

Monitored Party Ningbo Elmar Electric Manufacture Co., Ltd.	amfori ID 156-015716-000	Address HUILONG INDUSTRIAL ZONE, QIUAI TOWN, YINZHOU DISTRICT, 315000 Ningbo, Zhejiang Sheng, China
Monitoring Activity amfori Social Audit - Manufacturing	Monitoring Type Follow-up Monitoring	Monitoring Partner SGS
Monitoring Start Date 29/06/2023	Closing Meeting Finished Date 06/07/2023	Submission Date 06/07/2023
Expiration Date 13/07/2024	Announcement Type Fully Announced	
Site Ningbo Elmar Electric Manufacture Co., Ltd.	Site amfori ID 156-015716-001	

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OVERALL RATING



SECTION RATING

PA1: Social Management System	C	
PA 2: Workers Involvement and Protection	C	
PA 3: The Rights of Freedom of Association and Collective Bargaining	A	
PA 4: No Discrimination	A	
PA 5: Fair Remuneration	B	
PA 6: Decent Working Hours	D	

PA 7: Occupational Health and Safety	A	
PA 8: No Child Labour	A	
PA 9: Special Protection for Young Workers	A	
PA 10: No Precarious Employment	A	
PA 11: No Bonded Labour	A	
PA 12: Protection of the Environment	A	
PA 13: Ethical Business Behaviour	A	

GENERAL DESCRIPTION

Name of lead auditor: Irene Chen; APSCA membership number (CSCA 21701772)

Name of team auditor: Nil

Name of observers, translators, trainees, advisors/consultants (if applicable): Nil

Monitoring partner name: SGS (Monitoring firm APSCA #: 11600006)

Audit schedule details: The audit was planned for 1 auditor x 1 day. The Follow-up audit (Fully Announced) was conducted on Jun 29, 2023.

Business partner information: Ningbo Elmar Electric Manufacture Co., Ltd. was located at HUILONG INDUSTRIAL ZONE, QIUAI TOWN, YINZHOU DISTRICT, 315000 Ningbo, Zhejiang, China. The factory registered in Market Supervision Administration of Ningbo, having unified social credit code 913302125874921620 dated from Feb 15, 2012 to Feb 14, 2032. The product of the auditee was Steam cleaner, steam brush, window vac cleaner, Stand mixer, the main production activities included injection molding, mixing material, crushing, silk screen, assembly and packing.

Remark: The English address confirmed by the factory " HUILONG INDUSTRIAL ZONE, QIUAI TOWN, YINZHOU DISTRICT, 315000 Ningbo, Zhejiang, China" was the same with the address in the business license based on onsite observation and management interview.

Audited location information: The factory leased all the buildings (two 3-storey buildings, one 3-storey office and dormitory building and one 4-storey building) (about 5500 S.Q meters) from Ningbo Juxin Gament Co., Ltd as warehouse, production, office and dormitory. The rental contract and business license were provided for review. The auditee did not share the employees and facilities with other units. One 3-storey building(1200m2): 1st floor used as raw material warehouse; 2nd floor used as finished goods warehouse; 3rd floor used as assembly workshop and warehouse. One 3-storey building (660m2): 1st floor used as raw material warehouse; 2nd floor used as meeting room; 3rd floor used as office. One 4-storey building(2800m2): 1st floor used as injection molding, mixing material, crushing workshop and raw material warehouse; 2nd floor used as finished goods warehouse; 3rd floor used as silk screen and assembly workshop; 4th floor used as packing workshop. One 3-storey office and dormitory building (840m2): 1st floor ~2nd floor used as office; 3rd floor used as dormitory. No canteen and kitchen were provided.

Operating shifts and hours and time recording system: Factory ensured all workers rest on Sundays. The auditee ensured normal working hours comply with legal requirement and the use of overtime was voluntary and paid at adequate premium rate. The auditee supported the right to resting breaks including short breaks during working hours, meal break. 150%, 200% and 300% of normal rate would be compensated for overtime on normal working days, Saturday and holidays.

Factory used fingerprinting attendance recorder to record the working hours, during the audit, factory provided the attendance records from Jul 1, 2022 to the audited day for reviewing, all workers except injection molding workers conducted one shift (08:00-11:30, 12:00-16:30), the injection molding workers conducted two shifts (7:00-15:00; 15:00-23:00), sometimes had 8 OT hours in Saturdays, and 2 OT hours at weekdays' nights. The max daily overtime hours were 2 hours; the max monthly overtime hours were 68 hours, and the max weekly working hours was 54 hours.

Salary payment details: All employees were guaranteed with minimum wage. The local minimum wage was RMB 2280/month (RMB 13.1/hour) since Aug. 1, 2021. Factory provided the payroll records from Jul, 2022 to Apr, 2023 for review. The workers were paid by monthly rate (at least RMB 3200/month). The payment cycle was natural month. The wage was paid before 30th of the following month by bank transfer, and pay slip was also provided each month. The wage was made up of basic wage and OT compensation. No monetary fines or other illegal deductions were detected in payroll records. Paid annual leave, statutory holiday, sick leave, marriage leave, maternity leave and funeral leave were defined and provided to workers.

Worker number information: On the day of audit, there were 164 employees present (21 non-production employees and 141 production workers and 2 security guards). There were 36 male production workers and 105 female production workers and 140 workers(39 male workers and 101 female workers) were from other provinces in China, such as Hunan, Guizhou, Anhui, etc. The youngest labor was 18 years old who was born on Sep 23, 2004 and entered the factory on Feb 20, 2023. No disabled, pregnant woman, interns, apprentices, contractor workers in the factory.

Good practices: Nil

Worker organization details: 3 worker representatives were elected on Jan 7, 2023.

Circumstances: No any circumstances were found in the factory.

The special circumstances can be classified as followed: According to IPE and the app of Qichacha, no negative information was noted.

Summary of findings:

PA1.1: Amfori BSCI Code management was not perfect; PA1.4: working hours' management system was not perfect.
PA 2.2: The factory did not establish the long-term goals; 2.5: The factory did not publish the person responsible for its administration and grievance reporting hot line or email.
PA5.5: insufficient social insurance was provided for workers.
PA6.2: OT hours were exceeded law requirement.
PA7.1: HS management was not perfect; PA7.3: the factory did not provide occupational health examination report to workers; PA7.7: chemicals management; PA7.13: Some electrical boxes did not lock.
PA3, PA4, PA8, PA9, PA10, PA11, PA12 and PA13: Nil

Living wage calculation: The living wage data is provided by the auditing company and please refer to the PA5 summary to find the details of calculation method of living wage.

Precautions taken about #COVID-19 in the facility: Nil

Attachments:

The Personal Information Protection Law of the People's Republic of China was promulgated on August 20, 2021, the producer ensured that relevant personal data and information provided to SGS auditor(s) has been obtained the individual's consent during the audit.

During document review it was evident that some of required documents are not applicable in organization like Agency Labour Contract, Government Waiver on working hours and Collective Bargaining Agreement. All of above documents were not involved in document report. The follow up audit only covered PA1, PA2, PA5, PA6, PA7, PA12, so only documents of mentioned PA were needed and showed.

SITE DETAILS

Site

Ningbo Elmar Electric
Manufacture Co., Ltd.

Site amfori ID

156-015716-001

GICS Classification

Sector	Industry Group	Industry
Consumer Discretionary	Consumer Durables & Apparel	Household Durables
Sub Industry		
Household Appliances		

amfori Process Classifications

N.A.

NACE Classification

N.A.

GS1 Classifications

N.A.

Water Stress Situation

N.A.

METRICS

Key Metrics

Total workforce	164	Workers
Legal minimum wage in local currency	2,280	Monthly
Lowest wage paid for regular work at the site	3,200	Monthly
Calculated living wage in local currency	3,458.95	Monthly
Total sample	6	Workers

Other Metrics

Male workers	50	Workers
Female workers	114	Workers
Permanent workers - Male	50	Workers
Permanent workers - Female	114	Workers
Temporary workers - Male	0	Workers
Temporary workers - Female	0	Workers
Seasonal workers - Male	0	Workers
Seasonal workers - Female	0	Workers
Management - Male	6	Workers
Management - Female	3	Workers
Apprentices - Male	0	Workers
Apprentices - Female	0	Workers
Workers on probation - Male	0	Workers
Workers on probation - Female	0	Workers
Workers with night shift - Male	0	Workers
Workers with night shift - Female	0	Workers
Workers with disabilities - Male	0	Workers
Workers with disabilities - Female	0	Workers
Domestic migrant workers - Male	39	Workers
Domestic migrant workers - Female	101	Workers
Foreign migrant workers - Male	0	Workers
Foreign migrant workers - Female	0	Workers
Workers hired directly - Male	50	Workers
Workers hired directly - Female	114	Workers
Workers hired indirectly - Male	0	Workers
Workers hired indirectly - Female	0	Workers
Unionised workers - Male	0	Workers
Unionised workers - Female	0	Workers
Workers under CBA - Male	0	Workers
Workers under CBA - Female	0	Workers
Pregnant workers	0	Workers

Workers on parental leave - Male	0	Workers
Workers on parental leave - Female	0	Workers
Sample - Male	3	Workers
Sample - Female	3	Workers

FINDINGS

PA1: Social Management System

Site: Ningbo Elmar Electric Manufacture Co., Ltd. | Site amfori ID: 156-015716-001

ENGLISH	LOCAL LANGUAGE
Finding(s)	
<p>1.1 Follow up audit on Jun 29, 2023: Open Finding: The main auditee partially respected this principle because according to documents review, the factory established a management system to implement the BSCI Code of Conduct, the relevant procedures were provided for review, but there still has gap to respect this principle, such as factory did not control the overtime hours caused monthly overtime systematic exceeded 36 hours. And the internal audit checklist was not covered all points of the Amfori BSCI code so that it could not identify some findings to improve them.</p> <p>It violated the requirement of question 1.1 in amfori BSCI system manual.</p>	<p>1.1 2023年6月29日跟进审核：打开发现点：被审核方部分遵循该准则。原因是根据文件审核，工厂有建立管理系统去执行BSCI的行为准则，相关的程序文件已提供查阅，但是对于遵守本条原则仍然有差距，如工厂没有对加班时间进行控制导致月加班系统性超出36小时。且由于内审的检查表并未涵盖Amfori BSCI的所有内容导致不能发现部分问题并改进。</p> <p>违反了 amfori BSCI管理手册中问题1.1的要求。</p>
<p>1.4 Follow up audit on Jun 29, 2023: Open Finding: The main auditee partially respected this principle because according to management interview, the facility had established the procedure on calculation of the costs of production and delivery times, but the factory did not provide relevant written records of calculating the production capacity or the costs of production for review. The facility's workforce capacity was not properly organized to meet the expectations of the delivery order and/or contracts so that factory did not control workers' monthly overtime within 36 hours and attendance records from Jul 1, 2022 to Jun 29, 2023 showed the maximum monthly OT was 68 hours (Dec, 2022).</p> <p>It violated the requirement of question 1.4 in amfori BSCI system manual.</p>	<p>1.4 2023年6月29日跟进审核：打开发现点：被审核方部分遵循该准则。原因是根据管理层访谈，企业建立了核算产能和订单周期的制度，但是没有相关的计算记录供查看。企业的人力资源没有合适的进行组织以达到交付订单和/或合同的预期要求，所以工厂没有控制员工的月加班时间在36小时之内，根据工厂2022年7月1日至2023年6月29日的考勤显示最大月加班为68小时（发生在2022年12月）。</p> <p>违反了 amfori BSCI管理手册中问题1.4的要求。</p>

PA 2: Workers Involvement and Protection

Site: Ningbo Elmar Electric Manufacture Co., Ltd. | Site amfori ID: 156-015716-001

ENGLISH	LOCAL LANGUAGE
Finding(s)	
<p>2.2 Follow up audit on Jun 29, 2023: New finding Finding: The main auditee does not respect this</p>	<p>2.2 2023年6月29日跟进审核：新问题发现点：被审核方未遵循该准则，原因是根据文件</p>

Finding(s)	
principle because according to management interview and document review, the factory did not establish the long-term goals which met the requirements of the amfori BSCI Code of Conduct. It violated the requirement of question 2.2 in amfori BSCI system manual.	查看和管理层访谈，工厂没有制定一个符合amfori BSCI行为准则要求的长期目标。 违反了amfori BSCI管理手册中问题2.2的要求。
2.5 Follow up audit on Jun 29, 2023: Open Finding: The main auditee partially respected this principle because according to documents review, management and worker interview, the factory had established a grievance procedure, but it did not publish the person responsible for its administration and grievance reporting hot line or email. It violated the requirement of question 2.5 in amfori BSCI system manual.	2.5 2023年6月29日跟进审核：打开发现点：被审核方部分遵守该原则。原因是根据文件审核，管理层访谈和员工访谈，工厂建立了文件化的申诉制度，但是没有公告具体的负责人及其联系方式，如电话或邮箱等。 违反了amfori BSCI管理手册中问题2.5的要求。

PA 5: Fair Remuneration

Site: Ningbo Elmar Electric Manufacture Co., Ltd. | Site amfori ID: 156-015716-001

ENGLISH	LOCAL LANGUAGE
Finding(s)	
5.5 Follow up audit on Jun 29, 2023: Open Finding: The main auditee does not respect this principle because according to the social insurance payment receipt of Apr, 2023 showed that not all employees were covered by social insurance. There were total 164 employees (40 retirees and 3 new employees entered in the factory less than one month) in the factory. the factory provided the basic endowment insurance, basic medical insurance, unemployment insurance, maternity insurance and injury insurance to 71 employees. The factory provided the commercial injury insurance to other 93 employees. The period of validity was from May 15, 2023 to May 14, 2024. Based on workers interviewing, they abandoned social insurance by their own volition. It violated Labor Law of the People's Republic of China (2018 Amendment), Article 72&73.	5.5 2023年6月29日跟进审核：打开发现点：主要被审核方未遵循该准则。原因是根据2023年4月的社保收据显示并非所有员工都缴纳了社保，工厂共164名员工(40名退休员工和3名新员工入职不到1个月)，工厂给71名员工提供了养老保险，医疗保险，失业保险，生育保险和工伤保险。工厂给其余93名员工提供了商业意外保险，有效期从2023年5月15日至2024年5月14日。根据员工访谈，他们自愿放弃社保。 违反了中华人民共和国劳动法（2018修正）第七十二条 和第七十三条。

PA 6: Decent Working Hours

Site: Ningbo Elmar Electric Manufacture Co., Ltd. | Site amfori ID: 156-015716-001

ENGLISH	LOCAL LANGUAGE
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Finding(s)

6.2 Follow up audit on Jun 29, 2023: Open Finding: The main auditee did not respect this principle because the main auditee did not ensure the overtime of workers in accordance with the legal requirement. Based on the attendance record provided from Jul 1, 2022 to Jun 29, 2023 for review, all sampled workers' maximum monthly overtime working hours had exceed the limit of 36 hours per month, it was found the maximum monthly overtime hours were 68 hours (including 28 OT hours in weekdays and 40 OT hours in weekends) happened in Dec, 2022. And the max weekly working hours were 54 hours, the max daily overtime working hours were 2 hours. The factory also didn't conduct cause analysis or establish the improvement measure on excessive overtime. It violated Labor Law of the People's Republic of China (2018 Amendment), Article 41.

6.2 2023年6月29日跟进审核：打开发现点：被审核方未遵守该准则。原因是被审核方的加班时间不符合法规要求。根据工厂提供的2022年7月1日至2023年6月29日供查看，所有抽样工人的最大月加班超出了36小时的规定，工人的最大月加班时间为68小时(包含28小时的平时加班及40小时的周末加班)发生在2022年12月。工厂最大周工时为54小时，最大日加班为2小时。工厂并未对工时超时进行原因分析及制订改善措施。违反了中华人民共和国劳动法（2018修正）第四十一条。

PA 7: Occupational Health and Safety

Site: Ningbo Elmar Electric Manufacture Co., Ltd. | Site amfori ID: 156-015716-001

ENGLISH

LOCAL LANGUAGE

Finding(s)

7.1 Follow up audit on Jun 29, 2023: Open Finding: The main auditee partially respected this principle because according to documents review and onsite observation, the factory had established complete management system on health and safety, included the identify and awareness of related legal regulation, health and safety check, training and etc. But there were still findings issued due to management negligence. It violated the requirement of question 7.1 in amfori BSCI system manual.

7.1 2023年6月29日跟进审核：打开发现点：被审核方部分遵循该准则。原因是根据文件审核和现场观察，工厂已建立完整的健康安全管理体系，包括相关法规的识别与了解，健康安全检査，培训等，但是由于管理疏忽，导致仍然有问题发生。违反了amfori BSCI管理手册中问题7.1。

7.3 Follow up audit on Jun 29, 2023: New finding Findings: The main auditee partially respected this principle because according to management interview and document review, though factory had carried out regular risk assessment for safe, healthy and hygienic working conditions, the factory did not provide occupational health examination for all the workers who contacted the occupational hazardous factor (dust, chemical and noise). It violated Law of the People's Republic of China on Prevention and Control of Occupational Diseases

7.3 2023年6月29日跟进审核：新问题发现点：被审核部分遵循该准则。原因是根据管理层访谈及文件审核，虽然工厂有针对安全，健康和卫生工作条件进行定期风险评估，但是工厂未给所有接触职业危害因素（粉尘，化学品和噪声）的员工提供职业健康体检。违反了中华人民共和国职业病防治法（2018修正）第三十五条的要求。

Finding(s)	
(2018 Amendment), Article 35.	
7.4 Follow up audit on Jun 29, 2023: Closed Based on documents review, the worker representative had taken part in the risk assessment of the factory.	7.4 2023年6月29日跟进审核：关闭 根据文件审核，工厂在工厂的风险评估中有员工代表参与。
7.7 Follow up audit on Jun 29, 2023: New finding Finding: The main auditee partially respected this principle because according to onsite observation, some chemicals such as lubricating oil and diluent stored and used in chemical warehouse and workshop were not installed with secondary containment and did not paste the chemical safety labels. It violated Code of Design on Building Fire Protection and Prevention (GB 50016-2014, 2018 Amendment), Article 3.6.12 and Regulations on Labor Protection in Workplaces Where Toxic Substances Are Used (2002), Article 23.	7.7 2023年6月29日跟进审核：新问题 发现点：被审核方部分遵循该准则，原因是根据现场观察化学品仓和车间存放使用的部分化学品如润滑油和稀释剂无二次容器和化学品安全标签。 违反了建筑设计防火规范（GB 50016-2014，2018修正）3.6.12和使用有毒物品作业场所劳动保护条例（2002）第二十三条。
7.8 Follow up audit on Jun 29, 2023: Closed Based on documents review, onsite observation and workers interview, the factory had posed the developed accident and emergency procedure onsite and communicated with staffs.	7.8 2023年6月29日跟进审核：关闭 根据文件审核，现场观察和员工访谈，工厂已将意外和应急程序张贴在现场并于员工沟通。
7.11 Follow up audit on Jun 29, 2023: Closed Based on documents review, the factory had provided the construction safety certificate and fire acceptance certificate of all the buildings used by the factory for review.	7.11 2023年6月29日跟进审核：关闭 根据文件审核，工厂提供了所有使用建筑的竣工验收和消防验收报告查看。
7.13 Follow up audit on Jun 29, 2023: New finding Finding: The main auditee partially respected this principle. Because according to document review, the factory established the management program about electrical installations and equipment, appointed the electrician to inspect regularly, but based on onsite observation, two electrical boxes did not lock in the injection molding workshop. It violated the requirement of National Safety Technical Code for Electric Equipments (GB 19517-2009) 2.2.	7.13 2023年6月29日跟进审核：新问题 发现点：被审核方部分遵循该准则。原因是根据文件审核，工厂虽然建立了电气设施管理程序且安排了电工定期检查，但是根据现场观察，工厂注塑车间的2个电箱没有上锁。 违反了国家电气设备安全技术规范（GB 19517-2009）2.2。



PA 12: Protection of the Environment

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ENGLISH

LOCAL LANGUAGE

Finding(s)

12.3 Follow up audit on Jun 29, 2023: Closed
Based on documents review, the factory had provided the EIA report, EIA approval, environmental facilities inspection and acceptance approval and the registration of stationary pollution sources discharge permits for review.

12.3 2023年6月29日跟进审核：关闭
根据文件审核，工厂提供了环评报告，环评批复，环保设施三同时验收和固定污染源排污许可登记查看。