和医疗保险的信息或证据。另外工厂有给所有员工购买商业团体意外险，有效期从2019年1月9日至2020年1月8日。

Remarks from Auditee

None

Performance Area 6 : Decent Working Hours	
1- Followup Audit [Audit Id - 195977] Audit Date: 23/10/2020 PA Score: D	Deadline date:22/10/2021
GOOD PRACTICES: NONE	
AREAS OF IMPROVEMENT: <p>Fingerprint recognition system was used to record the time in/out. The facility defined from Monday to Sunday as a week. Normal working hour is 8 hours per day and 5 days per week. All production workers were working in one shift, the time was from 08:00 to 12:00 and 13:30-17:30, with 1.5 hours lunch break from 12:00 to 13:30. There was maximum 2 hours OT on regular working days from 18:30 to 20:30. Usually 8 hours overtimes on Saturdays. No overtime arranged on Sundays. More than 8 hours rest time in 24 hours a day was provided to workers. And at least one day off in every 7 day-period was guaranteed to workers. Workers conducted the overtime on a voluntary basis. Based on the provided attendance records from 1 October 2019 (for cross checking the payroll of this month) to 23 October 2020, maximum daily overtimes on normal working days was 2 hours, maximum weekly overtimes were 18 hours, and maximum monthly overtimes were 82 hours. However, non-compliance was still found in this PA.</p> <p>工厂使用指纹识别系统功能记录员工考勤。工厂的周定义为周一至周日。正常工作时间为5天8小时一周。所有生产员工上班时间安排为08:00-12:00, 13:30-17:30, 从12:00-13:30有1.5个小时的午休时间。工作日最大日加班为2小时, 由18:30至20:30。通常周六加班8小时。周日没有加班。一天的24小时中有超过8小时的休息时间。而且为员工保障了每7天至少有一天的休息。员工是自愿加班原则。根据提供的考勤信息, 从2019年10月1日(为交叉验证当月工资)至2020年10月23日, 工作日最大日加班为2小时, 周加班最大为18个小时, 月加班最大为82个小时。但仍有不符合项发现。</p> <p>6.2 - By documents review, the factory had set up policy on controlling the daily overtime not over 3 hours and monthly overtime within 36 hours. Overtime was voluntary to all workers which confirmed by workers interview. The auditee would announced workers in advance on the OT plan and arrangement. Based onsite observation and attendance system verification, there was no warning system of time control on beyond 36 hours. According to factory management, the shortage of workforce was the main reason of the issue. The working time controlling mechanism was not effective. According to the attendance records from 1 October 2019 to 23 October 2020 provided by the factory, it was noted that the overtimes exceeded 36 hours in the past 12 months except January and February 2020. For the sampled three months of 10 random selected workers, maximum monthly OT in December 2019 were 76 hours; maximum monthly OT in March 2020 were 62 hours; and maximum monthly OT in August 2020 were 82 hours. Reference Law: China Labor Law, Article 41. Remark: for October 2020 updated to audit day, maximum daily OT were 2 hours and maximum monthly OT were 38 hours.</p> <p>由文件审核了解到, 工厂建立了日加班不超过3小时以及月加班在36小时以内的管控政策。员工访谈确认加班是自愿原则。被审核方会提前告知员工加班计划和安排。通过现场审核和考勤系统验证, 没有超过36小时的预警功能。厂方管理层表示劳动力的短缺是造成加班超时的主要原因。工厂没有建立有效的机制控制加班时间。根据工厂提供的由2019年10月1日至2020年10月23日的考勤信息, 在除2020年1月和2月外的过去12个月中均有月加班超过36小时的情况。10名随机抽样的员工在2019年12月最大的月加班为76个小时, 在2020年3月最大的月加班为62个小时, 在2020年8月最大的月加班为82个小时。参考法规: 中华人民共和国劳动法第41条。备注: 对于2020年10月截至审核当天, 最大日加班为2小时, 最大月加班为38小时。</p>	
Remarks from Auditee: NONE	
Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: D	Deadline date:30/03/2020
Good practices None	
Areas of improvement <p>The factory established working hour policy according to local legal requirement. The normal working hour was 8 hours per day and 5 days per week. Two shifts for security guards: 7:00-19:00, 19:00-7:00. (including 2 hours overtime); one shift for the office staffs from 8:00 to 12:00 and 14:00 to 18:00. One shift for other workers: 7:30-11:30, 13:30-17:30. overtime was conducted from 18:40-20:40. Overtime work was voluntarily chosen for workers. Fingerprinting attendance system was used to record workers' working time. Electronic data system was accessed during this audit. Time records from October 2018 to audit date were provided and 15 samples were randomly selected for review. Maximum 2 hours overtime per day, maximum 18 hours overtime per week, maximum 94 hours overtime per month and at least 1 day off after 6 days consecutive working days was guaranteed. However, gaps were still noted in implementation.</p> <p>工厂根据法律要求建立了工作时间的政策。正常工作时间为每天8小时, 每周5天。保安有2班: 7:00-19:00, 19:00-7:00, 包括2小时加班时间。办公室为一班制从8:00到12:00, 14:00到18:00, 其余员工只有1班: 7:30-11:30, 13:30-17:30。加班从18: 40-20: 40。员工自愿选择加班。工厂使用指纹卡考勤系统记录员工考勤。此次审核查询了电子考勤系统。2018年10月至审核当天的考勤已提供, 并查看了15名员工的考勤。每天最大2小时加班, 每周最大加班18小时, 每月最大加班94小时, 每周有一天休息。但是在实际执行的过程中仍存在缺失。</p> <p>6.2 - Time records from October 2018 to the audit day was provided for review, randomly selected 15 sampled workers' time records each from March 2019, August 2019 and September 2019, the maximum monthly overtime had reached 80 hours, 94 hours and 74 hours respectively. The total overtime working from October 1, 2019 to the audit day (October 31, 2019) was 76 hours at most. The factory hadn't established an effective working hour pre-warning system yet to control workers' overtime. The production schedule was unreasonable also. Thus, workers should conduct excessive monthly overtime exceeding local law requirement. As per workers interview, overtime work in the factory was voluntary and they could refuse to work overtime, the overtime working could earn more money. Reference law: PRC Labor Law Article 41.</p> <p>自2018年10月至审核当天的考勤记录提供查看, 随机在2019年3月, 8月和2019年9月中各自抽取了15名抽样员工的考勤记录, 发现最大分别达到80小时, 94小时和74小时。自2019年10月1日至审核当天(2019年10月31日)的最大月加班时数为76小时。工厂没有建立有效的工时预警系统来控制工人过多加班, 生产排期也不合理。因此员工加班超过法律要求。工人称加班是自愿的, 可以拒绝加班, 加班可以获取更多报酬。参考法规: 中华人民共和国劳动法第41条。</p>	
Remarks from Auditee None	

Performance Area 7 : Occupational Health and Safety

1- Followup Audit [Audit Id - 195977] Audit Date: 23/10/2020 PA Score: A

Deadline date:22/08/2021

GOOD PRACTICES:
NONE

AREAS OF IMPROVEMENT:

The auditee had established the Occupational Health and Safety Management Procedure and collected the relevant law and regulations on occupational health and safety relevant for its activities regularly. One senior management was assigned to be responsible for implementation of the occupational health and safety issues and he responsible for updating the relevant law, regulation and customs' standard quarterly. The workplace was maintained in suitable humidity, temperature and lighting. Occupational health and safety training was provided to workers. The auditee had conducted the occupational disease examination for workers who working for hazardous environment. Workers had right to remove herself or himself from imminent danger without seeking permission from their management. First aid facilities had provided at the workplace and the auditee recorded the accident case accordingly. The auditee provided the adequate potable water at workplace for free drinking. The potable water had been tested and the result was acceptable. Firefighting facilities had installed and inspection monthly, such as fire alarm system, fire extinguishers, emergency lights, evacuation exit sign etc. The auditee carried out the fire drills twice per year, and all workers were attended. The evacuation time was controlled limited in 5 minutes. Evacuation routes were not blocked and evacuation plans had posted at each floor. Canteen and dormitory were not provided and no transportation provided by the auditee. However, gaps had been identified in implementation.

被审核方建立了职业健康与安全程序且定期地收集与其相关活动的职业健康与安全方面的法律法规。一名高级管理层被任命负责职业健康与安全项目的执行且负责每季度更新相关法律法规和客户的要求。工作场所的环境保持合适的湿度、温度和照明。职业健康与安全通过培训传递给员工。被审核方对在有职业危害作业环境的员工进行了职业病体检。员工有权在重大危险法发生时立即撤离而不需要经过管理人员的许可。作业场所提供了急救设施且工伤事故都会被记录。被审核方提供了足够的饮水设施给员工免费饮用。饮用水进行了检测并检测结果合格。消防设施已经进行了安装和定期的检查,例如消防报警系统、灭火器、应急照明,安全出口灯具等。被审核方每年进行两次的消防演习,所有员工都参与了。逃生时间控制在5分钟以内。车间逃生路线不受堵,逃生计划图在每楼层张贴。被审核方没有为员工提供食堂,宿舍,也没有交通工具提供。然而,在实施中仍存在差距。

- 7.1 - A. It was identified that there was noise and dust produced in the polishing and molding area, but the auditee did not conduct the annual occupational hazard evaluation for the workplace. Reference law: Provisions on the Supervision and Administration of Occupational Health at Work Sites, Article 20. B. There were noise and dust generated in the polishing and molding area, relevant PPE was provided to those workers. However, the auditee did not provide the occupational health examination to the workers (pre-job, on-the-job and off-the-job). Reference Law: Law of the People's Republic of China on Prevention and Control of Occupational Diseases, Article 35.
A.在抛光和成型区域产生噪声和粉尘,但是被审核方没有为生产场所进行年度的职业危害因素评估。参考法规:工作场所职业卫生监督管理规定第20条。B.在抛光和成型区域会有噪声和粉尘危害,工厂为员工提供了个人防护用品。然而,被审核方没有为该区域的员工提供职业病体检。(岗前,岗中和离岗)。参考法规:中华人民共和国职业病防治法第三十五条。
- 7.2 - Based on documents review, it was noted that the auditee did not provide accident social insurance to 42 out of 88 workers. By workers interview, 5 out of 10 sampled workers confirmed that they did not attend the accident insurance. The management representative mentioned they would take measures to increase the accident insurance coverage. Reference law: Social Insurance Law of the People's Republic of China, Article 33.
根据文件审核,被审核方没有为88名员工中的42人提供工伤社会保险。员工访谈中,10名抽样员工中的5人确认没有参加工伤社会保险。管理者代表提及他们将会采取措施增加工伤保险的涵盖率。参考法规:中华人民共和国社会保险法第33条。
- 7.6 - During factory tour, it was noted that there were both dust-proof masks and active carbon masks provided in the production area. But some workers in the polishing area were wearing the medical disposal mask while working. By workers interview, they mentioned that the factory had provided masks to them, but they got used to wear the masks brought from home and forgot to change the right one sometimes. Reference law: Production Safety Law of the People's Republic of China, article 42.
现场审核发现,工厂有在车间提供防尘口罩和活性炭口罩。但是在抛光区域工作的部分员工佩戴的是一次性医用口罩。经员工访谈,他们告知工厂有为员工提供口罩,但是他们习惯了佩戴自己带来的口罩,而偶尔会忘记换取合适的。参考法规:《中华人民共和国安全生产法》第42条。
- 7.7 - A. The auditee had designated one area for storing chemicals, nevertheless, it was noted that all buckets of glues were not provided with secondary containers in the chemical warehouse. By management representative interview, they knew this requirement and mentioned that they could not find the applicable secondary container for the chemicals. Reference laws: article 20 of Regulation for Safety of Hazardous Chemical. B. The main chemicals used in the factory were glue and machine oil. But there was no corresponding MSDS posted in the chemical storage area. Reference law: Regulations on Safety in Workplaces Where Chemicals Are Used, Article 14.
A.被审核方指定了一个区域用于存放化学品,在化学品仓库中存放的所有胶水均没有被提供二次容器。管理者代表访谈中得知,他们清楚这个要求,并告知暂未能找到合适的二次容器。参考法规:危险化学品安全管理条例第二十条。B.厂内主要使用的化学品为胶水和润滑油。但是存放化学品的区域没有张贴相应的物质资料安全表。参考法规:工作场所安全使用化学品规定第十四条。
- 7.13 - Based onsite observation, it was noted that there was no warning sign posted for the electric boxes or devices. The management representative explained that they neglected this requirement and would make the corrective action as soon as possible. Reference law: Warning Sign in the Guidelines for Safety Signs and Usage GB 2894-2008, article 4.2.3.

根据现场审核发现,电箱和用电设备均未张贴警示标识。管理者代表解释,他们忽略了这个要求,并且会尽快采取改善措施。参考法规:安全标志及使用导则GB 2894-2008, 4.2.3条。

Remarks from Auditee:
NONE

Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: A

Deadline date:30/03/2020

Good practices

None

Areas of improvement

The facility had established the health and safety management procedure and EHS committee. The facility have appointed Mr. Weigang Tu as EHS management representative and conducted the EHS committee meeting quarterly. The EHS committee conducted the risk assessment, the main risk included machine safety, electrical safety, chemicals use etc. Regular health and safety training was provided to employees on workstation safety, first aid, PPEs use, machine safety, etc. Sufficient fire-fighting equipment such as fire extinguishers, fire hydrants, fire alarm, emergency exit signs, emergency lights were provided in each work floor and in good condition. Each work floor had at least two safety exits. The fire hydrant and fire alarm were tested during the audit. Fire drills were conducted twice per year; the latest fire drill was conducted on October 18, 2019. All emergency exits and aisles were out of obstruction. Fire evacuation plans were posted in each work floor. Potable water was provided in each work floor and testing report was provided. Sufficient first-aid kits stocked with necessary supplies, sufficient number of washing room were provided and

<p>separated by gender. However, gaps were still noted in implementation. Remark: No canteen, dormitory and transportation provided by the factory. 工厂建立了健康安全程序和EHS委员会, 工厂任命涂维刚先生为EHS管理者代表, EHS安全委员会每季度召开一次, 工厂进行了风险评估, 主要的风险包括机器安全, 电路安全, 化学品的使用等。关于岗位安全, 急救, 个人防护用品的使用, 机器安全等定期的安全培训也有提供给员工, 充足的消防设备, 如灭火器, 消防栓, 消防警铃, 安全出口标识, 应急灯在每个车间有配备, 并且状况良好, 每个车间至少有两个安全出口, 消防栓和消防警铃在审核中也有进行测试。消防演习每年二次, 最近一次在2019年10月18日进行, 所有安全出口和通道都畅通。平面逃生图张贴在每个车间, 每个车间都有提供饮用水, 饮用水测试报告有也提供查看, 药箱备有足够的必备用品, 洗手间有分男女并且足够工人使用。但是, 执行中仍然存在差距。备注: 工厂没有给员工提供, 餐厅宿舍和交通。</p> <p>7.1 - 1.No pre-job, on-service and post-service occupational diseases examination for workers exposed to occupational hazards position(e.g. polishing and molding section workers). Reference law: Law of the People's Republic of China on Prevention and Control of Occupational Diseases, Article 35 2.The process of polishing and molding had hazardous occupational factors of dust and hazardous fumes emitted, but the factory did not detect occupational hazards in the workshop. Reference law: Provisions on the Supervision and Administration of Occupational Health at Work Sites, Article 20 1工厂未能提供从事有职业病危害工种的人员的岗前, 在岗和离岗体检报告: 如: 抛光和成型车间的员工。参考法律法规: 中华人民共和国职业病防治法第三十五条。2.抛光和成型工序会产生有害的粉尘和有害气体, 但工厂没有在车间做职业病危害因素检测, 参考法律法规: 工作场所职业卫生监督管理规定第20条</p> <p>7.6 - According to the on-site observation, the factory provided medical mask for all the molding and polishing workers who exposed to the benzene and dust, instead of the activated carbon and dust mask. Reference Law:PRC Work Safety Law, Article 42</p> <p>根据现场观察, 工厂提供医用口罩给所有成型和抛光的接触苯系物和粉尘的员工, 而不是活性炭和防尘口罩。参考法规: 《中华人民共和国安全生产法》第四十二条</p> <p>7.7 - The facility had established the chemical management procedure and provided training to all of workers for chemical using. However, large volume of chemicals such as glue stored in chemical warehouse were not provided with secondary containment and no safety tag for chemicals. Reference law: Regulations on Dangerous Chemical Safety Management, Article 20 & Regulations on Chemical Safe Usage in Workplace, Article 12</p> <p>工厂有建立化学品管理程序, 也有提供关于化学品的使用培训给员工, 然而, 化学品仓的大容量的化学品(胶水)没有二次容器, 也没有张贴安全标签。参考法规: 《危险化学品安全管理条例》第二十条&《工作场所安全使用化学品规定》第十二条</p> <p>7.13 - According to the on-site observation, all the electrical boxes in the factory did not post the "Beware of electric shock" sign. Factory management said it would improve immediately. Reference Law: Warning Sign in the Guidelines for Safety Signs and Usage (GB 2894-2008), Article 2-7 根据现场观察工厂所有的电箱都没有张贴“当心触电”标识。工厂管理人员称会上改善。参考法规: 《安全标志及使用导则》(GB 2894-2008) 警示标志2-7</p>
<p>Remarks from Auditee</p> <p>None</p>
<p>Performance Area 8 : No Child Labour</p>
<p>1- Followup Audit [Audit Id - 195977] Audit Date: 23/10/2020 PA Score: A Deadline date:</p>
<p>GOOD PRACTICES:</p>
<p>AREAS OF IMPROVEMENT: This follow up audit did not cover the PA. 本次跟进审核没有涵盖该执行领域。</p>
<p>Remarks from Auditee:</p>
<p>Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: A Deadline date:</p>
<p>Good practices</p>
<p>None</p>
<p>Areas of improvement</p> <p>No finding observed. 未发现问题。</p>
<p>Remarks from Auditee</p> <p>None</p>

Performance Area 9 : Special protection for young workers	
1- Followup Audit [Audit Id - 195977] Audit Date: 23/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
This follow up audit did not cover the PA. 本次跟进审核没有涵盖该执行领域。	
Remarks from Auditee:	
Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
No finding observed. 未发现问题。	
Remarks from Auditee	
None	
Performance Area 10 : No Precarious Employment	
1- Followup Audit [Audit Id - 195977] Audit Date: 23/10/2020 PA Score: A	Deadline date:22/05/2021
GOOD PRACTICES:	
NONE	
AREAS OF IMPROVEMENT:	
The auditee defines the non-precarious employment was not confined to below aspects: recruitment process, remuneration, hours of work, disciplinary measure, promotion, training, termination of employment etc. Every step was respectful. Workers had signed the labor contracts with the auditee when joining the facility based on the recognized and consolidate employment relationship. The facility issued copies of labor contracts to each worker after signing. All the employees are permanent workers and the labor contracts were provided for review. The items in the labor contract were understandable and legal. No seasonal or homework were arranged and no apprenticeship schemes were practiced in this factory. 受审核方对无保障就业并不局限于以下几个方面：招聘、薪酬、工作时间、处分、晋升、培训、就业等每一步的都是受尊敬。工人们签订的劳动合同与受审核方当加入基于公认的和稳定的雇佣关系。工厂签署后，发给每个工人的劳动合同副本。所有雇员均为永久工人，并提供劳工合约供检讨。劳动合同中的条款是可以理解和合法的。工厂没有安排季节性或家庭工，也没有学徒计划。	
10.2 - As per workers labor contracts review, it was noted that no occupational hazards notification was in place for polishing workers and gluing workers, who might contact with noise hazard and chemical hazard. Reference Law: Article 33 of Law of the People's Republic of China on Prevention and Control of Occupational Diseases.	
工人劳动合同审核发现，工厂没有对有害岗位进行职业危害告知，如抛光员工和上胶员工，他们可能会接触到噪声和化学品危害。参考法规：中华人民共和国职业病防治法 第三十三条。	
Remarks from Auditee:	
NONE	
Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: A	Deadline date:30/12/2019
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
The factory established worker manual which regulated the standard of recruitment, remuneration, hours of work, disciplinary measures, promotion, trainings, and termination of employment. As per interviewed workers, they all stated that they had understandable information of the factory before entering into employment. The factory signed labor contracts with employees within one month of recruitment according to legal requirement. Two copies were signed and one copy was kept by the worker. No dispatching workers, no temporary worker, and no student worker were been applied in this factory. However, gaps were still noted in implementation. 工厂建立了员工手册，涵盖了人员招聘，薪资，工时，奖惩，晋升，培训，解除合同等各方面的规定；根据员工访谈，工人在应聘进入工厂前就对工厂各方面信息有了解；工厂在员工入职一个月内与员工签订了劳动合同；签订两份劳动合同，员工保留一份；工厂没有使用派遣工，临时工，学生工。但是，在实施过程中仍存在差距。	
10.2 - It was noted that the dust and benzene was generated polishing and molding section. As per document review, there was no occupational hazards notification in labor contract for those workers exposed in occupational hazards working environment . Reference Law: People's Republic of China on Prevention and Control of Occupational Diseases, Article 33. 工厂的抛光和成型工序有粉尘和苯系物产生、根据文件审核，发现劳动合同中没有对暴露于职业病危害场所的员工进行职业危害告知。参考法律法规：中华人民共和国职业病防治法 第三十三条。	
Remarks from Auditee	
None	

Performance Area 11 : No Bonded Labour	
1- Followup Audit [Audit Id - 195977] Audit Date: 23/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: This follow up audit did not cover the PA. 本次跟进审核没有涵盖该执行领域。	
Remarks from Auditee:	
Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
No finding observed. 未发现问题。	
<u>Remarks from Auditee</u>	
None	
Performance Area 12 : Protection of the Environment	
1- Followup Audit [Audit Id - 195977] Audit Date: 23/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: This follow up audit did not cover the PA. 本次跟进审核没有涵盖该执行领域。	
Remarks from Auditee:	
Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
<p>The factory has established an environmental protection policy and provided training in environmental protection. The environmental impact assessment report is available for review and obtained EIA approval and Environmental impact acceptance. Waste gas and water are produced during the polishing and molding process of the factory, and the factory also obtained a pollutant discharge permit. The factory has enhanced ventilation in the workshop. The waste gas, waste water and noise are discharged within the standard after treatment. The hazardous waste (such as paint empty buckets) was gathered during the production process, the factory have signed a disposal agreement with a qualified institutions for hazardous waste transfer. The most recent transfer was in May 2019 as per provided disposal record.</p> <p>工厂建立了环境保护政策，且提供了环境保护的培训。环境影响评估报告有提供查看、并获得环评批复以及验收。工厂的打磨和成型等生产过程中会产生废气和废水，工厂也获得了排污许可证等。工厂有加强车间内的通风。废气，废水，噪音经检测达标排放。工厂生产过程中会有危废产生（如油漆空桶），工厂与有资质的机构签署了危废处置协议，根据提供的处置记录，最近的转移是2019年5月。</p>	
<u>Remarks from Auditee</u>	
None	

Performance Area 13 : Ethical Business Behaviour	
1- Followup Audit [Audit Id - 195977] Audit Date: 23/10/2020 PA Score: A	Deadline date:22/06/2021
GOOD PRACTICES: NONE	
AREAS OF IMPROVEMENT: <p>The auditee has established the procedure for preventing any act of corruption, extortion or embezzlement, or any form of bribery in its activities as a business enterprise. Anti-corruption procedure was established and has been trained to all the workers. And the factory signed social agreement with all the suppliers. Business ethics risk assessment was conducted and the act of corruption, bribery and unethical behavior in any form was prohibited. Policy and procedure of protecting individual privacy were established. No case of invading personal privacy was identified during the audit.</p> <p>工厂已经建立反对在其企业活动中出现的任何贪污、勒索或挪用行为、或任何贿赂形式的程序。工厂建立了反对腐败程序规定，并对所有员工进行了培训。工厂已经与供应商签署了社会责任协议。工厂已经进行了商业道德风险评估，工厂反对任何形式的腐败、贿赂和不道德的商业行为。工厂建立了个人隐私保护程序。在审核中没有发现有侵犯个人隐私的案件。</p> <p>13.1 - According to documents review, it was noted that the auditee had developed policies and procedures against any act of corruption. However, the auditee did not established and analyse any active measures to prevent or remediate them. 通过文件审核，被审核方建立了反腐败的政策以及文件。然而，工厂没有制定或者识别出一些可采取的预防和补救行动措施。</p>	
Remarks from Auditee: NONE	
Full Audit [Audit Id - 166255] Audit Date: 31/10/2019 PA Score: A	Deadline date:30/12/2019
Good practices None	
Areas of improvement <p>The factory had anti-corruption procedures. According to management interviews, management representative said that the factory prohibited any form of corruption or bribery. According to interviews with workers, no any unethical case happened in the past of one year. However, gaps were still noted in implementation.</p> <p>工厂有反腐败程序。根据管理访谈，管理者代表表示工厂禁止存在任何形式的贪污或者贿赂行为。根据工人访谈，在过去一年中，工厂也没有出现不道德的事情。但是，在实施过程中仍存在差距。</p> <p>13.1 - The factory had established the Anti-corruption procedure, but didn't identify the situations and activities where acts of corruption, extortion or bribery are most likely to occur in its context. 工厂有建立商业道德的程序，但是没有识别可能的情况会导致贿赂和腐败发生。</p>	
Remarks from Auditee None	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Follow-up Audit	23/10/2020	195977	D	B	A	A	B	D	A	A	A	A	A	A	A	C
Full Audit	31/10/2019	166255	D	B	A	A	A	D	A	A	A	A	A	A	A	C

Producer Photos



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



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



External photo(s) of the production unit(s)
Production building.JPG



Photo first aid facilities
First aid kit.JPG



Photo of fire safety equipment
Emergency light and exit sign.JPG



Photo of fire safety equipment
Evacuation map.JPG



Photo of fire safety equipment
Fire alarm.JPG



Photo of fire safety equipment
Fire extinguishers.JPG



Photo of fire safety equipment
Fire hydrant testing.JPG



Photo of fire safety equipment
Fire hydrant.JPG

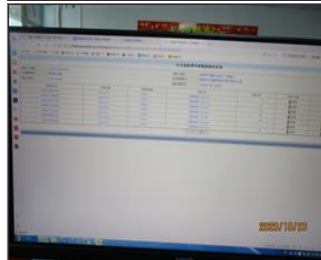


Photo of non-conformity
NC 5.5 Insufficient social insurance coverage.JPG

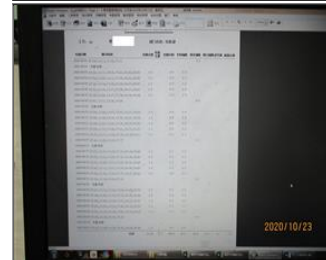


Photo of non-conformity
NC 6.2 Monthly OT over 36 hours.JPG



Photo of non-conformity
NC 7.13 No warning sign posted for the electric boxes.JPG



Photo of non-conformity
NC 7.6 Inappropriate PPE wearing.JPG



Photo of non-conformity
NC 7.7 No secondary container.JPG

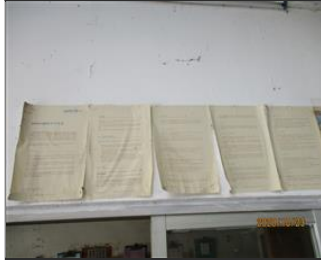


Photo of the code of conduct on display
amfori BSCI COC.JPG



Photo of the inside of the main production hall
Assembly area.JPG



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



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



Photo of the inside of the main production hall
Injection area.JPG



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



Photo of the inside of the main production hall
Molding area.JPG



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



Photo of the inside of the main production hall
Polishing area.JPG



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



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



Photo of the sanitary facilities
Potable water.JPG



Photo of the sanitary facilities
Toilet.JPG