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Auditee :	<b>Wenzhou Golife Crafts Co., Ltd.</b>
Audit Date From :	<b>12/07/2019</b>
Audit Date To :	<b>12/07/2019</b>
Expiry Date of the Audit :	<b>Please refer to the producer profile in the amfori BSCI platform</b>
Auditing Company :	<b>BureauVeritas</b>
Auditor's Name(s) :	<b>Penny Peng(Lead)</b>
Auditing Branch (if applicable) :	

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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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Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<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>
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><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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B	B	B	B	B	B	B	B	B	B	C	C	C																													
<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																													
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><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>
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><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>																																							

**Main Auditee Information**

Name of producer :	<b>Wenzhou Golife Crafts Co., Ltd.</b>		
DBID number :	<b>392901</b>		
Audit ID :	<b>156926</b>		
Address :	<b>No. 158, Xicheng Avenue, Qianku Town, Cangnan County (2nd floor, building 1 of Wenzhou Guoming Plastic Material CO., Ltd.) Wenzhou</b>		
Province :	<b>Zhejiang</b>	Country :	<b>China</b>
Management Representative :	<b>Mr. Zeng Hanchang /HR Manager</b>		
Contact person:	<b>Lisong He</b>	Sector :	<b>Non-Food</b>
Industry Type :	<b>Accessories</b>	Product group :	<b>Arts, crafts and needlework</b>
Product Type :	<b>shopping bag, cooler bag, drawstring bag, shoulder bag, suit cover, apron etc.</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 :	C		
Need of follow-up :	Yes	If YES, by : 12/07/2020	

**Rating per Performance Area (PA)**

PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
C	B	A	A	B	D	B	A	A	A	A	C	A

**Executive summary of audit report**

Factory name: Wenzhou Golife Crafts Co., Ltd.  
 温州顾莱福工艺品有限公司  
 Factory address: No. 158, Xicheng Avenue, Qianku Town, Cangnan County, Wenzhou City, Zhejiang Province (2nd floor, building 1 of Wenzhou Guoming Plastic Material CO., Ltd.) / 浙江省温州市苍南县钱库镇西城大道158号(温州国铭塑膜材料有限公司厂房1栋2楼)  
 Business license number: 913303275890337363

The factory was established on January 17, 2012 and the auditee was specialized in manufacture of shopping bag, cooler bag, drawstring bag, shoulder bag, suit cover, apron etc. The main production process included printing, cutting, sewing, assembly and packing.

The facility rented the 2nd floor of one 3-storey office and production building from the landlord Wenzhou Guoming Plastic Material CO., Ltd. Lease contract and business license was provided for review.

There were totally 41 employees in the factory, including 14 non-production employees and 27 production employees. There were 13 male employees and 28 female employees. The youngest employee working in the factory was 18 years old. Per factory management, the peak season was not obvious. Their capacity was about 9,600,000 pcs per year. Production workers' working hours were recorded by biometric machine with detailed time in and time out information. For all employees, the normal working time was from 8:00 to 17:30 with break time from 11:30 to 13:00 from Monday to Friday. Production workers were paid by monthly rate on 15th of the following month by cash.

A According to the payroll and attendance records of 5 sample employees from current month May 2019, 5 sample employees from auditor selected month March 2019, 5 sample employees from auditor selected month September 2018, and 5 sample employees from yet-to-pay month June 2019, it was noted that the regular wage of all sample employees was RMB2000-3000 per month, which was not less than the local minimum wage RMB1660 per month or RMB9.54 per hour since December 1, 2017. All sample employees were paid 150% and 200% of regular wages for their work on weekdays and rest days respectively, which was not less than the statutory requirement. And the sample employees' maximum over time hours were 2 hours a weekday, 8 hours a rest day, 0 hour a holiday, 12 hours a week and 56 hours a month in the testing months. The maximal weekly working hours were 52 hours. The longest consecutively working days was 6 days in the testing periods.

According to the social insurance payment receipt provided by factory management, only 12 out of 39 (31%) employees were provided with pension, medical, unemployment and maternity insurance, and 13 out of 39 (33%) employees were provided with accident insurance in May 2019. All employees were permanent employees.

The attendance records were cross-checked against production records and confidential interviews were conducted with 5 employees from different departments. All 5 employees were interviewed individually. No inconsistency regarding working hours was found.

At the end of the audit, a closing meeting was held with the factory representatives. All of the findings were disclosed and discussed and a corrective action plan was explained to the factory representatives. Mr. Zeng Hanchang /HR Manager and Mr. Luo Lang, Worker Representative agreed with the findings and signed the corrective action plan.

Opening meeting factory representatives (name and titles)  
 Mr. Zeng Hanchang /HR Manager  
 Ms. Li Pingping, Financial Manager  
 Mr. Luo Lang, Worker Representative

Remark: 1. There was no agencies and contractor used by the auditee, which made the agency labor contract and contractor license not applicable.  
 2. The auditee did not obtain government waivers and collective bargaining agreements, which made aforesaid documents not applicable.

3. Audit Company: Bureau Veritas Consumer Products Service  
Audit Company APSCA Number: 11600002  
Lead Auditor Name: Penny Peng  
APSCA Auditor Registered Number: 21701152

**Ratings Summary**



<b>Auditee's background information</b>			
Auditee's name :	<b>Wenzhou Golife Crafts Co., Ltd.</b>	Legal status :	<b>Limited Company</b>
Local Name :	<b>温州顾莱福工艺品有限公司(统一社会信用代码 913303275890337363)</b>	Year in which the auditee was founded :	<b>2012</b>
Address :	<b>No. 158, Xicheng Avenue, Qianku Town, Cangnan County (2nd floor, building 1 of Wenzhou Guoming Plastic Material CO., Ltd.)</b>	Contact person (please select) :	<b>Lisong He</b>
Province :	<b>Zhejiang</b>	Contact's Email :	<b>helis@golife.cc</b>
City :	<b>Wenzhou</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>N27°29'20" E120°33'29"</b>	Total turnover (in Euros) :	<b>2800000.00</b>
Sector :	<b>Non-Food</b>	Of which exports % :	<b>60.00</b>
Industry :	<b>Accessories</b>	Of which domestic market % :	<b>40.00</b>
If other, please specify :		Production volume :	<b>9,600,000 pcs per year</b>
Product Group :	<b>Arts, crafts and needlework</b>	Production cost calculation :	<b>No</b>
If other, please specify :		Lost time injury calculation cost :	<b>No</b>
Product Type :	<b>shopping bag, cooler bag, drawstring bag, shoulder bag, suit cover, apron etc.</b>		

<b>Auditee's employment structure at the time of the audit</b>		
Total number of workers :	<b>41</b>	Total number of workers in the production unit to be monitored (if applicable) :
	<b>MALE WORKERS</b>	<b>FEMALE WORKERS</b>
Permanent workers	<b>13</b>	<b>28</b>
Temporary workers	<b>0</b>	<b>0</b>
In management positions	<b>8</b>	<b>6</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>2</b>	<b>8</b>
Migrants (foreign citizens)	<b>0</b>	<b>0</b>
Workers on the permanent payroll	<b>13</b>	<b>28</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>

**Finding Report**



**Performance Area 1 : Social Management System and Cascade Effect**

Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: C

Deadline date:11/10/2019

**GOOD PRACTICES:**

None

**AREAS OF IMPROVEMENT:**

The overall observation showed that the auditee partially respected the requirement of this performance area. The auditee had set up management system to implement the BSCI Code of Conduct, and Mrs. Lipingping/Financial Manager was responsible to ensure that the BSCI values and principles are followed in a satisfactory manner. During the audit, auditee had identified their significant business partners especially the suppliers, the agreement that comply with the BSCI code of Conduct were signed with their partners, and had assesses how its significant business partners understand and alignment with amfori BSCI Code of Conduct. The auditee had established production capacity procedure. However, they had not assessed production capacity.

被审核方部分遵守本执行领域要求。被审核方已建立了执行BSCI行为守则的管理体系。李平平女士，财务经理负责执行BSCI行为守则的遵守。被审核方识别了工厂主要的商业合作伙伴，与其签订了共同遵守BSCI行为守则的协议，而且评估商业合作伙伴如何理解和应用BSCI行为守则。被审核方建立了生产能力评估程序，但是还未进行生产能力评估。

**1.4 -** It was noted that the factory had established the production capacity assessment procedure, but they had not assessed production capacity. In accordance with the requirement of Performance Area 1.4, the auditee shall organize its workforce capacity to meet the expectations of the delivery order and/or contracts. Factory management agreed with the issue and would take corrective action as soon as possible.

工厂已建立生产能力评估程序，但还未进行生产能力评估。根据执行领域1.4，被审核方(生产商)应组织其劳工来达成交付订单和/或合同预期和要求。工厂同意该问题并表示尽快改善。

**Remarks from Auditee:**

None

**Performance Area 2 : Workers Involvement and Protection**

Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: B

Deadline date:11/10/2019

**GOOD PRACTICES:**

None

**AREAS OF IMPROVEMENT:**

The overall observation showed that the auditee partially respected the requirement of this performance area. BSCI COC and employee handbook were posted on bulletin board. When employees joined in the auditee, BSCI training was provided. Also, refresh training was provided every year. Interviewed employees stated that they could communicated with management about issues noted onsite. The interviewed employees knew the requirements of social responsibility or the BSCI Code. However, grievance mechanism was not including all interested parties.

整体观察表明，受审核方部分尊重这个执行领域的要求。被审核方在公告栏张贴了BSCI行为准则和员工手册。在员工入职时，被审核方为其提供BSCI培训，并且每年为员工提供更新培训。访谈的员工表示他们可以与管理层沟通工作现场的问题，员工了解社会责任的要求和BSCI的要求。但是被审核方建立的申诉机制没有包含所有利益相关方。

**2.2 -** It was noted that although the auditee had set up the goalsindex on social compliance, no effective KPI according to the BSCI Code of Conduct 2.0 protect workers was established. Even, no relevant record was provided while the processing did not enquiry opinions from the workers reps. In accordance with the requirement of Performance Area 2.2, the auditee shall define long-term goals to protect workers according to the BSCI Code of Conduct. Factory management agreed with the issue and would take corrective action as soon as possible.

被审核方虽然建立社会责任目标指标，但是没有建立基于BSCI2.0准则的有效的考核方式，没有根据程序提供相应的记录，工人代表也未参与到目标制定之中。根据执行领域2.2，被审核方(生产商)应按照BSCI行为守则明确长期目标以保护工人。工厂同意该问题并表示尽快改善。

**2.5 -** It was noted that the established grievance mechanism was not including all interested parties, only for internal part. Moreover, the factory didn't conduct regular survey on the grievance procedure. In accordance with the requirement of Performance Area 2.5, the auditee establishes or participates in an effective grievance mechanism for individuals and communities. Factory management agreed with the issue and would take corrective action as soon as possible.

工厂建立的申诉机制没有包含所有利益相关方，只是对工厂内部适用。并且工厂也没有对申诉机制进行满意度调查。根据执行领域2.5，被审核方(生产商)建立或参与了有效的个人和团体申诉机制。工厂同意该问题并表示尽快改善。

**Remarks from Auditee:**

None

<b>Performance Area 3 : The rights of Freedom of Association and Collective Bargaining</b>	
Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> The auditee fully respected the requirement of this performance area. The auditee respected the right of workers to form worker committee or selected worker representatives, and the auditee encouraged to enforce the communication between worker representative and workers, and met worker representatives to communicate with the affairs related to workers. The auditee did not discriminate against worker representative. One worker representative was selected by all employees in March 2019. 被审核方完全遵守本执行领域要求。被审核方尊重员工选举代表, 鼓励员工代表与员工沟通, 且定期与员工代表进行会面交流与员工相关的受审核方事务。厂方没有因为员工代表而区别对待。1名员工在2019年3月被所有员工选举为员工代表。	
<b>Remarks from Auditee:</b> None	
<b>Performance Area 4 : No Discrimination</b>	
Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> The auditee fully respected the requirement of this performance area. The auditee had established non-discrimination policy and effectively cascade to all employees through trainings and posting BSCI code of conduct in the workshop. All interview employees represented that no discrimination occurred in the auditee. 整体观察表明, 受审核方完全满足这个部分的要求。受审核方建立了明确的反歧视政策并且清楚地通过培训, 员工手册及BSCI行为守则张贴在生产车间等方式告知员工。所有受访员工都向审核员反映不存在歧视。	
<b>Remarks from Auditee:</b> None	
<b>Performance Area 5 : Fair Remuneration</b>	
Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: B	Deadline date:11/10/2019
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> The auditee partially respected the requirement of this performance area. The auditee complied with local minimum wage requirement to pay normal wage to employees, and the wages were issued in cash in a timely manner, regularly and fully in legal tender. Meanwhile, the auditee paid enough overtime wages to employees, statutory holiday wages and annual leave according to the local law. However, not all employees were provided with social insurance. 整体观察表明, 受审核方部分满足这个部分的要求。被审核方遵循当地最低工资标准为员工支付正常工资, 且将工资按时, 定期以现金的方式全额支付给员工。被审核方按照法律要求给员工支付了足够的加班费工资, 法定节假日工资及带薪年假等。但是, 部分员工的社会保险覆盖不全。 <b>5.4 -</b> It was noted that the factory had not assessed decent living wage. The factory management were not aware that how to calculate the living wage. In accordance with the requirement of Performance Area 5.4, the auditee shall provide sufficient remuneration that allows workers to meet a decent living standard. Factory management agreed with the issue and would take corrective action as soon as possible. 工厂没有对体面生活工资进行评估。工厂管理层也不清楚如何计算体面生活工资。根据执行领域5.4的要求, 被审核方(生产商)应提供让工人达到体面生活标准的足够报酬。工厂同意该问题并表示尽快改善。 <b>5.5 -</b> According to the social insurance payment receipt provided by factory management, only 12 out of 39 (31%) employees were provided with pension, medical, unemployment and maternity insurance, and 13 out of 39 (33%) employees were provided with accident insurance in May 2019. All employees were permanent employees. In accordance with Article 73 of the Labor Law of the People's Republic of China. According to factory management, they did not provide social insurance to all employees because some employees were unwilling to participate in the social insurance program. All employees interviewed also confirmed that they were voluntarily to participate in the social insurance program. Factory management agreed with the issue and would take corrective action as soon as possible. 工厂的社会保险覆盖不足。根据厂方提供的2019年5月社会保险缴费单据显示工厂仅为12/39 (31%)名员工提供养老, 医疗, 失业和生育保险, 为13/39 (33%)名员工提供工伤保险。全部员工为固定员工。根据《中华人民共和国劳动法》第73条。根据工厂管理层访谈, 社保覆盖不足是由于部分员工不愿意缴纳社保。根据员工访谈, 员工自愿交纳社保。工厂同意该问题并表示尽快改善。	
<b>Remarks from Auditee:</b> None	

<b>Performance Area 6 : Decent Working Hours</b>	
Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: D	Deadline date:11/10/2019
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> <p>The overall observation showed that the auditee partially respected the requirement of this performance area. The factory respected local law related to working hours and had clearly communicated working hour policy to all employees through employee handbook. The auditee complied with local requirement of the normal working hours of 40 hours per week, and all employees had at least one day rest per 7 days. There was only one shift noted in the factory. And the normal working hour was noted from 8:00 to 17:30 with the break from 11:30 to 13:00. Interviewed employees confirmed that they could choose to work overtime hours or not. The maximum overtime hours were 2 hours a day and 12 hours per week. However, gaps were identified in overtime hours.</p> <p>整体观察表明,受审核方部分满足这个部分的要求。工厂尊重当地的关于工作时间和加班时间的规定,通过员工手册向员工传达了工厂关于工作时间的政策。被审核方遵循员工每日正常工作时间为8小时,每周正常工作时间为40小时,每七天均至少有一天休息。访谈的员工证实加班是自愿的。最大每日加班时间为2小时和月加班12小时。然而,加班时间的问题上仍存在欠缺。</p> <p><b>6.2 -</b> According to the payroll and attendance records of 5 sample employees from current month May 2019, 5 sample employees from auditor selected month March 2019, 5 sample employees from auditor selected month September 2018, and 5 sample employees from yet-to-pay month June 2019, it was noted that 5 out of 5 sample employees worked in excess of 36 overtime hours per month (i.e. 48 hours) in May 2019, 5 out of 5 sample employees worked in excess of 36 overtime hours per month (i.e. 56 hours) in March 2019, 5 out of 5 sample employees worked in excess of 36 overtime hours per month (i.e. 56 hours) in September 2018, and 5 out of 5 sample employees worked in excess of 36 overtime hours per month (i.e. 56 hours) in June 2019, excess of 36 which was not in compliance with the legal requirement. In accordance with Article 41 of the Labor Law of the PRC. The Production Manager was appointed to control the overtime hours. Currently, they did not have a plan to reduce monthly overtime hours to meet legal requirement. All employees interviewed represented that they were voluntarily to work overtime and they confirmed that they overtime worked more than 36 hours per month when busy. Factory management agreed with the issue and would take corrective action as soon as possible.</p> <p>抽样最近月2019年5月5名员工, 2019年3月5名员工, 2018年9月5名员工的工资考勤记录, 并从最近未发薪月2019年6月抽取5名员工, 显示5/5名员工在2019年5月加班48小时, 5/5名员工在2019年3月加班56小时, 5/5名员工在2018年9月加班56小时, 5/5名员工在2019年6月加班56小时, 超过每月加班时间不能超过36小时的法律规定。根据《中华人民共和国劳动法》第41条。工厂生产经理负责管控加班时间。目前工厂暂无减少加班时间的计划。访谈员工表示自愿加班, 在生产忙时每月加班时间超过36小时。工厂同意该问题并表示尽快改善。</p>	
<b>Remarks from Auditee:</b> None	

Performance Area 7 : Occupational Health and Safety	
Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: B	Deadline date:11/08/2019
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> <p>The auditee partially respected the requirement of this performance area. The auditee had established right occupational health and safety policy and procedure. Trainings and drills (dated on May 10, 2019 recently) were conducted to all workers and management to enforce their awareness. Per factory tour, the auditee had taken certain measure to protect employees' health and safety. Firefighting equipment such as emergency light, exit sign, fire extinguishers, fire hydrants and etc. were set in this factory, and regular inspection were conducted monthly. Further, first aid kit, drinking water, toilets and etc. were set for employees. The auditee also conducted the internal audit and OHS meeting on date. However, the gap was noted on December 10, 2018 section etc. Remark: No transportation, dormitory or canteen facilities were provided to production employees.</p> <p>被审核方部分遵守本执行领域要求。被审核方制定了相对健全的职业健康安全的方针政策及程序文件，且通过定期消防培训和演习(最近进行日期为2019年5月10日)的方式来提高管理人员和员工的意识。通过现场巡查发现被审核方采取了一定的措施来保护员工的健康安全。现场安装了应急灯、安全出口标志、灭火器、消防栓等消防设施，并每月进行检查。同时，也为员工配备了药箱、饮水、厕所等设施。工厂在2018年12月10日进行了全面的内审，并召开了健康安全大会。但是被审核方在劳保用品安全等方面存在缺陷。备注：工厂没有给员工提供交通、住宿和餐饮服务。</p> <p>7.2 - According to the social insurance payment receipt provided by factory management, only 13 out of 39 employees were provided with accident insurances in May 2019. In accordance with Article 73 of the Labor Law of the People's Republic of China. The facility didn't provide commercial accident insurance to employees. Factory management agreed with the issue and would take corrective action as soon as possible 根据厂方提供的2019年5月社会保险缴费单据显示工厂仅为39名员工中的13名提供工伤保险。根据《中华人民共和国劳动法》第73条。工厂没有为员工购买商业意外险。工厂同意该问题并表示尽快改善。</p> <p>7.3 - It was noted that the risk assessment for safe, healthy and hygienic working conditions was not conducted sufficiently. The risk assessment did not include regular monitoring and testing. In accordance with the requirement of Performance Area 7.3, the auditee shall regularly carry out risk assessments for safe, healthy and hygienic working conditions. The risk assessment included sickness, young worker, pregnant worker, corruption, etc. Factory management agreed with the issue and would take corrective action as soon as possible. 工厂为车间岗位进行风险评估不充分。风险评估没有包括定期监控和检测。根据执行领域7.3，被审核方(生产商)应定期执行安全、健康和卫生工作条件的风险评估。工厂风险评估包含了疾病，未成年工，孕妇，廉政等。工厂同意该问题并表示尽快改善。</p> <p>7.4 - It was noted that the risk assessment was not conducted sufficiently. Workers and worker representative was not included. In accordance with the requirement of Performance Area 7.4, there is active cooperation between management and workers (and/or their representatives) when developing and implementing systems towards ensuring OHS The risk assessment included workshop, warehouses, processes, machines, etc. Factory management agreed with the issue and would take corrective action as soon as possible. 工厂进行的风险评估不充分，没有包含员工及员工代表参与。根据执行领域7.4，管理层和工人(和/或其代表)之间就开发和执行确保职业健康和安全体系展开积极合作。工厂风险评估包含了车间，仓库，工序，机器设备等。工厂同意该问题并表示尽快改善。</p> <p>7.5 - It was noted that the factory didn't provide regular occupational health check to employees in the printing and cutting workshops who were in contact with hazardous chemicals and noise. In accordance with Article 35 Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases. The facility provided how to use health and safety training and provided PPE to the employees. Factory management agreed with the issue and would take corrective action as soon as possible. 工厂没有为印刷裁切车间接触噪音和有毒有害物质的员工提供职业病体检。根据《中华人民共和国职业病防治法》第35条。工厂为员工提供健康安全培训，并为该员工提供劳保用品。工厂同意该问题并表示尽快改善。</p> <p>7.7 - It was noted that thinner containers stored in the chemical warehouse of the facility were not posted with safety label. In accordance with Article 14 of the Regulation For Chemical Usage Safety in Work Place. Chemical safety training was provided for employees, no injury was occurred. Factory management agreed with the issue and would take corrective action as soon as possible. 工厂没有为在化学品仓库存放的慢于水张贴安全标签。根据《工作场所安全使用化学品规定》第14条。审核工厂为员工提供化学品安全培训，没有发生过工伤。工厂同意该问题并表示尽快改善。</p> <p>7.13 - 1.It was noted that no regular inspection had been performed for one external electrician certificate. According to the special operation certificate for the electrician, it was noted that the certificate was issued in April 2016 (expired on April 29, 2022) and the inspection shall be performed in April 2019. However, the external electrician was not performed re-inspection in April 2019. In accordance with Article 21 of the Management Regulation on Safety Training and Assessment for Special Operator The facility management was aware of the requirement and they had urged the electrician to perform re-inspection soon. Factory management agreed with the issue and would take corrective action as soon as possible. 2. It was noted that 1 electric box in the printing &amp; cutting workshop on the 2nd floor kept unlocked . In accordance with Article 6.7 of the General Guide for Safety of Electric User. The workshop director conducted electrical equipment safety check every month. Factory management agreed with the issue and would take corrective action as soon as possible. 1.审核员发现工厂的1名外聘电工的电工证没有进行复审。该员工的电工证发于2016年4月(于2022年4月29日过期)，须在2019年4月进行年审，但员工没有进行复审。根据《特种作业人员安全技术培训考核管理规定》第21条 工厂负责人知悉该要求，并已督促该员工尽快进行复审。工厂同意该问题并表示尽快改善。2.工厂印刷裁切车间1个电箱没有保持锁闭。根据《用电安全导则GB/T13869-2008》第6.7条。工厂车间主任对电器安全按进行每月检查。工厂同意该问题并表示尽快改善。</p> <p>7.17 - It was noted that 10 out of 30 single needle sewing machines were not equipped with needle guards. In accordance with Article 6.1.6 of Code of Design of Manufacturing Equipment Safety and Hygiene The factory had established machine safety regulations and provided machine safety training for employees. Per employee interview, no injure accident was occurred. Factory management agreed with the issue and would take corrective action as soon as possible. 工厂没有为缝纫车间10/30台缝纫机安装针档。根据《生产设备安全卫生设计总则(GB5083-1999)》第6.1.6条 工厂制定了机器安全规程，并为员工提供了机器安全培训。根据员工访谈，工厂没有工伤事故发生。工厂同意该问题并表示尽快改善。</p> <p>7.21 - Remark: No canteen was provided by the auditee.</p> <p>7.23 - Remark: No transportation was provided by the auditee.</p> <p>7.24 - Remark: No dormitory was provided by the auditee.</p>	
<b>Remarks from Auditee:</b> None	

<b>Performance Area 8 : No Child Labour</b>	
Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> The overall observation showed that the auditee fully respected the requirement of this performance area. The auditee established its child labor forbidden policy and remedial policies. HR related officer was well of the recruitment process establishes by the auditee including robust age-verification mechanisms. And they checked the ID strictly during the hiring process to ensure that no child labor was hired. Through management interview, worker representative interview and employee interview, all knew that child labor forbidden policy. And no child labor was hired in the auditee with confirmation. The youngest employee was 18 years old. 整体观察表明, 受审核方完全满足这个部分的要求。受审核方建立了禁止童工政策及童工拯救政策。负责招聘的相关HR人员清楚受审核方制定的关于年龄合适的雇佣流程通过身份证件核查每名新进员工的年龄确保童工不被录用。员工面谈, 员工代表面谈和管理层面谈都证实清楚地知晓禁止童工政策。经核查确定被审核方没有雇佣童工。最小的员工年龄为18岁。	
<b>Remarks from Auditee:</b> None	
<b>Performance Area 9 : Special protection for young workers</b>	
Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> The overall observation showed that the auditee fully respected the requirement of this performance area. Now there were no young workers in this factory. The factory had established related policies to ensure young workers' working time and not to contact with hazardous materials just in case they would hire the young workers in the future. 整体观察表明, 受审核方完全满足这个部分的要求。审核发现这个工厂没有未成年工。工厂建立了完整的未成年工保护政策, 包括工作时间和禁止未成年工接触有毒化学品等等以便应对未来可能使用到的未成年工人。	
<b>Remarks from Auditee:</b> None	
<b>Performance Area 10 : No Precarious Employment</b>	
Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> The overall observation showed that the auditee fully respected the requirement of this performance area. The factory established the clear hiring procedure according to local legal requirement. Confirmed through employee and employee representative interview, they need to sign standard labor contracts with factory and they kept one labor contract by themselves. 整体观察表明, 受审核方完全地满足这个部分的要求。工厂根据当地的法规要求建立了清楚地招聘程序。通过员工和员工代表面谈, 确认所有员工进厂时必须签标准的劳动合同, 并且他们自己都留有一份合同。	
<b>Remarks from Auditee:</b> None	
<b>Performance Area 11 : No Bonded Labour</b>	
Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> The overall observation showed that the auditee fully respected the requirement of this performance area. The factory established policies to forbidden bonded labor. Confirmed through employee and employee representative interview, no physical or verbal abuse was noted in the factory. The anti-force labor was conducted in May 2019. 整体观察表明, 受审核方完全地满足这个部分的要求。工厂建立了禁止强迫劳动政策。通过员工和员工代表面谈, 确认工厂不存在体罚和口头侮辱。被审核方在2019年5月进行了反强迫劳动的培训。	
<b>Remarks from Auditee:</b> None	

<b>Performance Area 12 : Protection of the Environment</b>	
Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: C	Deadline date:11/10/2019
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> <p>The overall observation showed that the auditee partially respected the requirement of this performance area. Based on site observation, management and workers' interview and document review, the auditee had established the procedure to ensure its business model in line with local environmental law. However, the auditee did not obtain some environmental document yet. For example, the factory did not work out the report form of environmental impacts of the construction of the facility.</p> <p>整体观察表明,受审核方部分地满足这个部分的要求。根据现场观察,管理层及员工访谈,文件审核,受审核方有建立程序来确保其生产活动符合当地环境法规。但是,被审核方还未获得一些环境相关文件。例如,工厂缺失环评文件。</p> <p><b>12.1 -</b> It was noted that the factory did not work out the report form of environmental impacts of the construction of the facility. In accordance with the Article 16 of Law of the People's Republic of China on Appraising of Environment Impacts. Factory management agreed with the issue and would take corrective action as soon as possible. 工厂未有办理环评文件。根据《中华人民共和国环境影响评价法》第16条 工厂同意该问题并表示尽快改善。</p> <p><b>12.3 -</b> 1. It was noted that factory management was unable to provide the approval document of environment impact assessment for review. In accordance with the Article 22 of Law of the People's Republic of China on Appraising of Environment Impacts. Factory management agreed with the issue and would take corrective action as soon as possible. 2. It was noted that factory management was unable to provide the approval document for on-site inspection and acceptance of completed environmental protection facilities for review. In accordance with Article 9 of the Regulations on Environmental Protection Check and Acceptance for Completed Construction Project. Factory management agreed with the issue and would take corrective action as soon as possible. 1. 工厂不能提供建设项目环境影响评价批复文件供审核。根据《中华人民共和国环境影响评价法》第22条。工厂同意该问题并表示尽快改善。2. 工厂未能提供建设项目竣工环境保护验收文件。根据《建设项目竣工环境保护验收管理办法》第9条。工厂同意该问题并表示尽快改善。</p>	
<b>Remarks from Auditee:</b> None	
<b>Performance Area 13 : Ethical Business Behaviour</b>	
Full Audit [Audit Id - 156926] Audit Date: 12/07/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> <p>The overall observation showed that the auditee fully respected the requirement of this performance area. The auditee had established written ethic policy and none of any act of corruption, or any form of bribery in its activity was noticed during this audit. Meanwhile, they worked out the detailed measure on prevention of corruption and bribery according to the activities in this factory. The auditee kept accurate information regarding its own activities, structure and performance during this audit. And the factory had established privacy information procedure. The anti-bribery training was conducted on October 8, 2018.</p> <p>整体观察表明,受审核方完全满足这个部分的要求。被审核方制定了书面的廉政政策并且在审核过程中并没有发现任何腐败或贿赂的商业行为,同时结合工厂的具体运行活动制定详细的反腐败及贿赂的措施。在此次审核中受审核方保留了有关其商业活动、架构和绩效的准确信息。且被审核方制定了保密信息的程序文件。被审核方在2018年10月8日进行了禁止行贿程序。</p>	
<b>Remarks from Auditee:</b> None	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	12/07/2019	156926	C	B	A	A	B	D	B	A	A	A	A	C	A	C

Producer Photos



External photo(s) of the production unit(s)  
7-13 Electric box was kept unlocked.JPG



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



External photo(s) of the production unit(s)  
Potable water.JPG



External photo(s) of the production unit(s)  
7-17 No needle guard.JPG



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



External photo(s) of the production unit(s)  
Printing and cutting workshop.JPG



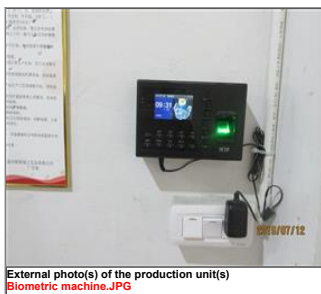
External photo(s) of the production unit(s)  
7-7 No safety label.JPG



External photo(s) of the production unit(s)  
Fire alarm button.JPG



External photo(s) of the production unit(s)  
Sewing workshop.JPG



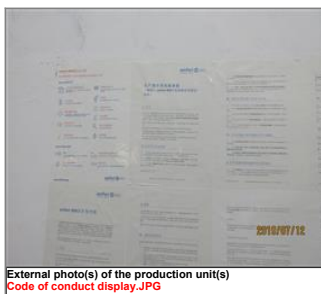
External photo(s) of the production unit(s)  
Biometric machine.JPG



External photo(s) of the production unit(s)  
Fire extinguishers.JPG



External photo(s) of the production unit(s)  
Suggestion box.JPG



External photo(s) of the production unit(s)  
Code of conduct display.JPG



External photo(s) of the production unit(s)  
Fire hydrant.JPG



External photo(s) of the production unit(s)  
Testing emergency light.JPG



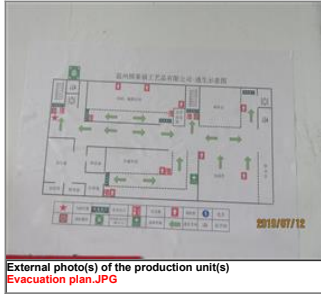
External photo(s) of the production unit(s)  
Emergency exit sign and lighting and fire alarm.JPG



External photo(s) of the production unit(s)  
First aid kit.JPG



External photo(s) of the production unit(s)  
Testing fire hydrant.JPG



External photo(s) of the production unit(s)  
Evacuation plan.JPG



External photo(s) of the production unit(s)  
No smoking sign.JPG



External photo(s) of the production unit(s)  
Toilet.JPG



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



External photo(s) of the production unit(s)  
Packing workshop.JPG



External photo(s) of the production unit(s)  
Warning sign.JPG



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