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Auditee :	<b>DANYANG DANYU HARDWARE TOOLS CO., LTD.</b>
Audit Date From :	<b>23/08/2018</b>
Audit Date To :	<b>24/08/2018</b>
Expiry Date of the Audit :	<b>Please refer to the producer profile in the amfori BSCI platform</b>
Auditing Company :	<b>TUEV Rheinland</b>
Auditor's Name(s) :	<b>Ivy Qiao(Lead)</b>
Auditing Branch (if applicable) :	<b>TUV Rheinland China</b>

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This is an extract of the on line Audit Report. The complete report is available in the amfori BSCI Platform.  
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This is an extract of the amfori BSCI Audit Report, which is available in the amfori BSCI Platform. © amfori, 2018 - The English version is the legally binding One.

<p><b>A</b> <b>Very Good</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated A</li> <li>• No Performance Areas rated C, D or E</li> </ul> <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>
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<p><b>B</b> <b>Good</b></p>	<ul style="list-style-type: none"> <li>• Maximum 3 Performance Areas rated C</li> <li>• No Performance Areas rated D or E</li> </ul> <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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<p><b>C</b> <b>Acceptable</b></p>	<ul style="list-style-type: none"> <li>• Maximum 2 Performance Areas rated D</li> <li>• No Performance Areas rated E</li> </ul> <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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<p><b>D</b> <b>Insufficient</b></p>	<ul style="list-style-type: none"> <li>• Maximum 6 Performance Areas rated E</li> </ul> <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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<p><b>E</b> <b>Unacceptable</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated E</li> </ul> <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><b>Zero Tolerance</b></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>																																							

Name of producer :	<b>DANYANG DANYU HARDWARE TOOLS CO., LTD.</b>		
DBID number :	<b>347371</b>		
Audit ID :	<b>132032</b>		
Address :	<b>North S122, Lianxing Village, Yanling Town Danyang</b>		
Province :	<b>Jiangsu</b>	Country :	<b>China</b>
Management Representative :	<b>Xianping LIU</b>		
Contact person:	<b>Xianping Liu</b>	Sector :	<b>Non-Food</b>
Industry Type :	<b>Accessories</b>	Product group :	<b>other accessories (please specify)</b>
Product Type :	<b>Brush, Roller brush, glass cement gun</b>		

**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 :	<b>C</b>	
Need of follow-up :	Yes	If YES, by : <b>24/08/2019</b>

**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
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**Executive summary of audit report**

DANYANG DANYU HARDWARE TOOLS CO., LTD. was located at North S122, Lianxing Village, Yanling Town, Danyang City, Jiangsu Province, China. (江苏省丹阳市延陵镇联兴村 122 省道北侧). It was the same as the address on business license.

There were total 4 buildings in the boundary, and all buildings belonged to Danyang Huaxing Leather and Plastics Co. Ltd (丹阳市华星皮塑有限公司). The factory used one 3-storey building as warehouse and office, used one 3-storey building as workshop, used one flat building as warehouse and used 1st floor of one 2-storey building as assembling workshop and kitchen & canteen. No dormitory was provided by auditee to workers. The total building area used by auditee is about 5860 square meters. The other area ( the 2nd floor of one 2-storey building) were used by landlord. The landlord did not produce in this boundary. The auditee and the landlord did not share management or workers, and did not have business transaction.

The main products manufactured by the factory were brush, roller brush, glass cement gun. The main production processes were listed as follows: injection, carding, metal working, roller making, glue filling, silk-screen, spraying, assembling and packing.

No production subcontractor was used and all employees were hired directly by the auditee. No obvious peak or low season for production. The auditee showed positive attitude on this audit such as independent meeting room was provided for workers interview and auditor could take photos onsite. All the findings were accepted by the management at the closing meeting.

Remark: The factory rented the buildings from Danyang Huaxing Leather and Plastics Co. Ltd (丹阳市华星皮塑有限公司). The lease agreement could be provided for review, so this audit only covered these rented areas. Based on management interview and workers interview, the 2nd floor of the 2-storey building owned by landlord was idle. The stairway to 2nd floor was sealed. The auditor had no permissions to visit this area.

Auditee's background information			
Auditee's name :	<b>DANYANG DANYU HARDWARE TOOLS CO., LTD.</b>	Legal status :	<b>Ltd Company</b>
Local Name :	丹阳丹雨五金工具有限公司 (913211810782035104)	Year in which the auditee was founded :	<b>2013</b>
Address :	<b>North S122, Lianxing Village, Yanling Town</b>	Contact person (please select) :	<b>Xianping Liu</b>
Province :	<b>Jiangsu</b>	Contact's Email :	<b>1961217258@qq.com</b>
City :	<b>Danyang</b>	Auditee's official language(s) for written communications :	<b>Chinese</b>
Region :	<b>North East Asia</b>	Other relevant languages for the auditee :	<b>None</b>
Country :	<b>China</b>	Website of auditee (if applicable) :	<b>None</b>
GPS coordinates :	<b>N 31°58'45", E 119°32'31"</b>	Total turnover (in Euros) :	<b>2300000.00</b>
Sector :	<b>Non-Food</b>	Of which exports % :	<b>100.00</b>
Industry :	<b>Accessories</b>	Of which domestic market % :	<b>0.00</b>
If other, please specify :		Production volume :	<b>800000 pcs per month</b>
Product Group :	<b>other accessories (please specify)</b>	Production cost calculation :	<b>Yes</b>
If other, please specify :		Lost time injury calculation cost :	<b>Yes</b>
Product Type :	<b>Brush, Roller brush, glass cement gun</b>		

Auditee's employment structure at the time of the audit			
Total number of workers :	<b>75</b>	Total number of workers in the production unit to be monitored (if applicable) :	<b>0</b>
		<b>MALE WORKERS</b>	<b>FEMALE WORKERS</b>
Permanent workers		<b>0</b>	<b>0</b>
Temporary workers		<b>29</b>	<b>46</b>
In management positions		<b>3</b>	<b>5</b>
Apprentices		<b>0</b>	<b>0</b>
On probation		<b>0</b>	<b>0</b>
With disabilities		<b>0</b>	<b>0</b>
Migrants (national citizens)		<b>17</b>	<b>23</b>
Migrants (foreign citizens)		<b>0</b>	<b>0</b>
Workers on the permanent payroll		<b>29</b>	<b>46</b>
Production based workers		<b>0</b>	<b>0</b>
With shifts at night		<b>0</b>	<b>0</b>
Unionised		<b>0</b>	<b>0</b>
Pregnant		<b>-</b>	<b>0</b>
On maternity leave		<b>-</b>	<b>0</b>

<b>Performance Area 1 : Social Management System and Cascade Effect</b>	
Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: D	Deadline date:24/11/2018
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The factory had established a management system to implement the amfori BSCI conduct of code and social responsibility policies and principles were issued by the factory. Mr. Xianping Liu / Factory Manager was in charge of implementing amfori BSCI requirements. The amfori COC and TOI were signed before this audit. The last internal social responsibility review was conducted on Jul.12, 2018 and the last management review was conducted on Jul.16, 2018. The auditee had supervised the social compliance status of all major suppliers by signing back the social compliance commitment, self-assessment forms and amfori BSCI COC and TOI. No sub-contractors was used by the auditee. 工厂已建立了管理系统来执行 amfori BSCI 行为准则并且已建立了社会责任方针和政策。刘显平/厂长负责 BSCI 要求的执行。工厂在评估前已签了 amfori BSCI COC 和 TOI。企业内部最近一次社会责任审查于 2018 年 7 月 12 日进行, 最近一次管理评审于 2018 年 7 月 16 日进行。工厂监管了主要供应商社会责任表现, 包括要求供应商签回社会责任承诺书, 自评表和 amfori BSCI 行为准则以及行为准则执行条款。工厂未使用分包商。</p>	
1.1 -	<p>The factory had established written procedure regarding Amfori BSCI such as social responsibility management manual and procedures, but did not implement it effectively. Such as some area needed improvement in health ,safety and environment(occupational hazard management, machinery safety management and environment protection management), social insurance(insufficient social insurance) and working time(excessive overtime). The factory had no mechanism and method to monitor the social insurance and working overtime hours according to BSCI requirement. Based on management interview, the management generally clear the BSCI code, but also confirmed that they did not effectively monitor the implementation.</p> <p>工厂已经建立了关于 amfori BSCI 的书面程序, 如社会责任管理手册和程序文件, 但未有效的实施。如在健康安全和环境(职业危害管理, 机械安全管理)和环境保护管理, 社会保险(不足的社会保险)和工时(超时加班)方面有需要改进的地方。工厂没有机制和方法去按照 BSCI 的要求监督社保保险情况和加班时间。基于管理层访谈, 管理层对 amfori BSCI 准则有基本的了解, 但是也确认他们在运作过程中没有有效的进行监管。</p>
1.4 -	<p>Based on management interview and documents review, the management was aware of the workforce planning and cost accounting, and the workforce planning and cost accounting procedure were established. But the factory did not provide relevant records of conducting workforce capacity planning. And workers had excessive overtime in the past 12 months. 根据管理层访谈和文件查阅, 工厂了解产能规划和成本核算, 且建立了产能规划和成本核算程序。但是工厂没有提供其开展产能评估的相关记录。且员工在过去 12 个月有超时加班。</p>
<b>Remarks from Auditee:</b>	
<b>Performance Area 2 : Workers Involvement and Protection</b>	
Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: B	Deadline date:24/11/2018
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The factory had set up communication channels between management and workers, which including suggestion box and worker representative. Two worker representatives were elected in the factory in March 2018. The factory made management and workers to be aware of their rights and responsibilities and have sufficient competence by regular training. Based on workers interview, workers knew about their basic right and responsibility. amfori BSCI Code of Conduct in local language had been published at the production site. 工厂建立了管理层及工人的沟通渠道, 包括设置了意见箱和员工代表。员工于 2018 年 3 月选举了两名员工代表。工厂通过定期培训使管理人员及工人 了解其权利和责任, 并具备相应能力。通过访谈, 工人了解他们的权利和义务。amfori BSCI 行为准则的当地语言版有张贴在生产现场供阅读。</p>	
2.2 -	<p>The factory did not define long term goals to protect workers according to the amfori BSCI Code of Conduct. Such as how to reduce overtime hours and improvements of social insurance compliance.</p> <p>工厂没有按照 BSCI 行为守则的期望制定明确保护工人的长期目标。比如降低加班时间和提高社保参保等</p>
<b>Remarks from Auditee:</b>	
<b>Performance Area 3 : The rights of Freedom of Association and Collective Bargaining</b>	
Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee established the procedure to ensure the right of workers to form legal union in a free and democratic way. The facility will not interfere the establishment, functioning or administration of workers organization or collective bargaining. 2 workers' representative were elected by workers; interviews and meeting minutes indicated that the auditee would not prevent workers' representatives from accessing or interacting with workers in the workplace. According to the document review, the last employee communication was conducted on Mar.22, 2018. 被审核方建立了程序以确保工人以自由和民主的方式组建工会的权利, 企业不干扰员工建立或管理员工组织, 或进行集体谈判。2 名员工代表由工人 选举产生; 访谈和会议记录表明被审核方不会阻碍工人代表在工作场所与工人接触和互动。文件记录显示最近一次员工沟通在 2018 年 3 月 22 日。</p>	
<b>Remarks from Auditee:</b>	

<b>Performance Area 4 : No Discrimination</b>	
Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee has set procedure to prevent any kind of discrimination and management were trained and promised to obey this principle. The auditee paid particular attention to avoid discrimination against vulnerable groups like disabled workers, pregnant women or migrant workers through employee manual and normal training. Based on interview with workers and worker representative, no discrimination regarding religion, origin, political affiliation or age, gender or social background was detected. 被审核方建立了程序文件以防止歧视, 所有管理人员接受了相应培训并承诺遵守该原则。公司对弱势群体如残疾员工, 怀孕女工和外地工人给予了特别关注, 并通过员工手册, 日常培训来避免歧视。通过员工访谈和员工代表访谈, 工厂没有因下列因素而进行歧视: 宗教, 出身, 政治立场, 年龄, 性别 和社会背景。</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 5 : Fair Remuneration</b>	
Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: B	Deadline date:24/11/2018
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee established the employee manual refers to amfori BSCI Code of Conduct and local laws, including but not limited to recruitment procedure, terms of labor contracts, condition and procedure of resignation, wages and benefits, factory rules, grievance reporting etc. Legal minimum wage was RMB1890/month since Jul. 2017. All employees' payrolls from July 2017 to June 2018 were reviewed. 11 sampled workers' payroll records in Aug. 2017, Jan. and Jun. 2018 were analyzed, and the wage was calculated by monthly rate. The workers' minimum basic wage was RMB2000/month. The payment cycle was a natural month. Wage was paid on 30th of the following month by cash. Paid annual leaves were provided to the workers together with the Spring Festival and paid with normal wage. The wage and benefit policy had been communicated to the workers during orientation training. Remark: Local legal minimum wage was RMB2010/month since Aug. 2018.</p> <p>被审核方依据 amfori BSCI 行为守则及当地的法律法规制定了员工手册, 其中不限于招聘流程, 合同签订, 离职程序, 工资福利, 厂纪厂规, 申诉报告等。当地的最低工资从 2017 年 7 月开始提高至人民币 1890 元/月。所有员工 2017 年 7 月至 2018 年 6 月的工资表均有被查看。其中重点抽样了 11 名员工在 2017 年 8 月, 2018 年 1 月以及 6 月的工资单进行分析。工人工资是月薪制, 最低工资是 2000 元/月。工资支付周期是自然月, 工资是在下个月 30 号以现金方式发放。带薪年假与春节假期一同放假, 并支付基本工资。工资福利政策在员工入职时有进行培训。备注: 当地最低工资从 2018 年 8 月 1 日起为 人民币 2020 元/月。</p>	
5.4 -	The factory had collected the local legal minimum wage document, but was not aware of fair remuneration. The factory did not collect local living costs data to identify the possible gap between actual remuneration and living wages, and took potential action to fill the gap. 工厂收集了当地的法定最低工资文件, 但不了解公平报酬。工厂未收集当地的生活成本的数据, 从而发现与其实际支付工资的差距, 并致力于提供能满足员工基本生活需求的工资。
5.5 -	It was noted that the factory did not provide social insurance for all employees. The social insurance records from Sep. 2017 to Aug. 2018 were provided for review. The social insurance receipt of Aug. 2018 showed the factory did not purchase retirement, injury, maternity, and unemployment insurance for 46 out of 75 workers, did not purchase medical insurance for 48 out of 75 workers. Remark: The factory did not provide commercial insurance to employees. No worker return to work after retirement, no new hires in Aug. 2018. No evidence was provided to prove any worker had participated in rural insurance. Based on management interview and workers interview, some workers did not want to participate in the social insurance. (Law and Regulation: Social Insurance Law of the People's Republic of China, Article 10, 23, 33, 44 and 53).
<p>评估中发现工厂没有给所有员工缴纳社会保险, 从 2017 年 9 月至 2018 年 8 月的社保记录已经提供查阅。2018 年 8 月份社保记录显示, 工厂 75 个人中有 46 个人没有购买养老、工伤保险和生育保险和失业保险, 48 人没有购买医疗保险。备注: 工厂没有为员工提供商业意外险。没有退休返聘员工, 2018 年 8 月没有新进员工。没有证据显示任何员工参加了农村保险。基于管理层访谈和工人访谈, 部分工人不愿意参加社保。(参考法律法规《中华人民共和国社会保险法》第十条、二十三条、三十三条、四十四条、五十三条)。</p>	
<b>Remarks from Auditee:</b>	

<b>Performance Area 6 : Decent Working Hours</b>	
Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: D	Deadline date:24/11/2018
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee established the employee manual refers to amfori BSCI Code of Conduct and local laws, including but not limited to working hours, overtime compensation etc. IC card machine was used to record each in/out. Normal working hour is 8 hours per day and 5 days per week. The employees worked one shift from 8:00 to 17:30 with 1.5 hours' meal break from 12:00 to 13:30. Overtime work started from 18:30 to 19:30. Saturdays were arranged for overtime work, but Sundays were ensured for rest. Time records from 1 July 2017 to the audit day were reviewed. 11 workers' working hour records in Aug. 2017, Jan. 2018 and Jun. 2018 were sampled for analysis. The workers' maximum overtime work 1 hour per day, 14 hours per week, 55 hours per month and guarantee at least one day rest per week. In Aug. 2017, the workers' maximum monthly overtime hours were 55 hours. 150%, 200%, 300% of normal rate would be compensated for overtime on normal working days, Saturday and holidays. The interviewed workers clearly understood the working hour policy and workers' statement was consistent with the provided working hour and wage records.</p> <p>被审核方依据 amfori BSCI 行为守则及当地的法律法规制定了员工手册, 其中不限于工作时间、加班补偿等。IC 卡考勤机用来记录考勤。每周 5 天, 每天 8 个小时。员工的工作时间一班制: 8:00-17:30。午休 1.5 小时从 12:00 至 13:30。加班从 18:30 至 19:30。星期六会安排加班, 星期日休息。从 2017 年 7 月 1 日到审核当天的考勤记录均有查阅, 抽取 11 名员工 2017 年 8 月, 2018 年 1 月及 6 月的考勤作分析, 发现工人每天最多加班 1 个小时, 每周最多加班 14 小时, 每月最多加班 55 个小时, 一周能有一天休息。在 2017 年 8 月, 工人的最大月加班时间为 55 小时。工作日, 休息日及法定节假日的加班费按平时的 150%, 200%, 300% 来支付。访谈的员工清楚公司的工时政策且员工的表述与受审方提供的工时工资数据相对应。</p> <p>6.2 - It was noted that the factory had established written procedure regarding working time management but it did not implement effectively. Confirmed by management interview, the working hour record system couldn't alert when overtime near or over the limits. The attendance records from 1 Jul. 2017 to the audit day were provided for review, 11 sampled workers' monthly OT hours had exceeded 36 hours in all months except Feb. 2018, and the maximum monthly overtime were 55 hours in Aug. 2017. (1) Through reviewing the attendance records in Aug. 2017, 11 selected employees' monthly overtime hours were 55 hours; (2) Through reviewing the attendance records in Jan. 2018, 11 selected employees' monthly overtime hours were 54 hours; (3) Through reviewing the attendance records in Jun 2018, 11 selected employees' monthly overtime hours were 52 hours. Remark: The overtime arranged for sampled workers from Aug. 1, 2018 to Aug. 24, 2018 was 38 hours. (Laws and Regulations: China Labor Law, Article 41)</p> <p>评估中发现工厂已经建立了书面的工作时间管理程序但没有有效的实施, 基于管理层访谈公司的考勤系统没办法预警当其加班时间快超过或已经超过要求时。2017 年 7 月 1 日至审核当天的考勤记录提供查阅, 11 名抽样员工除了 2018 年 2 月外月加班时间均超过了 36 个小时, 最多在 2017 年 8 月份达到 55 小时。(1)通过查阅 2017 年 8 月 11 名员工考勤显示月加班 55 小时; (2)通过查阅 2018 年 1 月 11 名员工考勤显示月加班 54 小时; (3)通过查阅 2018 年 6 月 11 名员工考勤显示月加班 52 小时; 备注: 从 2018 年 8 月 1 日至 2018 年 8 月 24 日抽样员工加班时间为 38 小时。(参考法律法规:《中华人民共和国劳动法》第 41 条)。</p>	
<b>Remarks from Auditee:</b>	



**Performance Area 7 : Occupational Health and Safety**

Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: A

Deadline date:24/11/2018

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

The factory had established the health and safety management procedure. Health and safety trainings such as the topics of PPE usage, machine safety, fire safety, etc. were provided to workers regularly. There were total 6 first aiders with licenses in the factory and the first aid kit was supplied in every workshops. All emergency exits were clear of obstacle. Emergency lights and exit signs were equipped at evacuation routes and emergency exits properly. The fire fighting equipments such as fire extinguishers and fire hydrants were inspected every month. The factory had identified the potential risk factors during the production processes in risk assessment report. Fire drill was conducted twice per year and the last time was on May 22, 2018. The PPE such as mask and earplug were provided free of charge. The kitchen and canteen were with hygienic certificate. No transportation or dormitory was provided to workers. 工厂建立了健康管理程序, 给工人提供了健康安全的培训比如关于劳保用品的使用、机器安全、消防安全等。工厂共有 6 名取得证件的急救员, 在每个车间都配备有急救药箱。所有的安全出口畅通无阻, 应急灯和出口标识恰当安装在逃生通道和安全出口上。消防设施如灭火器和消防栓每月检查。工厂的风险评估报告识别出了在生产过程中的潜在风险因素。消防演习每年举行 2 次, 最近一次是在 2018 年 5 月 22 日。工厂免费提供了口罩耳塞等劳动防护用品给工人。工厂的餐厅和厨房获得了食品经营许可证。工厂没有提供交通工具及宿舍。

7.1 - 1.The factory did not conduct the occupational hazards factors testing in spraying plastics workshop, carding workshop for the dust, punching workshop for the noise, silk-screen and glue filling workshop for the air quality, etc.(Workplace Occupational Health Monitoring Administration Regulation, Article 20) 2. No occupational health examinations (pre-job, on-post and post-job) was provided to the workers who were exposed to occupational hazard in the workshop, such as spraying plastics workers, carding workers, punching workshop, glue filling workers and silk-screen workers. (PRC Law of Prevention and Control of Occupational Diseases article 35)

1.工厂没有委托进行职业危害因素检测, 如注塑车间、梳毛车间的粉尘, 冲压车间的噪音, 丝印、灌胶车间的空气质量等。(《工作场所职业卫生监督管理规定》第二十条) 2.工厂没有提供职业健康体检(岗前、岗中、岗后)给车间接触职业危害的工人, 如注塑、梳毛、冲压、灌胶、丝印工人等。(《中华人民共和国职业病防治法》第 35 条)。

7.2 - It was noted that the factory did not provide work-related injury insurance for all employees. The factory did not provide the work-related injury insurance to 46 out of 75 employees and only provided work-related injury insurance to 29 out of 75 employees. Remark: The factory did not provide commercial insurance to the employees. Based on management interview and workers interview, some workers did not want to participate in the social insurance. Reference law: Social Insurance Law of the People's Republic of China, Article:33. 评估中发现工厂没有给所有员工缴纳工伤保险。企业未给 75 名员工中的 46 名员工缴纳工伤保险, 仅给 75 名员工中 29 名员工缴纳了工伤保险。备注: 工厂没有为员工提供商业意外险。基于管理层访谈和工人访谈, 部分工人不愿意参加社保。参考法律法规:《中华人民共和国社会保险法》, 第三十三条

7.6 - Some punching workers did not wear earplugs, silk-screen workers did not wear gloves, and silk-screen workers wore disposable mask, but did not wear activated charcoal mask. The proper PPEs had been provided to the relevant workers, and provided relevant training to workers. The factory posted notice to alarm staff wear relevant PPE. Reference law: Production Safety Law of the People's Republic of China, article 42.

部分冲压工人没有佩戴耳塞, 丝印工人没有佩戴手套, 且丝印工人佩戴的是一次性口罩, 而不是活性炭口罩。工厂已向相关员工提供了适当的劳动防护用品并向员工提供了相关培训。工厂张贴了警示性标语提醒员工佩戴相关 PPE。参考法律法规:《中华人民共和国安全生产法》第 42 条。

7.13 - About 10% electrical switches missing the protection cover. The factory inspected the electrical safety regularly, and posted the warning labels. Reference law: Safety Code of Electric Power Industry—Part 1:Thermal and Machine, 3.5.5 工厂约 10%电源开关缺少保护罩。工厂定期进行用电安全检查, 且张贴了警示标识。参考法规:电业安全工作规程——第 1 部分:热力和机械, 第 3.5.5 条。

7.17 - 1. The factory did not provide the inspection report of one forklift and one pressure vessel (2 m3). Reference law: Regulations on Safety Supervision over Special Equipment, Article 28 2.The factory did not provide the one operator' certificate of the forklift and pressure vessel. Reference law: Regulations on Safety Supervision of Special Appliance article 38 1.工厂没有提供一台叉车和一个 2 立方压力容器检测报告。参考法规:特种设备安全监察条例 第二十八条 2.工厂没有提供叉车操作人员和压力容器 操作人员的操作证书。参考法律法规:特种设备安全监察条例 第 38 条

7.19 - The factory had no physician in charge, Nurse in charge or Contract with hospital to respond to emergency trauma or serious illness.

工厂没有医生、护士, 且没有与医院签订合同来应对紧急的医疗救治。

7.21 - The factory did not provide the health certificates of two canteen staffs. Reference law: Food Safety Law of the People's Republic of China, Article 34

工厂没有提供 2 名食堂工作人员的健康证。参考法规:中华人民共和国食品安全法, 第三十四条

**Remarks from Auditee:**

**Performance Area 8 : No Child Labour**

Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: A

Deadline date:

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

Per onsite observation, document review, management interview and employees' private interview, it was noted that the factory established its child labor forbidden policy. It was noted that the HR related officer had to check the ID and age during the hiring process. Through management interview, worker representative interview and employee interview, all knew the child labor forbidden policy and confirmed no child labor in the factory. 通过现场查看、文件查阅、管理层访谈和员工访谈, 审核发现工厂建立了禁止童工政策。负责招聘的相关 HR 人员知道他们必须严格核实新近员工的年龄。员工面谈, 员工代表面谈和管理层面谈都证实清楚的知晓禁止童工政策并且确定工厂没有童工。

**Remarks from Auditee:**

<b>Performance Area 9 : Special protection for young workers</b>	
Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The main auditee established written juvenile worker protection procedure which indicated that juveniles should be provided with the physical check in compliance with the legal requirement, and should not be arranged for hazardous work or night work. No juvenile worker was identified during the audit; the youngest employee in auditee was 21 years old who was born on Nov.22, 1996 and joined the factory on Oct.5, 2015. 被审核方建立了书面的未成年工保护程序, 确保未成年工按法规要求进行体检, 不安排有危害性的工作或夜班。审核中并没有发现未成年工, 最小员工为 21 岁, 1996 年 11 月 22 日出生, 在 2015 年 10 月 5 日进入工厂。</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 10 : No Precarious Employment</b>	
Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The auditee signed employment contracts with all employees, which were in local language (Chinese) and all employees could understand it. The content of all employees' labor contracts were complete, which included all the clauses required by law, such as the time limit for the employment contract, the work time, rest and vacation, the remunerations, the social security, etc. 被审核方与所有员工均签订了劳动合同, 合同是中文的, 所有员工都能看懂。员工的劳动合同内容是完整的, 包括了所有法律要求的项目, 如合同期限、工作时间、休息和假日, 工资报酬, 社会福利等等。</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 11 : No Bonded Labour</b>	
Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The facility established formal policy to prohibit forced labor. The employee handbook was given to all workers stated that workers could resign after prior written notice, and they would be given their full wages on their last day of work. The auditee did not engage in any form of servitude, forced, bonded, indentured, trafficked or non-voluntary labour according to workers interview, review of management manual, grievance log and onsite observation. Factory did not keep any original documents from the workers or collect any deposit upon hiring. According to interview with management and supervisors, they were all aware of the procedures regarding anti-bonded labour. Workers were not subject to inhumane or degrading treatment, corporal punishment, mental or physical coercion and/or verbal abuse according to interviewed workers. 工厂建立了禁止强迫劳动的程序文件, 并在员工手册中规定, 工人提前通知相关部门后即可离职, 并且能在离职的最后一日获得当月工资。在员工访谈, 管理制度, 投诉记录以及现场观察中未发现工厂有使用奴役, 强迫, 担保, 契约卖身, 贩卖人口或其他非自愿劳工的情况。工厂在招工时未收取任何形式的押金, 也没有扣押员工证件。管理人员和现场主管均表示知晓反强迫劳工的相关管理规定。受访员工表示未受到任何非人道待遇, 以及体罚, 精神及身体虐待和语言辱骂等。</p>	
<b>Remarks from Auditee:</b>	

**Performance Area 12 : Protection of the Environment**

Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: B Deadline date:24/11/2018

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

The factory had established environment protection policies and principles according to amfori BSCI Code of Conduct and local law. And collected the environment laws. The factory had established detailed documental environment protection management procedure and the documents were provided for review. The energy saving procedure was established which requested the usage of water, electricity and other types of energy should be monitored and reduced the consumption through proper management. The training of environment protection awareness was conducted by the factory to comply with the annual training plan. Remark: It was not applicable for the auditee to obtain the pollutant discharge permit.

工厂根据 amfori BSCI 行为准则和当地的法律法规建立了环境保护政策和方针, 并且工厂收集了环境的相关法律法规。工厂建立了详细的书面化的环境保护管理程序, 其文件在评估中已提供查阅。工厂建立了节能程序, 要求工厂对使用的水, 电等其他能源进行监管, 并且通过合理的管理降低能耗。工厂按照年度培训计划进行了环境保护意识的培训。备注: 工厂无需获得排污许可证。

12.1 - The factory had newly added spraying process on 1/F of one 2-storey. But the factory did not provide environmental impact assessment report and approval, and Acceptance report of environmental protection facilities. Reference law: Law of the People's Republic of China on the Environmental Impact Assessment, Article 16 and 22. And Measures for Administration of Environmental Protection Acceptance Check upon Completion of Construction Project, Article 17 工厂在一栋2层建筑1楼新增了喷涂工序, 但工厂没有提供环评报告、环评批复及环保设施验收报告。参考中华人民共和国环境影响评价法, 第十六条和二十二条和建设项目竣工环境保护验收管理办法 第十七条

12.4 - 1.The factory has hazardous waste (such as waste ink empty containers, etc.), but the factory did not transferred the hazardous wastes to the licensed vendor for disposing. Reference law: Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes (2013) Article 57. 2.The facility did not provide environment monitoring report to prove the waste emission meet the local legal requirement, such as waste air of plant, waste air of kitchen and plant boundary noise. Reference law: Environmental Protection Law of the People's Republic of China, Article 44, and Emission standard of cooking fume, article 4.2.

1.工厂有危险废弃物产生(如废油墨、胶空桶等), 但工厂未将其产生的危险废弃物转移给有资质公司处理。参考法律法规: 中华人民共和国固体废物污染环境防治法(2013修正)第五十七条 2.被审核方没有提供环境监测报告以证明排放符合要求, 如车间废气、食堂废气和厂界噪声。参考法律法规: 《中华人民共和国环境保护法》第四十四条, 《饮食业油烟排放标准 GB18483-2001》第4.2条

**Remarks from Auditee:**

**Performance Area 13 : Ethical Business Behaviour**

Full Audit [Audit Id - 132032] Audit Date: 23/08/2018 PA Score: A Deadline date:

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

The factory had established the business ethic policy for their business integrity. Corruption, extortion or embezzlement or any forms of bribery was not permitted in the business relationship. The disclosure of information indicated that all documents/records (business licenses, personnel files, time records, payroll records, etc.) were required accurately and no falsifying information was permitted in their supply chain. Privacy policy had been established and implemented in the factory. 被审核方建立了商业道德政策对其商业诚信、腐败、敲诈勒索、盗用或任何形式的行贿受贿行为在商业关系中不被允许。信息公开政策更指出所有的文件包括营业执照、个人资料、工作时间记录, 工资记录等都要求要准确且在其供应链中虚假信息也是不被允许的。隐私政策已经建立并在被审核方 执行。

**Remarks from Auditee:**

Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	23/08/2018	132032	D	B	A	A	B	D	A	A	A	A	A	B	A	C



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



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



Photo of the inside of the main production hall  
Raw material warehouse.JPG



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



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



Photo of the inside of the main production hall  
Roller macking.JPG



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



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



Photo of the inside of the main production hall  
silk-screen.JPG



Photo first aid facilities  
First aid kit.JPG



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



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



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



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



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





Photo of the canteen (if applicable)  
Canteen.JPG



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



External photo(s) of the production unit(s)  
The 2-storey building ( the 2nd floor used by landlord).JPG



Photo of the canteen (if applicable)  
Kitchen.JPG