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Auditee :	<b>Upikit Enterprise Co. Limited.</b>
Audit Date From :	<b>12/06/2020</b>
Audit Date To :	<b>12/06/2020</b>
Expiry Date of the Audit :	<b>Please refer to the producer profile in the amfori BSCI platform</b>
Auditing Company :	<b>UL-RS</b>
Auditor's Name(s) :	<b>Susan Yeh(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>
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A	A	A	B	B	B	C	C	C	D	D	D	E																													
D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p><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>Upikit Enterprise Co. Limited.</b>		
DBID number :	<b>378930</b>		
Audit ID :	<b>183223</b>		
Address :	<b>No. 10, Gongye 1st Rd., Annan Dist., Tainan City</b>		
Province :	<b>Taiwan</b>	Country :	<b>Taiwan</b>
Management Representative :	<b>Ms. Cynthia Huang</b>		
Contact person:	<b>Cynthia Huang</b>	Sector :	<b>Non-Food</b>
Industry Type :		Product group :	
Product Type :	<b>Craft Items</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 :	A	
Need of follow-up :		If YES, by :

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
A	A	A	A	A	A	A	A	A	A	A	A	A

**Executive summary of audit report**

**Opening meeting:**  
 The Initial Audit was conducted on June 12, 2020 by UL-RS on an Announced basis. Upon arrival at 9:00 am, the auditor was greeted by Ms. Cynthia Huang (HR Supervisor), Ms. Sharon Li (Product Manager) and Worker Representative. Business cards were exchanged and the procedures of the audit were explained. amfori BSCI COC were also introduced and communicated with the management. The audit was granted immediately and all necessary documents were provided for review. Employee interview and facility walkthrough were also completed.

**Document review:** As per the management, there was no obvious peak season in the facility and the payment date is the 10th of the month. Therefore, time records and payroll records of March, April and May 2020 were selected to review.

**Valid business license and factory registration** was well maintained and provided for review. The business license number is 22412076 and the factory registration is 99-674263.

**Layout:** The facility was consisted of one 4-storey office and production buildings. The first floor was used as finished goods warehouse and packing area; the second floor was used as office, printing, cutting and processing area; the third floor was used as warehouse, meeting room, sick room and gym; the fourth floor was unused currently. No eating area was provided. But employees resting area, gym and sick room were provided and workers could use at any time if need. All employees/workers are local, no dormitory was provided by the auditee.

**Closing meeting:**  
 Upon the completion of audit, a closing meeting was held with Ms. Cynthia Huang (HR Supervisor), Ms. Sharon Li (Product Manager) and Worker Representative. All concerns were discussed and recommended with the management. The management team was cooperative during the audit and promise and keep better. At the end, Ms. Cynthia Huang (HR Supervisor) signed the Findings Report. And the auditor left at 6:00 pm.

**Special notes:**

1. No collective bargaining agreement was available for review as the auditee did not sign any collective bargaining agreement with the employees. But the auditee holds Labor-Management Meeting every 3 months.
2. No inconsistencies between time and production records were noted during the audit.
3. No government waiver was available for review as there was no such waiver locally.
4. No environmental license was available for review as the audit did not general any air emission or wastewater during the production processes.
5. No agency or contractor was used.
6. The auditor (Susan Yeh)'s APSC number is RA21704229.

**Ratings Summary**



<b>Auditee's background information</b>			
Auditee's name :	<b>Upikit Enterprise Co. Limited.</b>	Legal status :	<b>limited company</b>
Local Name :	優麒股份有限公司	Year in which the auditee was founded :	<b>1987</b>
Address :	<b>No. 10, Gongye 1st Rd., Annan Dist.,</b>	Contact person (please select) :	<b>Cynthia Huang</b>
Province :	<b>Taiwan</b>	Contact's Email :	<b>cynthia@upikit.com</b>
City :	<b>Tainan City</b>	Auditee's official language(s) for written communications :	<b>Mandarin</b>
Region :	<b>North East Asia</b>	Other relevant languages for the auditee :	<b>English</b>
Country :	<b>Taiwan</b>	Website of auditee (if applicable) :	<b>www.upikit.com</b>
GPS coordinates :	<b>23°02'24.0"N 120°09'19.2"E</b>	Total turnover (in Euros) :	<b>10663517.70</b>
Sector :	<b>Non-Food</b>	Of which exports % :	<b>100.00</b>
Industry :		Of which domestic market % :	<b>0.00</b>
If other, please specify :	<b>Paper product and stickers</b>	Production volume :	<b>1,500,000 pieces/month</b>
Product Group :		Production cost calculation :	<b>Yes</b>
If other, please specify :	<b>Paper product</b>	Lost time injury calculation cost :	<b>Yes</b>
Product Type :	<b>Craft Items</b>		

<b>Auditee's employment structure at the time of the audit</b>			
Total number of workers :	<b>48</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>22</b>	<b>26</b>	
Temporary workers	<b>0</b>	<b>0</b>	
In management positions	<b>9</b>	<b>24</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>0</b>	<b>0</b>	
Migrants (foreign citizens)	<b>0</b>	<b>0</b>	
Workers on the permanent payroll	<b>22</b>	<b>26</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 - 183223] Audit Date: 12/06/2020 PA Score: A

Deadline date:

**GOOD PRACTICES:**

The auditee is enthusiastic about charity. The auditee regularly and occasionally donates money or goods to charities and schools. The auditee obtains many certificates of appreciation.

**AREAS OF IMPROVEMENT:**

Based on satisfactory evidence, the auditee has set and publicly started their mission, vision, and objectives, which was in consistent with the amfori BSCI Code of Conduct. Also, the auditee appoints a senior manager (Mr. Andrew Hsu / General Manager) to ensure that the BSCI values and principles are followed in a satisfactory manner. The auditee assesses their business partners who they understand and apply the BSCI Code of Conduct and evaluate on annual basic. Supplier Management Procedure (Doc ref: OP-19, Rev. 1, Date: June 16, 2013) indicates that the purchasing staff will evaluate its suppliers / subcontractors at least once a year according BSCI manual((Doc ref: MM-02). According to the management review meeting minutes on December 30, 2019, the auditee completed periodically on March 13, 2019. Furthermore, the auditee has set up a management system to implement the BSCI Code of Conduct. The auditee also organized its workforce capacity to meet the expectations of the delivery order. Therefore, no apparent concerns was detected during the current audit.

根據令人滿意的證據，被審核方已經設置並公開開始了他們關於 amfori BSCI 的行為準則的使命、願景和目標。同時，受審核方委任一名資深經理來確保以符合要求的方式遵循BSCI價值和原則。而受審方也會評估其商業夥伴是否了解以及執行BSCI行為準則。供應商管理辦法(文件編號: OP-19, 第一版, 日期: 2013年6月16日)指出採購人員會根據BSCI行為準則對其供應商或分包商進行一年至少一次的評鑑。根據2019年12月30日召開的管審會議記錄是，被審核方已於2019年3月13日完成定期的供應商評鑑。此外，被審核方建立了一個管理系統來實現 BSCI 的行為準則。被審核方組織其勞工來達成交付訂單預期和要求。因此，此次未發現明顯違規。

**Remarks from Auditee:**

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

Full Audit [Audit Id - 183223] Audit Date: 12/06/2020 PA Score: A

Deadline date:

**GOOD PRACTICES:**

N/A

**AREAS OF IMPROVEMENT:**

Based on satisfactory evidence, the auditee has set and publicly started their mission, vision, and objectives, which was in consistent with amfori BSCI Code of Conduct. Furthermore, the auditee provides suggestion box, hotline (06-3840588#242) and email (apple@upikit.com / cynthia@upikit.com) when need. Meanwhile, the auditee hold management-labor meeting every 3 months. The auditee maintain the meeting records and follow up the workers' request or complain and close the issue within 3 days if application. All interviewed workers can tell the auditor about their grievance channels, but no one used it. They said they talk directly to the supervisor or boss if need. They are like a big family. All of them enjoy working here, they have no suggestion or complaints to report. The auditee defines long-term goals to protect workers according to the BSCI Code of Conduct. The auditee builds sufficient competence to successfully embed responsible practices in the business operation. Overall, the auditee establishes in an effective grievance mechanism for individuals and communities. Therefore, no apparent concerns was detected during the current audit.

根據令人滿意的證據，被審核方已經設置並公開開始了他們關於 BSCI 的行為準則的使命、願景和目標。此外，被審核方提供意見箱，熱線(06-3840588#242) 以及信箱(apple@upikit.com / cynthia@upikit.com)申訴服務。同時，受審核方每三個月召開一次勞資會議。受審方保留每一次的會議紀錄。若有任何申訴將會在3天內結案。所有受訪員工都知道公司的申訴管道，但是都沒有使用。他們表示他們都直接跟管理階層溝通。公司就好像一個大家庭，所有受訪員工都很喜歡在這裡工作。所以他們沒有任何意見或抱怨要申訴。受審核方根據BSCI行為準則明確長期目標以保護工人。受審核方充分培養個職權的能力，以便在業務經營中成功結合責任規範。因此，這次審核未發現認為明顯違規。

**Remarks from Auditee:**

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

Full Audit [Audit Id - 183223] Audit Date: 12/06/2020 PA Score: A

Deadline date:

**GOOD PRACTICES:**

N/A

**AREAS OF IMPROVEMENT:**

Based on satisfactory evidence, the auditee respected this performance area because all employees had the right to establish, join and take action in free and independent workers' organization. Freedom of association was allowed in Taiwan. Currently, no union was formed in the auditee. But, 2 workers representatives were elected by all employees/workers and hold management-labor meeting with the auditee every 3 months. Therefore, no apparent concern was detected during the current audit.

根據令人滿意的證據，被審核方滿足這個區塊的要求。因為所有的員工都有權利建立，參加或組織自由且獨立的員工機構。在台灣，集會結社自由是被允許的。目前，被審核方未成立任何工會。但是，有兩名由所有員工推選出來的員工代表會與受審核方每三個月召開一次勞資會議。因此，這次審核未發現認為明顯違規。

**Remarks from Auditee:**



<b>Performance Area 4 : No Discrimination</b>	
Full Audit [Audit Id - 183223] Audit Date: 12/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> N/A	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence, the auditee respected this performance area because no discrimination practice was found during the current audit. All of the interviewed employees reported that they were treated with respect by the management. Moreover, only verbal and written warning would be given to employees if they broke the facility rules. No illegal or harsh disciplinary practice was reported, but only oral/written warning letters. According to the workers interview, they said the supervisor would ask the worker pay more attention or be more careful. If the mistakes repeats and repeats, this worker will receive the warning letter, record demerit and termination to educate worker, any kind of harassment is prohibited. These interviewed workers' seniority are 5 – 12 years, they reported that no disciplinary action was happened before. Therefore, no apparent concern was detected during the current audit. 根據令人滿意的證據，被審核方滿足這個區塊的要求。因為在目前的審核中沒有發現任何歧視或不平等對待的事件。所有受訪員工都表示管理階層都一律平等對待所有的員工。再者，如果員工犯錯或破壞公司規定僅以口頭或書面告誡。員工表示工廠不會違法或嚴酷的懲戒措施，只使用口頭/書面警告。管理階層只會要求下次注意點或小心些。若是錯誤一再發生，該員工會收到懲戒公告或終止契約以教育該名員工，但禁止有任何騷擾行為。受訪的員工年資長達 5 - 12 年之久，他們都表示沒見過任何懲處行為發生。因此，這次審核未發現認為明顯違規。	
<b>Remarks from Auditee:</b>	
<b>Performance Area 5 : Fair Remuneration</b>	
Full Audit [Audit Id - 183223] Audit Date: 12/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> The auditee investigates living wage and provides living allowance to all employees/workers.	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence, the auditee respected the requirements of this performance area, because the auditee complies with the government's minimum wage legislation, all employees are given at least NTD 29,500, higher than the legal minimum wage of NTD 23,800. There was no peak or low season in the facility. Thus, records of March, April and May 2020 were selected for review. Wages were paid on the 5th day of the month via bank transfer and were provided with pay slips. According to the provided wages and overtime compensation procedures, overtime compensation would be calculated according to the legal requirement of 134% of regular rates for the first 2 hours, and 167% of regular rates for hours thereafter and 200% of regular rates for overtime on regular off days and national holidays. No deferred payment was detected. In addition to basic wage, the auditee also various bonus/allowance, such as provided duty bonus of NTD 500 - NTD 2,700, meal allowance of NTD 2,400, performance bonus of NTD 100 – 3,300, living allowance of NTD 2,400 - 4,400, attendance bonus of NTD 1,000, ...etc. Sufficient rest day compensation, paid national holidays were provided. All employees were provided with health insurance, labor insurance and labor pension. The auditee also provided health check for all employees free of charge. Only legal deduction (social insurance and welfare fund) was deducted from the wages of employees. No disciplinary deduction was detected or reported. Therefore, no apparent concern was detected during the current audit. 根據滿意的證據，被審核方滿足這個區塊的要求。因為受審核方遵循政府的最低工資法案，所有員工保證至少提供 NTD 29,500 月薪，高於法定月薪 NTD 23,800。工廠沒有淡、旺季之分，故抽樣 2020 年 3 月、4 月和 5 月的薪資紀錄以供審核。薪資於每個月 5 號透過銀行轉帳給員工，並且提供薪資條核對。根據提供的薪資和加班費運算程序，加班費會依照根據法定規定計算，平日前兩個小時 134%，接下來為 167%，例假日及國定假日提供 200% 加班費。沒有遲發薪資的情況發現。除了基本工資，受審核方還提供多項不同津貼或獎金，如，職場津貼 NTD 500 - NTD 2,700，伙食津貼 NTD 2,400，職務津貼 NTD 100 - NTD 3,300，生活津貼 NTD 2,400 - NTD 4,400，全勤 NTD 1,000，... 等等。足夠的例假日津貼及國定假日津貼提供。所有員工皆有加保勞健保以及勞退。被審核方也提供定期的免費健康檢查給所有員工。薪資只扣除法定的勞健保扣費，沒有額外懲罰性扣款被發現或報告。因此，這次審核未發現認為明顯違規。	
<b>Remarks from Auditee:</b>	
<b>Performance Area 6 : Decent Working Hours</b>	
Full Audit [Audit Id - 183223] Audit Date: 12/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> The auditee provides flexible working hours to the workers who live far from the facility. The scheduled working hours starts at 8:00am, but the workers are agreed to come during 8:00 - 8:30am and will not be deducted for late work.	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence, the auditee respected this principle. As reported, there was no low or season season in the auditee. Therefore, time records from March, April and May 2020 were selected for review. The employees used face scan system to record working hours. The normal working hours were scheduled from 08:00 to 17:00, Monday to Friday. The auditee provides 1 hour of lunch break from 12:00 to 13:00. Therefore, the regular working hours were 40 hours per week which was in compliance with the legal requirement. As provided time records, overtime was conducted 2 hours a day, 1 to 5 times a week. During the sampled months, the maximum daily total working hours and monthly overtime hours are 10 hours a day and 36 hours per month, which are within 12 hours a day and 46 hours per month. The maximum weekly working hours was 50 hours. The employees were guaranteed with the 7th day of rest. The provided records were consistent with employees' testimonies. Therefore, no apparent concern was detected during the current audit. 根據令人滿意的證據，被審核方滿足這個區塊的要求。根據被審核方的說明，被審核方沒有淡、旺季之分，故抽樣 2020 年 3 月、4 月和 5 月的工時紀錄來進行審核。被審核方使用臉部辨識系統紀錄工時。正班工時安排於 08:00 到 17:00，禮拜一到禮拜五。被審核方也提供中午休息一個小時。因此，正班工時符合法定要求的一周 40 小時。根據工時紀錄顯示，一天加班約 2 小時，一個禮拜加班約 1-5 次。在抽樣月份中，最高日總工時與最高月加班時數分別為 10 小時以及 36 小時，符合法定限制內。最高週總工時為 50 小時。所有員工保證第七天休息，所提供的紀錄與員工證詞一致。因此，這次審核未發現認為明顯違規。	
<b>Remarks from Auditee:</b>	

<b>Performance Area 7 : Occupational Health and Safety</b>	
Full Audit [Audit Id - 183223] Audit Date: 12/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> Gym was provided at 3F and all workers could use for free at anytime.	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence, the auditee partially respects the requirements of this performance area. The auditee observes applicable occupational health and safety (OHS) regulations. The facility was illuminated and ventilated. A comfortable temperature was maintained throughout the facility. Restrooms were maintained at an acceptable level of cleanliness and restroom supplies were provided. Drinking water was also available on the work floors. The auditee regularly carries out risk assessments for safe, healthy and hygienic working conditions. The latest EHS committee meeting was on April 9, 2020. At least two exits were maintained on each work area. All the exits were marked and equipped with emergency light. Evacuation plot plans were posted. No exit or aisle was blocked. Firefighting equipment, such as fire extinguishers, fire hoses and fire alarms were maintained and regularly inspected. Fire extinguishers were marked and mounted. Both fire and evacuation drills were conducted for all workers twice a year and records were properly maintained. The latest records was carried out on April 27, 2020. All procedures are documented and integrated into worker trainings. Electrical cords and outlets were in good conditions. Control panels were labeled and properly covered. All control panels were not blocked. First aid kits were maintained and stocked with sufficient supplies. One sick room was provided at 3F. Two certificates for first aid personnel was maintained. Injury logs were also maintained. Employees were provided with sufficient personal protective equipment (PPE) included masks and earplugs. All PPEs were reported to be provided for free. In addition, the auditee takes measures to prevent COVID 19, as reported by the workers and management, their business is as busy as before, not much attack of Covid-19. Their new factory location is bigger than before a lot, therefore, all staffs and workers can keep the safe distance of at least 1m. All employees and workers are required to wear mask and take the temperature (less than 37°C). The facility set up the temporary security guard for access control during this period and require all visitors/drivers to record travel details and health condition. Two workers assist to take temperature for all workers in the morning, the auditee provide 0.5 hour overtime compensation for early coming. Therefore, no apparent concerns was detected during the current audit. 根據滿意的證據，受審核方部分滿足這個區塊的要求。受審核方遵守適用的職業健康和安法法規。工廠是明亮，通風且不過於太冷或太熱。廁所乾淨並提供必要補充品。飲用水隨時都可以取用。受審核方定期執行安全、健康和衛生工作條件的風險評估。最近一次健康安全委員會會議舉辦在2020年4月9日。每一個工作區域至少都有兩個出口，每個出口都有標示並安裝緊急照明燈。逃生平面圖也有張貼在各個工作區域。沒有任何出口或通道被阻擋。消防設備，包含滅火器，消防栓以及火警鈴都保存良好且定期檢查。滅火器皆有掛置標示且掛置在適當的高度。一年執行兩次全廠所有員工消防演習，最近一次演習是在2020年4月27日。培訓紀錄保存良好。電器線路情況良好，所有電源箱都有開關標示和內蓋。沒有任何電源箱被阻擋。足夠的急救備品提供在每個工作區域。三樓有提供醫護室。受審核方有兩位擁有急救證書的人員。工傷紀錄也有定期紀錄。員工提供免費的個人保護用品如口罩及耳塞。針對冠狀肺炎，受審核方採取措施減緩衝擊。根據員工及管理代表訪談，受審核方生意沒有受到太大衝擊。新工廠面積比舊廠大很多，所以所有員工都可以保持安全距離(1米)。所有員工要求要配戴口罩及量額溫(需低於37度)。受審核方設立臨時警衛做出入管控，要求所有訪客及司機交代旅遊史及健康情況。兩名工人早上協助所有員工量額溫，受審核方提供額外的0.5小時加班費給這兩名工人。因此，這次審核未發現認為明顯違規。	
<b>Remarks from Auditee:</b>	
<b>Performance Area 8 : No Child Labour</b>	
Full Audit [Audit Id - 183223] Audit Date: 12/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> N/A	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence, the auditee respected this principle because the auditee established, documented, maintained and effectively communicated to personnel and other interested parties policies and procedures for child labor. There were no signs for child labor detected during the walkthrough. The workforce observed to be mature. The worker looking young was also selected for interview. Based on employees interview and document review, the youngest worker in the facility was 25 years old. Therefore, no apparent concern was detected during the current audit. 根據令人滿意的證據，被審核方滿足這個區塊的要求。因為被審核方建立，有充分的書面政策或方針並保留有效的僱用程序，並向雇員和其他相關人員溝通。走廠中並未發現任何可疑童工。所有長相年輕的員工都被挑選訪談。根據訪談及人事檔案，最年輕為25歲。因此，這次審核未發現認為明顯違規。	
<b>Remarks from Auditee:</b>	
<b>Performance Area 9 : Special protection for young workers</b>	
Full Audit [Audit Id - 183223] Audit Date: 12/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> N/A	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence, the auditee respected this principle because the auditee set up the policy for young workers. However, based on employees interview and document review, no young worker was detected in the facility. Therefore, no apparent concern was detected during the current audit. 根據令人滿意的證據，被審核方滿足這個區塊的要求。因為受審核方建立了關於青少年工的政策。根據訪談及人事檔案，廠內未招聘青少年工。因此，這次審核未發現認為明顯違規。	
<b>Remarks from Auditee:</b>	



<b>Performance Area 10 : No Precarious Employment</b>	
Full Audit [Audit Id - 183223] Audit Date: 12/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> N/A	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence, the auditee respected this principle because the auditee engaged workers based on recognized and documented employment relationships. Working hours and remuneration were clearly listed. The employees interviewed also appeared to be clear about the employment terms. Therefore, no apparent concern was detected during the current audit. 根據令人滿意的證據，被審核方滿足這個區塊的要求。因為受審核方基於已認定和紀錄的僱傭關係與員工訂立勞動契約。工作時間以及補償明細都清楚列於勞動契約裡。員工訪談皆表示清楚知道契約內容。因此，這次審核未發現認為明顯違規。	
<b>Remarks from Auditee:</b>	
<b>Performance Area 11 : No Bonded Labour</b>	
Full Audit [Audit Id - 183223] Audit Date: 12/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> N/A	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence, the auditee respected this performance area because the auditee did not engage in any form of servitude, forced, bonded, indentured, trafficked or non-voluntary labor. There was no report of deposit upon hiring or retention of personal documents. All workers are local residents and all of them keep all their personnel documents. The auditee establishes all applicable disciplinary procedures in writing and explains them verbally to workers in clear and understandable terms. The employees stated they were treated with respects by the management. Only verbal warnings would be received when a mistake was made. Therefore, no apparent concerns was detected during the current audit. 根據令人滿意的證據，被審核方滿足這個區塊的要求。因為被審核方未確立任何形式的奴役、強迫、抵債、契約、販賣或非自願勞動。沒有任何反饋關於雇用前須預付訂定金或扣押個人文件。受審核方確立所有適用的書面懲戒程序，並以清晰和易於理解的方式向員工口頭說明。所有員工皆表示管理代表給予應有的尊重，假如有任何犯錯，僅以口頭告知。因此，這次審核未發現認為明顯違規。	
<b>Remarks from Auditee:</b>	
<b>Performance Area 12 : Protection of the Environment</b>	
Full Audit [Audit Id - 183223] Audit Date: 12/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> N/A	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence, the auditee respected this principle because the auditee set up environmental policies, maintain trained member of management responsible for coordination of environmental management activities and conduct environmental training to all employees. In addition, according to their process, air emission and wastewater were not generated. No hazardous waste was generated during the production, only the solid waste. The solid waste was collected by a certified contracted carrier once a month and cardboards were also recycled as needed. Therefore, no apparent concern was detected during the current audit. 根據令人滿意的證據，被審核方滿足這個區塊的要求。因為被審核方建立環境政策，已培訓的管理代表負責所有環境相關政策並提供必要培訓給員工。另外，根據生產製程，被審核方沒有需要排放廢水、廢氣。沒有任何危險廢棄物產生在製作過程中，僅有一般事業廢棄物並委託合格清運公司處理。因此，這次審核未發現認為明顯違規。	
<b>Remarks from Auditee:</b>	
<b>Performance Area 13 : Ethical Business Behaviour</b>	
Full Audit [Audit Id - 183223] Audit Date: 12/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> N/A	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence, the auditee respected the requirements of this performance area, because the auditee maintained ethical and active policies and procedures according to BSCI requirement. Therefore, no apparent concern was detected during the current audit. 根據令人滿意的證據，被審核方滿足這個區塊的要求。因為被審核方根據 BSCI 行為準則建立廉潔政策和舉報機制。因此，這次審核未發現認為明顯違規。	
<b>Remarks from Auditee:</b>	

**Summary**



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	12/06/2020	183223	A	A	A	A	A	A	A	A	A	A	A	A	A	A

Producer Photos



External photo(s) of the production unit(s)  
Facility address.jpg



External photo(s) of the production unit(s)  
Facility name.jpg



External photo(s) of the production unit(s)  
Facility outlook.jpg



Photo first aid facilities  
First Aid Kit.jpg



Photo first aid facilities  
Sick room.jpg



Photo of chemical storage room (if applicable)  
Chemical containers with 2nd containment and posted  
MSDS.jpg

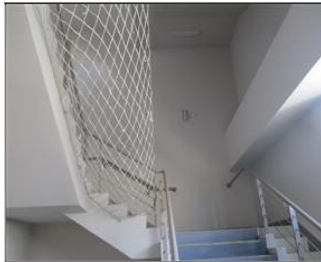


Photo of fire safety equipment  
Emergency light.jpg



Photo of fire safety equipment  
Emergency exit.jpg



Photo of fire safety equipment  
Evacuation Plot Plan.jpg



Photo of fire safety equipment  
Fire Alarm Being Tested.jpg



Photo of fire safety equipment  
Fire extinguisher.jpg



Photo of fire safety equipment  
Fire Hydrant Being Tested.jpg



Photo of fire safety equipment  
Hydrant.jpg



Photo of fire safety equipment  
Smoke Detector.jpg



Photo of the code of conduct on display  
Posted COC in Notice board.jpg



Photo of the inside of the main production hall  
Cutting area and Packing area.jpg



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



Photo of the inside of the main production hall  
Packing area.jpg



Photo of the inside of the main production hall  
Printing area.jpg



Photo of the inside of the main production hall  
Processing area.jpg



Photo of the inside of the main production hall  
Warehouse.jpg



Photo of the sanitary facilities  
Drinking water.jpg



Photo of the sanitary facilities  
Employees rest area.jpg



Photo of the sanitary facilities  
Toilet.jpg