

Auditee :	Guangdong Fowa Holdings Co., Ltd.
Audit Date From :	17/01/2019
Audit Date To :	17/01/2019
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	BureauVeritas
Auditor's Name(s) :	Wing Pang(Lead)
Auditing Branch (if applicable) :	



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Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence																																							
A Very Good	<ul style="list-style-type: none">• Minimum 7 Performance Areas rated A• No Performance Areas rated C, D or E These are three examples: <table><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	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
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																													
B Good	<ul style="list-style-type: none">• Maximum 3 Performance Areas rated C• No Performance Areas rated D or E These are three examples: <table><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	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
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																													
C Acceptable	<ul style="list-style-type: none">• Maximum 2 Performance Areas rated D• No Performance Areas rated E These are three examples: <table><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	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
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																													
D Insufficient	<ul style="list-style-type: none">• Maximum 6 Performance Areas rated E These are three examples: <table><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>D</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	D	E	E	E	E	E	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
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	D	E	E	E	E	E																													
E Unacceptable	<ul style="list-style-type: none">• Minimum 7 Performance Areas rated E These are three examples: <table><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	amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.
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																													
Zero Tolerance	A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)	Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.																																							

Main Auditee Information

Name of producer :	Guangdong Fowa Holdings Co., Ltd.		
DBID number :	387059		
Audit ID :	142944		
Address :	No.4, Yiheng Road, Tutang industrial Zone, Changping Town Dongguan		
Province :	Guangdong	Country :	China
Management Representative :	Mr. Li Wenyan / HR & AD Manager		
Contact person:	Wenyan Mr. Li	Sector :	Non-Food
Industry Type :	Forestry, wood, pulp and paper	Product group :	Forestry derivatives
Product Type :	paper straw		

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 :	17/01/2020

Rating per Performance Area (PA)

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

Executive summary of audit report

The factory (the name in Chinese was '广东丰华纸业股份有限公司', Business License No. was 91441900MA529H6J7U) was established in 2018 and located on No.4, Yiheng Road, Tutang industrial Zone, Changping Town, Dongguan City, Guangdong Province, China (the address in Chinese was '广东省东莞市常平镇土塘村工业一横路4号'). The factory specialized in the manufacture of paper straw. The main produce processes included cutting, printing, forming, inspection and packing. According to factory management, peak season was not obvious.

The factory occupied one 3-storey office building, one 2-storey production building and one 5-storey dormitory building (canteen located on the 1st floor). The total land occupied areas of the factory were about 6000 square meters.

There were a total of 43 employees (32 productive employees and 11 non-productive employees) with 26 male and 17 female, including 4 security guards and 1 canteen staff. The youngest employee noted during this audit was 23 years old.

The factory adopted face scan to record working hours of employees. Per management and document review, all employees conducted 1 shift except for the security guards: 08:00-12:00, 13:30-17:30. The canteen staff: 10:00-14:00, 15:00-19:00. The security guard conducted 2 shifts: (day shift) 08:00-16:00, (mid shift) 16:00-24:00 and (night shift) 24:00-08:00. Wages of employee were paid before the 10th day of the next month in cash with wage stubs issued to employees and the employees' signatures on the payrolls. Per payroll review and interviews with management and employees, all production employees were paid by hourly rate.

During the audit, employees' time records wage record were sampled as follows for working hour and wage testing: 7 samples selected from December 2018 as current paid month, 7 samples selected from November 2018 as auditor's choice month and 7 samples selected from September 2018 as auditor's choice month. According to the sampled time records, it was noted that the maximum overtime hours were 2 hours in a day and 82 hours in a month. And the maximum working hours were 58 hours in a week. Employees could have at least one day leave in consecutive 6 working days. Employees could refuse to work for overtime freely, without penalty.

According to the sampled payroll records, it was noted that all employees were paid at least CNY 9.89 per hour, which met the local minimum wage CNY 9.89 per hour since July 1, 2018. All employees overtime worked on weekday and weekend were paid with 150% and 200% of employee's normal wage, which was compliance with legal requirement. No sampled employees overtime worked on statutory holidays.

It was noted that the factory did not participate in the social insurance program. No employees were provided with social insurance benefit. And the factory provided a commercial insurance to 43 employees (100%) with a valid from January 16, 2019 to January 15, 2020.

Further, 7 employees (5 productive employees + 2 non-productive employees) were selected for private interviews from different workshops. No negative comment was issued during employee interviews. Interviewed employees were satisfied with the working environment, compensation, working hour and management team in the factory.

A closing meeting was held with the factory representatives and all of the findings were discussed. Mr. Li Wenyan / HR & AD Manager, Ms. Wang Rongli / QC Supervisor, Ms. Li Juan / HR Supervisor, Mr. Huang Miao Lin / Worker Representative attended the open meeting and the closing meeting. And Mr. Li Wenyan / HR & AD Manager signed the onsite CAP and agreed to take corrective actions.

Remark:

1. The auditee rented these buildings from the landlord.
2. No government waivers were approval to the auditee, therefore, government waiver was not applicable.
3. No collective bargaining agreements were in the auditee, therefore, collective bargaining agreements was not applicable.

4. It is a few new factory established on September 17, 2018. And no social insurance was provided by the factory.
5. It is a few new factory established on September 17, 2018. And no environment license was achieved by the factory.
6. It is a few new factory established on September 17, 2018. And no total turnover was provided by the factory.
7. It is a new factory established on September 17, 2018. Per factory tour, some production machines were still in assembled and shakedown tested period. Per factory management interview, it was noted that the factory was in normal production period, and they would expand the scale of production in future.
8. No structure license was provided by the factory.
9. Per management interview, it was noted that PA 7.6, PA 7.7 and PA 7.13 would be corrected before April 30, 2019.

Ratings Summary


Auditee's background information			
Auditee's name :	Guangdong Fowa Holdings Co., Ltd.	Legal status :	Holding company
Local Name :	广东丰华纸业股份有限公司	Year in which the auditee was founded :	2018
Address :	No.4, Yiheng Road, Tutang industrial Zone, Changping Town	Contact person (please select) :	Wenyan Mr. Li
Province :	Guangdong	Contact's Email :	2881574691@qq.com
City :	Dongguan	Auditee's official language(s) for written communications :	Mandarin
Region :	North East Asia	Other relevant languages for the auditee :	Cantonese
Country :	China	Website of auditee (if applicable) :	www.fowapaper.com
GPS coordinates :	N 22.5747, E 114.158	Total turnover (in Euros) :	
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Forestry, wood, pulp and paper	Of which domestic market % :	0.00
If other, please specify :		Production volume :	18 containers per month
Product Group :	Forestry derivatives	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	Yes
Product Type :	paper straw		

Auditee's employment structure at the time of the audit		
Total number of workers :	43	Total number of workers in the production unit to be monitored (if applicable) : 0
	MALE WORKERS	FEMALE WORKERS
Permanent workers	26	17
Temporary workers	0	0
In management positions	5	2
Apprentices	0	0
On probation	0	0
With disabilities	0	0
Migrants (national citizens)	22	15
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	26	17
Production based workers	0	0
With shifts at night	4	0
Unionised	0	0
Pregnant	-	0
On maternity leave	-	0

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: C

Deadline date: 16/01/2020

GOOD PRACTICES:

NIL

AREAS OF IMPROVEMENT:

The overall observation showed that the auditee partially respected the requirement of this performance area. Per document review, management interview and employees' private interview, it was noted that the main auditee had established social compliance management policies, procedures, manuals and organization structure to implement BSCI code of conduct. The main auditee had communicated the BSCI code with its significant suppliers by providing the copy of BSCI code of conduct to them. However, gaps were identified in implementation. 整体观察表明, 受审核方部分满足这个PA的要求。通过文件查阅、管理层访谈和员工访谈, 审核发现工厂建立了社会责任管理方针, 程序, 手册及组织架构来执行BSCI行为规范。工厂将BSCI行为准则发送给了其重要供应商并在遵守行为准则方面进行了沟通。但在实际执行中这个PA存在问题。

- 1.4 - It was noted that the facility didn't hire enough employees or properly organized to meet the produce requirement. Based on the sampled employees' time records, the maximum overtime hours were 2 hours in a day and 82 hours in a month. And the maximum working hours were 58 hours in a week. Employees could have at least one day leave in consecutive 6 working days. Employees could refuse to work for overtime freely, without penalty. Excessive overtime working hours will result in heavy workload; employees may not have enough rest and increase the risk of health safety issue. The factory management stated that the factory was optimizing the production and they would try their best to control employees' overtime working hours in the future. Please refer to BSCI PA1.4.

审核发现工厂没有请足够的工人或更好地组织生产来满足生产的需求。抽样发现员工存在月加班时间超出法定要求的情况, 最大达82小时/每月。工厂的最大日加班是2小时, 最大周工作时间是58小时, 最大连续工作天是6天。员工可以自由选择加班, 不会受到任何的处罚。繁重的工作会引起超时地加班工作, 而过长的工作时间会对员工的健康造成一定的损害。工厂管理层正在优化生产的过程, 将在日后尽可能地控制员工的加班时间。请参看BSCI PA1.4条

Remarks from Auditee:

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: C

Deadline date: 16/01/2020

GOOD PRACTICES:

NIL

AREAS OF IMPROVEMENT:

The overall observation showed that the auditee partially respected the requirement of this performance area. Per document review, management interview and employees' private interview, it was noted that the main auditee had established communication structure and procedures to genuinely involve workers and their representatives. Meeting records showed that management exchanges information on workplace-related issues with workers and their representatives once a half year. According to interviewees, provided procedures and records, workers' representatives were elected by workers without any interference from factory management. Workers' representatives were allowed to carry out their duties within working hours without losing pay or other negative repercussions. Grievance mechanism procedure had been established. Workers and communities can lodge grievances through such a mechanism. However, gaps were identified in implementation. 整体观察表明, 受审核方部分满足这个PA的要求。通过文件查阅、管理层访谈和员工访谈, 审核发现工厂建立了沟通渠道和程序来切实确保员工及员工代表的参与。会议记录显示管理人员与员工代表每半年就工作场所相关事项进行一次沟通。根据员工访谈, 管理程序文件及记录显示, 员工代表由员工自由选举而不受管理层干涉。员工代表可以在工作时间内行使其职责而不会被克扣工资或者受到任何负面影响。被审核方建立了申诉机制, 员工可以通过该机制表达诉求。但在实际执行中仍存在一些差距。

- 2.2 - Per document review and management interview, it was noted that the factory didn't define long term goals to protect workers according to the BSCI COC. Defined long term goals to protect worker was an important part in BSCI COC, which would be help the auditee to improve working condition, working hours, wage and benefit and so on to employees. Per factory tour, management interview and employees' interview, it was noted that the working condition was in good condition during this audit. The facility management represented that they would analyze the actual situation and would take corrective action as soon as possible. Please refer to BSCI PA 2.2

经过文件查阅和管理层访谈, 审核发现工厂没有按照BSCI行为守则的期望制定明确保护工人的长期目标。制定明确保护工人的长期目标是BSCI COC重要的组成部分之一, 它可以帮忙工厂更好地改善员工的工作环境、工作时间和工资福利等。经过现场走访、管理层访谈和员工访谈, 此次审核发现工厂的工人处于一个良好的工作环境中。工厂管理层表示会分析实际的情况尽快采取改善措施。请参看BSCI PA 2.2

- 2.5 - It was noted that the auditee did not established an effective operational level grievance mechanism for individuals and communities (e.g. suppliers). The facility management represented that they would establish an effective operational level grievance mechanism as soon as possible. Please refer to BSCI PA 2.5

审核发现工厂没有建立有效的针对利益相关方(如供应商等)建议和申诉机制。工厂表示将尽快与利益相关方建立申诉机制。请参看BSCI PA2.5

Remarks from Auditee:

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining

Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: A

Deadline date:

GOOD PRACTICES:

NIL

AREAS OF IMPROVEMENT:

The overall observation showed that the auditee fully respected the requirement of this performance area. Per document review, management interview and employees' private interview, it was noted that the auditee had set procedure to protect the right of workers to form and join organizations of their own choosing. Workers' representatives were allowed to carry out their duties within working hours without losing pay or other negative repercussions. Also representatives could hold negotiation with factory management regarding issues of health and safety, welfare and work condition though no collective bargain was ever held. According to interview with workers' representative, there was no discriminatory treatment from factory management. Also there was no any restriction of workers' representatives' interaction with workers according to employee manual and testimony of interviewees. The auditee could respect this principle the rights of Freedom of Association and Collective Bargaining, and the employees could raise their concerns through, worker representatives, suggestion box or management directly. 整体观察表明, 受审核方满足这个PA的要求。通过文件查阅、管理层访谈和员工访谈, 审核发现被审核方制定了相应的程序文件来确保员工可以自由成立或者参与各种组织。员工代表可以在工作时间行使其职责而不会被克扣工资或者产生任何负面影响。员工代表可以代表员工与管理层就健康安全、员工福利及工作条件等方面进行集体谈判, 虽然目前尚未举办过类似的谈判。根据员工手册及受访者口述, 被审核方没有设置任何制止员工与员工代表接触的措施。被审核方尊重员工的自由结社的权利, 并且员工可以通过员工代表、意见箱或者直接向管理层反映自己的意见或建议。

Remarks from Auditee:

Performance Area 4 : No Discrimination

Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: A

Deadline date:

GOOD PRACTICES:

NIL

AREAS OF IMPROVEMENT:

The overall observation showed that the auditee fully respected the requirement of this performance area. Per document review, management interview and employees' private interview, it was noted that the auditee had 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. The auditee did not use health conditions for discrimination such as medical testing, virginity tests, use of contraception or equivalent. 整体观察表明, 受审核方满足这个PA的要求。通过文件查阅、管理层访谈和员工访谈, 审核发现被审核方建立了禁止歧视的管理程序文件, 所有管理人员接受了相应培训并承诺遵守该原则。被审核方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, 日常培训来保障其权益。被审核方管理不以身体条件比如医学体检、怀孕检查、避孕节育等类似手段来设置歧视条款。

Remarks from Auditee:

Performance Area 5 : Fair Remuneration

Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: B

Deadline date:16/01/2020

GOOD PRACTICES:

NIL

AREAS OF IMPROVEMENT:

The overall observation showed that the auditee partially respected the requirement of this performance area. Per document review, management interview and employees' private interview, it was noted that the local legal minimum wage standard was RMB 1720 per month since July 1, 2018. All the employees were paid met the minimum wage standard. Wages were paid in cash within 10 days in the following month according to legal requirement; 'Pay-slips' were distributed to all workers when wages were paid which was also cross verified during worker's interview. The factory provided leave according to employees' application and legal requirement on paid basis. Maternity benefit was provided to female employee who is legally entitled to this welfare as per legal requirements. No illegal or unreasonable deduction had been identified through document review or reported by the interviewed workers. However, gaps were identified in implementation. 整体观察表明, 受审核方部分满足这个PA的要求。通过文件查阅、管理层访谈和员工访谈, 审核发现当地法定最低工资标准是1720元/月(2018年7月1日)。所有员工工资都符合该标准。每月工资在下一个月10天内以现金的方式发放。在工资发放时给员工发放了工资条(在员工访谈中对上述事实进行了交叉验证)。工厂按照法律要求并根据员工申请提供了带薪年假并给符合要求的女性员工提供了产假。通过员工访谈及记录查询没有发现任何形式的无理扣款。然而, 在实际执行中仍然存在一些问题。

5.5 - It was noted that the factory did not participate in the social insurance program. No employees were provided with social insurance benefit. And the factory provided a commercial insurance to 43 employees (100%) with a valid from January 16, 2019 to January 15, 2020. Social insurance didn't cover employees maybe cause the problem between the employer and the employee, which maybe reduce employees' worked efficiency. The facility management represented that this is a new factory and they were deal with relevant procedure, and they would take corrective action. Please refer to Article 72 of the Labor Law of the People's Republic of China and PA 5.5
审核发现工厂未为员工提供社会保险福利。工厂为43名员工(100%)提供了一份有效期从2019年1月16日至2020年1月15日的商业保险 没有为员工提供保险有可能会引起雇主与雇员之间的问题产生, 这有可能会降低员工的工作效率。工厂管理层表示工厂是新成立的, 还在办理相关手续中, 会改善。请参看《中华人民共和国劳动法》第72条和BSCI PA5.5

Remarks from Auditee:

Performance Area 6 : Decent Working Hours

Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: D

Deadline date: 16/01/2020

GOOD PRACTICES:

NIL

AREAS OF IMPROVEMENT:

The overall observation showed that the auditee partially respected the requirement of this performance area. Per document review, management interview and employees' private interview, it was noted that the overall observation showed that the auditee basically fulfilled the requirement of this performance area. The auditee complied with local requirement of the normal working hours of 40 hours per week, and all production workers had at least one day rest per 7 days. However, gaps were identified in implementation.

整体观察表明, 受审核方部分满足这个PA的要求。通过文件查阅、管理层访谈和员工访谈, 审核发现整体观察表明, 受审核方基本满足这个区的要求。被审核方遵循生产员工每周正常工作时间为40小时, 每七天均至少有一天休息。但在实际执行中仍存在差距。

- 6.2 - It was noted that 15 out of 21 sample population employees worked in excess of the statutory overtime hour limits. A review of 21 sample population employees' time records (7 samples selected from December 2018 as current paid month, 7 samples selected from November 2018 as auditor's choice month and 7 samples selected from September 2018 as auditor's choice month) yielded the following: 1) 7 out of 7 sample population employees worked in excess of 36 overtime hours per month (i.e. 40-82 hours) in December 2018, which was not in compliance with the legal requirement; 2) 5 out of 7 sample population employees worked in excess of 36 overtime hours per month (i.e. 76 hours) in November 2018, which was not in compliance with the legal requirement; 3) 3 out of 7 sample population employees worked in excess of 36 overtime hours per month (i.e. 60-78 hours) in September 2018, which was not in compliance with the legal requirement. Excessive overtime working hours will result in heavy workload; employees may not have enough rest and increase the risk of health safety issue. The facility management represented that they would take corrective action as soon as possible. Please refer to BSCI PA6.2 & Article 41 of the Labor Law of the PRC
- 根据厂方提供的工时记录, 审核员发现员工加班时间超出了法定标准。审核员从厂方提供的工资记录中抽取21个样本(其中从最近工资支付月2018年12月抽7个, 从2018年11月抽7个以及2018年9月抽7个), 发现共有15名员工加班时间超出了法定标准, 具体为: 7/7名抽样员工在2018年12月的加班时间为40-82小时, 超过每月加班时间不能超过36小时的法律规定; 5/7名抽样员工在2018年11月的加班时间为76小时, 超过每月加班时间不能超过36小时的法律规定; 3/7名抽样员工在2018年9月的加班时间为60-78小时, 超过每月加班时间不能超过36小时的法律规定。繁重的工作会引起超时而加班工作, 而过长的工作时间会对员工的健康造成一定的损害。工厂管理层表示会尽快改善。请参看BSCI PA 6.2及《中华人民共和国劳动法》第41条

Remarks from Auditee:

Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: B

Deadline date:16/01/2020

GOOD PRACTICES:

NIL

AREAS OF IMPROVEMENT:

The overall observation showed that the auditee partially respected the requirement of this performance area. Per factory tour, document review, management interview and employees' private interview, it was noted that the auditee basically complied with occupational health and safety (OHS) regulations. The auditee established fire safety policy, the emergency evacuation plan, and also regularly carried out risk assessment for safe, healthy and hygienic working condition. The auditee regularly conducted fire drills for employees. Further, the auditee provided safety training to employees. However, gaps were identified in implementation.

整体观察表明, 受审核方部分满足这个PA的要求。通过现场走访、文件查阅、管理层访谈和员工访谈, 审核发现被审核方基本遵守了适合其业务活动的职业健康与安全法规。被审核方建立了消防程序文件, 应急预案等, 并定期执行了有关安全、健康和卫生工作条件的风险评估, 期组织员工进行消防演习, 对员工进行安全培训等。但是, 在实际执行中存在差距。

- 7.4 - 1. It was noted that workers were not involved in the risk assessment and establishment of OHS policy. The management did not invited the employees to took part into participate in suggesting and making factory OHS policies. The facility management stated that they were not aware of the requirement, but they would take corrective action as soon as possible. Please refer to BSCI PA7.4 2. Per document review, management interview and worker representative interview, it was noted that the worker or worker representative did not involve in the OHS risk assessment. The worker or worker representative involved in the OHS risk assessment would help to improve BSCI system much better. The facility management represented that they would take corrective action. Please refer to BSCI PA 7.4

1. 审核发现被审核方的风险评估和职业健康安全政策的制定没有员工的参与。工厂管理层没有邀请员工参与建议和制定工厂相关的OHS政策。工厂表示不了解此项要求, 表示会尽快改善。请参看BSCI PA7.4 2. 通过文件查阅、管理层访谈和员工代表访谈, 审核发现员工或员工代表没有参与到风险评估中来。员工或员工代表参与风险评估会有助于更好地改善BSCI系统。工厂管理层表示会改善。请参看BSCI PA7.4

- 7.5 - It was noted that the factory did not provide regular occupational health checks to employees in contact with chemical materials or noise. The occupational health checks to employees would help the facility management know the situation about employees, which could prevent occupational disease from happening. The facility management represented that they would try their best to correct this issue. Please refer to BSCI PA 7.5 and Article 35 Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases

审核员发现工厂没有为接触化学品或噪音的员工提供定期的职业健康体检。职业体检可以让工厂及时了解员工的身体健康, 以防止员工职业病的产生。工厂管理层表示会尽可能改善。请参看BSCI PA7.5和《中华人民共和国职业病防治法》第35条

- 7.6 - It was noted that the factory didn't provide earplugs to employees in contact with noise in security workshop. Earplugs would prevent employee's hearing from being harmed. The facility management represented that they would try their best to correct this issue. Please refer to with Article 42 of Law of the People's Republic of China on Production Safety and BSCI PA 7.6

审核发现工厂没有提供耳塞给保安车间接触噪音的员工使用。耳塞可以很好地保护员工的听力不受到伤害。工厂管理层表示会尽可能改善。请参看《中华人民共和国安全生产法》第42条以及BSCI PA 7.6

- 7.7 - It was noted that chemical materials (i.e. water glues) used in the facility were not posted with content label during this audit. Content label could help employees know the quality of chemical material, and avoid to use by mistake. The facility management represented that they would take corrective action as soon possible. Please refer to BSCI PA 7.7

审核发现工厂在使用的化学品(如: 水性胶水)都没有张贴内容标签。内容标签可以让员工了解物品的性质, 以免错用。工厂管理层表示会尽快改善。请参看BSCI PA7.7

- 7.11 - 1. It was noted that factory management was unable to provide the report of inspection for completed building construction project. The factory building was completed in 2010. No the report of inspection for completed building construction projects is provided for review, the facility management could not certificate that all buildings were compliance with the local legal requirement. The facility management represented that they would try their best to take corrective action as soon as possible. Please refer to BSCI PA 7.11 and Article 61 of Construction Law of the People's Republic of China 2. It was noted that factory management failed to provide the certificate of inspection for completed building construction projects. The factory building was completed in 2010. No the certificate of inspection for completed building construction projects is provided for review, the facility management could not certificate that all buildings were compliance with the local legal requirement. The facility management represented that they would try their best to take corrective action as soon as possible. Please refer to BSCI PA 7.11 and Article 49 of Regulation on the Quality Management of Construction Projects 3. It was noted that factory management failed to provide the safety inspection reports for all 1 cargo lift and all 2 forklifts being used in the facility for review. No the safety inspection reports could not certificate the equipment was compliance with the local law requirement. The facility management represented that they would try their best to take corrective action as soon as possible. Please refer to BSCI Code of Conduct 7.11 and Article 28 of Safety Monitoring Regulation of Special Equipment

1. 审核发现工厂未能提供工厂楼房的建筑工程竣工验收报告。该工厂建筑于2010年竣工。没有建筑工程竣工验收报告提供, 工厂管理层就不能证明这些建筑物是符合当地法律要求的。工厂管理层表示会尽可能地改善这个问题。请参看BSCI PA 7.11 及《中华人民共和国建筑法》第61条。2. 审核发现工厂未能提供工厂楼房的建筑工程竣工验收备案证。该工厂建筑于2010年竣工。没有建筑工程竣工验收备案提供, 工厂管理层就不能证明这些建筑物是符合当地法律要求的。工厂管理层表示会尽可能地改善这个问题。请参看BSCI PA 7.11 及《建设工程质量管理条例》第四十九条。3. 审核发现工厂未能提供正在使用的1台载货电梯和2台叉车的安全检验报告。没有安全检验报告就不能证明设备是符合要求。工厂管理层表示会尽可能地改善这个问题。请参看BSCI PA 7.11 及《特种设备安全监察条例》第28条

- 7.13 - It was noted that 1 out of 6 sampled electric boxes in the kitchen was not posted with warning signs. Warning sign could help employees' to avoid being harmed by electricity. The facility management represented that they would take corrective action as soon as possible. Please refer to BSCI PA 7.13 and Article 2-7 of Warning Sign in the Guidelines for Safety Signs and Usage GB 2894-2008

审核发现厨房1/6个电箱没有张贴警示标识。警示标识可以帮助员工避免电的伤害。工厂管理层表示会尽快改善。请参看BSCI PA7.13和《安全标志及使用导则(GB 2894-2008)》警示标志2-7

- 7.22 - 1. Per factory tour, it was noted that no toilet paper and hand washing for washing hands was supplied in the toilet during this audit. Toilet paper and hand washing for washing hands equipped in the toilet would more convenient to employees. The facility management represented that they would take corrective action as soon as possible. Please refer to BSCI PA 7.22 2. It was noted that personal storage lockers were provided for employees in dormitory rooms. The factory management represented that they would take corrective action. Please refer to BSCI PA 7.22

1. 工厂没有在厕所提供洗手区提供纸巾和洗手用的肥皂。在厕所提供洗手区提供纸巾和洗手用的肥皂对员工来说会更加便利。工厂管理层表示会尽快改善。请参看BSCI PA7.22 2. 审核发现工厂没有在宿舍给员工提供带锁的柜子存放物品。工厂管理层表示会改善。请参看BSCI PA7.22

- 7.23 - Remark: No transportation was provided by the factory.

备注: 工厂不提供交通。

Remarks from Auditee:

Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: A	Deadline date:
GOOD PRACTICES: NIL	
AREAS OF IMPROVEMENT: <p>The overall observation showed that the auditee fully respected the requirement of this performance area. Per factory tour, 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.</p> <p>整体观察表明, 受审核方满足这个PA的要求。通过文件查阅、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。</p>	
Remarks from Auditee:	
Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: A	Deadline date:
GOOD PRACTICES: NIL	
AREAS OF IMPROVEMENT: <p>The overall observation showed that the auditee fully respected the requirement of this performance area. Per factory tour, document review, management interview and employees' private interview, it was noted that the auditee had established Young Worker Management Procedure which established necessary mechanisms to prevent, identify and mitigate harm to young workers. Moreover, in the grievance mechanisms it was regulated that workers can lodge grievances if there was young worker not identified or not protected. Through management and workers review, site observation and document review, no young worker was hired by this auditee at present.</p> <p>整体观察表明, 受审核方满足这个PA的要求。通过文件查阅、管理层访谈和员工访谈, 审核发现工厂建立了预防、识别和减轻对未成年工伤害的未成年工特殊保护程序, 并有未成年工的申诉机制来全部该程序执行。在本次审核中没有发现未成年工。</p>	
Remarks from Auditee:	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: A	Deadline date: 16/01/2020
GOOD PRACTICES: NIL	
AREAS OF IMPROVEMENT: <p>The overall observation showed that the auditee partially respected the requirement of this performance area. Per factory tour, document review, management interview and employees' private interview, it was noted that the auditee established human resource management procedures which regulated the standard of recruitment, remuneration, hours of work, disciplinary measures, promotion, trainings, 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 labour contracts with employees within one month of recruitment according to legal requirement. The auditee did not use temporary job arrangements to cover workloads that lack pre-determined end dates. However, based on satisfactory evidence, gaps were identified in implementation.</p> <p>整体观察表明, 受审核方部分满足这个PA的要求。通过文件查阅、管理层访谈和员工访谈, 审核发现工厂建立了人力资源管理程序, 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了解。工厂在员工入职一个月内与员工签订了劳动合同。没有采取雇佣临时工来完成长期任务的情况。然而在实际执行中仍存在问题。</p> <p>10.1 - It was noted that occupational disease might result in the work process of some employees in the factory (i.e. workers in contact with chemical material or noise). However, the facts, harmful effects, consequences, protective measures and necessary treatment of occupational diseases were not indicated in their employment contracts. The facts, harmful effects, consequences, protective measures and necessary treatment of occupational diseases indicated in their employment contracts would help employees' more knew the workstation's risk. The facility management represented that they would take corrective action as soon as possible. Please refer to Article 33 Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases and BSCI PA 10.1</p> <p>审核发现工厂某些工序的部分员工可能会导致职业病(如: 接触化学品或噪音的员工)。然而职业病的有害后果, 影响, 防护措施和必要的治疗在劳动合同中没有记录。职业病的有害后果, 影响, 防护措施和必要的治疗在劳动合同中体现有利于员工了解到岗位的风险。工厂管理层表示会尽快改善。请参看《中华人民共和国职业病防治法》第33条和BSCI PA 10.1</p>	
Remarks from Auditee:	

Performance Area 11 : No Bonded Labour

Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: A

Deadline date:

GOOD PRACTICES:

NIL

AREAS OF IMPROVEMENT:

The overall observation showed that the auditee fully respected the requirement of this performance area. Per factory tour, document review, management interview and employees' private interview, it was noted that 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.

整体观察表明, 受审核方满足这个PA的要求。通过文件查阅、管理层访谈和员工访谈, 审核发现工厂没有有使用奴役、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、精神和身体虐待和语言辱骂等。

Remarks from Auditee:

Performance Area 12 : Protection of the Environment

Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: C

Deadline date: 16/01/2020

GOOD PRACTICES:

NIL

AREAS OF IMPROVEMENT:

The overall observation showed that the auditee partially respected the requirement of this performance area. Per document review, management interview and employees' private interview, it was noted that the auditee continuously identified the significant impacts and environmental implications associated to its activity, and established the proper procedure to ensure integration of local environmental law into the business performance. However, gaps were identified in implementation.

整体观察表明, 受审核方部分满足这个PA的要求。通过文件查阅、管理层访谈和员工访谈, 审核发现被审核方持续识别其商业活动的重大影响及对环境造成的后果, 并且建立了合适程序来确保其商业模式中结合了当地环境法规。但是在实际执行中仍存在一些问题。

- 12.3 - 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. No the approval document for on-site inspection and acceptance of completed environmental protection facilities could not certificate the auditee compliance with the local environment requirement. The factory management represented that the factory built newly, and they would try their best to take corrective action. Please refer to BSCI PA 12.2 & Article 9 of the Regulations on Environmental Protection Check and Acceptance for Completed Construction Project
- 审核发现工厂未能提供建设项目竣工环境保护验收文件以供查阅。没有环评验收文件就不能提供被审核方已经符合了当地环境要求。工厂管理层是新建的工厂, 会尽力改善。请参看BSCI PA 12.2的要求及《建设项目竣工环境保护验收管理办法》第9条。

- 12.4 - Accordance with the report form of environmental impacts of the construction of the facility, it was noted that washing waste water would be produced during manufacturing, which should be handled by the qualified company. However, the factory management was unable to provide the hazardous waste entrust disposal contract and relevant transfer manifest of these hazardous wastes for review. The hazardous waste should be retrieved and handled by qualified company. The facility management represented that they didn't achieve the environment document, so they could not transfer the waste. Please refer to BSCI PA 12.4 & Article 57 of Law of the People's Republic of China on Prevention and Control of Solid Waste Pollution.

根据工厂的环评报告显示, 工厂在生产过程中会在清洗废水产生, 需要交给有资质的第三方机构回收, 但工厂不能提供相关的合法处置文件(与有资质回收商的合同与危废转移联单)。危险废弃物应依法交给有资质的单位做回收处理。工厂管理层表示会因为环评验收文件没有批下来, 所以暂时没有办法做转移。请参看BSCI PA 12.4的要求及《中华人民共和国固体废物污染环境防治法》第57条。

Remarks from Auditee:

Performance Area 13 : Ethical Business Behaviour

Full Audit [Audit Id - 142944] Audit Date: 17/01/2019 PA Score: B

Deadline date:16/01/2020

GOOD PRACTICES:

NIL

AREAS OF IMPROVEMENT:

The overall observation showed that the auditee partially respected the requirement of this performance area. Per factory tour, document review, management interview and employees' private interview, it was noted that the auditee has set up appropriate measures to ensure and demonstrate no corruption, extortion, embezzlement, bribery, falsified information or misrepresentation in the supply chain. The auditee identified the situations and activities where acts of corruption, extortion or bribery were most likely to occur in its context and policies/procedures against any act of corruption and takes active measures to prevent and remediate them. However, based on satisfactory evidence, gaps were identified in implementation.

整体观察表明, 受审核方部分满足这个PA的要求。通过文件查阅、管理层访谈和员工访谈, 审核发现工厂建立了合适的管理措施来确保及明确在供应链中不能存在行贿受贿、挪用盗用公款、贪腐、提供虚假资料、虚报等行为。在管理制度中明确了在哪些方面可能存在贪腐、挪用公款或者贿赂等行为以及相应的预防管理措施。但是在实际执行中仍存在问题。

- 13.4 - 1. Per document review and management interview, it was noted that the factory didn't establish the information safety management procedure. Information safety was very important to the auditee. The facility management represented that they protected information safety in practice. But they didn't document these files. Please refer to BSCI PA 13.4 2. Per document review and management interview, it was noted that the facility didn't establish the policy or procedure for its collecting, using or otherwise processing personal information with reasonable care. Personal information protect was very important element to protect employees. The facility management represented that they protect employees' personal information in practice, but they didn't document the files. Please refer to BSCI PA 13.4

经过文件查阅和管理层访谈, 审核发现工厂没有制订了信息安全管理程序。信息安全对维护资料信息的完整性非常重要。工厂表示在实际执行中有对信息的安全性进行管控。请参看BSCI 13.4 2. 经过文件查阅和管理层访谈, 审核发现工厂没有建立关于对于收集个人隐私信息保密政策或程序 个人隐私保护是保护员工的一种方式。工厂管理层表示在实际执行中是有对员工的隐私进行保护的, 只是没有保存相关的文件。请参看BSCI 13.4

Remarks from Auditee:

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	17/01/2019	142944	C	C	A	A	B	D	B	A	A	A	A	C	B	C

Producer Photos





External photo(s) of the production unit(s)
NO-11 packing process.JPG



External photo(s) of the production unit(s)
NO-21 emergency light and exit sign.JPG



External photo(s) of the production unit(s)
NO-5 dormitory building.JPG



External photo(s) of the production unit(s)
NO-12 material warehouse.JPG



External photo(s) of the production unit(s)
NO-22 emergency light test.JPG



External photo(s) of the production unit(s)
NO-6 dormitory room.JPG



External photo(s) of the production unit(s)
NO-13 finished goods warehouse.JPG



External photo(s) of the production unit(s)
NO-23 fire equipment kept unobstructed.JPG



External photo(s) of the production unit(s)
NO-7 canteen.JPG



External photo(s) of the production unit(s)
NO-14 anti-fire door with auto-closed device.JPG



External photo(s) of the production unit(s)
NO-24 drinking water supply.JPG



External photo(s) of the production unit(s)
NO-8 cutting process.JPG



External photo(s) of the production unit(s)
NO-15 fire hydrant.JPG



External photo(s) of the production unit(s)
NO-25 toilet.JPG



External photo(s) of the production unit(s)
NO-9 printing process.JPG

