

ASSESSMENT INFORMATION							
Assessment ID	PRJ143402						
Initiated	September 2, 2022 3:02 AM						
Last Updated	October 25, 2022 6:29 AM						
Status	VRF - Verification Finalized						
Facility Name	Wenzhou Bokang Glasses Manufacture Co.,Ltd						
Facility ID	FA1011998						
Facility Geolocation	27.977282, 120.571656						
Accredited Host	Higg Co / Sustainable Apparel Coalition						
Verifier Body	TÜV Rheinland Hong Kong Ltd.						
Verifiers	<table border="1"> <tr> <td>Name</td> <td>Huang John</td> </tr> <tr> <td>Date Assigned</td> <td>September 21, 2022 6:39 AM</td> </tr> <tr> <td>Gender</td> <td>M</td> </tr> </table>	Name	Huang John	Date Assigned	September 21, 2022 6:39 AM	Gender	M
Name	Huang John						
Date Assigned	September 21, 2022 6:39 AM						
Gender	M						
Tool Version	1.4.2						

VERIFICATION SUMMARY (OVERVIEW OF "INACCURATE" AND "NON-COMPLIANCE" SELECTIONS)											
Facility Name		Wenzhou Bokang Glasses Manufacture Co.,Ltd						Completion	99.2%		
Verification Start Date		2022-09-29						Accuracy Index	93.3%		
Section	Sub-Section	Category	Number	Question	Facility Response	Verification Selection	Verification Data	Final Verified Response	Non-Compliance	Legal Reference	
WORKING HOURS	Working Hours	Overtime Hours	WH-WOR-10	Is overtime worked only for reasons permitted by law?	No	Inaccurate	Misunderstanding of question, as per management interview and worker interview, the overtime was worked only for reasons permitted by law.	Yes			
WORKING HOURS	Working Hours	Overtime Hours	WH-WOR-11	Are all overtime working hours in line with legal limits?	No	Accurate	The monthly overtime had exceeded the required 36 hours in the past sample months of November 2021, April 2022 and July 2022. In detail s:1) The monthly overtime of all 27 samples exceeded 36 hours, the maximum was 58 hours in November 2021; 2) The monthly overtime of all 27 samples exceeded 36 hours, the maximum was 60 hours in April 2022; 3) The monthly overtime of all 27 samples exceeded 36 hours, the maximum was 62 hours in July 2022. As per the attendance records of sampled workers provided by the factory, the maximum weekly working hours were 54 hours.	No	X	PRC Labor Law Article 41 (2018), The employing unit may extend working hours due to the requirements of its production or business after consultation with the trade union and laborers, but the extended working hour for a day shall generally not exceed one hour; if such extension is called for due to special reasons, the extended hours shall not exceed three hours a day under the condition that the health of laborers is guaranteed. However, the total extension in a month shall not exceed thirty-six hours.	

WAGES & BENEFITS	Wages and Benefits	Minimum Wage	WB-WAG-6	Do workers other than full-time production workers receive AT LEAST the legal minimum wage (and/or wage required by contract, CBA, or other agreement) for all regular hours worked?	Yes. Workers wages in line with all applicable legal requirements	Inaccurate	Not applicable. All workers are full-time production workers.	Not applicable. All workers are full-time production workers.		
WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-70-1	Pension/ Provident fund	X	Inaccurate	A total of 472 employees in the factory, no employees was retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide social insurance to 475 employees in Aug. 2022. As per the social insurance receipts in Aug. 2022, 115 employees were not provided with pension insurance.		X	Social Insurance Law of the People's Republic of China (latest version 2018), Article 10, all employees should be provided with pension insurance.
WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-70-2	Medical	X	Inaccurate	A total of 472 employees in the factory, no employees was retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide social insurance to 475 employees in Aug. 2022. As per the social insurance receipts in Aug. 2022, 115 employees were not provided with medical insurance.		X	Social Insurance Law of the People's Republic of China (latest version 2018), Article 23, all employees should be provided with medical insurance.
WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-70-3	Work-related injury/ illness/ death	No applicable legal requirements	Inaccurate	A total of 472 employees in the factory, no employees was retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide social insurance to 475 employees in Aug. 2022. As per the social insurance receipts in Aug. 2022, 24 employees were not provided with injury insurance.		X	Social Insurance Law of the People's Republic of China (latest version 2018), article 33, all employees should be provided with work-related injury insurance.
WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-70-4	Unemployment	X	Inaccurate	A total of 472 employees in the factory, no employees was retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide social insurance to 475 employees in Aug. 2022. As per the social insurance receipts in Aug. 2022, 115 employees were not provided with unemployment insurance.		X	Social Insurance Law of the People's Republic of China (latest version 2018), article 44, all employees should be provided with unemployment insurance.
WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-70-5	Maternity	No applicable legal requirements	Inaccurate	A total of 472 employees in the factory, no employees was retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide social insurance to 475 employees in Aug. 2022. As per the social insurance receipts in Aug. 2022, 24 employees were not provided with maternity insurance.		X	Social Insurance Law of the People's Republic of China (latest version 2018), article 53, all employees should be provided with maternity insurance.

WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-70-6	Other		Accurate	A total of 472 employees in the factory, no employees were retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide house fund to 475 employees in Aug. 2022. As per document review, work interview and management interview, all employees were not provided with house fund.	X	Regulations on the Administration of Housing Provident Fund (Mar 24, 2019), Article 15: Units employing staff and workers shall, within 30 days from the date of employment, go through the payment registration with the housing accumulation fund management center, and go through the procedures for the establishment or transfer of the staff and workers' housing accumulation fund account.
WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-70-7	None of the above		Inaccurate	A total of 472 employees in the factory, no employees were retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide social insurance and house fund to 475 employees in Aug. 2022. As per the social insurance receipts in Aug. 2022, 115 employees were not provided with pension insurance, medical insurance, unemployment insurance and maternity insurance; 24 employees were not provided with injury insurance. As per document review, work interview and management interview, all employees were not provided with house fund.	X	Labor Law of the People's Republic of China (2018), Article 72, Article 73, Laborers shall, in accordance with the law, enjoy social insurance benefits under the following circumstances: 1. Retirement; 2. Illness or injury; 3. Disability caused by work-related injury or occupational disease; 4. Unemployment; and 5. Child-bearing. Regulations on the Administration of Housing Provident Fund (Mar 24, 2019), Article 15: Units employing staff and workers shall, within 30 days from the date of employment, go through the payment registration with the housing accumulation fund management center, and go through the procedures for the establishment or transfer of the staff and workers' housing accumulation fund account.
WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-71-1	Pension/ Provident fund	X	Inaccurate	The contribution base of pension insurance was set as local minimum standard of CNY3957 per month, but not the workers' actual average monthly wage level of the previous year.	X	The notice about the standardized requirement of social insurance contribution base (Laoshexian Z hongxinhan [2006] No. 60), There are clear regulations on the statistics of total wages. Every year, the statistical bureaus of provinces, autonomous regions, and municipalities also provide specific explanations on labor remuneration indicators in the labor statistics report system. These documents should be used as the basis for approving the social insurance payment base.

WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-71-2	Medical	X	Inaccurate	The contribution base of medical insurance was set as local minimum standard of CNY3957 per month, but not the workers' actual average monthly wage level of the previous year.	X	The notice about the standardized requirement of social insurance contribution base (Laoshexian Z hongxinhan [2006] No. 60), There are clear regulations on the statistics of total wages. Every year, the statistical bureaus of provinces, autonomous regions, and municipalities also provide specific explanations on labor remuneration indicators in the labor statistics report system. These documents should be used as the basis for approving the social insurance payment base.
WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-71-3	Work-related injury/ illness/ death	X	Inaccurate	The contribution base of injury insurance was set as local minimum standard of CNY3957 per month, but not the workers' actual average monthly wage level of the previous year.	X	The notice about the standardized requirement of social insurance contribution base (Laoshexian Z hongxinhan [2006] No. 60), There are clear regulations on the statistics of total wages. Every year, the statistical bureaus of provinces, autonomous regions, and municipalities also provide specific explanations on labor remuneration indicators in the labor statistics report system. These documents should be used as the basis for approving the social insurance payment base.
WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-71-4	Unemployment	X	Inaccurate	The contribution base of unemployment insurance was set as local minimum standard of CNY3957 per month, but not the workers' actual average monthly wage level of the previous year.	X	The notice about the standardized requirement of social insurance contribution base (Laoshexian Z hongxinhan [2006] No. 60), There are clear regulations on the statistics of total wages. Every year, the statistical bureaus of provinces, autonomous regions, and municipalities also provide specific explanations on labor remuneration indicators in the labor statistics report system. These documents should be used as the basis for approving the social insurance payment base.
WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-71-5	Maternity	X	Inaccurate	The contribution base of maternity insurance was set as local minimum standard of CNY3957 per month, but not the workers' actual average monthly wage level of the previous year.	X	The notice about the standardized requirement of social insurance contribution base (Laoshexian Z hongxinhan [2006] No. 60), There are clear regulations on the statistics of total wages. Every year, the statistical bureaus of provinces, autonomous regions, and municipalities also provide specific explanations on labor remuneration indicators in the labor statistics report system. These documents should be used as the basis for approving the social insurance payment base.

WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-71-6	Other		Accurate	A total of 472 employees in the factory, no employees were retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide house fund to 475 employees in Aug. 2022. As per document review, work interview and management interview, all employees were not provided with house fund.	X		Regulations on the Administration of Housing Provident Fund (Mar 24, 2019), Article 15: Units employing staff and workers shall, within 30 days from the date of employment, go through the payment registration with the housing accumulation fund management center, and go through the procedures for the establishment or transfer of the staff and workers' housing accumulation fund account.
WAGES & BENEFITS	Wages and Benefits	Social Insurance / Social Security	WB-WAG-71-7	None of the above		Inaccurate	see above	X		
WORKER INVOLVEMENT	FOA & CB	Freedom to Associate	WI-FOA-1	Are workers free to form a trade union of their choosing?	Yes	Inaccurate	Misunderstanding of question. Although workers in China have the right to form or join a trade union, that right is limited because all unions, as per the Trade Union law of China, must be affiliated with the All-China Federation of Trade Unions (ACFTU).	No		
WORKER INVOLVEMENT	FOA & CB	Freedom to Associate	WI-FOA-2	Are workers free to join a trade union of their choosing?	Yes	Inaccurate	Misunderstanding of question. Although workers in China have the right to form or join a trade union, that right is limited because all unions, as per the Trade Union law of China, must be affiliated with the All-China Federation of Trade Unions (ACFTU).	No		
WORKER INVOLVEMENT	FOA & CB	Trade Union Operations	WI-FOA-39	Do trade union representatives have access to workers in the workplace?	No	Inaccurate	Misunderstanding of question, as per management interview and worker interview, the trade union representatives or worker representatives have access to workers in the workplace.	Yes		
WORKER INVOLVEMENT	FOA & CB	Interference and Discrimination	WI-FOA-52	Were terminations of trade union official(s) (if any) in line with applicable legal requirements?	Yes	Inaccurate	There was no trade union in the factory.	Not Applicable		
WORKER INVOLVEMENT	Workplace Cooperation	Bipartite Committee(s)	WI-WOR-3	Are there any legally required bipartite committee(s) in place at the facility?	No	Inaccurate	Misunderstanding of question, there was no applicable legal requirements in China.	No applicable legal requirements		
HEALTH & SAFETY	HS Committee		HS-HSC-6	How many employer members are in the OSH committee?	0	Inaccurate	Misunderstanding of question. There was 1 employer member in the OSH committee.	1		
HEALTH & SAFETY	HS Committee		HS-HSC-7	How many worker members are in the OSH committee?	4	Inaccurate	There were 3 workers in the OSH committee.	3		

HEALTH & SAFETY	Worker Protection	Personal Protective Equipment (PPE)	HS-WOR-5	Are workers trained and encouraged to use personal protective equipment in line with legal requirements?	Yes	Inaccurate	Based on worker interview and document review, the factory provided PPE usage training. but as per factory tour, Part of workers did not wear PPE properly, for example, 2 paint spraying workers and 2 printing workers did not wear rubber gloves by the factory and one panel processing worker exposed to high noise did not wear earplugs provided by the factory.	No	X	Law of the PRC on Work Safety article 45 (2021), manufacturing units shall provide personal protective equipment to employees. Manufacturing units shall supervise and train employees to ensure they properly wear and use the personal protective equipment.
HEALTH & SAFETY	First Aid and Medical	Health Checks	HS-FIR-3	Are health checks of workers conducted in line with legal requirements?	Yes	Inaccurate	The factory did not provide pre-job and post-service occupational diseases examination.	No	X	PRC Law of Prevention and Control of Occupational Diseases (2018) Article 35, The occupational health examination shall be conducted before labourers start to take the post, in the course of the work and after leave the post and the employer shall provide the results of the occupational health examinations to labourers in written. The expenses of the occupational health examination shall be borne by employers.
HEALTH & SAFETY	Facilities		HS-FAC-1	Does the facility provide all legally required facilities?	No applicable legal requirements	Inaccurate	Misunderstanding of question, the facility provide all legally required facilities.	Yes		

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## FACILITY PROFILE

Number	Question	Final Verified Response
<a href="#">Section Instructions</a>		
<a href="#">Section Instructions</a>		

Section Description: The purpose of the Facility Profile section is to understand the scope of facility operations and determine what questions in other sections of the Tool are applicable to this specific facility. Topics within this section include: • Step Selection • Basic Information • Building Structures • Worker Demographics • Nationalities • Languages • Operating Licenses • Certifications • Production / Operation Information • Subcontractors for Production / Operation IMPORTANT NOTES: 1) First make your "Step Selection" below. 2) Then complete all questions in the Facility Profile. Certain answers within your Facility Profile (especially within the "Building Structures" and "Worker Demographics" section) will dictate which questions you will see within the Tool. If a question with free text answer (Response Here) is not applicable to you, type "Not Applicable". If a question does not have the answer option that best fits your facility circumstances, please choose the most appropriate or positive answer and use the question under Sub-Section Facility Comments to provide your feedback. You will have to complete one Facility Profile question after you have finished your entire self/joint-assessment to ensure an accurate answer: FP-BAS-26 Date of self/ or joint-assessment submission (YY YY-MM-DD); Remember that the verification has to occur within two months after this submission date. If scheduling does not allow you to complete the verification in time, then ensure you update this self/joint-assessment prior to completing it on the Accredited Host platform.

### Step Selection

FP-STE-1	Please choose which tool "Step" your facility would like to complete:	
Facility Response: Step 1		
Verification Selection: Verification not required		
Corrected Response:		
FP-STE-2	Overall Completion Percentage (based on Step Selection):	

### Accuracy Index

FP-ACC-1	Accuracy Index	
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### OAR Open Apparel Registry

#### Facility

FP-OAR-1	Open Apparel Registry (OAR) ID Number:	N/A
Facility Response: N/A		
Verification Selection: Accurate		

### Basic Information

#### Facility

FP-BAS-1	Facility Name (as per business license):	Wenzhou Bokang Glasses Manufacture Co., Ltd
Facility Response: Wenzhou Bokang Glasses Manufacture Co., Ltd		
Verification Selection: Accurate		
FP-BAS-2	Facility Street Address (as per business license):	Building 3, No. 1888, Ouhai Avenue, Ouhai District
Facility Response: Building 3, No. 1888, Ouhai Avenue, Ouhai District		
Verification Selection: Accurate		
Verification Data: The factory was located at "No. 1888, Ouhai Avenue, Ouhai District, Wenzhou City, Zhejiang Province, China", however, the address on business license was "Building 3, No. 1888, Ouhai Avenue, Ouhai District, Wenzhou City, Zhejiang Province, China". The two addresses were located in the same geographical location. The factory wanted to use the address of business license "Building 3, No. 1888, Ouhai Avenue, Ouhai District, Wenzhou City, Zhejiang Province, China" on the report. As per management interview, the factory could not update the address on business license, because such location was registered previously by other company, so the factory had to add in "No.3 Building" under its business license.		
FP-BAS-3	Facility City Address (as per business license):	Wenzhou
Facility Response: Wenzhou		
Verification Selection: Accurate		
FP-BAS-4	Facility State/Province Address (as per business license):	Zhejiang
Facility Response: Zhejiang		
Verification Selection: Accurate		
FP-BAS-5	Facility Zip Code/Postal Code Address (as per business license):	325000
Facility Response: 325000		
Verification Selection: Accurate		
FP-BAS-6	Facility Name (in local language as per business license):	温州柏康眼镜制造有限公司
Facility Response: 温州柏康眼镜制造有限公司		
Verification Selection: Accurate		
FP-BAS-7	Facility Address (in local language as per business license):	浙江省温州市瓯海区瓯海大道1888号第3幢
Facility Response: 浙江省温州市瓯海区瓯海大道1888号第3幢		
Verification Selection: Accurate		

Verification Data: The factory was located at "No. 1888, Ouhai Avenue, Ouhai District, Wenzhou City, Zhejiang Province, China", however, the address on business license was "Building 3, No. 1888, Ouhai Avenue, Ouhai District, Wenzhou City, Zhejiang Province, China". The two addresses were located in the same geographical location. The factory wanted to use the address of business license "Building 3, No. 1888, Ouhai Avenue, Ouhai District, Wenzhou City, Zhejiang Province, China" on the report. As per management interview, the factory could not update the address on business license, because such location was registered previously by other company, so the factory had to add in "No.3 Building" under its business license.

FP-BAS-8	Facility Country:	China
Facility Response: China		
Verification Selection: Accurate		
FP-BAS-9	Facility Geolocation Latitude:	27.977282
Facility Response: 27.03'-28.36'N		
Verification Selection: Updated during Verification		
Corrected Response: 27.977282		
Verification Data: Facility Geolocation Latitude should be 27.977282.		
FP-BAS-10	Facility Geolocation Longitude:	120.571656
Facility Response: 119.37'-121.18'E		
Verification Selection: Updated during Verification		
Corrected Response: 120.571656		
Verification Data: Facility Geolocation Longitude should be 120.571656.		
FP-BAS-11	Facility Contact Name:	Mr. Yisheng Tang
Facility Response: yisheng Tang		
Verification Selection: Updated during Verification		
Corrected Response: Mr. Yisheng Tang		
Verification Data: Facility Contact Name should be Mr. Yisheng Tang.		
FP-BAS-12	Facility Contact Title:	HR administration manager
Facility Response: HR administration manager		
Verification Selection: Accurate		
FP-BAS-13	Facility Contact Phone #:	86-13819704375
Facility Response: 13819704375		
Verification Selection: Updated during Verification		
Corrected Response: 86-13819704375		
Verification Data: Facility Contact Phone # should be 86-13819704375.		
FP-BAS-14	Facility Phone #:	86-577-88411777
Facility Response: 0577-88411777		
Verification Selection: Updated during Verification		
Corrected Response: 86-577-88411777		
Verification Data: Facility Phone # should be 86-577-88411777.		
FP-BAS-15	Facility Email:	bkhr@bokangoptical.com
Facility Response: bkhr@bokangoptical.com		
Verification Selection: Accurate		
<b>Hours of Operation</b>		
FP-BAS-16	Normal Hours of Operation per day:	8
Facility Response: 8		
Verification Selection: Accurate		
Verification Data: 8 hours and the working hours of the workers were arranged as 08:00-12:00; 13:30-17:30 , if needed by production, OT was arranged as 18:30-20:30.		
FP-BAS-17	Number of Shifts and Hours of Operation for each (Normal Operations):	1 Shift 08:00-12:00 13:30-17:30 18:30-20:30
Facility Response: 1 Shift 08:00-12:00 13:30-17:30 18:30-20:30		
Verification Selection: Accurate		
Verification Data: 1 shift was arranged. The working hours of the workers were arranged as 08:00-12:00; 13:30-17:30 , if needed by production, OT was arranged as 18:30-20:30.		
FP-BAS-18	Number of Shifts and Hours of Operation for each (Peak Operations):	1 Shift 08:00-12:00 13:30-17:30
Facility Response: 1 Shift 08:00-12:00 13:30-17:30		
Verification Selection: Accurate		
Verification Data: 1 shift was arranged. The working hours of the workers were arranged as 08:00-12:00; 13:30-17:30 , if needed by production, OT was arranged as 18:30-20:30.		

<b>Peak Months</b>		
FP-BAS-19	Peak Operation Months:	N/A
Facility Response: N/A		
Verification Selection: Accurate		
Verification Data: No obvious low and peak season		
<b>Assessment Submission</b>		
FP-BAS-20	Submission Type:	Self-assessment (SA) by facility (only)
Facility Response: Self-assessment (SA) by facility (only)		
Verification Selection: Accurate		
FP-BAS-21	Please describe the organization that assisted with this assessment:	
Facility Response:		
FP-BAS-22	Please enter the name of the individual who assisted with this assessment:	
Facility Response:		
FP-BAS-23	Please enter the contact email(s) of the individual who assisted with this assessment:	
Facility Response:		
FP-BAS-24	Facility Contact Name(s) of who is submitting the self/ or joint-assessment:	Mr. Yisheng Tang
Facility Response: yisheng Tang		
Verification Selection: Updated during Verification		
Corrected Response: Mr. Yisheng Tang		
Verification Data: Facility Contact Name of who is submitting the self-assessment was Mr. Yisheng Tang.		
FP-BAS-25	Facility Contact Email(s) of who is submitting the self/ or joint-assessment:	bkhr@bokangoptical.com
Facility Response: bkhr@bokangoptical.com		
Verification Selection: Accurate		
FP-BAS-26	Date of self/ or joint-assessment submission (YYYY-MM-DD):	2022-09-02
Facility Response: 2022-09-02		
Verification Selection: Accurate		
<b>Building Structures</b>		
<b>Total</b>		
FP-BUI-1	Total number of buildings on-site:	3
Facility Response: 4		
Verification Selection: Updated during Verification		
Corrected Response: 3		
Verification Data: The factory rented one 5-storey dormitory building1# used as as dormitory, kitchen and canteen, partial areas of 1st floor, whole 2nd floor, 4th floor, 5th floor and 6th floor of one 6-storey production building3# used as production, office and warehouse, and 3rd floor of one 3-storey production building2# used as production workshop. Remark: Other areas of 1st floor and whole 3rd floor of the 6-storey production building were rented by other 3 companies, whole 1st and 2nd floor of 3-storey production building were rented by one glue panel factory. This verification only covered areas used by the factory.		
<b>Production</b>		
FP-BUI-2	Number of production buildings on-site:	2
Facility Response: 2		
Verification Selection: Accurate		
Verification Data: The factory rented partial areas of 1st floor, whole 2nd floor, 4th floor, 5th floor and 6th floor of one 6-storey production building3# used as production, office and warehouse, and 3rd floor of one 3-storey production building2# used as production workshop.		
<b>Warehouse</b>		
FP-BUI-3	Number of warehouses on-site:	2
Facility Response: 4		
Verification Selection: Updated during Verification		
Corrected Response: 2		
Verification Data: There were 2 warehouses including one finished goods warehouse and one raw materials warehouses in the factory.		
FP-BUI-4	Are warehouses within or separate from production buildings?	Warehouses are within production buildings
Facility Response: Warehouses are separate buildings AND within production buildings		
Verification Selection: Updated during Verification		
Corrected Response: Warehouses are within production buildings		
Verification Data: Misunderstanding of question, as per onsite observation, the warehouses were within production building.		

<b>On-site Housing</b>		
FP-BUI-5	Number of on-site dormitories:	1
Facility Response: 1		
Verification Selection: Accurate		
<b>Off-site Housing</b>		
FP-BUI-6	Do workers stay in off-site housing managed or controlled by the facility?	No
Facility Response: No		
Verification Selection: Accurate		
FP-BUI-7	Do workers stay in off-site housing managed by an entity other than the facility?	
Facility Response:		
FP-BUI-7.1	If yes, please provide details of the housing arrangements, including at minimum how many workers are living in the building, who is managing the building and what is the relationship between the facility and the entity providing the housing (e.g. does the facility pay for worker housing):	
Facility Response:		
<b>On-site Canteen</b>		
FP-BUI-8	Is there an on-site canteen/eating area?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b>On-site Childcare</b>		
FP-BUI-9	Are there on-site childcare facilities?	No
Facility Response: No		
Verification Selection: Accurate		
<b>Building Types</b>		
FP-BUI-10	Describe any other types of buildings:	There was no other type of building used by the factory.
Facility Response: Power distribution room and guard room		
Verification Selection: Updated during Verification		
Corrected Response: There was no other type of building used by the factory.		
Verification Data: Misunderstanding of question, as per management interview and onsite observation, there was no other type of building used by the factory.		
<b>Facility Area</b>		
FP-BUI-11	Total Facility Area (m2) - only built premises:	12794
Facility Response: 12343.6		
Verification Selection: Updated during Verification		
Corrected Response: 12794		
Verification Data: Wrong input by the factory, the total facility areas about was 12794 square meters.		
<b>Additional Comments</b>		
FP-BUI-12	Please enter any additional building related comments here, including age of each facility building:	One 5-storey dormitory building1# was built in 2007, one 6-storey production building3# was built in 2019, moreover, one 2-storey building2# was built in 2007, and the 2-storey building2# was added one floor in 2019 by building owner, made the building become 3-storey building from 2-storey building.
Facility Response: All buildings were built in 2007 and expanded in 2019.		
Verification Selection: Updated during Verification		
Corrected Response: One 5-storey dormitory building1# was built in 2007, one 6-storey production building3# was built in 2019, moreover, one 2-storey building2# was built in 2007, and the 2-storey building2# was added one floor in 2019 by building owner, made the building become 3-storey building from 2-storey building.		
Verification Data: One 5-storey dormitory building1# was built in 2007, one 6-storey production building3# was built in 2019, moreover, one 2-storey building2# was built in 2007, and the 2-storey building2# was added one floor in 2019 by building owner, made the building become 3-storey building from 2-storey building.		
<b>Facility Ownership</b>		
FP-BUI-13	Facility is the legal owner of the site:	No
Facility Response: Yes		
Verification Selection: Updated during Verification		
Corrected Response: No		
Verification Data: Misunderstanding of question, the factory rented one 5-storey dormitory building1# used as as dormitory, kitchen and canteen, partial areas of 1st floor, whole 2nd floor, 4th floor, 5th floor and 6th floor of one 6-storey production building3# used as production, office and warehouse, and 3rd floor of one 3-storey production building2# used as production workshop from landlord named Wenzhou ** Metal Materials Manufacture Co., Ltd.		



**Building Floors**

FP-BUI-14	Facility is in a multi-floor building:	Yes
Facility Response: Yes		
Verification Selection: Accurate		
FP-BUI-15	Number of all floors:	6
Facility Response: 6		
Verification Selection: Accurate		
FP-BUI-16	Floors have been added since original construction:	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: One 2-storey building2# was built in 2007, and the 2-storey building2# was added one floor in 2019 by building owner, made the building become 3-storey building from 2-storey building.		

**Shared Building**

FP-BUI-17	Building is shared with other facilities/enterprises:	Yes
Facility Response: Yes		
Verification Selection: Accurate		

**Residential**

FP-BUI-18	Residential building has been converted into a facility:	No
Facility Response: No		
Verification Selection: Accurate		
FP-BUI-19	Residences are located within any facility buildings:	No
Facility Response: No		
Verification Selection: Accurate		

**Worker Demographics****Workers**

	NOTE: The numbers below should represent the number of workers as of the date of self/joint-assessment completion on the Accredited Host platform.	
FP-WOR-1	Total number of workers:	363
Facility Response: 363		
Verification Selection: Accurate		
FP-WOR-2	What percentage of the normal workforce does the Total number of workers reflect?	
Facility Response:		
FP-WOR-3	Number of male workers:	190
Facility Response: 190		
Verification Selection: Accurate		
FP-WOR-4	Number of full-time workers:	363
Facility Response: 363		
Verification Selection: Accurate		
FP-WOR-5	Number of male full-time workers:	190
Facility Response: 190		
Verification Selection: Accurate		
FP-WOR-6	Number of part-time workers:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-7	Number of male part-time workers:	
Facility Response:		
FP-WOR-8	Number of permanent workers:	6
Facility Response: 6		
Verification Selection: Accurate		
FP-WOR-9	Number of male permanent workers:	3
Facility Response: 3		
Verification Selection: Accurate		
FP-WOR-10	Number of temporary workers:	357

Facility Response: 0		
Verification Selection: Updated during Verification		
Corrected Response: 357		
Verification Data: Based on the roster and labor contract review, the factory signed fixed term labor contract with 357 workers.		
FP-WOR-11	Number of male temporary workers:	187
Facility Response:		
Verification Selection: Not visible to facility during SA/JA		
Corrected Response: 187		
Verification Data: Based on the roster and labor contract review, the factory signed fixed term labor contract with 187 male workers.		
FP-WOR-12	Number of agency/contract workers:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-13	Number of male agency/contract workers:	
Facility Response:		
FP-WOR-13.1	List the names of all organizations providing agency/contract workers:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
FP-WOR-14	Number of contract workers who are not part of the production process:	0
Facility Response: 107		
Verification Selection: Updated during Verification		
Corrected Response: 0		
Verification Data: There was no contract worker who are not part of the production process.		
FP-WOR-14.1	List the names of all organizations providing contract workers who are not part of the production process, and the services provided by each (e.g., security or cleaning services):	
Facility Response: security		
Verification Selection: Verification not required		
Corrected Response:		
Verification Data: Misunderstanding of question, the security guards were belonged to the landlord.		
FP-WOR-15	Number of foreign migrant workers:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-16	Number of male foreign migrant workers:	
Facility Response:		
FP-WOR-17	Number of domestic migrant workers:	352
Facility Response: 361		
Verification Selection: Updated during Verification		
Corrected Response: 352		
Verification Data: Based on the roster provided on the verification days, there were 352 domestic migrant workers in the factory.		
FP-WOR-18	Number of male domestic migrant workers:	187
Facility Response: 189		
Verification Selection: Updated during Verification		
Corrected Response: 187		
Verification Data: Based on the roster provided on the verification days, there were 187 male domestic migrant workers in the factory.		
FP-WOR-19	Number of workers paid by unit:	0
Facility Response: 363		
Verification Selection: Updated during Verification		
Corrected Response: 0		
Verification Data: Misunderstanding of question. The worker paid by hourly rate.		
FP-WOR-20	Number of male workers paid by unit:	
Facility Response: 190		
Verification Selection: No longer applicable due to verification		
Corrected Response:		

Verification Data: Misunderstanding of question. The worker paid by hourly rate.		
FP-WOR-21	Number of workers under probation:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-22	Number of male workers under probation:	
Facility Response:		
FP-WOR-23	Number of casual workers:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-24	Number of male casual workers:	
Facility Response:		
FP-WOR-25	Number of workers under the age of 18:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-26	Number of male workers under the age of 18:	
Facility Response:		
FP-WOR-27	Number of workers who are trainees, apprentices or interns:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-28	Number of male workers who are trainees, apprentices or interns:	
Facility Response:		
FP-WOR-29	Number of workers who are pregnant/breastfeeding:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-30	Number of workers who are currently on maternity leave	
Facility Response:		
FP-WOR-31	Number of workers who have returned to work from maternity leave	
Facility Response:		
FP-WOR-32	Number of workers with disabilities:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-33	Number of male workers with disabilities:	
Facility Response:		
FP-WOR-34	Number of workers with refugee status/ visa:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-35	Number of male workers with refugee status/ visa:	
Facility Response:		
FP-WOR-36	Number of workers who bring work home or work at home exclusively:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-37	Number of male workers who bring work home or work at home exclusively:	
Facility Response:		
FP-WOR-37.1	Please describe the types of processes carried out at home (e.g. embroidery):	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
<b>Supervisors</b>		
FP-WOR-38	Number of supervisors:	109
Facility Response: 49		
Verification Selection: Updated during Verification		
Corrected Response: 109		

Verification Data: Based on the roster provided on the verification days, there were 109 supervisors in the factory.		
FP-WOR-39	Number of male supervisors:	66
Facility Response: 37		
Verification Selection: Updated during Verification		
Corrected Response: 66		
Verification Data: Based on the roster provided on the verification days, there were 66 male supervisors in the factory.		
FP-WOR-40	Number of foreign migrant supervisors:	0
Facility Response: 0		
Verification Selection: Accurate		
FP-WOR-41	Number of male foreign migrant supervisors:	0
Facility Response: 0		
Verification Selection: Accurate		
<b><u>Government programs</u></b>		
FP-WOR-42	Does the facility accept workers from government-facilitated or government-sponsored programs?	
Facility Response:		
FP-WOR-42.1	Please describe the government-facilitated or government-sponsored program the facility participates in:	
Facility Response:		
<b><u>Nationalities</u></b>		
FP-NAT-1	How many nationalities are represented among workers and supervisors at the facility?	1
Facility Response: 1		
Verification Selection: Accurate		
FP-NAT-2	Nationality #1	China
Facility Response: China		
Verification Selection: Accurate		
FP-NAT-3	Approximate % of workers	100
Facility Response: 100		
Verification Selection: Accurate		
FP-NAT-4	Approximate % of supervisors	100
Facility Response: 100		
Verification Selection: Accurate		
FP-NAT-5	Nationality #2	
Facility Response:		
FP-NAT-6	Approximate % of workers	
Facility Response:		
FP-NAT-7	Approximate % of supervisors	
Facility Response:		
FP-NAT-8	Nationality #3	
Facility Response:		
FP-NAT-9	Approximate % of workers	
Facility Response:		
FP-NAT-10	Approximate % of supervisors	
Facility Response:		
FP-NAT-11	Nationality #4	
Facility Response:		
FP-NAT-12	Approximate % of workers	
Facility Response:		
FP-NAT-13	Approximate % of supervisors	
Facility Response:		
FP-NAT-14	Please list any additional nationalities and the approximate % of workers and supervisors here:	
Facility Response:		
<b><u>Languages</u></b>		

FP-LAN-1	How many languages must be spoken by supervisors and management in order to effectively communicate with ALL workers?	1
Facility Response: 1		
Verification Selection: Accurate		
FP-LAN-2	Primary language spoken at the facility:	Chinese - Mandarin Chinese
Facility Response: Chinese - Mandarin Chinese		
Verification Selection: Accurate		
FP-LAN-3	Please provide approximate % of workers who can communicate in the primary language spoken at the facility:	100
Facility Response: 100		
Verification Selection: Accurate		
FP-LAN-4	Please provide approximate % of supervisors who can communicate in the primary language spoken at the facility:	100
Facility Response: 100		
Verification Selection: Accurate		
FP-LAN-5	Second most commonly spoken language at the facility:	
Facility Response:		
FP-LAN-6	Please provide approximate % of workers who can communicate in this language:	
Facility Response:		
FP-LAN-7	Please provide approximate % of supervisors who can communicate in this language:	
Facility Response:		
FP-LAN-8	Third most commonly spoken language at the facility:	
Facility Response:		
FP-LAN-9	Please provide approximate % of workers who can communicate in this language:	
Facility Response:		
FP-LAN-10	Please provide approximate % of supervisors who can communicate in this language:	
Facility Response:		
FP-LAN-11	Primary language spoken by facility management:	Chinese - Mandarin Chinese
Facility Response: Chinese - Mandarin Chinese		
Verification Selection: Accurate		
<b><u>Operating Licenses</u></b>		
FP-OPE-1	Operating license/registration is available and up to date:	Yes
Facility Response: Yes		
Verification Selection: Accurate		
FP-OPE-2	Operating License/Registration #:	91330304731508684N
Facility Response: 91330304731508684N		
Verification Selection: Accurate		
<b><u>Certifications</u></b>		
<b><u>Social Audits and Certifications</u></b>		
FP-CER-1	How many social / labor audits have taken place?	4
Facility Response: 4		
Verification Selection: Accurate		
FP-CER-2	How many still valid independent certification/standard audits has the facility participated in?	5
Facility Response: 6		
Verification Selection: Updated during Verification		
Corrected Response: 5		
Verification Data: Wroning input by the factory, there was 5 valid independent certifications and audits in the factory.		
	Please provide information on the still valid independent certification/standard audits:	
	Certification / Standard Audit #1	
FP-CER-3	Type	Other
Facility Response: Other		
Verification Selection: Accurate		
FP-CER-3.1	If other, please describe:	VF

Facility Response: VF		
Verification Selection: Accurate		
FP-CER-4	First Audit Date (YYYY-MM-DD)	2021-11-30
Facility Response: 2016-11-30		
Verification Selection: Updated during Verification		
Corrected Response: 2021-11-30		
Verification Data: First Audit Date was 30 Nov. 2021.		
FP-CER-5	Last Audit Date (YYYY-MM-DD)	2021-11-30
Facility Response: 2021-11-30		
Verification Selection: Accurate		
FP-CER-6	Audit Firm	VF
Facility Response: VF		
Verification Selection: Accurate		
FP-CER-7	Audit Result (if applicable)	Accepted
Facility Response: Accepted		
Verification Selection: Accurate		
FP-CER-8	Certification # (if applicable)	76434
Facility Response: 76434		
Verification Selection: Accurate		
	Certification / Standard Audit #2	
FP-CER-9	Type	SMETA - Sedex Members Ethical Trade Audit
Facility Response: SMETA - Sedex Members Ethical Trade Audit		
Verification Selection: Accurate		
FP-CER-9.1	If other, please describe:	
Facility Response:		
FP-CER-10	First Audit Date (YYYY-MM-DD)	2022-06-15
Facility Response: 2022-06-15		
Verification Selection: Accurate		
FP-CER-11	Last Audit Date (YYYY-MM-DD)	2022-06-17
Facility Response: 2022-06-15		
Verification Selection: Updated during Verification		
Corrected Response: 2022-06-17		
Verification Data: The Last Audit Date was 17 June 2022.		
FP-CER-12	Audit Firm	TÜV SÜD China
Facility Response: TÜV SÜD China		
Verification Selection: Accurate		
FP-CER-13	Audit Result (if applicable)	Accepted
Facility Response: Accepted		
Verification Selection: Accurate		
FP-CER-14	Certification # (if applicable)	2022CNZAA419790746
Facility Response: N/A		
Verification Selection: Updated during Verification		
Corrected Response: 2022CNZAA419790746		
Verification Data: The Certification # was 2022CNZAA419790746.		
	Certification / Standard Audit #3	
FP-CER-15	Type	Other
Facility Response: ISO 9000		
Verification Selection: Updated during Verification		
Corrected Response: Other		
Verification Data: The factory obtained ISO 45001 certificate.		
FP-CER-15.1	If other, please describe:	The factory obtained ISO 45001 certificate.
Facility Response:		

Verification Selection: Updated during Verification		
Corrected Response:		
Verification Data: The factory obtained ISO 45001 certificate.		
FP-CER-16	First Audit Date (YYYY-MM-DD)	2022-06-13
Facility Response: 2021-09-28		
Verification Selection: Updated during Verification		
Corrected Response: 2022-06-13		
Verification Data: The first audit date was 13 June 2022.		
FP-CER-17	Last Audit Date (YYYY-MM-DD)	2022-06-16
Facility Response: 2021-09-28		
Verification Selection: Updated during Verification		
Corrected Response: 2022-06-16		
Verification Data: The last audit date was 16 June 2022.		
FP-CER-18	Audit Firm	Shanghai Kaicheng Certification Co., Ltd
Facility Response: China Coal Association Joint Certification (Beijing) center		
Verification Selection: Updated during Verification		
Corrected Response: Shanghai Kaicheng Certification Co., Ltd		
Verification Data: The name of audit firm was Shanghai Kaicheng Certification Co., Ltd.		
FP-CER-19	Audit Result (if applicable)	Accepted
Facility Response: Accepted		
Verification Selection: Accurate		
FP-CER-20	Certification # (if applicable)	KC204F6058S
Facility Response: 15721Q20482R0M		
Verification Selection: Updated during Verification		
Corrected Response: KC204F6058S		
Verification Data: The Certification # was KC204F6058S.		
	Certification / Standard Audit #4	
FP-CER-21	Type	Other
Facility Response: Other		
Verification Selection: Accurate		
FP-CER-21.1	If other, please describe:	ISO 13485
Facility Response: ISO 13485		
Verification Selection: Accurate		
FP-CER-22	First Audit Date (YYYY-MM-DD)	2021-12-03
Facility Response: 2021-12-29		
Verification Selection: Updated during Verification		
Corrected Response: 2021-12-03		
Verification Data: First Audit Date was 03 Dec. 2021.		
FP-CER-23	Last Audit Date (YYYY-MM-DD)	2021-12-04
Facility Response: 2021-12-29		
Verification Selection: Updated during Verification		
Corrected Response: 2021-12-04		
Verification Data: First Audit Date was 04 Dec. 2021.		
FP-CER-24	Audit Firm	nqa
Facility Response: nqa		
Verification Selection: Accurate		
Verification Data: Name of the audit firm was Shanghai NQA Certification Co., Ltd		
FP-CER-25	Audit Result (if applicable)	Accepted
Facility Response: Accepted		
Verification Selection: Accurate		
FP-CER-26	Certification # (if applicable)	130703
Facility Response: 130703		

Verification Selection: Accurate		
	Certification / Standard Audit #5	
FP-CER-27	Type	Other
Facility Response: Other		
Verification Selection: Accurate		
FP-CER-27.1	If other, please describe:	ISO 14000
Facility Response: ISO 14000		
Verification Selection: Accurate		
FP-CER-28	First Audit Date (YYYY-MM-DD)	2022-06-13
Facility Response: 2022-07-07		
Verification Selection: Updated during Verification		
Corrected Response: 2022-06-13		
Verification Data: The First Audit Date was 13 June 2022.		
FP-CER-29	Last Audit Date (YYYY-MM-DD)	2022-06-16
Facility Response: 2022-07-07		
Verification Selection: Updated during Verification		
Corrected Response: 2022-06-16		
Verification Data: The Last Audit Date was June 2022.		
FP-CER-30	Audit Firm	Shanghai Kaicheng Certification Co, Ltd
Facility Response: Shanghai Kaicheng Certification Co, Ltd		
Verification Selection: Accurate		
FP-CER-31	Audit Result (if applicable)	Accepted
Facility Response: Accepted		
Verification Selection: Accurate		
FP-CER-32	Certification # (if applicable)	KC204F6058E
Facility Response: KC204F6058E		
Verification Selection: Accurate		
	Certification / Standard Audit #6	
FP-CER-33	Type	
Facility Response: Other		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
FP-CER-33.1	If other, please describe:	
Facility Response: ISO 45000		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
FP-CER-34	First Audit Date (YYYY-MM-DD)	
Facility Response: 2022-07-07		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: The First Audit Date should be 13 June 2022		
FP-CER-35	Last Audit Date (YYYY-MM-DD)	
Facility Response: 2022-07-07		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
Verification Data: The Last Audit Date should be 16 June 2022.		
FP-CER-36	Audit Firm	
Facility Response: Shanghai Kaicheng Certification Co, Ltd		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
FP-CER-37	Audit Result (if applicable)	
Facility Response: Accepted		



Verification Selection: No longer applicable due to verification		
Corrected Response:		
FP-CER-38	Certification # (if applicable)	
Facility Response: KC204F6058S		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
<b><u>Production / Operation Information</u></b>		
<b><u>Industry Sector</u></b>		
FP-PRO-1	SELECT ALL THAT APPLY WITH A "X":	
FP-PRO-1-1	Apparel	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-2	Footwear	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-3	Home Textiles	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-4	Accessories	X
Facility Response: X		
Verification Selection: Accurate		
FP-PRO-1-5	Home Furnishings	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-6	Hard Goods	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-7	Food and Beverage	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-8	Personal Care and Beauty Products	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-9	Other	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-1-1	If other, please describe:	
Facility Response:		
<b><u>Facility Type</u></b>		
FP-PRO-2	SELECT ALL THAT APPLY WITH A "X":	
FP-PRO-2-1	Sewing or Final Product Assembly	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-2	Footwear / Leather goods	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-3	Printing or Dyeing	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-4	Materials Supplier	
Facility Response:		
Verification Selection: Accurate		

FP-PRO-2-5	Trim	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-6	Chemical	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-7	Packaging	
Facility Response:		
Verification Selection: Accurate		
FP-PRO-2-8	Other	X
Facility Response: X		
Verification Selection: Accurate		
FP-PRO-2-1	If other, please describe:	glasses
Facility Response: glasses		
Verification Selection: Accurate		
<b>Facility Processes</b>		
FP-PRO-3	Does the facility include sandblasting in its processes?	No
Facility Response: No		
Verification Selection: Accurate		
	NOTE: The "Facility Processes" below will conditionally appear depending upon the answer to the "Facility Type" above.	
FP-PRO-4	SELECT ALL THAT APPLY WITH A "X":	
FP-PRO-5	Sewing or Final Product Assembly	
FP-PRO-5-1	Casting	
Facility Response:		
FP-PRO-5-2	Cutting	
Facility Response:		
FP-PRO-5-3	Embossing	
Facility Response:		
FP-PRO-5-4	Priming	
Facility Response:		
FP-PRO-5-5	Heat Press / Heating and Cooling	
Facility Response:		
FP-PRO-5-6	Labeling	
Facility Response:		
FP-PRO-5-7	Lasting	
Facility Response:		
FP-PRO-5-8	Molding	
Facility Response:		
FP-PRO-5-9	No sew	
Facility Response:		
FP-PRO-5-10	Packaging	
Facility Response:		
FP-PRO-5-11	Gluing	
Facility Response:		
FP-PRO-5-12	Seam Taping	
Facility Response:		
FP-PRO-5-13	Sewing	
Facility Response:		
FP-PRO-5-14	Sundries Application	
Facility Response:		
FP-PRO-5-15	Washing	
Facility Response:		

FP-PRO-5-16	Welding	
Facility Response:		
FP-PRO-5-17	Printing	
Facility Response:		
FP-PRO-5-18	Embroidery	
Facility Response:		
FP-PRO-6	Footwear / Leather goods	
FP-PRO-6-1	Leather Tanning – Wet Operations	
Facility Response:		
FP-PRO-6-2	Leather Tanning – Finishing	
Facility Response:		
FP-PRO-6-3	Coating	
Facility Response:		
FP-PRO-6-4	Metal work	
Facility Response:		
FP-PRO-6-5	Molding	
Facility Response:		
FP-PRO-6-6	Printing	
Facility Response:		
FP-PRO-6-7	Laminating	
Facility Response:		
FP-PRO-6-8	Cutting	
Facility Response:		
FP-PRO-6-9	Upper production (including stitching)	
Facility Response:		
FP-PRO-6-10	Stock fitting	
Facility Response:		
FP-PRO-6-11	Lasting	
Facility Response:		
FP-PRO-6-12	Finishing	
Facility Response:		
FP-PRO-6-13	Packaging	
Facility Response:		
FP-PRO-7	Printing or Dyeing	
FP-PRO-7-1	Dyeing	
Facility Response:		
FP-PRO-7-2	Sublimation	
Facility Response:		
FP-PRO-7-3	Wet printing	
Facility Response:		
FP-PRO-7-4	Screen Printing	
Facility Response:		
FP-PRO-7-5	Rotary Printing	
Facility Response:		
FP-PRO-8	Materials Supplier	
FP-PRO-8-1	Casting	
Facility Response:		
FP-PRO-8-2	Coating	
Facility Response:		
FP-PRO-8-3	Dyeing	
Facility Response:		
FP-PRO-8-4	Extrusion	

Facility Response:		
FP-PRO-8-5	Finishing	
Facility Response:		
FP-PRO-8-6	Insulation: animal (down) processing	
Facility Response:		
FP-PRO-8-7	Insulation: non-woven processing	
Facility Response:		
FP-PRO-8-8	Knitting	
Facility Response:		
FP-PRO-8-9	Lamination	
Facility Response:		
FP-PRO-8-10	Mixing (EVA / Rubber / primer / glue)	
Facility Response:		
FP-PRO-8-11	Bonding	
Facility Response:		
FP-PRO-8-12	Spinning	
Facility Response:		
FP-PRO-8-13	Tanning (beam house or retannage)	
Facility Response:		
FP-PRO-8-14	Vulcanization	
Facility Response:		
FP-PRO-8-15	Washing	
Facility Response:		
FP-PRO-8-16	Weaving	
Facility Response:		
FP-PRO-9	Trim	
FP-PRO-9-1	Casting	
Facility Response:		
FP-PRO-9-2	Dyeing	
Facility Response:		
FP-PRO-9-3	Gluing	
Facility Response:		
FP-PRO-9-4	Heat Press / Heating and Cooling	
Facility Response:		
FP-PRO-9-5	Lamination/Coating	
Facility Response:		
FP-PRO-9-6	Molding	
Facility Response:		
FP-PRO-9-7	Non-woven	
Facility Response:		
FP-PRO-10	Chemical	
FP-PRO-10-1	Raw Material Storage / Warehousing	
Facility Response:		
FP-PRO-10-2	Chemical Synthesis	
Facility Response:		
FP-PRO-10-3	Standardization / Chemical Finishing	
Facility Response:		
FP-PRO-10-4	Blending / Formulating	
Facility Response:		
FP-PRO-10-5	Packaging	
Facility Response:		
FP-PRO-10-6	Waste Treatment / Management	

Facility Response:		
FP-PRO-10-7	Final Product Warehousing / Storage	
Facility Response:		
FP-PRO-10-8	Shipping	
Facility Response:		
FP-PRO-11	Packaging	
FP-PRO-11-1	Converting raw material (incoming paperboard or plastic resin)	
Facility Response:		
FP-PRO-11-2	Die cutting (e.g. Cartons)	
Facility Response:		
FP-PRO-11-3	Assembly (e.g. corrugated board)	
Facility Response:		
FP-PRO-11-4	Molding (plastic)	
Facility Response:		
FP-PRO-11-5	Printing	
Facility Response:		
FP-PRO-11-6	Assembly	
Facility Response:		
FP-PRO-11-7	Gluing	
Facility Response:		
FP-PRO-11-8	Finishing	
Facility Response:		
FP-PRO-11-9	Die cutting	
Facility Response:		
FP-PRO-11-10	Packing	
Facility Response:		
FP-PRO-11-11	Shipping	
Facility Response:		
<b><u>Volume</u></b>		
FP-PRO-12	Facility's monthly volume (unit of measurement):	Unit (piece or pair)
Facility Response: Unit (piece or pair)		
Verification Selection: Accurate		
FP-PRO-12.1	If other, please describe:	
Facility Response:		
FP-PRO-13	Facility's monthly volume (numerical amount):	250000
Facility Response: 250000		
Verification Selection: Accurate		
<b><u>Capacity</u></b>		
FP-PRO-14	Facility's monthly capacity (unit of measurement):	Unit (piece or pair)
Facility Response: Unit (piece or pair)		
Verification Selection: Accurate		
FP-PRO-14.1	If other, please describe:	
Facility Response:		
FP-PRO-15	Facility's monthly capacity (numerical amount):	300000
Facility Response: 300000		
Verification Selection: Accurate		
FP-PRO-15.1	Please describe how the monthly capacity is calculated (e.g. do you base calculation on regular working hours or include overtime hours):	
Facility Response: Base calculation on regular working hours and include overtime hours.		
Verification Selection: Verification not required		
Corrected Response:		
<b><u>Planning</u></b>		
FP-PRO-16	What is the facility's form of production/ operations planning?	

Facility Response:		
FP-PRO-16.1	If other, please describe:	
Facility Response:		
FP-PRO-17	What is the facility's definition of lead time?	
Facility Response:		
FP-PRO-18	What is the facility's maximum lead time (weeks as unit of measurement)?	
Facility Response:		
FP-PRO-19	Has the facility had any rush orders within the last 12 months?	No
Facility Response: No		
Verification Selection: Accurate		
FP-PRO-19.1	If yes, please describe:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
<b><u>Subcontractors Used for Production / Operation</u></b>		
<b><u>Subcontractors</u></b>		
FP-SUB-1	Are subcontractors utilized by the facility to complete all or part of the production process?	No
Facility Response: No		
Verification Selection: Accurate		
FP-SUB-2	If yes, how many subcontractors?	
Facility Response:		
FP-SUB-3	Additional Comments: If you have additional comments regarding facility's use/non-use of subcontractors, please communicate them here:	
Facility Response:		
	Subcontractor #1	
FP-SUB-4	Name	
Facility Response:		
FP-SUB-5	Address	
Facility Response:		
FP-SUB-6	Contact Name	
Facility Response:		
FP-SUB-7	Contact Number	
Facility Response:		
FP-SUB-8	Email	
Facility Response:		
FP-SUB-9	Types of Processes Subcontracted:	
Facility Response:		
	Subcontractor #2	
FP-SUB-10	Name	
Facility Response:		
FP-SUB-11	Address	
Facility Response:		
FP-SUB-12	Contact Name	
Facility Response:		
FP-SUB-13	Contact Number	
Facility Response:		
FP-SUB-14	Email	
Facility Response:		
FP-SUB-15	Types of Processes Subcontracted:	
Facility Response:		
	Subcontractor #3	
FP-SUB-16	Name	
Facility Response:		

FP-SUB-17	Address	
Facility Response:		
FP-SUB-18	Contact Name	
Facility Response:		
FP-SUB-19	Contact Number	
Facility Response:		
FP-SUB-20	Email	
Facility Response:		
FP-SUB-21	Types of Processes Subcontracted:	
Facility Response:		
	Subcontractor #4	
FP-SUB-22	Name	
Facility Response:		
FP-SUB-23	Address	
Facility Response:		
FP-SUB-24	Contact Name	
Facility Response:		
FP-SUB-25	Contact Number	
Facility Response:		
FP-SUB-26	Email	
Facility Response:		
FP-SUB-27	Types of Processes Subcontracted:	
Facility Response:		
	Subcontractor #5	
FP-SUB-28	Name	
Facility Response:		
FP-SUB-29	Address	
Facility Response:		
FP-SUB-30	Contact Name	
Facility Response:		
FP-SUB-31	Contact Number	
Facility Response:		
FP-SUB-32	Email	
Facility Response:		
FP-SUB-33	Types of Processes Subcontracted:	
Facility Response:		
	Subcontractor #6	
FP-SUB-34	Name	
Facility Response:		
FP-SUB-35	Address	
Facility Response:		
FP-SUB-36	Contact Name	
Facility Response:		
FP-SUB-37	Contact Number	
Facility Response:		
FP-SUB-38	Email	
Facility Response:		
FP-SUB-39	Types of Processes Subcontracted:	
Facility Response:		
<b><u>Facility Comments</u></b>		
FP-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		

Verification Selection: Verification not required

Corrected Response:

## RECRUITMENT & HIRING

Number	Question	Final Verified Response
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### Section Instructions

#### Section Instructions

Section Description: The purpose of the Recruitment and Hiring section is to understand the facility's social and labor practices in the initial stages of employment. The "recruitment" process is designed to select the most appropriate candidates for employment. The "hiring" process is how new workers are brought into the organization. Social and Labor topics within this section include:

- Child Labor
- Apprenticeship / Trainee / Internship Programs
- Forced Labor
- Recruitment Practices
- Discrimination
- Employment Practices
- Homeworkers
- Facility Comments

### Child Labor

#### Sub-Section Instructions

Overall International Labor Standards Compliance Guidance: Child labor is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children and interferes with their schooling by depriving them of the opportunity to attend school, by obliging them to leave school prematurely, or by requiring them to combine school attendance with excessively long and heavy work. In its most extreme forms, children are involved in illegal activities, or in work that exposes them to physical, sexual or psychological abuse. However, not all work done by children is classified as child labor that should be eliminated. Work that does not affect children's health and personal development or interfere with their schooling can be constructive. This includes activities such as helping parents around the home, helping in a family business or earning pocket money outside school time. Whether or not work being carried out by children constitutes child labor depends on the child's age, the type and hours of work performed, and the impact of the work on the child's health, development and access to education. In addition to determining whether there are child laborers working at the facility premises, the possibility of workers taking work home should be monitored. If work is performed outside the facility premises, determine whether underage family members are doing it. Applicable legal standards include: ILO Core Conventions, C138 Minimum Age Convention, 1973 and C182 Worst Forms of Child Labour Convention, 1999, which provide the baseline standards for child labor; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: R146 Minimum Age Recommendation, 1973; R190 Worst Forms of Child Labour Recommendation, 1999

#### Age Documentation

RH-CHI-1	Does the facility verify minimum age requirements prior to hiring workers?	Yes
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Facility Response: Yes

Verification Selection: Accurate

RH-CHI-1.1	If yes, please describe what legal documentation or other proof of age are reviewed to verify minimum age requirements and whether copies are maintained:	The worker's ID card was checked and a copy of the ID card was kept.
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Facility Response: The worker's ID card was checked and a copy of the ID card was kept.

Verification Selection: Accurate

Verification Data: The facility checked with the candidate's original ID cards to ensure all candidates were above 16 years old. The facility also kept a copy of ID cards if the candidate was employed by the facility.

#### Minimum Age

RH-CHI-2	What is the age of the youngest worker in the facility?	
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Facility Response:

RH-CHI-3	If other, please describe:	
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Facility Response:

RH-CHI-4	Are any workers under the legal minimum age for employment?	No
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Facility Response: No

Verification Selection: Accurate

Verification Data: The youngest worker was 18 years old who was born on June 25, 2004 and recruited on June 27, 2022.

RH-CHI-5	How many females are under the applicable legal minimum working age?	
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Facility Response:

RH-CHI-6	How many males are under the applicable legal minimum working age?	
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Facility Response:

#### Remediation

RH-CHI-7	Does the facility have a remediation system in place for when children (those under the legal minimum working age) are found to be working in the facility?	
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Facility Response:



RH-CHI-7.1	If yes, please describe the child remediation system in place:	
Facility Response:		
<b>Historical Child Labor</b>		
RH-CHI-8	Do records indicate that any workers were under the legal minimum working age when hired?	No
Facility Response: No		
Verification Selection: Accurate		
<b>Workers under 18</b>		
RH-CHI-9	Does the facility maintain recorded parental permission for workers under the age of 18 in the facility?	
Facility Response:		
RH-CHI-10	Is the facility's practice of maintaining parental permission of workers under the age of 18 to work in the facility in line with legal requirements?	
Facility Response:		
RH-CHI-11	Does the facility maintain a list/register of all workers under age 18 in line with legal requirements?	
Facility Response:		
RH-CHI-12	Does the facility provide the list/register of workers under age 18 to government authorities in line with legal requirements?	
Facility Response:		
RH-CHI-13	Does the facility arrange health checks for all workers under the age of 18?	
Facility Response:		
RH-CHI-14	If yes, are health checks arranged prior to employment?	
Facility Response:		
RH-CHI-15	Is the facility's practice of arranging health checks for all workers under age 18 in line with legal requirements?	
Facility Response:		
RH-CHI-16	Does the facility provide special Health and Safety trainings (separate from normal adult training) to workers under the age of 18?	
Facility Response:		
RH-CHI-17	Is the facility's practice of providing special Health and Safety trainings (separate from normal adult training) to workers under the age of 18 in line with legal requirements?	
Facility Response:		
RH-CHI-18	Does the facility have special protective restrictions for workers under the age of 18?	
Facility Response:		
RH-CHI-18.1	If yes, please describe what type of protective restrictions are in place:	
Facility Response:		
RH-CHI-19	Are protective restrictions for workers under the age of 18 in line with legal requirements?	
Facility Response:		
RH-CHI-20	Does the facility monitor the working hours of all workers under the age of 18 separately?	
Facility Response:		
<b>Hazardous Work and other Worst Forms</b>		
RH-CHI-21	Which of the following work is performed by workers under age 18 (SELECT all that apply with a "X")	
RH-CHI-21-1	Work in a hazardous environment and/or work that is hazardous in nature in violation of legal standards	
Facility Response:		
RH-CHI-21.1	Please describe the type of hazardous work performed by both female and by male workers (if different):	
Facility Response:		
RH-CHI-21-2	Night Work	
Facility Response:		
RH-CHI-21.2	Please describe the type of night work and hours worked by both female and male workers (if different):	
Facility Response:		
RH-CHI-21-3	More hours than permitted by law	
Facility Response:		
RH-CHI-21.3	Please describe the hours and type of work performed in violation of legal standards by both female and by male workers (if different):	

Facility Response:		
RH-CHI-21-4	Other	
Facility Response:		
RH-CHI-21.4	If other, please describe:	
Facility Response:		
RH-CHI-21-5	None of the above	
Facility Response:		
RH-CHI-22	Have there been any incidences of forced labor, prostitution, pornography, or illegal activities involving workers under age 18, or work that exposes them to physical, psychological or sexual abuse?	
Facility Response:		
<b><u>Other Legal Requirements</u></b>		
RH-CHI-23	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Child Labor?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Apprenticeship / Trainee / Internship Programs</u></b>		
RH-APP-1	Does the facility offer/ participate in any apprenticeship / trainee / internship programs?	No
Facility Response: No		
Verification Selection: Accurate		
RH-APP-2	Which of the following apprenticeship / trainee / internship programs does the facility offer/ participate in? (SELECT all that apply with a "X")	
RH-APP-2-1	Apprenticeship program	
Facility Response:		
RH-APP-21	Please describe your apprenticeship program:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
RH-APP-2-2	Trainee program	
Facility Response:		
RH-APP-22	Please describe your trainee program:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
RH-APP-2-3	Internship program	
Facility Response:		
RH-APP-23	Please describe your internship program:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
RH-APP-3	What is the maximum length of time (in days) that the facility considers workers as apprentices / interns / workers in training?	
Facility Response:		
RH-APP-4	Can apprentices / trainees / interns choose a position in the facility that is related to their area of study (or skill/trade)?	
Facility Response:		
RH-APP-5	Is the facility's apprenticeship / training / internship program in line with all legal requirements?	
Facility Response:		
<b><u>Forced Labor</u></b>		
<b><u>Sub-Section Instructions</u></b>		

Overall International Labor Standard Compliance Guidance: Forced labor is work exacted under the menace of penalty and for which the person has not offered him/herself voluntarily. Forced labor violates the basic human right to work in freedom and freely choose one's work. Two elements must be present in addition to labor, which refers to all types of work, service and employment, whether formal or informal, regardless of industry or sector. Labour does not include compulsory education or compulsory vocational training, however, trainings required in connection with employment would be considered labor. 1) The first element is that the worker must be subject to threat of penalty. Look for coercion on the part of the employer (e.g., action taken to control, manipulate, deceive and/or override a person's will). However, bear in mind that for vulnerable workers, a relatively small amount of coercion may lead to forced labor. For example, workers who are migrants, pregnant or from ethnic minorities often are vulnerable and therefore may be more susceptible to forced labor. Some possible examples of penalties that could be imposed or threatened include: • Beatings, torture or sexual assault; • Restrictions on freedom of movement, e.g., prohibiting workers from leaving the workplace or living accommodation; • Financial penalties, e.g., burdening workers with unmanageable debt or delaying wage payments to keep workers on the job; • Reporting workers to the authorities (police, immigration, etc.); • Deportation, for example in the case of migrants in irregular situations; • Denying workers access to their personal documents; • Termination or exclusion from future employment; • Exclusion from community and social life; • Refusal of food, shelter or other necessities; • Transfer to worse working conditions, and • Removal of rights or privileges. Coercion is an indicator of forced labor regardless of whether it occurs during regular hours or overtime. Subjecting workers to the coercive tactics listed below under the Coercion compliance point would be an indicator of forced labor, even if the tactics are used solely to force workers to work overtime. In a limited set of circumstances, forced labor also can arise when workers are forced to work overtime through economic coercion. The Forced Labour and Overtime compliance point addresses those situations. 2) The second element of forced labor is that the worker has not accepted the work voluntarily. Workers must freely consent to accept the work and they must be free to leave the job and the workplace at all times. Deciding whether work is performed voluntarily often involves looking at • the vulnerability of the worker and • external and indirect pressures that make it difficult for workers to choose not to work, for example, non-payment of wages, or denying workers access to their identity documents. Applicable legal standards include: ILO Core Conventions, C29 Forced Labour Convention, 1930 (and Protocol), and C105 Abolition of Forced Labour Convention, 1957, which provide the baseline standards for forced labor; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: C181 Private Employment Agencies Convention, 1997 and C1 Hours of Work (Industry) Convention, 1919

### **Prison Labor**

RH-FOR-1	Does the facility use prison labor?	No
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Facility Response: No

Verification Selection: Accurate

RH-FOR-2	Does the facility follow any of the following practices concerning prison labor? (SELECT all that apply with a "X")	
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RH-FOR-2-1	Prison laborers have freely consented to perform the work	
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Facility Response:

RH-FOR-2-2	The facility treats prison laborers and non-prison workers similarly (conditions of work such as wages, hours of work, health and safety, etc.)	
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Facility Response:

RH-FOR-2-3	There is supervision and control by a public authority	
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Facility Response:

RH-FOR-2-4	None of the above	
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Facility Response:

### **Forced Labor by Governments**

RH-FOR-3	Does the facility need to release workers to be available for government-mandated forced labor?	
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Facility Response:

RH-FOR-3.1	If yes, please describe the time periods and circumstances in which workers need to be released:	
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Facility Response:

### **Recruitment Practices**

#### **Deposits**

RH-REC-1	Are any monetary deposits required of workers upon hire?	No
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Facility Response: No

Verification Selection: Accurate

RH-REC-2	Are monetary deposits in line with legal requirements?	
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Facility Response:

#### **Recruiters**

RH-REC-3	Are labor recruiters / employment agencies responsible for the recruitment of workers to the facility?	
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Facility Response:

**Foreign Migrant Workers**

RH-REC-4	Is the facility's recruitment process for foreign migrant workers in line with applicable legal requirements?	
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Facility Response:

**Recruitment Fees**

RH-REC-5	Who is responsible for paying recruitment fees and related costs, the worker or the facility?	
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Facility Response:

RH-REC-6	Which of the following recruitment fees or related costs does the worker pay for? (SELECT all that apply with a "X")	
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RH-REC-6-1	Skills and qualification tests	
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Facility Response:

RH-REC-6-2	Medical costs	
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Facility Response:

RH-REC-6-3	Training and orientation	
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Facility Response:

RH-REC-6-4	Administrative costs	
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Facility Response:

RH-REC-6-5	Travel and lodging	
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Facility Response:

RH-REC-6-6	Equipment costs	
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Facility Response:

RH-REC-6-7	Insurance costs	
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Facility Response:

RH-REC-6-8	Other	
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Facility Response:

RH-REC-6.1	If other, please describe:	
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Facility Response:

RH-REC-7	Are workers reimbursed for recruitment fees and related costs paid?	
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Facility Response:

RH-REC-7.1	If yes, please provide: • type of recruitment fees • amount reimbursed (percentage) • the reimbursed (facility or other) • timing of reimbursement	
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Facility Response:

RH-REC-8	Are recruitment fees and related costs paid by workers in line with legal requirements?	Not Applicable
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Facility Response: Not Applicable

Verification Selection: Accurate

**Discrimination****Sub-Section Instructions**

	Overall International Labor Standard Compliance Guidance: Discrimination includes any distinction based on race, color, sex, religion, political opinion, national extraction or social origin, which results in unequal treatment. Other grounds of discrimination may be included in national law, such as disability, HIV/AIDS status, age and sexual orientation. Discrimination may be direct or indirect and does not have to be intentional. Indirect discrimination refers to apparently neutral practices, which in fact result in unequal treatment of people with certain characteristics. Distinctions are permissible when they are necessary because of the inherent requirements of the particular job, although this exception is rare. Also, measures to protect certain categories of workers are acceptable when they are provided for under international labor Conventions and Recommendations, such as maternity protection. Distinctions also may be permissible under national laws designed to help groups who need special protection, for example, laws that offer preferential treatment to women in hiring in order to remedy the effects of past discrimination. Applicable legal standards include: ILO Core Conventions, C100 Equal Remuneration Convention, 1951 and C111 Discrimination (Employment and Occupation) Convention, 1958, which provide the baseline standards for discrimination; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements Other relevant ILO documents: R90 Equal Remuneration Recommendation, 1951; R111 Discrimination (Employment and Occupation) Recommendation, 1958; C156 Workers with Family Responsibilities Convention, 1981; R165 Workers with Family Responsibilities Recommendation, 1981	
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**Recruitment**

RH-DIS-1	During the recruitment process, do materials such as job description or job application forms ever reference an applicant's race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status?	No
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Facility Response: No		
Verification Selection: Accurate		
RH-DIS-2	Which of the following elements are referenced in written job descriptions or job applications? (SELECT all that apply with a "X")	
RH-DIS-2-1	Race / Skin Color	
Facility Response:		
RH-DIS-3	Are written job descriptions or job application forms that reference an applicant's race / skin color in line with applicable legal requirements?	
Facility Response:		
RH-DIS-3-1	Sex / Gender	
Facility Response:		
RH-DIS-4	Are written job descriptions or job application forms that reference an applicant's sex or gender in line with legal requirements?	
Facility Response:		
RH-DIS-4-1	Religion	
Facility Response:		
RH-DIS-5	Are written job description or job application forms that reference an applicant's religion in line with legal requirements?	
Facility Response:		
RH-DIS-5-1	Political Opinion	
Facility Response:		
RH-DIS-6	Are written job description or job application forms that reference an applicant's political opinion in line with legal requirements?	
Facility Response:		
RH-DIS-6-1	National Extraction	
Facility Response:		
RH-DIS-7	Are written job description or job application forms that reference an applicant's national extraction in line with legal requirements?	
Facility Response:		
RH-DIS-7-1	Social Origin	
Facility Response:		
RH-DIS-8	Are written job description or job application forms that reference an applicant's social origin in line with legal requirements?	
Facility Response:		
RH-DIS-8-1	Disability	
Facility Response:		
RH-DIS-9	Are written job description or job application forms that reference an applicant's disability in line with legal requirements?	
Facility Response:		
RH-DIS-9-1	HIV / AIDS Status (real or perceived)	
Facility Response:		
RH-DIS-10	Are written job description or job application forms that reference an applicant's HIV / AIDS status in line with legal requirements?	
Facility Response:		
RH-DIS-10-1	Sexual Orientation	
Facility Response:		
RH-DIS-11	Are written job description or job application forms that reference an applicant's sexual orientation in line with legal requirements?	
Facility Response:		
RH-DIS-11-1	Pregnancy / Maternity Status	
Facility Response:		
RH-DIS-12	Are written job description or job application forms that reference an applicant's pregnancy / maternity status in line with legal requirements?	
Facility Response:		
RH-DIS-12-1	Marital Status	
Facility Response:		

RH-DIS-13	Are written job description or job application forms that reference an applicant's marital status in line with legal requirements?	
Facility Response:		
RH-DIS-13-1	Age	
Facility Response:		
RH-DIS-14	Are written job description or job application forms that reference an applicant's age in line with legal requirements?	
Facility Response:		
RH-DIS-14-1	Nationality / Foreign Migrant Worker Status	
Facility Response:		
RH-DIS-15	Are written job description or job application forms that reference an applicant's nationality/foreign migrant status in line with legal requirements?	
Facility Response:		
RH-DIS-15-1	Family responsibilities	
Facility Response:		
RH-DIS-16	Are written job descriptions or job application forms that reference an applicant's family responsibilities in line with legal requirements?	
Facility Response:		
RH-DIS-16-1	Other	
Facility Response:		
RH-DIS-16.1	If other, please describe:	
Facility Response:		
RH-DIS-17	Are written job description or job application forms that reference other discriminatory factors in line with legal requirements?	
Facility Response:		
<b>Hiring</b>		
RH-DIS-18	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding hiring?	No
Facility Response: No		
Verification Selection: Accurate		
RH-DIS-19	Which of the following is a factor in decisions on hiring? (SELECT all that apply with a "X")	
RH-DIS-19-1	Race / Skin Color	
Facility Response:		
RH-DIS-20	Is an applicant's race / skin color factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-20-1	Sex / Gender	
Facility Response:		
RH-DIS-21	Is an applicant's sex / gender factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-21-1	Religion	
Facility Response:		
RH-DIS-22	Is an applicant's religion factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-22-1	Political Opinion	
Facility Response:		
RH-DIS-23	Is an applicant's political opinion factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-23-1	National Extraction	
Facility Response:		
RH-DIS-24	Is an applicant's national extraction factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-24-1	Social Origin	
Facility Response:		
RH-DIS-25	Is an applicant's social origin factored into hiring decisions in line with legal requirements?	

Facility Response:		
RH-DIS-25-1	HIV / AIDS Status (real or perceived)	
Facility Response:		
RH-DIS-26	Is an applicant's HIV / AIDS status factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-26-1	Sexual Orientation	
Facility Response:		
RH-DIS-27	Is an applicant's sexual orientation factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-27-1	Pregnancy / Maternity Status	
Facility Response:		
RH-DIS-28	Is an applicant's pregnancy / maternity status factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-28-1	Marital Status	
Facility Response:		
RH-DIS-29	Is an applicant's marital status factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-29-1	Age	
Facility Response:		
RH-DIS-30	Is an applicant's age factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-30-1	Nationality / Foreign Migrant Worker Status	
Facility Response:		
RH-DIS-31	Is an applicant's nationality/foreign migrant status factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-31-1	Family responsibilities	
Facility Response:		
RH-DIS-32	Is an applicant's family responsibilities factored into hiring decisions in line with legal requirements?	
Facility Response:		
RH-DIS-32-1	Other	
Facility Response:		
RH-DIS-321	If other, please describe:	
Facility Response:		
RH-DIS-33	Is the Other ground(s) identified factored into hiring decisions in line with legal requirements?	
Facility Response:		
<b><u>Pregnancy and Maternity</u></b>		
RH-DIS-34	Does the facility follow any of the following practices related to worker pregnancy before or at hiring? (SELECT all that apply with a "X")	
RH-DIS-34-1	Facility requires pregnancy test before or at hiring	
Facility Response:		
Verification Selection: Accurate		
RH-DIS-35	Are the tests required by applicable legislation regarding (i) work that is legally prohibited or restricted for pregnant or nursing women, or (ii) work that presents a recognized or significant risk to the health of the woman and child?	
Facility Response:		
RH-DIS-35-1	Facility requires virginity test before or at hiring	
Facility Response:		
Verification Selection: Accurate		
RH-DIS-35-2	Facility requires worker to provide commitments (verbally or in writing) that they will not become pregnant	
Facility Response:		
Verification Selection: Accurate		
RH-DIS-35-3	Facility requires the use of contraceptives or other forms of birth control at hiring	

Facility Response:		
Verification Selection: Accurate		
RH-DIS-35-4	None of the above	X
Facility Response: X		
Verification Selection: Accurate		
<b><u>Disability</u></b>		
RH-DIS-36	Does the facility hire disabled persons in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: Misunderstanding of question, as per document review and management interview, the factory had paid employment security fund for the disabled.		
<b><u>Infection or Illness</u></b>		
RH-DIS-37	Does the facility require HIV / AIDS testing during the hiring process?	No
Facility Response: No		
Verification Selection: Accurate		
RH-DIS-38	If yes, are these HIV / AIDS tests administered in line with legal requirements?	
Facility Response:		
RH-DIS-39	Does the facility require other infection or illness tests (e.g. Hepatitis B) during the hiring process?	No
Facility Response: No		
Verification Selection: Accurate		
RH-DIS-40	If yes, are these infection or illness tests administered in line with legal requirements?	
Facility Response:		
<b><u>Other Legal Requirements</u></b>		
RH-DIS-41	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Discrimination in Recruitment and Hiring?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Employment Practices</u></b>		
<b><u>Sub-Section Instructions</u></b>		
	The Employment Practices section seeks to understand additional topics related to general employment terms and practices in the facility. The sub-section below includes questions on items such as workplace rules, written terms of employment, training and probation periods, homework.	
<b><u>Workplace Rules</u></b>		
RH-EMP-1	Do workplace rules comply with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
RH-EMP-2	Are all new workers provided with a copy of the facility's workplace rules, available in all languages spoken at the facility, during orientation?	
Facility Response:		
RH-EMP-3	Are workplace rules made visible in facility common areas (e.g. canteen, locker rooms, toilets, etc.) in all languages spoken in the facility?	
Facility Response:		
<b><u>Record-keeping</u></b>		
RH-EMP-4	Does the facility maintain job descriptions for all positions within the facility?	
Facility Response:		
RH-EMP-5	Does the facility keep all worker health information confidential?	
Facility Response:		
RH-EMP-6	Are personnel files maintained in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Contracts / T&amp;Cs</u></b>		
RH-EMP-7	Do all persons who perform work for the facility, both on the premises and offsite, have a contract?	Yes
Facility Response: Yes		
Verification Selection: Accurate		



RH-EMP-8	Are contracts for all persons who perform work for the facility, both on the premises and offsite, in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
RH-EMP-9	Do other types of written documents explaining the terms and conditions (T&Cs) of employment exist?	
Facility Response:		
RH-EMP-10	Does the facility follow any of the following practices related to contracts? (SELECT all that apply with a "X")	
RH-EMP-10-1	Signed copies of contracts between the facility and each worker are maintained on file	X
Facility Response: X		
Verification Selection: Accurate		
RH-EMP-10-2	Contracts clearly and accurately state the terms and conditions of employment	X
Facility Response: X		
Verification Selection: Accurate		
RH-EMP-10-3	Copies of contracts are provided to workers, in line with applicable legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
RH-EMP-10-4	None of the above	
Facility Response:		
Verification Selection: Accurate		
RH-EMP-11	Do workers understand the terms and conditions included within their written employment contracts?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: As per sampling workers interview, all workers understand the terms and conditions included within their written employment contracts.		
RH-EMP-12	Does the facility follow any of the following practices related to other types of written terms and conditions documents? (SELECT all that apply with a "X")	
RH-EMP-12-1	Signed copies of terms and conditions documents between the facility and each worker are maintained on file	
Facility Response:		
RH-EMP-12-2	Terms and conditions documents are up to date	
Facility Response:		
RH-EMP-12-3	Terms and conditions documents clearly and accurately state the terms and conditions of employment	
Facility Response:		
RH-EMP-12-4	Copies of terms and conditions documents are provided to workers	
Facility Response:		
RH-EMP-12-5	None of the above	
Facility Response:		
RH-EMP-13	Do workers understand the information included within their written terms and conditions documents?	
Facility Response:		
RH-EMP-14	Does the facility use fixed-term contracts?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
RH-EMP-15	Does the facility place limits on the use of fixed-term contracts?	
Facility Response:		
RH-EMP-16	Is the facility's practice around limits on the use of fixed-term contracts in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
RH-EMP-17	Are the facility's employment contracts for foreign migrants in line with legal requirements?	
Facility Response:		
<b><u>Foreign Migrant Workers</u></b>		

RH-EMP-18	Does the facility (or recruiting agency) provide foreign migrants with a signed written employment contract prior to leaving their home country?	
Facility Response:		
RH-EMP-19	If yes, does the facility (or recruiting agency) ever request that foreign migrants sign a new contract once they are in their host country?	
Facility Response:		
RH-EMP-20	If yes, are the terms and conditions the same?	
Facility Response:		
<b><u>Probationary Periods</u></b>		
RH-EMP-21	Are probationary (time) periods in line with legal requirements?	
Facility Response:		
<b><u>Benefits Avoidance</u></b>		
RH-EMP-22	Has the facility acted against legal requirements by hiring temporary/probationary/trainee/fixed-term contract workers to avoid legal obligations?	No
Facility Response:		
Verification Selection: Facility did not reply during SA/JA		
Corrected Response: No		
Verification Data: The factory did not reply, as per document review, the factory did not against legal requirements by hiring temporary/probationary/trainee/fixed-term contract workers to avoid legal obligations.		
<b><u>Other Legal Requirements</u></b>		
RH-EMP-23	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Contracts and Hiring Practices?	No
Facility Response: No		
Verification Selection: Accurate		
RH-EMP-24	Is the facility in non-compliance with any legal requirements for Contracts and Hiring Practices pertaining to non-production workers and/or sub-contracted workers?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Homeworkers</u></b>		
RH-HOM-1	Does the facility comply with applicable legal requirements concerning homeworkers?	
Facility Response:		
<b><u>Facility Comments</u></b>		
RH-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
<b>WORKING HOURS</b>		
<b>Number</b>	<b>Question</b>	<b>Final Verified Response</b>
<b><u>Section Instructions</u></b>		
<b><u>Section Instructions</u></b>		
	Section Description: The purpose of this section is to understand the facility's social and labor practices with respect to Working Hours. Social and labor topics within this section include: • Working Hours • Forced Labor • Overtime • Facility Comments	
<b><u>Working Hours</u></b>		
<b><u>Sub-Section Instructions</u></b>		
	Working hours refers to hours worked in an activity during normal periods of work, plus overtime, time spent at the place of work, when the worker is at the disposal of the employer. Working Hours are a fundamental component to the employment process and limitations (legal or otherwise) should be respected. For industrial enterprises, international standards limit regular (pre-overtime) working hours to 8 hours each day, 48 hours each week, subject to certain exceptions. They also say that workers must have at least one day off in seven. The sub-section below includes questions on items such as working hour records, regular and overtime hours, breaks, and rest days.	
<b><u>Records</u></b>		
WH-WOR-1	How are hours of work recorded for all workers? (SELECT all that apply with a "X")	
WH-WOR-1-1	Manually (i.e. written record)	

Facility Response:		
WH-WOR-1-2	Mechanically (i.e. punch card)	
Facility Response:		
WH-WOR-1-3	Electronically (i.e. swipe card)	
Facility Response:		
WH-WOR-1-4	Biometrically (i.e. fingerprint/face scan)	
Facility Response:		
WH-WOR-1-5	None of the above	
Facility Response:		
WH-WOR-1-1	If none of the above, please describe how the facility records hours of work:	
Facility Response:		
WH-WOR-2	Who performs the clock-in/clock-out function for workers? (SELECT all that apply with a "X")	
WH-WOR-2-1	The individual worker	
Facility Response:		
WH-WOR-2-2	Management	
Facility Response:		
WH-WOR-2-1	Please describe in what circumstances management performs this function:	
Facility Response:		
WH-WOR-2-3	Security	
Facility Response:		
WH-WOR-2-2	Please describe in what circumstances security performs this function:	
Facility Response:		
WH-WOR-2-4	Other	
Facility Response:		
WH-WOR-2-3	If other, please describe:	
Facility Response:		
WH-WOR-3	Does the facility maintain only one accurate set of working hour records that is in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WH-WOR-4	Does the facility follow any of the following practices regarding working hour records? (SELECT all that apply with a "X")	
WH-WOR-4-1	Working hour records for each worker are maintained for at least the last 12 months	
Facility Response:		
WH-WOR-4-2	Working hour records for each worker's regular and overtime hours are maintained	
Facility Response:		
WH-WOR-4-3	Start and finish times are recorded for all periods of work	
Facility Response:		
WH-WOR-4-4	Start and finish times in the payroll system match exact time in/out in time records.	
Facility Response:		
WH-WOR-4-5	Working hour records are consistent with payroll and other records	
Facility Response:		
WH-WOR-4-6	Workers have unrestricted access to verify the accuracy of working hours	
Facility Response:		
WH-WOR-4-7	None of the above	
Facility Response:		
<b>Regular Hours</b>		
WH-WOR-5	Number of regular weekly hours worked at the facility:	40
Facility Response: 40		
Verification Selection: Accurate		
WH-WOR-6	Number of regular daily hours worked at the facility:	8
Facility Response: 8		
Verification Selection: Accurate		

WH-WOR-7	Do regular working hours exceed legal requirements?	No
Facility Response: No		
Verification Selection: Accurate		
WH-WOR-8	Does the facility calculate regular hours as an average?	
Facility Response:		
WH-WOR-9	If yes, do regular hours exceed 48 hours?	
Facility Response:		
<b>Overtime Hours</b>		
WH-WOR-10	Is overtime worked only for reasons permitted by law?	Yes
Facility Response: No		
Verification Selection: Inaccurate		
Corrected Response: Yes		
Verification Data: Misunderstanding of question, as per management interview and worker interview, the overtime was worked only for reasons permitted by law.		
WH-WOR-11	Are all overtime working hours in line with legal limits?	No
Facility Response: No		
Verification Selection: Accurate		
Verification Data: The monthly overtime had exceeded the required 36 hours in the past sample months of November 2021, April 2022 and July 2022. In details:1) The monthly overtime of all 27 samples exceeded 36 hours, the maximum was 58 hours in November 2021; 2) The monthly overtime of all 27 samples exceeded 36 hours, the maximum was 60 hours in April 2022; 3) The monthly overtime of all 27 samples exceeded 36 hours, the maximum was 62 hours in July 2022. As per the attendance records of sampled workers provided by the factory, the maximum weekly working hours were 54 hours.		
Non-Compliance: X		
Legal Reference: PRC Labor Law Article 41(2018), The employing unit may extend working hours due to the requirements of its production or business after consultation with the trade union and laborers, but the extended working hour for a day shall generally not exceed one hour; if such extension is called for due to special reasons, the extended hours shall not exceed three hours a day under the condition that the health of laborers is guaranteed. However, the total extension in a month shall not exceed thirty-six hours.		
WH-WOR-12	Did the facility comply with legal requirements to inform and/or get permission from governmental authorities in order to work overtime?	No
Facility Response: No		
Verification Selection: Accurate		
WH-WOR-13	Are exemption terms accurate, current, valid and followed by the facility?	
Facility Response:		
WH-WOR-14	Are work targets for production (e.g. quota or piece work) in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b>Total Working Hours</b>		
WH-WOR-15	Did any workers work more than 60 hours in total (regular + overtime) within any given week?	
Facility Response:		
WH-WOR-16	Did any workers work more than 72 hours in total (regular + overtime) within any given week?	
Facility Response:		
WH-WOR-17	Did any workers work more than 80 hours in total (regular + overtime) within any given week?	
Facility Response:		
WH-WOR-18	Did any workers work more than 90 hours in total (regular + overtime) within any given week?	
Facility Response:		
<b>Breaks</b>		
WH-WOR-19	Does the facility provide breaks during the workday in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WH-WOR-20	Does the facility provide time off for breastfeeding in line with legal requirements?	Not Applicable
Facility Response: Not Applicable		
Verification Selection: Accurate		
<b>Break Payment</b>		
WH-WOR-21	Are workers paid during breastfeeding breaks in line with legal requirements?	Not Applicable
Facility Response: Not Applicable		
Verification Selection: Accurate		
<b>Rest Days</b>		

WH-WOR-22	Number of weekly rest days provided by the facility:	2
Facility Response: 2		
Verification Selection: Accurate		
WH-WOR-23	Are the weekly rest days provided by the facility in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: 1 day off after 6 days consecutive working days was guaranteed.		
WH-WOR-24	Are weekly rest days at least 24 consecutive hours long?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b>Other Legal Requirements</b>		
WH-WOR-25	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Working Hours?	No
Facility Response: No		
Verification Selection: Accurate		
WH-WOR-26	Is the facility in non-compliance with any legal requirements for Working Hours pertaining to non-production workers and/or sub-contracted workers?	No
Facility Response: No		
Verification Selection: Accurate		
<b>Forced Labor</b>		
<b>Sub-Section Instructions</b>		
	<p>Overall International Labor Standard Compliance Guidance: Forced labor is work exacted under the menace of penalty and for which the person has not offered him/herself voluntarily. Forced labor violates the basic human right to work in freedom and freely choose one's work. Two elements must be present in addition to labor, which refers to all types of work, service and employment, whether formal or informal, regardless of industry or sector. Labour does not include compulsory education or compulsory vocational training, however, trainings required in connection with employment would be considered labor. 1) The first element is that the worker must be subject to threat of penalty. Look for coercion on the part of the employer (e.g., action taken to control, manipulate, deceive and/or override a person's will). However, bear in mind that for vulnerable workers, a relatively small amount of coercion may lead to forced labor. For example, workers who are migrants, pregnant or from ethnic minorities often are vulnerable and therefore may be more susceptible to forced labor. Some possible examples of penalties that could be imposed or threatened include:</p> <ul style="list-style-type: none"> <li>• Beatings, torture or sexual assault;</li> <li>• Restrictions on freedom of movement, e.g., prohibiting workers from leaving the workplace or living accommodation;</li> <li>• Financial penalties, e.g., burdening workers with unmanageable debt or delaying wage payments to keep workers on the job;</li> <li>• Reporting workers to the authorities (police, immigration, etc.);</li> <li>• Deportation, for example in the case of migrants in irregular situations;</li> <li>• Denying workers access to their personal documents;</li> <li>• Termination or exclusion from future employment;</li> <li>• Exclusion from community and social life;</li> <li>• Refusal of food, shelter or other necessities;</li> <li>• Transfer to worse working conditions, and</li> <li>• Removal of rights or privileges.</li> </ul> <p>Coercion is an indicator of forced labor regardless of whether it occurs during regular hours or overtime. Subjecting workers to the coercive tactics listed below under the Coercion compliance point would be an indicator of forced labor, even if the tactics were used solely to force workers to work overtime. In a limited set of circumstances, forced labor also can arise when workers are forced to work overtime through economic coercion. The Forced Labour and Overtime compliance point addresses those situations. 2) The second element of forced labor is that the worker has not accepted the work voluntarily. Workers must freely consent to accept the work and they must be free to leave the job and the workplace at all times. Deciding whether work is performed voluntarily often involves looking at</p> <ul style="list-style-type: none"> <li>• the vulnerability of the worker and</li> <li>• external and indirect pressures that make it difficult for workers to choose not to work, for example, non-payment of wages, or denying workers access to their identity documents.</li> </ul> <p>Applicable legal standards include the ILO Core Conventions, C29 Forced Labour Convention, 1930 (and Protocol), and C105 Abolition of Forced Labour Convention, 1957, which provide the baseline standards for forced labor; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: C181 Private Employment Agencies Convention, 1997 and C1 Hours of Work (Industry) Convention, 1919</p>	
<b>Forced Overtime</b>		
WH-FOR-1	Are workers forced to work overtime under threat of penalty?	No
Facility Response: No		
Verification Selection: Accurate		
<b>Overtime</b>		
<b>Voluntary Overtime</b>		
WH-OVE-1	Are workers able to refuse overtime for ANY REASON?	
Facility Response:		
WH-OVE-2	Is overtime voluntary, in line with legal requirements?	Yes

Facility Response: Yes		
Verification Selection: Accurate		
<b>Exceptional Circumstances</b>		
WH-OVE-3	Did the facility experience exceptional circumstances (i.e. large late customer change orders, weather disasters etc.) that resulted in significant changes to its production schedules?	
Facility Response:		
WH-OVE-4	Does the facility consult with workers and/or provide a minimum notice period for overtime work and/or changes in rest days?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WH-OVE-5	Is the facility's practice of consulting with workers and/or notifying them in advance about overtime work and/or changes in rest days in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WH-OVE-6	Does the facility require workers to take paid or unpaid leave when there is less work/production in the facility?	No
Facility Response: No		
Verification Selection: Accurate		
WH-OVE-7	Is the facility's practice of requiring workers to take paid or unpaid leave in line with legal requirements?	
Facility Response:		

<b>Facility Comments</b>		
WH-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		

## WAGES & BENEFITS

Number	Question	Final Verified Response
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### Section Instructions

#### Section Instructions

	Section Description: The purpose of this section is to understand the facility's social and labor practices with respect to Wages and Benefits. Social and Labor topics within this section include: • Wages and Benefits • Facility Comments	
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### Wages and Benefits

#### Sub-Section Instructions

	Wages and Benefits refer to the compensation a worker receives - or should be receiving - as a result of their work in the facility. Wages refer specifically to the monetary (cash) wages received. And benefits cover any other form of compensation the worker receives other than monetary (cash) wages. Minimum wages may be set by law or regulation, by wage boards, councils, courts or tribunals, or by collective agreement. Minimum wage rates may be different across groups of worker, sectors of economic activity, or by geographical location. The sub-section below includes questions on items such as minimum wage, overtime wage, wage payment, deductions, in-kind benefits and various forms of worker leave.	
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#### Minimum Wage

	NOTE: The following types of workers are based on your answers in the Facility Profile. Please ensure that your answers are correct or the appropriate questions will not appear below.	
WB-WAG-5	Do full-time production workers receive AT LEAST the legal minimum wage (and/or wage required by contract, CBA, or other agreement) for all regular hours worked?	Yes. Workers wages in line with all applicable legal requirements
Facility Response: Yes. Workers wages in line with all applicable legal requirements		
Verification Selection: Accurate		
WB-WAG-6	Do workers other than full-time production workers receive AT LEAST the legal minimum wage (and/or wage required by contract, CBA, or other agreement) for all regular hours worked?	Not applicable. All workers are full-time production workers.
Facility Response: Yes. Workers wages in line with all applicable legal requirements		
Verification Selection: Inaccurate		
Corrected Response: Not applicable. All workers are full-time production workers.		
Verification Data: Not applicable. All workers are full-time production workers.		
WB-WAG-7	If no, please select all the types of workers who did not receive at least the legal minimum wage: (SELECT all that apply with a "X")	

WB-WAG-7-1	Part-time workers	
Facility Response:		
WB-WAG-7-2	Agency/contract workers	
Facility Response:		
WB-WAG-7-3	Contract workers who are not part of the production process	
Facility Response:		
WB-WAG-7-4	Workers under probation	
Facility Response:		
WB-WAG-7-5	Workers who are trainees, apprentices or interns	
Facility Response:		
WB-WAG-7-6	Other	
Facility Response:		
WB-WAG-7-1	If other, please describe:	
Facility Response:		
<b><u>Facility Information</u></b>		
WB-WAG-1	Please select the facility's applicable three letter currency code:	CNY
Facility Response: CNY		
Verification Selection: Accurate		
WB-WAG-2	What are the units for rate of pay for production workers? (SELECT all that apply with a "X")	
WB-WAG-2-1	Hourly	
Facility Response:		
WB-WAG-2-2	Daily	
Facility Response:		
WB-WAG-2-3	Weekly	
Facility Response:		
WB-WAG-2-4	Twice a month	
Facility Response:		
WB-WAG-2-5	Monthly	
Facility Response:		
WB-WAG-2-6	Unit Rate	
Facility Response:		
WB-WAG-2-7	Other	
Facility Response:		
WB-WAG-2-1	If other, please describe:	
Facility Response:		
<b><u>Records</u></b>		
WB-WAG-3	Does the facility maintain only one accurate payroll record that is in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WB-WAG-4	Does the facility follow any of the following practices related to maintaining payroll records: (SELECT all that apply with a "X")	
WB-WAG-4-1	Payroll records for each worker are maintained for at least the last 12 months	
Facility Response:		
WB-WAG-4-2	Payroll records are consistent with attendance records and other records	
Facility Response:		
WB-WAG-4-3	None of the above	
Facility Response:		
<b><u>Overtime Wage</u></b>		
WB-WAG-8	Is the facility not paying any workers correctly for any of these types of overtime hours as legally required: • Ordinary overtime hours • Overtime hours performed at night • Overtime hours performed on weekly rest days • Overtime hours performed on public holidays?	No
Facility Response: No		
Verification Selection: Accurate		

WB-WAG-9	Which of the following types of overtime hours is the facility not paying workers as legally required? (SELECT all that apply with a "X")	
WB-WAG-9-1	Ordinary overtime hours	
Facility Response:		
WB-WAG-9-2	Overtime hours performed at night	
Facility Response:		
WB-WAG-9-3	Overtime hours performed on weekly rest days	
Facility Response:		
WB-WAG-9-4	Overtime hours performed on public holidays	
Facility Response:		
WB-WAG-10	Are overtime hours paid at a premium rate of AT LEAST 1.25 times the base rate?	
Facility Response:		
<b><u>Other Premium Pay</u></b>		
WB-WAG-11	Is the facility not paying workers correctly for any of these types of regular hours worked at a premium rate as legally required: • Regular hours worked at night • Regular hours worked on weekly rest days • Regular hours worked on public holidays?	No
Facility Response: No		
Verification Selection: Accurate		
WB-WAG-12	Which of the following types of regular hours worked at a premium rate is the facility not paying workers as legally required? (SELECT all that apply with a "X")	
WB-WAG-12-1	Regular hours worked at night	
Facility Response:		
WB-WAG-12-2	Regular hours worked on weekly rest days	
Facility Response:		
WB-WAG-12-3	Regular hours worked on public holidays	
Facility Response:		
WB-WAG-13	Is the facility not paying workers premium pay as legally required based on: • worker's competence (e.g. experience, skills, training) and/or • the nature of the work (e.g. hazard pay)?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Piece Rate Workers</u></b>		
WB-WAG-14	Are piece rate workers paid correctly for ordinary hours of work when their piece rate earnings exceed minimum wage?	
Facility Response: Yes		
Verification Selection: No longer applicable due to verification		
Corrected Response:		
<b><u>Work-related Activities</u></b>		
WB-WAG-15	Are workers paid for all work-related activities outside of regular working hours?	
Facility Response:		
<b><u>Overtime Allowances</u></b>		
WB-WAG-16	Are overtime allowances provided/paid in line with legal requirements?	
Facility Response:		
<b><u>Wages</u></b>		
WB-WAG-17	How does the facility define wage grades/ levels?	
Facility Response:		
WB-WAG-17.1	If other, please describe:	
Facility Response:		
WB-WAG-18	How many wage grades/ levels does the facility have?	
Facility Response:		
	NOTE: The Tool supports a maximum of 7 wage levels (7 entries for facility data). For selection of "Skill" as wage level definition, the Tool only supports 3 wage levels (3 entries for facility data). If you have more wage levels, select "Other" for how the facility defines wage grades/ levels.	
WB-WAG-19	Number of workers in wage level Grade 1	
Facility Response:		
WB-WAG-20	Number of workers in wage level Grade 2	



Facility Response:		
WB-WAG-21	Number of workers in wage level Grade 3	
Facility Response:		
WB-WAG-22	Number of workers in wage level Grade 4	
Facility Response:		
WB-WAG-23	Number of workers in wage level Grade 5	
Facility Response:		
WB-WAG-24	Number of workers in wage level Grade 6	
Facility Response:		
WB-WAG-25	Number of workers in wage level Grade 7	
Facility Response:		
WB-WAG-26	Number of workers in wage level skilled	
Facility Response:		
WB-WAG-27	Number of workers in wage level semi-skilled	
Facility Response:		
WB-WAG-28	Number of workers in wage level un-skilled	
Facility Response:		
WB-WAG-29	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-30	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-31	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-32	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-33	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-34	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-35	Number of workers in wage level defined by facility (please include definition of level and number of workers)	
Facility Response:		
WB-WAG-36	Are worker's basic wages ever reviewed and adjusted for the entire facility (or portion of the facility)?	
Facility Response:		
WB-WAG-37	What are individual worker's basic wages based upon? (SELECT all that apply with a "X")	
WB-WAG-37-1	Legal (or contractual agreement) requirements	
Facility Response:		
WB-WAG-37-2	Living Wage Estimate	
Facility Response:		
WB-WAG-37-3	Skills	
Facility Response:		
WB-WAG-37-4	Experience	
Facility Response:		
WB-WAG-37-5	Length of Employment	
Facility Response:		
WB-WAG-37-6	Performance	
Facility Response:		
WB-WAG-37-7	Other	

Facility Response:		
WB-WAG-37.1	If other, please describe:	
Facility Response:		
WB-WAG-37-8	None of the above	
Facility Response:		
<b><u>Performance Evaluations</u></b>		
WB-WAG-38	Does the facility conduct worker performance evaluations based on a standard set of criteria?	
Facility Response:		
WB-WAG-39	If yes, are worker performance evaluations shared and/or discussed with workers?	
Facility Response:		
<b><u>Wage Increase</u></b>		
	For the most representative department within the facility, indicate the number of workers that were promoted with an increase in their basic wage as a result of their promotion:	
WB-WAG-40	Describe the most representative department within the facility:	
Facility Response:		
WB-WAG-41	Number of female workers that were promoted with an increase in their basic wage as a result of their promotion	
Facility Response:		
WB-WAG-42	Number of male workers that were promoted with an increase in their basic wage as a result of their promotion	
Facility Response:		
<b><u>Bonus</u></b>		
WB-WAG-43	Do workers receive any type of productivity (or "production") bonus?	
Facility Response:		
WB-WAG-43.1	If yes, please describe all types of production / productivity bonuses:	
Facility Response:		
<b><u>Wage Payment</u></b>		
WB-WAG-44	Are wage payments made regularly and on time and in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WB-WAG-45	Are workers paid their full wages in the legally required manner?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WB-WAG-46	How are workers paid? (SELECT all that apply with a "X")	
WB-WAG-46-1	Cash	
Facility Response:		
WB-WAG-47	What approximate percentage of workers are paid by cash?	
Facility Response:		
WB-WAG-47-1	Check	
Facility Response:		
WB-WAG-48	What approximate percentage of workers are paid by check?	
Facility Response:		
WB-WAG-48-1	Direct deposit into a bank account	
Facility Response:		
WB-WAG-49	What approximate percentage of workers are paid by direct deposit into bank accounts?	
Facility Response:		
WB-WAG-49-1	Mobile money	
Facility Response:		
WB-WAG-50	What approximate percentage of workers are paid by mobile money?	
Facility Response:		
WB-WAG-50-1	Card (with a stored value)	
Facility Response:		
WB-WAG-51	What approximate percentage of workers are paid by card (with a stored value)?	

Facility Response:		
WB-WAG-51-1	Other	
Facility Response:		
WB-WAG-51.1	If other, please describe:	
Facility Response:		
WB-WAG-52	What approximate percentage of workers are paid by these other means?	
Facility Response:		
WB-WAG-53	If workers are paid by direct deposit into a bank account, do they have sole control of the bank account once opened?	
Facility Response:		
WB-WAG-54	Are workers paid directly by the facility or through 3rd party agents?	
Facility Response:		
WB-WAG-54.1	If other, please describe:	
Facility Response:		
WB-WAG-55	If workers are paid through 3rd party agents, have all workers authorized this in writing?	
Facility Response:		
WB-WAG-56	Are workers informed about their individual wages and deductions in line with legal requirements (e.g. through pay slips)?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WB-WAG-57	Are pay slips in a language all workers can understand?	
Facility Response:		
WB-WAG-58	Do pay slips contain accurate information on worker wages in a detailed and comprehensive manner for all workers?	
Facility Response:		
WB-WAG-59	Is the receipt of wage payment confirmed in writing by all workers?	
Facility Response:		
<b><u>Loans &amp; Advances</u></b>		
WB-WAG-60	Does the facility loan and/or advance money to workers?	
Facility Response:		
WB-WAG-60.1	If yes, please describe the circumstances:	
Facility Response:		
WB-WAG-61	Are all loans and/or advances in line with legal requirements?	
Facility Response:		
WB-WAG-62	Are workers informed of the terms and conditions surrounding the granting and repayment of advances and loans?	
Facility Response:		
WB-WAG-62.1	If yes, please describe the terms of the loans and/or advances (i.e. Interest rate, repayment terms, etc.) and how workers are informed of these terms:	
Facility Response:		
WB-WAG-63	Is there written documentation surrounding the terms and conditions of the granting and repayment of advances and loans?	
Facility Response:		
WB-WAG-64	If yes, do workers confirm the accuracy of payouts and re-payments in writing?	
Facility Response:		
<b><u>Legal Withholdings</u></b>		
WB-WAG-65	Does the facility take any deductions from wages that are not in line with legal requirements?	No
Facility Response: No		
Verification Selection: Accurate		
WB-WAG-66	Were withholdings from wages, other than social security, calculated correctly and in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Deductions</u></b>		

WB-WAG-67	Did the facility have any other wage deductions (besides legally required withholdings and social security)?	
Facility Response:		
WB-WAG-67.1	If yes, please describe the type of deductions of wages made (besides legally required withholdings and social security):	
Facility Response:		
WB-WAG-68	If yes, does the facility follow any of the following practices regarding deductions: (SELECT all that apply with a "X")	
WB-WAG-68-1	Deductions are voluntarily accepted by workers	
Facility Response:		
WB-WAG-68-2	Workers sign a document (in a language they understand) giving consent for monies to be deducted	
Facility Response:		
WB-WAG-68-3	Deductions to wages are explained to workers	
Facility Response:		
WB-WAG-68-4	Workers have access to the account status of all wage deductions (i.e. history of payments, current account balances etc.)	
Facility Response:		
WB-WAG-68-5	None of the above	
Facility Response:		
WB-WAG-69	Are workers ever responsible for the cost of any of the following? (SELECT all that apply with a "X")	
WB-WAG-69-1	IDs/Badges/Swipe Cards	
Facility Response:		
WB-WAG-69-2	Uniforms	
Facility Response:		
WB-WAG-69-3	Other	
Facility Response:		
WB-WAG-69.1	If other, please describe:	
Facility Response:		
WB-WAG-69-4	None of the above	
Facility Response:		
<b>Social Insurance / Social Security</b>		
WB-WAG-70	Does the facility collect and forward workers' contributions to any of the following social insurance or social security programs in line with legal requirements? (SELECT all that apply with an "X")	
WB-WAG-70-1	Pension/ Provident fund	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: A total of 472 employees in the factory, no employees was retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide social insurance to 475 employees in Aug. 2022. As per the social insurance receipts in Aug. 2022, 115 employees were not provided with pension insurance.		
Non-Compliance: X		
Legal Reference: Social Insurance Law of the People's Republic of China (latest version 2018), Article 10, all employees should be provided with pension insurance.		
WB-WAG-70-2	Medical	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: A total of 472 employees in the factory, no employees was retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide social insurance to 475 employees in Aug. 2022. As per the social insurance receipts in Aug. 2022, 115 employees were not provided with medical insurance.		
Non-Compliance: X		
Legal Reference: Social Insurance Law of the People's Republic of China (latest version 2018), Article 23, all employees should be provided with medical insurance.		
WB-WAG-70-3	Work-related injury/ illness/ death	
Facility Response: No applicable legal requirements		
Verification Selection: Inaccurate		
Corrected Response:		

Verification Data: A total of 472 employees in the factory, no employees was retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide social insurance to 475 employees in Aug. 2022. As per the social insurance receipts in Aug. 2022, 24 employees were not provided with injury insurance.		
Non-Comp liance: X		
Legal Reference: Social Insurance Law of the People's Republic of China (latest version 2018), article 33, all employees should be provided with work-related injury insurance.		
WB-WAG-70-4	Unemployment	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: A total of 472 employees in the factory, no employees was retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide social insurance to 475 employees in Aug. 2022. As per the social insurance receipts in Aug. 2022, 115 employees were not provided with unemployment insurance.		
Non-Comp liance: X		
Legal Reference: Social Insurance Law of the People's Republic of China (latest version 2018), article 44, all employees should be provided with unemployment insurance.		
WB-WAG-70-5	Maternity	
Facility Response: No applicable legal requirements		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: A total of 472 employees in the factory, no employees was retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide social insurance to 475 employees in Aug. 2022. As per the social insurance receipts in Aug. 2022, 24 employees were not provided with maternity insurance.		
Non-Comp liance: X		
Legal Reference: Social Insurance Law of the People's Republic of China (latest version 2018), article 53, all employees should be provided with maternity insurance.		
WB-WAG-70-6	Other	
Facility Response:		
Verification Selection: Accurate		
Verification Data: A total of 472 employees in the factory, no employees was retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide house fund to 475 employees in Aug. 2022. As per document review, work interview and management interview, all employees were not provided with house fund.		
Non-Comp liance: X		
Legal Reference: Regulations on the Administration of Housing Provident Fund (Mar 24, 2019), Article 15: Units employing staff and workers shall, within 30 days from the date of employment, go through the payment registration with the housing accumulation fund management center, and go through the procedures for the establishment or transfer of the staff and workers' housing accumulation fund account.		
WB-WAG-70.1	If other, please describe:	
Facility Response:		
WB-WAG-70-7	None of the above	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		
Verification Data: A total of 472 employees in the factory, no employees was retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide social insurance and house fund to 475 employees in Aug. 2022. As per the social insurance receipts in Aug. 2022, 115 employees were not provided with pension insurance, medical insurance, unemployment insurance and maternity insurance; 24 employees were not provided with injury insurance. As per document review, work interview and management interview, all employees were not provided with house fund.		
Legal Reference: Labor Law of the People's Republic of China (2018), Article 72, Article 73, Laborers shall, in accordance with the law, enjoy social insurance benefits under the following circumstances: 1. Retirement; 2. Illness or injury; 3. Disability caused by work-related injury or occupational disease; 4. Unemployment; and 5. Child-bearing. Regulations on the Administration of Housing Provident Fund (Mar 24, 2019), Article 15: Units employing staff and workers shall, within 30 days from the date of employment, go through the payment registration with the housing accumulation fund management center, and go through the procedures for the establishment or transfer of the staff and workers' housing accumulation fund account.		
WB-WAG-71	Which of the following facility social insurance contributions (both calculations and types required) are in line with legal requirements? (SELECT all that apply with an "X")	
WB-WAG-71-1	Pension/ Provident fund	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: The contribution base of pension insurance was set as local minimum standard of CNY3957 per month, but not the workers' actual average monthly wage level of the previous year.		
Non-Comp liance: X		

Legal Reference: The notice about the standardized requirement of social insurance contribution base (Laoshexian Zhongxinhan [2006] No. 60), There are clear regulations on the statistics of total wages. Every year, the statistical bureaus of provinces, autonomous regions, and municipalities also provide specific explanations on labor remuneration indicators in the labor statistics report system. These documents should be used as the basis for approving the social insurance payment base.		
WB-WAG-71-2	Medical	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: The contribution base of medical insurance was set as local minimum standard of CNY3957 per month, but not the workers' actual average monthly wage level of the previous year.		
Non-Compliance: X		
Legal Reference: The notice about the standardized requirement of social insurance contribution base (Laoshexian Zhongxinhan [2006] No. 60), There are clear regulations on the statistics of total wages. Every year, the statistical bureaus of provinces, autonomous regions, and municipalities also provide specific explanations on labor remuneration indicators in the labor statistics report system. These documents should be used as the basis for approving the social insurance payment base.		
WB-WAG-71-3	Work-related injury/ illness/ death	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: The contribution base of injury insurance was set as local minimum standard of CNY3957 per month, but not the workers' actual average monthly wage level of the previous year.		
Non-Compliance: X		
Legal Reference: The notice about the standardized requirement of social insurance contribution base (Laoshexian Zhongxinhan [2006] No. 60), There are clear regulations on the statistics of total wages. Every year, the statistical bureaus of provinces, autonomous regions, and municipalities also provide specific explanations on labor remuneration indicators in the labor statistics report system. These documents should be used as the basis for approving the social insurance payment base.		
WB-WAG-71-4	Unemployment	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: The contribution base of unemployment insurance was set as local minimum standard of CNY3957 per month, but not the workers' actual average monthly wage level of the previous year.		
Non-Compliance: X		
Legal Reference: The notice about the standardized requirement of social insurance contribution base (Laoshexian Zhongxinhan [2006] No. 60), There are clear regulations on the statistics of total wages. Every year, the statistical bureaus of provinces, autonomous regions, and municipalities also provide specific explanations on labor remuneration indicators in the labor statistics report system. These documents should be used as the basis for approving the social insurance payment base.		
WB-WAG-71-5	Maternity	
Facility Response: X		
Verification Selection: Inaccurate		
Corrected Response:		
Verification Data: The contribution base of maternity insurance was set as local minimum standard of CNY3957 per month, but not the workers' actual average monthly wage level of the previous year.		
Non-Compliance: X		
Legal Reference: The notice about the standardized requirement of social insurance contribution base (Laoshexian Zhongxinhan [2006] No. 60), There are clear regulations on the statistics of total wages. Every year, the statistical bureaus of provinces, autonomous regions, and municipalities also provide specific explanations on labor remuneration indicators in the labor statistics report system. These documents should be used as the basis for approving the social insurance payment base.		
WB-WAG-71-6	Other	
Facility Response:		
Verification Selection: Accurate		
Verification Data: A total of 472 employees in the factory, no employees were retirees hired to work again, no employee was new hired after Aug. 2022 and 3 employees were resigned since Aug. 2022, so the factory should provide house fund to 475 employees in Aug. 2022. As per document review, work interview and management in interview, all employees were not provided with house fund.		
Non-Compliance: X		
Legal Reference: Regulations on the Administration of Housing Provident Fund (Mar 24, 2019), Article 15: Units employing staff and workers shall, within 30 days from the date of employment, go through the payment registration with the housing accumulation fund management center, and go through the procedures for the establishment or transfer of the staff and workers' housing accumulation fund account.		
WB-WAG-71.1	If other, please describe:	
Facility Response:		
WB-WAG-71-7	None of the above	X
Facility Response:		
Verification Selection: Inaccurate		
Corrected Response: X		

Verification Data: see above		
WB-WAG-72	Does the facility provide legally required compensation/ benefits related to social protection directly to workers (e.g. old age, accident, illness and death benefits)?	No applicable legal requirements
Facility Response: No applicable legal requirements		
Verification Selection: Accurate		
<b><u>In-kind Benefits</u></b>		
WB-WAG-73	Does the facility provide in-kind benefits in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WB-WAG-74	Does the facility provide in-kind benefits, even if not legally required?	
Facility Response:		
WB-WAG-75	Which types of in-kind benefits does the facility provide? (SELECT all that apply with a "X")	
WB-WAG-75-1	Child Care	
Facility Response:		
WB-WAG-75.1	Please describe:	
Facility Response:		
WB-WAG-75-2	Transportation	
Facility Response:		
WB-WAG-75.2	Please describe:	
Facility Response:		
WB-WAG-75-3	Housing	
Facility Response:		
WB-WAG-75.3	Please describe:	
Facility Response:		
WB-WAG-75-4	Food	
Facility Response:		
WB-WAG-75.4	Please describe:	
Facility Response:		
WB-WAG-75-5	Medical Services	
Facility Response:		
WB-WAG-75.5	Please describe:	
Facility Response:		
WB-WAG-75-6	Energy (i.e. fuel, coal, electricity, gas etc.)	
Facility Response:		
WB-WAG-75.6	Please describe:	
Facility Response:		
WB-WAG-75-7	Footwear / Clothing	
Facility Response:		
WB-WAG-75.7	Please describe:	
Facility Response:		
WB-WAG-75-8	Other	
Facility Response:		
WB-WAG-75.8	If other, please describe:	
Facility Response:		
WB-WAG-76	Are all in-kind benefits voluntary?	
Facility Response:		
WB-WAG-77	Does the facility charge for in-kind benefits at or below cost?	
Facility Response:		
WB-WAG-78	Are workers informed of the existence of in-kind benefits?	
Facility Response:		
<b><u>Leave</u></b>		

WB-WAG-79	Is the facility not correctly providing workers time off for any of these types of leave as legally required: • All public holidays • Annual leave • Sick leave • Maternity leave • Paternity leave • Personal leave • Other types of required leave?	No
Facility Response: No		
Verification Selection: Accurate		
WB-WAG-80	Which of the following types of leave is the facility not correctly providing workers time off for, as legally required? (SELECT all that apply with a "X")	
WB-WAG-80-1	All public holidays	
Facility Response:		
WB-WAG-80-2	Annual leave	
Facility Response:		
WB-WAG-80-3	Sick leave	
Facility Response:		
WB-WAG-80-4	Maternity leave	
Facility Response:		
WB-WAG-80-5	Paternity leave	
Facility Response:		
WB-WAG-80-6	Personal leave	
Facility Response:		
WB-WAG-80-7	Other types of required leave	
Facility Response:		
WB-WAG-80.1	If other, please describe the TYPE of required leave that is not provided:	
Facility Response:		
WB-WAG-81	Is the facility not paying workers correctly for any of these types of leave as legally required: • All public holidays • Annual leave • Sick leave • Maternity leave • Paternity leave • Personal leave • Other types of required leave?	No
Facility Response: No		
Verification Selection: Accurate		
WB-WAG-82	Which of the following types of leave is the facility not correctly paying workers for, as legally required? (SELECT all that apply with a "X")	
WB-WAG-82-1	All public holidays	
Facility Response:		
WB-WAG-82-2	Annual leave	
Facility Response:		
WB-WAG-82-3	Sick leave	
Facility Response:		
WB-WAG-82-4	Maternity leave	
Facility Response:		
WB-WAG-82-5	Paternity leave	
Facility Response:		
WB-WAG-82-6	Personal leave	
Facility Response:		
WB-WAG-82-7	Other types of required leave	
Facility Response:		
WB-WAG-82.1	If other, please describe the TYPE of required leave that is not paid for:	
Facility Response:		
WB-WAG-83	Are there any restrictions to workers applying for or taking leave?	
Facility Response:		
WB-WAG-84	Are workers free to take leave once given approval?	
Facility Response:		
WB-WAG-85	Does the facility comply with legal restrictions regarding payment instead of leave?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Compensatory Leave</u></b>		
WB-WAG-86	Does the facility provide workers with compensatory time off in line with legal requirements?	Yes



Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Work Stoppages</u></b>		
WB-WAG-87	Does the facility pay workers correctly during work stoppages in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Other Benefits</u></b>		
WB-WAG-88	Were all OTHER wage payments in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Other Legal Requirements</u></b>		
WB-WAG-89	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Wages and Benefits?	No
Facility Response: No		
Verification Selection: Accurate		
WB-WAG-90	Is the facility in non-compliance with any legal requirements for Wages and Benefits pertaining to non-production workers and/or sub-contracted workers?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Facility Comments</u></b>		
WB-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
<b>WORKER TREATMENT</b>		
<b>Number</b>	<b>Question</b>	<b>Final Verified Response</b>
<b><u>Section Instructions</u></b>		
<b><u>Section Instructions</u></b>		
	Section Description: The purpose of the Worker Treatment section is to understand how the facility treats workers while they are in the facility. From freedom of movement to harassment, this section seeks to understand if workers are treated in a fair and responsible manner, in line with applicable legal standards. Social and Labor topics within this section include: • Forced Labor • Harassment and Abuse • Discrimination • Discipline • Facility Comments	
<b><u>Forced Labor</u></b>		
<b><u>Sub-Section Instructions</u></b>		

Overall International Labor Standard Compliance Guidance: Forced labor is work exacted under the menace of penalty and for which the person has not offered him/herself voluntarily. Forced labor violates the basic human right to work in freedom and freely choose one's work. Two elements must be present in addition to labor, which refers to all types of work, service and employment, whether formal or informal, regardless of industry or sector. Labour does not include compulsory education or compulsory vocational training, however, trainings required in connection with employment would be considered labor. 1) The first element is that the worker must be subject to threat of penalty. Look for coercion on the part of the employer (e.g., action taken to control, manipulate, deceive and/or override a person's will). However, bear in mind that for vulnerable workers, a relatively small amount of coercion may lead to forced labor. For example, workers who are migrants, pregnant or from ethnic minorities often are vulnerable and therefore may be more susceptible to forced labor. Some possible examples of penalties that could be imposed or threatened include: • Beatings, torture or sexual assault; • Restrictions on freedom of movement, e.g., prohibiting workers from leaving the workplace or living accommodation; • Financial penalties, e.g., burdening workers with unmanageable debt or delaying wage payments to keep workers on the job; • Reporting workers to the authorities (police, immigration, etc.); • Deportation, for example in the case of migrants in irregular situations; • Denying workers access to their personal documents; • Termination or exclusion from future employment; • Exclusion from community and social life; • Refusal of food, shelter or other necessities; • Transfer to worse working conditions, and • Removal of rights or privileges. Coercion is an indicator of forced labor regardless of whether it occurs during regular hours or overtime. Subjecting workers to the coercive tactics listed below under the Coercion compliance point would be an indicator of forced labor, even if the tactics were used solely to force workers to work overtime. In a limited set of circumstances, forced labor also can arise when workers are forced to work overtime through economic coercion. The Forced Labour and Overtime compliance point addresses those situations. 2) The second element of forced labor is that the worker has not accepted the work voluntarily. Workers must freely consent to accept the work and they must be free to leave the job and the workplace at all times. Deciding whether work is performed voluntarily often involves looking at • the vulnerability of the worker and • external and indirect pressures that make it difficult for workers to choose not to work, for example, non-payment of wages, or denying workers access to their identity documents. Applicable legal standards include the ILO Core Conventions, C29 Forced Labour Convention, 1930 (and Protocol), and C105 Abolition of Forced Labour Convention, 1957, which provide the baseline standards for forced labor; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: C181 Private Employment Agencies Convention, 1997 and C1 Hours of Work (Industry) Convention, 1919

**Coercive Tactics**

WT-FOR-1	Does the employer use any other coercive tactics to force workers to work?	No
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Facility Response: No

Verification Selection: Accurate

**Violence or Threats**

WT-FOR-2	Have any cases of violence or threats of violence to intimidate workers and force them to work occurred at the workplace?	No
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Facility Response: No

Verification Selection: Accurate

WT-FOR-3	Are there written records of these cases?	
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Facility Response:

WT-FOR-4	If yes, how many cases were reported by male workers?	
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Facility Response:

WT-FOR-5	If yes, how many cases were reported by female workers?	
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Facility Response:

WT-FOR-6	Have any cases of threats, such as reporting to authorities, deportation or threats against a worker's family/close associates, or cancelation of visa or other documents (e.g. work permits, residence permits, etc.) occurred in order to force migrant workers to stay at the job?	No
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Facility Response: No

Verification Selection: Accurate

**Physical Force**

WT-FOR-7	Have workers been forced to work as a disciplinary measure or as punishment for participation in a strike?	No
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Facility Response: No

Verification Selection: Accurate

WT-FOR-8	Are there written records of these cases?	
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Facility Response:

**Freedom of Movement**

WT-FOR-9	Are workers restricted from leaving the workplace in order to force them to work?	No
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Facility Response: No

Verification Selection: Accurate

WT-FOR-10	Are workers free to come and go from the dormitories and the industrial park or zone in which the facility is located?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Withholding</u></b>		
WT-FOR-11	Do workers keep all of their personal documents (such as birth certificates, passports, work permits and ID cards)?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WT-FOR-12	Have workers been denied access to their personal documents (such as birth certificates, passports, work permits and ID cards) when they need them?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Other Legal Requirements</u></b>		
WT-FOR-13	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Forced Labor in Worker Treatment?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Harassment and Abuse</u></b>		
<b><u>Sub-Section Instructions</u></b>		
	Harassment or abuse refers to every worker being treated with respect and dignity. No worker shall be subject to any physical, sexual, psychological or verbal harassment, abuse or threats of abuse. The sub-section below includes questions on items such as disciplinary measures, harassment, discriminatory harassment and use of security personnel.	
<b><u>Harassment</u></b>		
WT-HAR-1	Have there been any cases of physical, verbal, psychological harassment or abuse?	No
Facility Response: No		
Verification Selection: Accurate		
WT-HAR-2	Are there written records of these cases?	
Facility Response:		
WT-HAR-3	If yes, how many cases were reported by male workers?	
Facility Response:		
WT-HAR-4	If yes, how many cases were reported by female workers?	
Facility Response:		
<b><u>Discipline</u></b>		
WT-HAR-5	Does the facility have effective remediation processes in place to address cases of harassment or abuse?	
Facility Response:		
WT-HAR-5.1	If yes, please describe the processes:	
Facility Response:		
<b><u>Security Personnel</u></b>		
WT-HAR-6	Does the facility employ (or contract services for) security personnel on-site?	
Facility Response:		
WT-HAR-7	How many cases of worker harassment by security personnel have occurred?	
Facility Response:		
WT-HAR-8	Do security personnel carry weapons?	
Facility Response:		
WT-HAR-9	Do security personnel carry weapons on the production floor?	
Facility Response:		
WT-HAR-10	Do security personnel carry weapons in line with legal requirements?	
Facility Response:		
<b><u>Discrimination</u></b>		
WT-HAR-11	Have there been any cases of harassment based upon race, skin color, religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, gender identity, pregnancy/maternity status, marital status, family responsibilities, age, nationality/foreign migrant worker status?	No

Facility Response: No	
Verification Selection: Accurate	
WT-HAR-12	If yes, how many cases were reported by male workers?
Facility Response:	
WT-HAR-13	If yes, how many cases were reported by female workers?
Facility Response:	
WT-HAR-14	Please specify the basis of the harassment: (SELECT all that apply with a "X")
WT-HAR-14-1	Race / Skin Color
Facility Response:	
WT-HAR-14-2	Religion
Facility Response:	
WT-HAR-14-3	Political Opinion
Facility Response:	
WT-HAR-14-4	National Extraction
Facility Response:	
WT-HAR-14-5	Social Origin
Facility Response:	
WT-HAR-14-6	Disability
Facility Response:	
WT-HAR-14-7	HIV / AIDS Status (real or perceived)
Facility Response:	
WT-HAR-14-8	Sexual Orientation
Facility Response:	
WT-HAR-14-9	Gender Identity
Facility Response:	
WT-HAR-14-10	Pregnancy / Maternity Status
Facility Response:	
WT-HAR-14-11	Marital Status
Facility Response:	
WT-HAR-14-12	Age
Facility Response:	
WT-HAR-14-13	Nationality / Foreign Migrant Worker Status
Facility Response:	
WT-HAR-14-14	Family responsibilities
Facility Response:	
WT-HAR-14-15	Other
Facility Response:	
WT-HAR-14.1	Please describe what "Other" ground of harassment occurred:
Facility Response:	
<b><u>Race / Skin Color</u></b>	
WT-HAR-15	How many cases of harassment based upon race / skin color occurred?
Facility Response:	
WT-HAR-16	Are there written records of these cases?
Facility Response:	
<b><u>Religion</u></b>	
WT-HAR-17	How many cases of harassment based upon religion occurred?
Facility Response:	
WT-HAR-18	Are there written records of these cases?
Facility Response:	
<b><u>Political Opinion</u></b>	
WT-HAR-19	How many cases of harassment based upon political opinion occurred?
Facility Response:	

WT-HAR-20	Are there written records of these cases?	
Facility Response:		
<b><u>National Extraction</u></b>		
WT-HAR-21	How many cases of harassment based upon national extraction occurred?	
Facility Response:		
WT-HAR-22	Are there written records of these cases?	
Facility Response:		
<b><u>Social Origin</u></b>		
WT-HAR-23	How many cases of harassment based upon social origin occurred?	
Facility Response:		
WT-HAR-24	Are there written records of these cases?	
Facility Response:		
<b><u>Disability</u></b>		
WT-HAR-25	How many cases of harassment based upon disability occurred?	
Facility Response:		
WT-HAR-26	Are there written records of these cases?	
Facility Response:		
<b><u>HIV/AIDS Status</u></b>		
WT-HAR-27	How many cases of harassment based upon HIV/AIDS status occurred?	
Facility Response:		
WT-HAR-28	Are there written records of these cases?	
Facility Response:		
<b><u>Sexual Orientation</u></b>		
WT-HAR-29	How many cases of harassment based upon sexual orientation occurred?	
Facility Response:		
WT-HAR-30	Are there written records of these cases?	
Facility Response:		
<b><u>Gender Identity</u></b>		
WT-HAR-31	How many cases of harassment based upon gender identity occurred?	
Facility Response:		
WT-HAR-32	Are there written records of these cases?	
Facility Response:		
<b><u>Pregnancy Status</u></b>		
WT-HAR-33	How many cases of harassment based upon pregnancy/maternity status occurred?	
Facility Response:		
WT-HAR-34	Are there written records of these cases?	
Facility Response:		
<b><u>Marital Status</u></b>		
WT-HAR-35	How many cases of harassment based upon marital status occurred?	
Facility Response:		
WT-HAR-36	Are there written records of these cases?	
Facility Response:		
<b><u>Age</u></b>		
WT-HAR-37	How many cases of harassment based upon age occurred?	
Facility Response:		
WT-HAR-38	Are there written records of these cases?	
Facility Response:		
<b><u>Nationality / Foreign Migrant Worker Status</u></b>		
WT-HAR-39	How many cases of harassment based upon nationality/foreign migrant worker status occurred?	
Facility Response:		
WT-HAR-40	Are there written records of these cases?	
Facility Response:		

<b>Other</b>		
WT-HAR-41	How many cases of harassment based upon "Other" occurred?	
Facility Response:		
WT-HAR-42	Are there written records of these cases?	
Facility Response:		
<b>Other Legal Requirements</b>		
WT-HAR-43	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Harassment and Abuse?	No
Facility Response: No		
Verification Selection: Accurate		
<b>Discrimination</b>		
<b>Sub-Section Instructions</b>		
	Overall International Labor Standard Compliance Guidance: Discrimination includes any distinction based on race, color, sex, religion, political opinion, national extraction or social origin, which results in unequal treatment. Other grounds of discrimination may be included in national law, such as disability, HIV/AIDS status, age and sexual orientation. Discrimination may be direct or indirect and does not have to be intentional. Indirect discrimination refers to apparently neutral practices, which in fact result in unequal treatment of people with certain characteristics. Distinctions are permissible when they are necessary because of the inherent requirements of the particular job, although this exception is rare. Also, measures to protect certain categories of workers are acceptable when they are provided for under international labor Conventions and Recommendations, such as maternity protection. Distinctions also may be permissible under national laws designed to help groups who need special protection, for example, laws that offer preferential treatment to women in hiring in order to remedy the effects of past discrimination. Applicable legal standards include the ILO Core Conventions, C100 Equal Remuneration Convention, 1951 and C111 Discrimination (Employment and Occupation) Convention, 1958, which provide the baseline standards for discrimination; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: R90 Equal Remuneration Recommendation, 1951; R111 Discrimination (Employment and Occupation) Recommendation, 1958; C156 Workers with Family Responsibilities Convention, 1981; R165 Workers with Family Responsibilities Recommendation, 1981	
<b>Sexual Harassment</b>		
WT-DIS-1	Are workers subject to sexual harassment?	No
Facility Response: No		
Verification Selection: Accurate		
WT-DIS-2	How many cases of sexual harassment occurred?	
Facility Response:		
WT-DIS-3	Are there written records of these cases?	
Facility Response:		
<b>Promotion and Access to Training</b>		
WT-DIS-4	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding promotion or access to training?	No
Facility Response: No		
Verification Selection: Accurate		
WT-DIS-5	Which of the following is a factor in decisions on promotion or access to training? (SELECT all that apply with a "X")	
WT-DIS-5-1	Race / Skin Color	
Facility Response:		
WT-DIS-5-2	Sex / Gender	
Facility Response:		
WT-DIS-5-3	Religion	
Facility Response:		
WT-DIS-5-4	Political Opinion	
Facility Response:		
WT-DIS-5-5	National Extraction	
Facility Response:		
WT-DIS-5-6	Social Origin	
Facility Response:		

WT-DIS-5-7	Disability	
Facility Response:		
WT-DIS-5-8	HIV / AIDS Status (real or perceived)	
Facility Response:		
WT-DIS-5-9	Sexual Orientation	
Facility Response:		
WT-DIS-5-10	Pregnancy / Maternity Status	
Facility Response:		
WT-DIS-5-11	Marital Status	
Facility Response:		
WT-DIS-5-12	Age	
Facility Response:		
WT-DIS-5-13	Nationality / Foreign Migrant Worker Status	
Facility Response:		
WT-DIS-5-14	Family responsibilities	
Facility Response:		
WT-DIS-5-15	Other	
Facility Response:		
WT-DIS-5.1	Please describe what "Other" factor is considered in the promotion or access to training process:	
Facility Response:		
<b><u>Compensation</u></b>		
WT-DIS-6	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding compensation?	No
Facility Response: No		
Verification Selection: Accurate		
WT-DIS-7	Which of the following is a factor in decisions on compensation? (SELECT all that apply with a "X")	
WT-DIS-7-1	Race / Skin Color	
Facility Response:		
WT-DIS-7-2	Sex / Gender	
Facility Response:		
WT-DIS-7-3	Religion	
Facility Response:		
WT-DIS-7-4	Political Opinion	
Facility Response:		
WT-DIS-7-5	National Extraction	
Facility Response:		
WT-DIS-7-6	Social Origin	
Facility Response:		
WT-DIS-7-7	Disability	
Facility Response:		
WT-DIS-7-8	HIV / AIDS Status (real or perceived)	
Facility Response:		
WT-DIS-7-9	Sexual Orientation	
Facility Response:		
WT-DIS-7-10	Pregnancy / Maternity Status	
Facility Response:		
WT-DIS-7-11	Marital Status	
Facility Response:		
WT-DIS-7-12	Age	
Facility Response:		
WT-DIS-7-13	Nationality / Foreign Migrant Worker Status	

Facility Response:		
WT-DIS-7-14	Family responsibilities	
Facility Response:		
WT-DIS-7-15	Other	
Facility Response:		
WT-DIS-7.1	Please describe what "Other" factor is considered in the compensation process:	
Facility Response:		
<b>Conditions of Work</b>		
WT-DIS-8	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding conditions of work?	No
Facility Response: No		
Verification Selection: Accurate		
WT-DIS-9	Which of the following is a factor in decisions on conditions of work? (SELECT all that apply with a "X")	
WT-DIS-9-1	Race / Skin Color	
Facility Response:		
WT-DIS-9-2	Sex / Gender	
Facility Response:		
WT-DIS-9-3	Religion	
Facility Response:		
WT-DIS-9-4	Political Opinion	
Facility Response:		
WT-DIS-9-5	National Extraction	
Facility Response:		
WT-DIS-9-6	Social Origin	
Facility Response:		
WT-DIS-9-7	Disability	
Facility Response:		
WT-DIS-9-8	HIV / AIDS Status (real or perceived)	
Facility Response:		
WT-DIS-9-9	Sexual Orientation	
Facility Response:		
WT-DIS-9-10	Pregnancy / Maternity Status	
Facility Response:		
WT-DIS-9-11	Marital Status	
Facility Response:		
WT-DIS-9-12	Age	
Facility Response:		
WT-DIS-9-13	Nationality / Foreign Migrant Worker Status	
Facility Response:		
WT-DIS-9-14	Family responsibilities	
Facility Response:		
WT-DIS-9-15	Other	
Facility Response:		
WT-DIS-9.1	Please describe what "Other" factor is considered in decisions regarding conditions of work:	
Facility Response:		
<b>Pregnancy and Maternity</b>		
WT-DIS-10	Does the facility maintain any of the following for workers during and after maternity leave? (SELECT all that apply with a "X")	
WT-DIS-10-1	Employment status	
Facility Response:		
Verification Selection: Accurate		



WT-DIS-10-2	Position	
Facility Response:		
Verification Selection: Accurate		
WT-DIS-10-3	Wages	
Facility Response:		
Verification Selection: Accurate		
WT-DIS-10-4	Benefits	
Facility Response:		
Verification Selection: Accurate		
WT-DIS-10-5	Not Applicable	X
Facility Response: X		
Verification Selection: Accurate		
WT-DIS-10-6	None of the above	
Facility Response:		
Verification Selection: Accurate		
WT-DIS-11	Does the facility include all maternity leave in the workers' period of continuous service?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WT-DIS-12	Does the facility follow any of the following practices related to worker pregnancy at any time during employment? (SELECT all that apply with a "X")	
WT-DIS-12-1	Facility requires pregnancy test at any time during employment	
Facility Response:		
Verification Selection: Accurate		
WT-DIS-13	Are the tests required by applicable legislation regarding (i) work that is legally prohibited or restricted for pregnant or nursing women, or (ii) work that presents a recognized or significant risk to the health of the woman and child?	
Facility Response:		
WT-DIS-13-1	Facility requires the use of contraceptives or other forms of birth control at any time during employment	
Facility Response:		
Verification Selection: Accurate		
WT-DIS-13-2	None of the above	X
Facility Response: X		
Verification Selection: Accurate		
<b><u>Disability</u></b>		
WT-DIS-14	Has the facility made accommodations/arrangements for physically disabled persons?	
Facility Response:		
WT-DIS-14.1	Please describe any accommodations/arrangements made:	
Facility Response:		
WT-DIS-15	Are the facility's practices around making accommodations for physically disabled persons in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WT-DIS-16	How many workers became disabled (for whatever reason)?	0
Facility Response: 0		
Verification Selection: Accurate		
WT-DIS-17	Has the facility taken steps to enable workers who become disabled (for whatever reason) to retain their work?	
Facility Response:		
<b><u>Infection or Illness</u></b>		
WT-DIS-18	Does the facility require HIV / AIDS testing at any time during employment?	No
Facility Response: No		
Verification Selection: Accurate		
WT-DIS-19	If yes, are these HIV / AIDS tests administered in line with legal requirements?	

Facility Response:		
WT-DIS-20	Does the facility require other infection or illness tests (e.g. Hepatitis B) at any time during employment?	No
Facility Response: No		
Verification Selection: Accurate		
WT-DIS-21	If yes, are these infection or illness tests administered in line with legal requirements?	
Facility Response:		
WT-DIS-22	Has the facility taken steps to enable workers with HIV/AIDS to retain their work if they were medically able to?	Not Applicable
Facility Response: Not Applicable		
Verification Selection: Accurate		
WT-DIS-23	Are these steps to help workers with HIV / AIDS in line with legal requirements?	
Facility Response:		
WT-DIS-24	Has the facility taken steps to enable workers with infections or illness (other than HIV/AIDS) to retain their work if they were medically able to?	Not Applicable
Facility Response: Not Applicable		
Verification Selection: Accurate		
WT-DIS-25	Are these steps to help workers with infections or illnesses (other than HIV / AIDS) in line with legal requirements?	
Facility Response:		
<b><u>Other Legal Requirements</u></b>		
WT-DIS-26	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Discrimination in Worker Treatment?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Discipline</u></b>		
<b><u>Sub-Section Instructions</u></b>		
	Discipline refers to the actions supervisory personnel take to correct behavior that does not meet established company rules. The sub-section below includes questions on disciplinary measures, communication methods, record keeping and appeals process.	
<b><u>Measures</u></b>		
WT-DISC-1	Are disciplinary measures for workers in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Communication</u></b>		
WT-DISC-2	When a disciplinary action is initiated against a worker, is that worker always informed?	
Facility Response:		
WT-DISC-3	Do workers sign all written records of disciplinary actions taken against them?	
Facility Response:		
<b><u>Appeal</u></b>		
WT-DISC-4	Do workers have the right to respond to and/or appeal any disciplinary decisions without any negative repercussions?	
Facility Response:		
WT-DISC-5	Do workers have the right to consult with and be represented either by a trade union or by worker representatives when evaluating and contesting disciplinary decisions?	
Facility Response:		
<b><u>Records</u></b>		
WT-DISC-6	Are written records of disciplinary actions maintained in workers' personnel files?	
Facility Response:		
WT-DISC-7	For how many months are records of disciplinary actions maintained in worker personnel files?	
Facility Response:		
<b><u>Other Legal Requirements</u></b>		
WT-DISC-8	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Discipline?	No
Facility Response: No		

Verification Selection: Accurate		
<b><u>Worker Treatment</u></b>		
<b><u>Other Legal Requirements</u></b>		
WT-WOR-1	Is the facility in non-compliance with any legal requirements for Discipline, Harassment and Abuse pertaining to non-production workers and/or sub-contracted workers?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Facility Comments</u></b>		
WT-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
<b>WORKER INVOLVEMENT</b>		
<b>Number</b>	<b>Question</b>	<b>Final Verified Response</b>
<b><u>Section Instructions</u></b>		
<b><u>Section Instructions</u></b>		
	Section Description: The purpose of the Worker Involvement section is to understand how the facility involves workers in the improvement process within the facility. From participation in Freedom of Association to Grievance systems, this section seeks to understand the facility's mechanisms in place to facilitate dialogue and action between management and workers. Social and Labor topics within this section include: <ul style="list-style-type: none"> <li>• Freedom of Association and Collective Bargaining</li> <li>• Worker Representatives</li> <li>• Bipartite committee(s)</li> <li>• Grievance Systems</li> <li>• Worker Feedback</li> <li>• Facility Comments</li> </ul>	
<b><u>FOA &amp; CB</u></b>		
<b><u>Sub-Section Instructions</u></b>		
	Overall International Labor Standard Compliance Guidance: Freedom of association means the right of workers to join together to create organizations (unions) that represent them. It also applies to employer organizations. Collective bargaining is the process of negotiation between unions and employers, usually on working conditions and terms of employment. Both are fundamental rights, and they are linked together. Without freedom of association, collective bargaining cannot work because the views of the workers cannot be properly represented. Workers themselves must be free to choose how they are to be represented, and employers must not interfere in this process. Applicable legal standards include the ILO Core Conventions, C87 Freedom of Association and Protection of the Right to Organize Convention, 1948; C98 Right to Organize and Collective Bargaining Convention 1949, which provide the baseline standards for freedom of association and collective bargaining; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: C135 Workers' Representatives Convention, 1971; C154 Collective Bargaining Convention, 1981; R143 Workers' Representatives Recommendation, 1971; R163 Collective Bargaining Recommendation, 1981	
<b><u>Freedom to Associate</u></b>		
WI-FOA-1	Are workers free to form a trade union of their choosing?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Misunderstanding of question. Although workers in China have the right to form or join a trade union, that right is limited because all unions, as per the Trade Union law of China, must be affiliated with the All-China Federation of Trade Unions (ACFTU).		
WI-FOA-2	Are workers free to join a trade union of their choosing?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Misunderstanding of question. Although workers in China have the right to form or join a trade union, that right is limited because all unions, as per the Trade Union law of China, must be affiliated with the All-China Federation of Trade Unions (ACFTU).		
<b><u>Trade Unions</u></b>		
WI-FOA-3	Does the facility have a registered trade union(s) on-site?	No
Facility Response: No		
Verification Selection: Accurate		
WI-FOA-4	NUMBER of registered trade unions in the facility:	
Facility Response:		
WI-FOA-5	PERCENTAGE of workers that are trade union members:	

Facility Response:		
WI-FOA-6	Name of union with the largest membership:	
Facility Response:		
WI-FOA-7	Name of the federation or confederation (or both) with which the largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	
Facility Response:		
WI-FOA-8	NUMBER of female union members in the union with the largest membership in the facility	
Facility Response:		
WI-FOA-9	NUMBER of male union members in the union with the largest membership in the facility	
Facility Response:		
WI-FOA-10	NUMBER of female union officials in the union with the largest membership in the facility	
Facility Response:		
WI-FOA-11	NUMBER of male union officials in the union with the largest membership in the facility	
Facility Response:		
WI-FOA-12	Name of union with the 2nd largest membership:	
Facility Response:		
WI-FOA-13	Name of the federation or confederation (or both) with which the 2nd largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	
Facility Response:		
WI-FOA-14	NUMBER of female union members in the union with the 2nd largest membership in the facility	
Facility Response:		
WI-FOA-15	NUMBER of male union members in the union with the 2nd largest membership in the facility	
Facility Response:		
WI-FOA-16	NUMBER of female union officials in the union with the 2nd largest membership in the facility	
Facility Response:		
WI-FOA-17	NUMBER of male union officials in the union with the 2nd largest membership in the facility	
Facility Response:		
WI-FOA-18	Name of union with the 3rd largest membership:	
Facility Response:		
WI-FOA-19	Name of the federation or confederation (or both) with which the 3rd largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	
Facility Response:		
WI-FOA-20	NUMBER of female union members in the union with the 3rd largest membership in the facility	
Facility Response:		
WI-FOA-21	NUMBER of male union members in the union with the 3rd largest membership in the facility	
Facility Response:		
WI-FOA-22	NUMBER of female union officials in the union with the 3rd largest membership in the facility	
Facility Response:		
WI-FOA-23	NUMBER of male union officials in the union with the 3rd largest membership in the facility	
Facility Response:		
WI-FOA-24	Name of union with the 4th largest membership:	
Facility Response:		
WI-FOA-25	Name of the federation or confederation (or both) with which the 4th largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	
Facility Response:		
WI-FOA-26	NUMBER of female union members in the union with the 4th largest membership in the facility	
Facility Response:		
WI-FOA-27	NUMBER of male union members in the union with the 4th largest membership in the facility	
Facility Response:		
WI-FOA-28	NUMBER of female union officials in the union with the 4th largest membership in the facility	
Facility Response:		
WI-FOA-29	NUMBER of male union officials in the union with the 4th largest membership in the facility	

Facility Response:		
WI-FOA-30	Name of union with the 5th largest membership:	
Facility Response:		
WI-FOA-31	Name of the federation or confederation (or both) with which the 5th largest union at the facility is affiliated, if applicable (please indicate whether it is a federation or a confederation in your response):	
Facility Response:		
WI-FOA-32	NUMBER of female union members in the union with the 5th largest membership in the facility	
Facility Response:		
WI-FOA-33	NUMBER of male union members in the union with the 5th largest membership in the facility	
Facility Response:		
WI-FOA-34	NUMBER of female union officials in the union with the 5th largest membership in the facility	
Facility Response:		
WI-FOA-35	NUMBER of male union officials in the union with the 5th largest membership in the facility	
Facility Response:		
WI-FOA-36	For each additional active trade union that is smaller than the 5th largest unions in the facility, provide: • name of the union • name of the federation or confederation with which the union is affiliated, if applicable • number of female union members • number of male union members • number of female union officials • number of male union officials	
Facility Response:		
WI-FOA-37	Can the trade union(s) freely form and join federations and confederations of their choice without interference?	
Facility Response:		
WI-FOA-38	Does the facility require workers to join a trade union?	
Facility Response:		
<b><u>Trade Union Operations</u></b>		
WI-FOA-39	Do trade union representatives have access to workers in the workplace?	Yes
Facility Response: No		
Verification Selection: Inaccurate		
Corrected Response: Yes		
Verification Data: Misunderstanding of question, as per management interview and worker interview, the trade union representatives or worker representatives have access to workers in the workplace.		
WI-FOA-40	Does the facility deduct trade union dues from wages in line with legal requirements?	
Facility Response:		
WI-FOA-41	Is the facility's practice around financial or other support of the union in line with legal requirements?	
Facility Response:		
WI-FOA-42	Does facility management regularly meet with trade unions to proactively address issues of worker concern?	
Facility Response:		
WI-FOA-43	Is the facility consulting with trade unions in line with legal requirements?	
Facility Response:		
WI-FOA-44	Are legally required mechanisms for dialogue between the employer and the union(s) in place and functioning in line with legal requirements?	
Facility Response:		
WI-FOA-45	Are workers provided with a private meeting space at the workplace in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-46	Does the employer allow workers to carry out trade union activities in accordance with applicable legal requirements?	
Facility Response:		
<b><u>Interference and Discrimination</u></b>		
WI-FOA-47	Are workers and workers' representatives free to meet without the presence of management?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
WI-FOA-48	Does the facility treat all trade unions equally, or as stipulated by applicable legal requirements?	

Facility Response:		
WI-FOA-49	Has the facility management tried to control, manipulate or interfere with any of the unions in the facility?	
Facility Response:		
WI-FOA-50	Is a job applicant's current or previous trade union membership or trade union activities a factor during the hiring process?	No
Facility Response: No		
Verification Selection: Accurate		
WI-FOA-51	Has the facility engaged in any of these actions due to a worker's trade union membership or activities? (SELECT all that apply with a "X")	
WI-FOA-51-1	Threatened intimidated, or harassed	
Facility Response:		
WI-FOA-51-2	Punished	
Facility Response:		
WI-FOA-51-3	Terminated workers or did not renew their contract	
Facility Response:		
WI-FOA-51-4	None of the above	
Facility Response:		
WI-FOA-52	Were terminations of trade union official(s) (if any) in line with applicable legal requirements?	Not Applicable
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: Not Applicable		
Verification Data: There was no trade union in the factory.		
<b><u>Collective Bargaining</u></b>		
WI-FOA-53	Does the facility refuse to bargain collectively or refuse to bargain in good faith with the union, worker representatives, union federations or confederations?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Non-Union Representative</u></b>		
WI-FOA-54	If the facility has no trade union, are workers free to choose their non-union representatives?	
Facility Response:		
<b><u>Collective Bargaining Agreement</u></b>		
WI-FOA-55	How many Collective Bargaining Agreements (CBAs) are in effect at the facility?	0
Facility Response: 0		
Verification Selection: Accurate		
WI-FOA-56	Parties to the CBA that covers the greatest number of workers in the workplace:	
Facility Response:		
WI-FOA-57	PERCENTAGE of workforce covered by the CBA that covers the greatest number of workers in the workplace:	
Facility Response:		
WI-FOA-58	Duration of the CBA that covers the greatest number of workers in the workplace (provide NUMBER value for duration in months):	
Facility Response:		
WI-FOA-59	Overview of the issues covered in the CBA that covers the greatest number of workers in the workplace:	
Facility Response:		
WI-FOA-60	Parties to the CBA that covers the 2nd greatest number of workers in the workplace:	
Facility Response:		
WI-FOA-61	PERCENTAGE of workforce covered by the CBA that covers the 2nd greatest number of workers in the workplace:	
Facility Response:		
WI-FOA-62	Duration of the CBA that covers the 2nd greatest number of workers in the workplace (provide NUMBER value for duration in months):	
Facility Response:		
WI-FOA-63	Overview of the issues covered in the CBA that covers the greatest 2nd number of workers in the workplace:	

Facility Response:		
WI-FOA-64	Parties to the CBA that covers the 3rd greatest number of workers in the workplace:	
Facility Response:		
WI-FOA-65	PERCENTAGE of workforce covered by the CBA that covers the 3rd greatest number of workers in the workplace:	
Facility Response:		
WI-FOA-66	Duration of the CBA that covers the 3rd greatest number of workers in the workplace (provide NUMBER value for duration in months):	
Facility Response:		
WI-FOA-67	Overview of the issues covered in the CBA that covers the greatest 3rd number of workers in the workplace:	
Facility Response:		
WI-FOA-68	For each additional Collective Bargaining Agreement (CBA) not covered above indicate: • the parties to the CBA • the % of the workforce covered by the CBA • the duration of the CBA (provide NUMBER value for duration in months) • an overview of the issues covered in the CBA	
Facility Response:		
WI-FOA-69	Are provisions within the Collective Bargaining Agreements (CBA) at least as favorable for workers as applicable legislation?	
Facility Response:		
WI-FOA-70	Has the facility not implemented any of the provisions in the CBAs?	
Facility Response:		
WI-FOA-71	Does the facility Inform all workers about CBAs and provide copies in line with legal requirements?	
Facility Response:		
<b><u>Industrial Action</u></b>		
WI-FOA-72	Has the facility ever tried to prevent any workers from participating in a strike?	No
Facility Response: No		
Verification Selection: Accurate		
WI-FOA-73	How many industrial actions/strikes have occurred?	0
Facility Response: 0		
Verification Selection: Accurate		
WI-FOA-74	How many total days were workers on strike (for all strikes during the assessment period):	
Facility Response:		
WI-FOA-75	How many total person days were workers on strike (for all strikes during the assessment period):	
Facility Response:		
WI-FOA-75.1	For each strike, indicate: ● dates of the strike ● why workers went on strike ● whether the strike complied with legal requirements, and if not, which requirements were not complied with (consult applicable legal requirements) ● whether the strike resulted in violence	
Facility Response:		
WI-FOA-76	Did any of the following occur during or after industrial actions/strikes? (SELECT all that apply with a "X")	
WI-FOA-76-1	New workers were hired to replace striking workers during industrial actions/strikes	
Facility Response:		
WI-FOA-76-2	Workers were punished for participating in industrial actions/strikes	
Facility Response:		
WI-FOA-76-3	Security guards, the police, or armed forces were called by the facility to break up the industrial actions/strikes or arrest participating workers	
Facility Response:		
WI-FOA-76-4	None of the above	
Facility Response:		
<b><u>Other Legal Requirements</u></b>		
WI-FOA-77	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Freedom of Association and Collective Bargaining?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Workplace Cooperation</u></b>		
<b><u>Sub-Section Instructions</u></b>		

Beyond the consultations, dialogue and collective bargaining engaged in between trade unions and employers, other measures may be put in place to promote consultation and co-operation between employers and workers. For example, workers may elect (non-union) representatives to engage in dialogue with the employer, and/or facilities may establish bipartite committees, which include both workers' representatives (union or non-union) and employer representatives. Some jurisdictions legally require these types of measures. The questions in this section look at different types of measures to promote workplace cooperation.

**Workers' Representatives**

WI-WOR-1	Are legally required workers' representatives (if any) elected and functioning in line with legal requirements?	Yes
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Facility Response: Yes

Verification Selection: Accurate

**Interference and Discrimination**

WI-WOR-2	Has the facility threatened, intimidated, harassed, punished, terminated or not renewed worker contracts due to their worker representative role or activities?	No
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Facility Response: No

Verification Selection: Accurate

**Bipartite Committee(s)**

WI-WOR-3	Are there any legally required bipartite committee(s) in place at the facility?	No applicable legal requirements
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Facility Response: No

Verification Selection: Inaccurate

Corrected Response: No applicable legal requirements

Verification Data: Misunderstanding of question, there was no applicable legal requirements in China.

WI-WOR-4	Are bipartite committee(s) established and functioning in line with legal requirements?	
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Facility Response:

WI-WOR-5	How many members are in the bipartite committee?	
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Facility Response:

WI-WOR-6	How many female members are in the bipartite committee?	
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Facility Response:

WI-WOR-7	How many foreign migrant workers are in the bipartite committee?	
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Facility Response:

WI-WOR-8	How many employer members are in the bipartite committee?	
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Facility Response:

WI-WOR-9	How many worker members are in the bipartite committee?	
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Facility Response:

WI-WOR-10	How many union representatives are in the bipartite committee?	
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Facility Response:

WI-WOR-11	Does the facility observe any of the following practices related to the bipartite committee? (SELECT all that apply with a "X")	
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WI-WOR-11-1	Bipartite committee meetings are held on a monthly basis	
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Facility Response:

WI-WOR-11-2	Bipartite committee meetings are held at least quarterly	
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Facility Response:

WI-WOR-11-3	Bipartite committee meeting minutes are shared with the workforce	
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Facility Response:

WI-WOR-11-4	Bipartite committee meeting action items are tracked	
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Facility Response:

WI-WOR-11-5	Bipartite committee communicates complaints and problems shared by workers to upper management	
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Facility Response:

WI-WOR-11-6	None of the above	
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Facility Response:

**Other Legal Requirements**

WI-WOR-12	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Workplace Cooperation, Grievances and Disputes?	No
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Facility Response: No



**Grievance Systems****Sub-Section Instructions**

Grievance systems provide channels for workers to express their concerns, comments, recommendations, reports or complaints concerning the workplace, and seek redress of their grievances through a complaint management system. These systems should be confidential, unbiased, quick, and non-retaliatory. Grievance systems aim to address complaints quickly and systematically, and to build mutual trust and confidence.

**System**

WI-GRI-1	Does the facility have established grievance handling and dispute resolution procedures?	
Facility Response:		
WI-GRI-1.1	If yes, please describe how workers are able to submit grievances:	
Facility Response:		
WI-GRI-2	Are grievance handling and dispute resolution procedures accessible in different languages? (SELECT all that apply with a "X")	
WI-GRI-2-1	Grievance handling and dispute resolution procedures are accessible in all languages spoken at the facility	
Facility Response:		
WI-GRI-2-2	Grievance handling and dispute resolution procedures are accessible in some languages spoken at the facility, but not all	
Facility Response:		
WI-GRI-2.1	Please describe which languages are not available in grievance handling and dispute resolution procedures:	
Facility Response:		
WI-GRI-3	Was the grievance mechanism developed through social dialogue between both male and female workers, unions and/or worker representative structures and managers?	
Facility Response:		
WI-GRI-4	Are workers aware of the processes in place for grievance handling and dispute resolution?	
Facility Response:		
<b>External Assistance</b>		
WI-GRI-5	Do workers have access to external contacts outside of management that aid in resolving complaints, grievances, harassment or abuse cases?	
Facility Response:		
WI-GRI-6	If yes, please confirm which type(s) of contact(s) workers have access to (SELECT all that apply with a "X")	
WI-GRI-6-1	Non-government organizations (NGOs) / Women's groups	
Facility Response:		
WI-GRI-6-2	Health clinics	
Facility Response:		
WI-GRI-6-3	Respected community member(s)	
Facility Response:		
WI-GRI-6-4	Local brand representatives	
Facility Response:		
WI-GRI-6-5	Union representatives	
Facility Response:		
WI-GRI-6-6	Worker representatives	
Facility Response:		
WI-GRI-6-7	Local law enforcement or government agency	
Facility Response:		
WI-GRI-6-8	Legal services	
Facility Response:		
WI-GRI-6-9	Other	
Facility Response:		
WI-GRI-6.1	If other, please describe:	
Facility Response:		
<b>Settlement</b>		

WI-GRI-7	How are complaints and grievances settled? (SELECT all that apply with a "X")	
WI-GRI-7-1	Settled directly between the worker and their immediate supervisor	
Facility Response:		
WI-GRI-7-2	Settled with the assistance of additional stakeholders/departments (i.e. the Human Resources (HR) department, Unions, Worker Representative, etc.)	
Facility Response:		
WI-GRI-7-1	Please describe which stakeholders/departments assist with the settlement:	
Facility Response:		
WI-GRI-7-3	There are options for senior management review if direct settlement with the supervisor or additional stakeholders/departments has failed	
Facility Response:		
WI-GRI-7-4	Workers have the right to respond to and/or appeal the settlement	
Facility Response:		
WI-GRI-7-5	None of the above	
Facility Response:		
WI-GRI-8	Are grievances and disputes resolved in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Retaliation</u></b>		
WI-GRI-9	Are managers and supervisors held accountable for ensuring that there are no negative consequences towards workers who report grievances?	
Facility Response:		
<b><u>Records</u></b>		
WI-GRI-10	Are written records of complaints and grievances and the management's response maintained for at least 12 months?	
Facility Response:		
WI-GRI-11	If yes, how many complaints and grievances were received by female workers?	
Facility Response:		
WI-GRI-12	If yes, how many complaints and grievances were received by male workers?	
Facility Response:		
<b><u>Worker Feedback</u></b>		
WI-WORK-1	How does the facility engage with workers to proactively seek suggestions and feedback? (SELECT all that apply with an "X"):	
WI-WORK-1-1	Phone Hotlines	
Facility Response:		
WI-WORK-1-2	Website Forms	
Facility Response:		
WI-WORK-1-3	Surveys (in-person or online)	
Facility Response:		
WI-WORK-1-4	Team Meetings	
Facility Response:		
WI-WORK-1-5	Company Town Halls	
Facility Response:		
WI-WORK-1-6	Other	
Facility Response:		
WI-WORK-1-7	None of the above	
Facility Response:		
WI-WORK-2	Are written records of suggestions and feedback maintained for at least 12 months?	
Facility Response:		
WI-WORK-3	If yes, how many suggestions and feedback received by the facility addressed topics related to women's rights in the workplace?	
Facility Response:		
<b><u>Facility Comments</u></b>		

WI-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
<b>HEALTH &amp; SAFETY</b>		
<b>Number</b>	<b>Question</b>	<b>Final Verified Response</b>
<b><u>Section Instructions</u></b>		
<b><u>Section Instructions</u></b>		
	Section Description: The purpose of this section is to understand the facility's social and labor practices with respect to Health and Safety in the facility's operations. Facilities include those involved in production of goods, and also those involved in operations related to the product, e.g. distribution. The term "production" should not be seen as limiting to production of goods only, but rather general operations of the facility. Social and Labor topics within this section include: • General Work Environment • Building Safety • Risk Assessment • HS Policy • HS Committee • HS Worker Engagement • Emergency Preparedness • Flammable/Combustible Materials • Chemicals/Hazardous Substances • Worker Protection • Materials Handling and Storage • Electrical Safety • First Aid/Medical • Contractor Safety • Dormitories • Canteens • Childcare • Children • Facilities • Facility Comments	
<b><u>Health &amp; Safety</u></b>		
<b><u>Sub-Section Instructions</u></b>		
	Overall International Labor Standard Compliance Guidance: Improvements in occupational safety and health enhance productivity by reducing the number of interruptions in the manufacturing process, by reducing absences, by decreasing the number of accidents and by improving work efficiency. Safety is preventative. The cooperation of workers and employers is essential. While the government has obligations outlined in the ILO Conventions, Protocols, and Recommendations, employers and workers also have responsibilities and rights to ensure occupational safety and health. ILO Conventions and Recommendation on Occupational Health: <a href="https://www.ilo.org/global/topics/safety-and-health-at-work/areasofwork/occupational-health/WCMS_108547/lang--en/index.htm">https://www.ilo.org/global/topics/safety-and-health-at-work/areasofwork/occupational-health/WCMS_108547/lang--en/index.htm</a> ILO Codes of Practice and Guides on Occupational Health: <a href="https://www.ilo.org/global/topics/safety-and-health-at-work/areasofwork/occupational-health/WCMS_117570/lang--en/index.htm">https://www.ilo.org/global/topics/safety-and-health-at-work/areasofwork/occupational-health/WCMS_117570/lang--en/index.htm</a>	
<b><u>General Work Environment</u></b>		
<b><u>Temperature and Ventilation</u></b>		
HS-GEN-1	Does the facility have any inhalation (airborne) exposure hazards (particulates/ dust/ fibers/ fumes)?	
Facility Response:		
HS-GEN-11	If yes, please describe what inhalation (airborne) exposure hazards are present:	
Facility Response:		
HS-GEN-2	Are temperature and ventilation systems maintained in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-GEN-3	Are facility temperature and ventilation in line with applicable legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Air Quality</u></b>		
HS-GEN-4	Does the facility monitor indoor air quality?	
Facility Response:		
<b><u>Lighting</u></b>		
HS-GEN-5	Is facility lighting in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Noise Levels</u></b>		
HS-GEN-6	Is noise level testing performed at the facility?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-GEN-7	Is the facility's practice to test noise levels in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-GEN-8	Are noise levels in line with legal requirements?	Yes
Facility Response: Yes		

Verification Selection: Accurate		
Verification Data: The facility conducted the occupational hazard factor monitoring on 24 Nov. 2021 and the highest decibel reached 94.5 dB at panel processing works hop. The remedial measures of this report showed earplugs (3M1270) were worn correctly and it was in line with legal requirements.		
<b><u>Cleanliness, Sanitation &amp; Waste</u></b>		
HS-GEN-9	Is the workplace clean and tidy?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-GEN-10	Are the facility's sanitation practices in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-GEN-11	Are the facility's waste disposal practices in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-GEN-12	Are waste disposal/discharge permits available and up to date?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: The hazardous waste handling certificate of Zhejiang Zhonghuan Testing Technology Co., LTD with validity from 13 Nov. 2020 to 31 Oct. 2022; The Certificate No: Zhe XIAO Wei SHOU JI 00044 Hao. Moreover, The factory conducted pollutant discharge registration of fixed source on 02 Nov. 2021.		
HS-GEN-13	Does the facility have written procedures for classification, collection, and disposal of waste?	
Facility Response:		
HS-GEN-14	Are there cases where trash, debris, or empty containers have accumulated to the point where they pose a safety hazard or obstruct exits?	
Facility Response:		
HS-GEN-15	Does the facility have a current contract with an authorized agency to safely and legally dispose of hazardous waste?	
Facility Response:		
HS-GEN-16	Did the facility maintain waste disposal records, including documentation of the final destination?	
Facility Response:		
HS-GEN-17	Is burning of waste done on-site?	
Facility Response:		
HS-GEN-17.1	If yes, please describe how burning of waste is controlled:	
Facility Response:		
<b><u>Toilet / Restroom</u></b>		
HS-GEN-18	Are toilets in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-GEN-19	Are toilets clean, and sanitized on a regular basis?	
Facility Response:		
HS-GEN-20	Are separate restrooms provided for males and females?	
Facility Response:		
HS-GEN-21	Does the facility provide hand washing facilities equipped with clean water and soap, along with a sanitary way for drying hands after washing them?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-GEN-22	Does the facility have a sufficient number of toilets for the number of workers?	
Facility Response:		
HS-GEN-23	Are restrooms regularly stocked with necessary supplies?	
Facility Response:		
<b><u>Toilet / Restroom Access</u></b>		
HS-GEN-24	Are workers allowed access to toilets/restrooms at any time?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Drinking Water</u></b>		
HS-GEN-25	Does the facility provide workers with free, potable drinking water?	Yes

Facility Response: Yes		
Verification Selection: Accurate		
HS-GEN-26	Does the facility provide workers with potable drinking water in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Drinking Water Access</u></b>		
HS-GEN-27	Are workers allowed access to drinking water at any time?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Building Safety</u></b>		
<b><u>Permits and Certificates</u></b>		
HS-BUI-1	Are building/construction, structural safety and fire permits and certificates in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: The factory had provided the related fire safety and building certificates for its buildings used by the factory.		
<b><u>Structure</u></b>		
HS-BUI-2	Do approved building plans reflect the current building's structure and use?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-BUI-3	Have there been and/or are there currently cases of concern about the physical integrity and stability of the facility?	
Facility Response:		
HS-BUI-3.1	If yes, please describe what type of concerns were made regarding the physical integrity and stability of the facility:	
Facility Response:		
HS-BUI-4	Are facility doors, exits and stairs in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Floors</u></b>		
HS-BUI-5	Does the facility have any of the following safety measures in place for flooring? (SELECT all that apply with a "X")	
HS-BUI-5-1	Measures are in place to prevent workers from slipping on floors due to poor construction or lack of maintenance	
Facility Response:		
HS-BUI-5-2	Measures are in place to prevent standing water due to inadequate drainage	
Facility Response:		
HS-BUI-5-3	Measures are in place to prevent floor openings and/or holes missing covers/suitable barriers	
Facility Response:		
HS-BUI-5-4	None of the above	
Facility Response:		
<b><u>Stairs and Raised Platforms</u></b>		
HS-BUI-6	Does the facility have any of the following safety measures in place for stairs and raised platforms? (SELECT all that apply with a "X")	
HS-BUI-6-1	Exposed overhead working surfaces (such as working docks, mezzanine floors, exposed platforms) have adequate guardrails and fencing	
Facility Response:		
HS-BUI-6-2	All stairways are equipped with hand railings in good condition	
Facility Response:		
HS-BUI-6-3	All facility stairway steps are even	
Facility Response:		
HS-BUI-6-4	All facility step surfaces are made from slip resistant materials or have anti-slip protection (i.e. anti-slip stickers or embossed/rough surfaces)	
Facility Response:		
HS-BUI-6-5	Protection from falling objects underneath graded surfaces	

Facility Response:		
HS-BUI-6-6	None of the above	
Facility Response:		
<b>Fall Protection</b>		
HS-BUI-7	Has the facility taken legally required measures to protect workers from falls from heights?	Not Applicable
Facility Response: Not Applicable		
Verification Selection: Accurate		
HS-BUI-8	Does the facility have any of the following safety measures in place for fall protection? (SELECT all that apply with a "X")	
HS-BUI-8-1	Workers use fall protection when needed	
Facility Response:		
HS-BUI-8-2	Fall protection equipment is in good condition	
Facility Response:		
HS-BUI-8-3	Fall protection equipment is stored properly in a designated location	
Facility Response:		
HS-BUI-8-4	Workers are trained on the proper use of fall protection equipment	
Facility Response:		
HS-BUI-8-5	High working areas have walls, fences, or other barriers (or workers wear fall protection at all times when working in these areas)	
Facility Response:		
HS-BUI-8-6	Not Applicable	
Facility Response:		
HS-BUI-8-7	None of the above	
Facility Response:		
<b>Elevators</b>		
HS-BUI-9	Does the facility have elevators (lifts)?	
Facility Response:		
HS-BUI-10	Does the facility have any of the following safety measures in place for elevators? (SELECT all that apply with a "X")	
HS-BUI-10-1	Elevators (lifts) are inspected regularly	
Facility Response:		
HS-BUI-10-2	Elevator's load capacity (i.e. number of people/kg/lbs) is clearly displayed in all elevators	
Facility Response:		
HS-BUI-10-3	All elevators have a sign warning against their use in cases of emergency (i.e. "Do not use elevator in cases of emergency")	
Facility Response:		
HS-BUI-10-4	Safety devices have been fitted on elevator doors to prevent them from opening unless the elevator is present	
Facility Response:		
HS-BUI-10-5	Elevators are wired to be inoperable when elevator doors are open	
Facility Response:		
HS-BUI-10-6	None of the above	
Facility Response:		
HS-BUI-11	Are elevators (lifts) in line with legal requirements?	
Facility Response:		
<b>Confined Spaces</b>		
HS-BUI-12	Does the facility have confined spaces?	
Facility Response:		
HS-BUI-13	In line with legal requirements, are any of the confined spaces permit required?	
Facility Response:		
HS-BUI-14	Does the facility have any of the following safety measures in place for confined spaces? (SELECT all that apply with a "X")	
HS-BUI-14-1	Each confined space has signs indicating they are a confined space	
Facility Response:		

HS-BUI-14-2	Each confined space has the appropriate protections to ensure no accidental entry	
Facility Response:		
HS-BUI-14-3	Each confined space has authorized entry-only access	
Facility Response:		
HS-BUI-14-4	Workers/Contractors that enter confined spaces do so only when appropriate measures have been taken to protect them from any physical hazards present	
Facility Response:		
HS-BUI-14-5	Workers/Contractors that enter confined spaces do so when the atmosphere is safe and the air has been tested when needed	
Facility Response:		
HS-BUI-14-6	Workers/Contractors who enter the confined spaces know and understand how to do so safely	
Facility Response:		
HS-BUI-14-7	Rescue equipment ready for use	
Facility Response:		
HS-BUI-14-8	None of the above	
Facility Response:		
<b>PCB</b>		
HS-BUI-15	Has the facility conducted an assessment to identify if equipment contains PCB?	
Facility Response:		
HS-BUI-16	If equipment contains PCB, does the facility have all of the following safety measures in place: • Equipment containing PCB is inspected and labeled accordingly • Workers who work with or around equipment containing PCB understand the hazards of PCBs?	
Facility Response:		
<b>Asbestos</b>		
HS-BUI-17	Does the facility have safety measures in place regarding asbestos? (SELECT all that apply with a "X")	
HS-BUI-17-1	Facility has performed an asbestos exposure assessment	
Facility Response:		
HS-BUI-17-2	Facility has taken the proper steps to ensure that workers are not exposed to asbestos	
Facility Response:		
HS-BUI-17-3	Materials containing asbestos/asbestos exposure areas are labeled as such	
Facility Response:		
HS-BUI-17-4	None of the above	
Facility Response:		
<b>On-site Vehicles</b>		
HS-BUI-18	Is there on-site vehicle traffic at the facility?	
Facility Response:		
HS-BUI-19	Does the facility have safety measures in place regarding on-site vehicle traffic (SELECT all that apply with a "X")	
HS-BUI-19-1	Only authorized people/vehicles are allowed to drive on-site	
Facility Response:		
HS-BUI-19-2	Vehicles are driven at an appropriate speed	
Facility Response:		
HS-BUI-19-3	Traffic lanes and walk paths are clearly marked	
Facility Response:		
HS-BUI-19-4	Vehicles are in good working condition	
Facility Response:		
HS-BUI-19-5	Only authorized, trained, and qualified people drive vehicles	
Facility Response:		
HS-BUI-19-6	Vehicles are used for purposes for which they are intended and designed	
Facility Response:		
HS-BUI-19-7	Facility provides visual management such as indicators, convex mirrors in dead ends, reflectors, etc., to ensure safe driving practices on facility premises	
Facility Response:		
HS-BUI-19-8	None of the above	

Facility Response:		
<b><u>Risk Assessment</u></b>		
HS-RIS-1	Has the facility conducted a health and safety risk assessment?	
Facility Response:		
HS-RIS-2	Has the facility conducted a health and safety risk assessment in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: The factory conducted health and safety risk assessment, the risk assessment including General Work Environment, Building Safety, Emergency Preparedness Chemicals/Hazardous Substances, Worker Protection, Materials Handling and Storage, Electrical Safety, First Aid/Medical, Canteens, etc. The factory conducted risk assessment on 01 Mar. 2022.		
HS-RIS-3	When was the last risk assessment conducted?	
Facility Response:		
HS-RIS-4	Is the risk assessment updated if new machinery, processes, chemicals or construction are introduced to the facility?	
Facility Response:		
<b><u>HS Policy</u></b>		
HS-HSP-1	Is there a written occupational health and safety policy in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Qualified HS Staff</u></b>		
HS-QUA-1	Does the facility comply with legal requirements regarding qualified OSH staff?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>HS Committee</u></b>		
HS-HSC-1	Does the facility have an occupational safety and health (OSH) committee?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-HSC-2	Is the OSH Committee formed and functioning in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-HSC-3	How many members are in the OSH committee?	4
Facility Response: 4		
Verification Selection: Accurate		
HS-HSC-4	How many female members are in the OSH committee?	1
Facility Response: 1		
Verification Selection: Accurate		
HS-HSC-5	How many foreign migrant worker members are in the OSH committee?	
Facility Response:		
HS-HSC-6	How many employer members are in the OSH committee?	1
Facility Response: 0		
Verification Selection: Inaccurate		
Corrected Response: 1		
Verification Data: Misunderstanding of question. There was 1 employer member in the OSH committee.		
HS-HSC-7	How many worker members are in the OSH committee?	3
Facility Response: 4		
Verification Selection: Inaccurate		
Corrected Response: 3		
Verification Data: There were 3 workers in the OSH committee.		
HS-HSC-8	How many union representatives are in the OSH committee?	0
Facility Response: 0		
Verification Selection: Accurate		



HS-HSC-9	Does the facility observe any of the following practices related to the OSH committee? (SELECT all that apply with a "X")	
HS-HSC-9-1	Safety committee meetings are held on a monthly basis	
Facility Response:		
HS-HSC-9-2	Safety committee meetings are held at least quarterly	
Facility Response:		
HS-HSC-9-3	Safety committee meeting minutes are shared with the workforce	
Facility Response:		
HS-HSC-9-4	Safety committee meeting action items are tracked	
Facility Response:		
HS-HSC-9-5	Safety committee communicates complaints and problems shared by workers about OHS to upper management	
Facility Response:		
HS-HSC-9-6	Upper management recognizes/ accepts the safety committee	
Facility Response:		
HS-HSC-9-7	Safety committee meets to review safety issues, track corrective actions and identify opportunities for further improvement of safety conditions	
Facility Response:		
HS-HSC-9-8	None of the above	
Facility Response:		
<b><u>HS Worker Engagement</u></b>		
<b><u>HS Cooperation Mechanisms</u></b>		
HS-HSW-1	Are mechanisms to ensure cooperation between workers and management on occupational safety and health matters formed and functioning in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Emergency Preparedness</u></b>		
<b><u>Emergency Response Plan</u></b>		
HS-EME-1	Does the facility have a written Emergency Response Plan?	
Facility Response:		
HS-EME-2	Is an annual review of the Emergency Response Plan conducted to ensure accurate capture and handling of all possible emergency situations?	
Facility Response:		
<b><u>Fire Detection and Alarm</u></b>		
HS-EME-3	Does the facility have a fire detection (e.g., smoke/heat detector) system in place?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-EME-4	Is the fire detection system in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-EME-5	Does the facility have an emergency alarm system in place to notify workers of emergencies?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-EME-6	Is the emergency alarm system in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-EME-7	Does the facility have any of the following safety measures in place related to the emergency alarm system? (SELECT all that apply with a "X")	
HS-EME-7-1	Emergency alarm system is fully functioning	
Facility Response:		
HS-EME-7-2	Emergency alarm system is regularly maintained and inspected/ tested	
Facility Response:		
HS-EME-7-3	Emergency alarm system can be heard and seen across all facility areas	
Facility Response:		

HS-EME-7-4	Emergency alarm system buttons/switches/pull stations are easily identified and accessible	
Facility Response:		
HS-EME-7-5	Emergency alarm system is fitted with a back-up power source (e.g., battery back-up)	
Facility Response:		
HS-EME-7-6	Emergency alarm system is automatic and centralized	
Facility Response:		
HS-EME-7-7	Emergency alarm system is distinct from regular alarms	
Facility Response:		
HS-EME-7-8	None of the above	
Facility Response:		
<b><u>Fire-fighting Equipment</u></b>		
HS-EME-8	Does the facility have legally required fire fighting equipment?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-EME-8.1	Please describe the types of fire fighting equipment used and in which areas of the facility the fire fighting equipment is present:	
Facility Response:		
HS-EME-9	Does the facility regularly test and service fire extinguishers in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-EME-10	Does the facility have any of the following safety measures in place related to fire-fighting equipment? (SELECT all that apply with a "X")	
HS-EME-10-1	Fire-fighting equipment is clearly marked and equipped with instructions on how to operate	
Facility Response:		
HS-EME-10-2	Certified fire resistant doors and fire resistant walls are in use in production units	
Facility Response:		
HS-EME-10-3	None of the above	
Facility Response:		
HS-EME-11	Has the facility trained workers to use fire-fighting equipment in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Evacuation Markings</u></b>		
HS-EME-12	Does the facility have legally required posted evacuation plans, markings (or plot plans), pathways and emergency lighting?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Emergency Exits</u></b>		
HS-EME-13	Are there at least 2 emergency exits from all work stations and rest areas, and on every floor?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-EME-14	Are all emergency exits clearly marked?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-EME-15	Are all emergency exits accessible, unobstructed and unlocked during working hours (including over time) and lead to a place of safety?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-EME-16	Does the facility have any of the following additional safety measures in place related to emergency exits? (SELECT all that apply with a "X")	
HS-EME-16-1	Emergency exits are illuminated and visible when it is dark or there is smoke	
Facility Response:		
HS-EME-16-2	Emergency exit doors open outwards or are securely kept open during working hours	
Facility Response:		
HS-EME-16-3	Doors that are not exits are clearly marked as "Not an Exit"	

Facility Response:		
HS-EME-16-4	Emergency exit lighting has a back-up battery providing continuous lighting within a timeframe	
Facility Response:		
HS-EME-16-5	None of the above	
Facility Response:		
HS-EME-17	Are emergency exits in line with other legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b>Evacuation Procedures</b>		
HS-EME-18	Does the facility conduct regular emergency drills for all workers in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: Latest fire drill and evacuation drill were conducted on 12 Apr, 2022.		
HS-EME-19	Does the facility have any of the following measures in place related to emergency drills? (SELECT all that apply with a "X")	
HS-EME-19-1	Emergency drills are unannounced	
Facility Response:		
HS-EME-19-2	Emergency drills cover all shifts, floors, and buildings associated with the facility	X
Facility Response: X		
Verification Selection: Accurate		
HS-EME-19-3	Every worker evacuates	
Facility Response:		
HS-EME-19-4	All workers know their primary evacuation route and their secondary route if the primary route is blocked	
Facility Response:		
HS-EME-19-5	Facility has designated emergency assembly areas/meeting points which are large enough to safely accommodate all workers	
Facility Response:		
HS-EME-19-6	Workers meet at assembly/meeting points	
Facility Response:		
HS-EME-19-7	All power is turned off	
Facility Response:		
HS-EME-19-8	Doors and windows are closed	
Facility Response:		
HS-EME-19-9	Staff monitors/leads are present to listen and watch to ensure all alarms work properly and all workers are evacuated as planned	
Facility Response:		
HS-EME-19-10	There is a system in place to account for all workers during an emergency evacuation	
Facility Response:		
HS-EME-19-11	There is an assessment after the drill to learn how to improve the evacuation process	
Facility Response:		
HS-EME-19-12	Emergency drills are documented in a written log	
Facility Response:		
HS-EME-19-13	None of the above	
Facility Response:		
Verification Selection: Accurate		
HS-EME-20	Are emergency evacuation procedures in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b>Response Team</b>		
HS-EME-21	Does the facility have its own Fire Brigade/Emergency Response Team of designated workers with special responsibilities for fire safety?	
Facility Response:		

HS-EME-22	Does the facility have any of the following measures in place related to a Fire Brigade/Emergency Response Team? (SELECT all that apply with a "X")	
HS-EME-22-1	Members of the Fire Brigade/Emergency Response Team undergo both initial and refresher trainings on their responsibilities	
Facility Response:		
HS-EME-22.1	Please describe when and how often members of the Fire Brigade/Emergency Response Team undergo both initial and refresher trainings on their responsibilities:	
Facility Response:		
HS-EME-22-2	Members of the Fire Brigade/Emergency Response Team have the appropriate equipment to fight fires (including the correct PPE, e.g., breathing apparatus)	
Facility Response:		
HS-EME-22-3	None of the above	
Facility Response:		
HS-EME-23	Is the facility accessible to fire response and emergency response vehicles?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Flammable and Combustible Materials</u></b>		
HS-FLA-1	Are flammable/combustible materials safely stored?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-FLA-2	Are possible sources of ignition sufficiently safeguarded?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Chemicals and Hazardous Substances</u></b>		
HS-CHE-1	Does the facility use chemicals and/or hazardous substances?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
Verification Data: The facility used the curing agent, thinner, ethyl alcohol, paint, ink and thinner etc for production workshop.		
HS-CHE-2	Has all legally required action been taken to assess, monitor, prevent and limit workers' exposure to chemicals and hazardous substances?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Storage</u></b>		
HS-CHE-3	Does the facility maintain an inventory of all chemicals and hazardous substances used in the workplace in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-CHE-4	Are Safety Data Sheets ("SDS", formerly MSDS) available for all chemicals used in the workplace in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-CHE-5	Are chemicals and hazardous substances stored in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-CHE-6	Are chemicals and hazardous substances labeled in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-CHE-7	Does the facility have any additional safety measures in place related to the storage of chemicals and hazardous substances? (SELECT all that apply with a "X")	
HS-CHE-7-1	Chemical storage areas are appropriately designed, constructed and located for the safe storage of chemicals and hazardous substances	
Facility Response:		
HS-CHE-7-2	Chemical storage areas have measures in place to prevent unauthorized entry	
Facility Response:		

HS-CHE-7-3	When not in use, all chemical containers are properly capped and stored away so as to prevent spillage, leakage, and unsafe exposure to workers	
Facility Response:		
HS-CHE-7-4	Chemical storage areas with flammable chemicals are equipped with an automatic fire extinguishing system	
Facility Response:		
HS-CHE-7-5	In cases of emergency, there are easy entry(ies) and exit(s) to all chemical storage areas	
Facility Response:		
HS-CHE-7-6	Chemical storage areas have an alarm notification system	
Facility Response:		
HS-CHE-7-7	None of the above	
Facility Response:		
<b>Handling</b>		
HS-CHE-8	Are workers trained on chemical hazards and safe work practices particular to their job assignment in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-CHE-9	Does the facility have any of the following measures in place to ensure the safe handling of chemicals and hazardous substances? (SELECT all that apply with a "X")	
HS-CHE-9-1	Training records on chemical use and handling and disposal and spill cleanup are maintained for the last 12 months	
Facility Response:		
HS-CHE-9-2	Appropriate containers are used for dispensing all chemicals	
Facility Response:		
HS-CHE-9-3	Written procedures are in place for reporting and responding to chemical spills inside the production area	
Facility Response:		
HS-CHE-9-4	A complete spill kit (appropriate for the types and use of chemicals in the facility) is available for use	
Facility Response:		
HS-CHE-9-5	Chemicals are not disposed of in waste bin containers which are generally used for food and drink	
Facility Response:		
HS-CHE-9-6	None of the above	
Facility Response:		
HS-CHE-10	Does the facility have legally required showers, eyewash stations or other proper cleansing materials available for workers in the event of exposure to hazardous chemicals?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-CHE-11	Does the facility have any of the following safety measures in place regarding eyewash stations and showers? (SELECT all that apply with a "X")	
HS-CHE-11-1	Eyewash stations and showers are clearly identifiable	
Facility Response:		
HS-CHE-11-2	Eyewash stations and showers are easy to access	
Facility Response:		
HS-CHE-11-3	Eyewash stations and showers are clear of clutter/debris	
Facility Response:		
HS-CHE-11-4	Eyewash stations and showers use potable water at the right temp and pressure	
Facility Response:		
HS-CHE-11-5	Eyewash stations and showers are regularly inspected	
Facility Response:		
HS-CHE-11-6	None of the above	
Facility Response:		
HS-CHE-12	Have any workers been exposed to a chemical at a level which surpassed the "Threshold Limit Value" outlined in legal requirements?	
Facility Response:		
<b>Gas Cylinders</b>		
HS-CHE-13	Does the facility use compressed gas cylinders?	

Facility Response:		
HS-CHE-14	Does the facility have any of the following safety measures in place related to compressed gas cylinders? (SELECT all that apply with a "X")	
HS-CHE-14-1	All compressed gas cylinders are secure from accidental tipping/falling	
Facility Response:		
HS-CHE-14-2	All compressed gas cylinders have closed valves when not in use	
Facility Response:		
HS-CHE-14-3	Compressed gas cylinders are transported safely	
Facility Response:		
HS-CHE-14-4	Compressed gas cylinders are stored away from heat and other fire sources	
Facility Response:		
HS-CHE-14-5	Compressed gas cylinders are only used by qualified workers	
Facility Response:		
HS-CHE-14-6	Compressed gas cylinders are labeled and segregated	
Facility Response:		
HS-CHE-14-7	Compressed gas cylinders are stored in an enclosed cage	
Facility Response:		
HS-CHE-14-8	Compressed gas cylinders are connected with fixed piping	
Facility Response:		
HS-CHE-14-9	None of the above	
Facility Response:		
<b><u>Other Legal Requirements</u></b>		
HS-CHE-15	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Chemicals and Hazardous Substances?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Worker Protection</u></b>		
<b><u>Imminent Danger</u></b>		
HS-WOR-1	Are workers subject to negative consequences if they remove themselves from work situations that they believe present an imminent and serious danger to life or health?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Special Categories</u></b>		
HS-WOR-2	Are pregnant and nursing workers protected against safety and health risks in line with legal requirements?	Not Applicable
Facility Response: Not Applicable		
Verification Selection: Accurate		
<b><u>Personal Protective Equipment (PPE)</u></b>		
HS-WOR-3	Are workers provided with Personal Protective Equipment (PPE) in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-WOR-4	Are PPE and clothing paid for by the facility for all workers?	
Facility Response:		
HS-WOR-5	Are workers trained and encouraged to use personal protective equipment in line with legal requirements?	No
Facility Response: Yes		
Verification Selection: Inaccurate		
Corrected Response: No		
Verification Data: Based on worker interview and document review, the factory provided PPE usage training. but as per factory tour, Part of workers did not wear PPE properly, for example, 2 paint spraying workers and 2 printing workers did not wear rubber gloves by the factory and one panel processing worker exposed to high noise did not wear earplugs provided by the factory.		
Non-Compliance: X		
Legal Reference: Law of the PRC on Work Safety article 45 (2021), manufacturing units shall provide personal protective equipment to employees. Manufacturing units shall supervise and train employees to ensure they properly wear and use the personal protective equipment.		
HS-WOR-5.1	Please describe how often workers are trained on proper use of personal protective equipment:	

Facility Response:		
HS-WOR-6	Does the facility have any of the following measures in place related to Personal Protective Equipment (PPE)? (SELECT all that apply with a "X")	
HS-WOR-6-1	PPE equipment and clothing provided is in good condition and replaced as needed to ensure effectiveness and protect workers from identified hazards	
Facility Response:		
HS-WOR-6-2	PPE is the correct size for all workers	
Facility Response:		
HS-WOR-6-3	PPE equipment (such as hearing protection) is provided where noise levels approach or exceed the equivalent dose of 85 decibels (dB) for 8 hours	
Facility Response:		
HS-WOR-6-4	PPE equipment and clothing provided is consistently and effectively used by workers	
Facility Response:		
HS-WOR-6-5	Warnings (either through verbal or written communication) are used to ensure that workers use PPE equipment and clothing	
Facility Response:		
HS-WOR-6-6	Penalties (monetary or otherwise) are used to ensure that workers use PPE equipment and clothing	
Facility Response:		
HS-WOR-6-1	Please describe the penalties (monetary or otherwise) used by the facility to ensure that workers use PPE equipment and clothing:	
Facility Response:		
HS-WOR-6-7	The facility ensures the appropriate and safe storage of PPE equipment and clothing on-site	
Facility Response:		
HS-WOR-6-8	None of the above	
Facility Response:		
<b><u>Machinery and Equipment</u></b>		
HS-WOR-7	Are legally required guards properly installed and maintained on all dangerous machinery and equipment?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-WOR-8	Does the facility have legally required and up to date permits/ certificates/ licenses for the installation/ operation/ maintenance of special machines and equipment (e.g., electrical installations, generator, boiler, other pressure vessels, lifting equipment, elevators and/or welding)?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-WOR-9	Do operators/ technicians for machinery, equipment, electrical installations, boiler, lifting equipment, and/or welding have legally required license/ permit/ certification/ training?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-WOR-10	Does the facility have any of the following safety measures in place related to machinery and equipment? (SELECT all that apply with a "X")	
HS-WOR-10-1	Machinery and equipment have a functioning lockout/tagout program, if applicable	
Facility Response:		
HS-WOR-10-2	Worker machinery and equipment training records are maintained for at least the last 12 months	
Facility Response:		
HS-WOR-10-3	Machinery and equipment have safety instructions displayed or posted in the facility in workers' language(s)	
Facility Response:		
HS-WOR-10-4	None of the above	
Facility Response:		
HS-WOR-11	Does the facility use laser or radiation producing equipment?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-WOR-11.1	If yes, please describe what type of laser or radiation equipment is used in the facility:	
Facility Response:		
HS-WOR-12	Does the facility have any of the following safety measures in place related to laser/radiation equipment? (SELECT all that apply with a "X")	

HS-WOR-12-1	Laser/radiation equipment is maintained and regularly inspected	
Facility Response:		
HS-WOR-12-2	Laser/radiation equipment have the appropriate protection	
Facility Response:		
HS-WOR-12-3	Laser/radiation equipment has the appropriate signs	
Facility Response:		
HS-WOR-12-4	Workers working with radiation sources are protected and not exposed to more than three rems/year	
Facility Response:		
HS-WOR-12-5	Workers that work with laser/radiation-producing equipment understand why and how to operate the equipment safely	
Facility Response:		
HS-WOR-12-6	None of the above	
Facility Response:		
HS-WOR-13	Is laser and radiation producing equipment in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Ergonomics</u></b>		
HS-WOR-14	Does the facility have ergonomic measures in place that consider the requirements of both women and men?	
Facility Response:		
HS-WOR-15	Does the facility have any of the following safety measures in place related to ergonomics? (SELECT all that apply with a "X")	
HS-WOR-15-1	Facility has a system for identifying, evaluating and minimizing risks from physically demanding work to prevent work-related injuries and health impacts	
Facility Response:		
HS-WOR-15-2	Workers are rotated to reduce exposure to repetitive tasks	
Facility Response:		
HS-WOR-15-3	Workers can take short ergonomic breaks during the work day	
Facility Response:		
HS-WOR-15-4	Facility provides adjustable workstations to accommodate individual worker needs	
Facility Response:		
HS-WOR-15-5	Facility provides adjustable equipment to accommodate individual worker needs	
Facility Response:		
HS-WOR-15-6	Facility provides training on ergonomic factors and good practices to prevent and/or reduce injuries	
Facility Response:		
HS-WOR-15-7	None of the above	
Facility Response:		
HS-WOR-16	Are ergonomic measures in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Hot Work</u></b>		
HS-WOR-17	Does the facility perform any type of "hot work" (i.e. welding, soldering etc.)?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-WOR-17.1	If yes, please describe what type of hot work is performed in the facility:	
Facility Response:		
HS-WOR-18	Is hot work performed in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-WOR-19	Does the facility have any of the following safety measures in place related to hot work? (SELECT all that apply with a "X")	
HS-WOR-19-1	The facility has performed a risk assessment of where heat exposure may be significant	
Facility Response:		



HS-WOR-19-2	Shields are in place to protect workers from radiant heat sources	
Facility Response:		
HS-WOR-19-3	Workers who are exposed to heat/radiation are given rest breaks and/or rotations	
Facility Response:		
HS-WOR-19-4	Facility has implemented basic medical surveillance techniques to monitor workers who are exposed to heat sources	
Facility Response:		
HS-WOR-19-5	None of the above	
Facility Response:		
<b>Materials Handling and Storage</b>		
<b>Storage</b>		
HS-MAT-1	Does the facility have any of the following safety measures in place related to storage areas? (SELECT all that apply with a "X")	
HS-MAT-1-1	Storage racks and shelving has been secured to permanent structures	
Facility Response:		
HS-MAT-1-2	Lighting in storage areas is protected or explosion proof	
Facility Response:		
HS-MAT-1-3	Facility storage racks have adequate strength to support existing loads	
Facility Response:		
HS-MAT-1-4	None of the above	
Facility Response:		
HS-MAT-2	Are fuel storage tanks designed and handled in line with legal requirements?	Not Applicable
Facility Response: Not Applicable		
Verification Selection: Accurate		
<b>Ladders</b>		
HS-MAT-3	Does the facility use portable ladders?	
Facility Response:		
HS-MAT-4	Does the facility have any of the following safety measures in place related to portable ladders? (SELECT all that apply with a "X")	
HS-MAT-4-1	Portable ladders have been inspected for damage and maintenance	
Facility Response:		
HS-MAT-4-2	Ladders have locking devices so that they are secure when open or in use	
Facility Response:		
HS-MAT-4-3	Workers are trained to place ladders on a secure, even surface when in use	
Facility Response:		
HS-MAT-4-4	The facility prohibits tying or fastening together ladders to achieve additional height	
Facility Response:		
HS-MAT-4-5	The facility prohibits placing ladders in front of any doors that may or may not be locked or guarded	
Facility Response:		
HS-MAT-4-6	The facility prohibits using ladders in the horizontal position as a platform or scaffolding	
Facility Response:		
HS-MAT-4-7	Ladders are secured when not in use	
Facility Response:		
HS-MAT-4-8	None of the above	
Facility Response:		
<b>Forklifts</b>		
HS-MAT-5	Does the facility have forklifts (or other types of lifting equipment)?	
Facility Response:		
HS-MAT-6	Does the facility have any of the following safety measures in place related to forklifts (and other types of lifting equipment)? (SELECT all that apply with a "X")	
HS-MAT-6-1	Fork lifts are inspected and maintained on a regular basis	
Facility Response:		
HS-MAT-6-2	Forklift trucks have warning lights and audible signals for reverse travel	
Facility Response:		

HS-MAT-6-3	Facility prohibits overloading materials on forklift trucks	
Facility Response:		
HS-MAT-6-4	The facility prohibits using forklifts to lift workers so that they can perform activities at higher heights	
Facility Response:		
HS-MAT-6-5	The facility prohibits locating battery charging areas for electric forklift trucks close to storage areas of combustible materials	
Facility Response:		
HS-MAT-6-6	Forklift routes are clearly marked	
Facility Response:		
HS-MAT-6-7	Forklifts are parked in designated location(s) when not in use	
Facility Response:		
HS-MAT-6-8	None of the above	
Facility Response:		
<b><u>Safety Warnings</u></b>		
HS-SAF-1	Are legally required safety warnings posted in the workplace?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Electrical Safety</u></b>		
<b><u>Safety Warnings</u></b>		
HS-ELE-1	Do safety warning labels exist on all electrical equipment?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Electrical Panels</u></b>		
HS-ELE-2	Are there any instances of unsafe maintenance related to electrical panels / control panels / distribution boards? (SELECT all that apply with a "X")	
HS-ELE-2-1	Electrical panels are not easy to access, blocked, and not sufficiently separated from work areas	
Facility Response:		
Verification Selection: Accurate		
HS-ELE-2-2	Electrical panels including circuit breakers are not adequately labeled	
Facility Response:		
Verification Selection: Accurate		
HS-ELE-2-3	Electrical panels including circuit breakers are not in line with legal requirements	
Facility Response:		
Verification Selection: Accurate		
HS-ELE-2-4	Electrical panels / control panels / distribution boards are not well maintained and not fully enclosed in non-flammable material	
Facility Response:		
HS-ELE-2-5	Circuit breakers are not installed in the electrical panel box	
Facility Response:		
HS-ELE-2-6	Electrical circuits show indications of overheating or burning due to being overloaded	
Facility Response:		
HS-ELE-2-7	Switches, plugs and junction boxes are not covered and wires are exposed	
Facility Response:		
HS-ELE-2-8	Electrical wirings are not insulated in non-flammable material, and are exposed	
Facility Response:		
HS-ELE-2-9	None of the above	X
Facility Response: X		
Verification Selection: Accurate		
<b><u>Electrical Wiring</u></b>		
HS-ELE-3	Are the following measures in place related to electrical wires, cables, switches, plugs and equipment (e.g. transformer, generator)? (SELECT all that apply with a "X")	
HS-ELE-3-1	Switches, plugs and junction boxes are covered so that no wires are exposed	X

Facility Response: X		
Verification Selection: Accurate		
HS-ELE-3-2	Electrical wirings are insulated in non-flammable material	
Facility Response:		
HS-ELE-3-3	Electrical wirings are adequately maintained and damage free	X
Facility Response: X		
Verification Selection: Accurate		
HS-ELE-3-4	Electrical wirings are in a safe place (i.e. not on the floor)	
Facility Response:		
HS-ELE-3-5	Electrical wirings are properly grounded (i.e. with electrical panels, metal conduits etc.)	
Facility Response:		
HS-ELE-3-6	Electrical wires, cables, switches, plugs and equipment (e.g. transformer, generator) are in line with legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
HS-ELE-3-7	None of the above	
Facility Response:		
Verification Selection: Accurate		
<b><u>Maintenance</u></b>		
HS-ELE-4	Is electrical equipment inspection and maintenance carried out by a certified, competent and authorized entity (i.e. is the electrician licensed) in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-ELE-5	Does the facility maintain records of electrical equipment maintenance activities?	
Facility Response:		
HS-ELE-6	Does the facility conduct maintenance on live electrical equipment?	
Facility Response:		
<b><u>Machinery</u></b>		
HS-ELE-7	Is all of the machinery equipment grounded in line with legal requirements (including production equipment, compressors, transformer, generator, etc.)?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-ELE-8	Are Ground Fault Circuit Interrupters (GFCI) outlets used in wet environments?	
Facility Response:		
HS-ELE-9	Are machinery and lighting connected to the appropriate type of power source/industrial connections?	
Facility Response:		
<b><u>High Voltage Areas</u></b>		
HS-ELE-10	Is access to high voltage areas and generator areas restricted to authorized personnel only?	
Facility Response:		
HS-ELE-11	Are any materials stored in high voltage areas?	
Facility Response:		
<b><u>Sub-Station</u></b>		
HS-ELE-12	Is there an electrical power sub-station on-site at the facility?	
Facility Response:		
HS-ELE-13	Is the sub-station in line with legal requirements or fire-rated construction?	
Facility Response:		
<b><u>Emergency Systems</u></b>		
HS-ELE-14	Is a lightning protector/arrestor system installed on the building?	
Facility Response:		
HS-ELE-15	Is the lightning protector/arrestor system in line with legal requirements?	
Facility Response:		
HS-ELE-16	Is the back-up emergency power system working and in good condition?	
Facility Response:		

**Compressors and Generators**

HS-ELE-17	Are the belt areas of compressors and generators fully enclosed and guarded?	
Facility Response:		

**First Aid and Medical****First-aid**

HS-FIR-1	Does the facility comply with legal requirements for any of the following related to first aid? (SELECT all that apply with a "X")	
HS-FIR-1-1	First-aid kits are sufficient in number	X

Facility Response: X		
Verification Selection: Accurate		

HS-FIR-1-2	First-aid kits are sufficiently maintained (fully stocked and without expired items)	X
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Facility Response: X		
Verification Selection: Accurate		

HS-FIR-1-3	First aid kits are clearly marked and readily accessible	X
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Facility Response: X		
Verification Selection: Accurate		

HS-FIR-1-4	Facility trains a sufficient number of workers in first aid	X
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Facility Response: X		
Verification Selection: Accurate		

HS-FIR-1-5	First aid training records are retained	X
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Facility Response: X		
Verification Selection: Accurate		

HS-FIR-1-6	None of the above	
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Facility Response:		
Verification Selection: Accurate		

**Health Checks**

HS-FIR-2	Are specialized health checks conducted for workers performing high-risk activities (i.e. radiation, chemicals, loud machinery etc.)?	
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Facility Response:		
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HS-FIR-3	Are health checks of workers conducted in line with legal requirements?	No
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Facility Response: Yes		
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Verification Selection: Inaccurate		
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Corrected Response: No		
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Verification Data: The factory did not provide pre-job and post-service occupational diseases examination.		
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Non-Compliance: X		
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Legal Reference: PRC Law of Prevention and Control of Occupational Diseases (2018) Article 35, The occupational health examination shall be conducted before labourers start to take the post, in the course of the work and after leave the post and the employer shall provide the results of the occupational health examinations to labourers in written. The expenses of the occupational health examination shall be borne by employers.

HS-FIR-4	Is documentation of health checks maintained and up to date?	
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Facility Response:		
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**Medical Treatment**

HS-FIR-5	Are on-site medical facilities/clinic(s) and staff in line with legal requirements?	Not Applicable
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Facility Response: Not Applicable		
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Verification Selection: Accurate		
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HS-FIR-6	Does the facility have any of the following measures in place related to on-site medical treatment? (SELECT all that apply with a "X")	
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HS-FIR-6-1	Medical facilities/clinic(s) are provided with supplies and equipment for the injuries expected	
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Facility Response:		
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HS-FIR-6-2	Medical facilities/clinics are kept clean and sanitary	
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Facility Response:		
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HS-FIR-6-3	Medical facilities/clinics are in operation during all working hours, including overtime	
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Facility Response:		
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HS-FIR-6-4	Medical facilities/clinic(s) have an appointed doctor/nurse	
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Facility Response:		
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HS-FIR-6-5	Medical facilities/clinic(s) are equipped for maternal healthcare	
Facility Response:		
HS-FIR-6-6	Medicines stored in medical facilities/clinics are kept under lock and key and only accessible by medical personnel	
Facility Response:		
HS-FIR-6-7	None of the above	
Facility Response:		
<b><u>Medical Treatment Access</u></b>		
HS-FIR-7	Are workers allowed access to on-site medical facilities at any time?	Not Applicable
Facility Response: Not Applicable		
Verification Selection: Accurate		
<b><u>Contagious Diseases</u></b>		
HS-FIR-8	Does the facility have a written plan for handling outbreaks of contagious diseases?	
Facility Response:		
HS-FIR-9	What health and safety measures does the facility have to prevent the spread of contagious diseases? (SELECT all that apply with a "X")	
HS-FIR-9-1	Handwashing/sanitizing stations	
Facility Response:		
HS-FIR-9-2	Workstations are more than 6ft apart	
Facility Response:		
HS-FIR-9-3	Physical barriers between workstations	
Facility Response:		
HS-FIR-9-4	Temperature checks or other health scans as workers enter the workplace	
Facility Response:		
HS-FIR-9-5	Training for workers on preventing the spread of contagious diseases	
Facility Response:		
HS-FIR-9-6	Providing workers with additional PPE (e.g. masks, gloves) specifically to prevent the spread of contagious diseases	
Facility Response:		
HS-FIR-9-7	Other	
Facility Response:		
HS-FIR-9.1	If other, please describe:	
Facility Response:		
HS-FIR-9-8	Not Applicable	
Facility Response:		
HS-FIR-9-9	None of the above	
Facility Response:		
<b><u>Work-related Accidents and Diseases</u></b>		
HS-FIR-10	Does the facility record work-related accidents and diseases and report them to the competent authority in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-FIR-11	Were records of all work-related injuries, fatalities, accidents and incidents retained for at least 12 months?	
Facility Response:		
HS-FIR-12	Number of work-related injuries that resulted in at least three days of absence from work:	0
Facility Response: 0		
Verification Selection: Accurate		
HS-FIR-13	Number of work-related injuries that resulted in less than three days of absence from work:	0
Facility Response: 0		
Verification Selection: Accurate		
HS-FIR-14	Number of work-related dangerous occurrences in the last 12 months (e.g. collapse, partial collapse, explosions, electrical fire, etc.):	0
Facility Response: 0		

Verification Selection: Accurate		
HS-FIR-15	Number of commuting injuries in the last 12 months:	0
Facility Response: 0		
Verification Selection: Accurate		
HS-FIR-16	Number of work-related diseases in the last 12 months:	0
Facility Response: 0		
Verification Selection: Accurate		
HS-FIR-17	Does the facility have an established accident investigation procedure to effectively determine root cause(s) and corrective actions?	
Facility Response:		
HS-FIR-18	Does the facility comply with occupational safety and health-related legal requirements on HIV/AIDS?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Contractor Safety</u></b>		
HS-CON-1	Does the facility use contractor personnel to perform maintenance work?	
Facility Response:		
HS-CON-2	Does the facility have any of the following safety measures in place, when appropriate, regarding contractor safety? (SELECT all that apply with a "X")	
HS-CON-2-1	Facility verifies that contractor personnel have appropriate qualifications and licenses for work being performed	
Facility Response:		
HS-CON-2-2	Facility provides contractor personnel with a safety orientation	
Facility Response:		
HS-CON-2-3	Facility monitors contracted personnel to ensure they perform work in a safe and legal manner	
Facility Response:		
HS-CON-2-4	Scaffolding is used in a safe way (i.e. secured to a permanent structure, able to carry intended load etc.)	
Facility Response:		
HS-CON-2-5	Excavation and/or trenching work is performed in a safe way (i.e. will not damage or disrupt underground utilities, storage tanks, or other facilities)	
Facility Response:		
HS-CON-2-6	A fire extinguisher is provided by the facility when hot works are performed (i.e. if the contractor did not bring their own)	
Facility Response:		
HS-CON-2-7	If chemicals are brought into the facility, contractors submit the relevant Safety Data Sheets ("SDS", formerly named MSDS) for review	
Facility Response:		
HS-CON-2-8	None of the above	
Facility Response:		
<b><u>Dormitories</u></b>		
HS-DOR-1	Are building/construction, structural safety and fire permits and certificates for housing/dormitories in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-DOR-2	Does the facility have any of the following measures in place regarding housing/dormitories? (SELECT all that apply with a "X")	
HS-DOR-2-1	Housing/dormitories are separate from the production and warehouse areas (even though they may be in the same compound/industrial park)	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-2	Housing/dormitories are clean	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-3	Housing/dormitories provide a separate bed for each worker	X

Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-4	Housing/dormitories have minimum space dimensions in line with applicable legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-5	Beds are arranged in tiers not more than two	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-6	Housing/dormitories are lit in line with applicable legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-7	Housing/dormitories are ventilated in line with applicable legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-8	Housing/dormitories are protected against heat, cold, and dampness in line with applicable legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-9	Housing/dormitories are protected against noise in line with applicable legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-10	Housing/dormitories are protected against disease carrying animals or insects in line with applicable legal requirements	No applicable legal requirements
Facility Response: No applicable legal requirements		
Verification Selection: Accurate		
HS-DOR-2-11	Housing/dormitories cooking and storage facilities are in line with applicable legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-12	Housing/dormitories offer workers adequate privacy	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-13	Housing/dormitories have free and potable water in line with applicable legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-14	Housing/dormitories have legally required toilets, showers, sewage and garbage disposal system	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-15	Dormitories/ rooms, toilet and bathing facilities are marked, and segregated by gender	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-16	Housing/dormitories are protected from fire in line with applicable legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-17	Housing/dormitories are prepared for emergencies in line with applicable legal requirements	X
Facility Response: X		
Verification Selection: Accurate		
HS-DOR-2-18	Housing/dormitories provide provisions for pregnant and nursing mothers	
Facility Response:		
HS-DOR-2-19	Housing/dormitories having trained security personnel	
Facility Response:		
HS-DOR-2-20	None of the above	
Facility Response:		
Verification Selection: Accurate		

HS-DOR-3	Are housing/dormitories in line with all other health and safety legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
<b><u>Canteens</u></b>		
HS-CAN-1	Are canteens in line with legal requirements?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
HS-CAN-2	Does the facility have any of the following safety measures in place regarding canteen / eating areas? (SELECT all that apply with a "X")	
HS-CAN-2-1	Canteen / eating areas are separate from the production areas (even though they may be in the same compound/industrial park)	
Facility Response:		
HS-CAN-2-2	Canteen / eating areas are protected from the elements and provide adequate seating, tables and lighting	
Facility Response:		
HS-CAN-2-3	Food preparation, storage, and eating areas are kept clean, safe, and hygienic (including temperature, ventilation, light, noise etc.)	
Facility Response:		
HS-CAN-2-4	Food is prepared in a manner that reduces the potential for foodborne illnesses	
Facility Response:		
HS-CAN-2-5	Food service workers receive annual medical examinations to ensure they are healthy and free from communicable diseases	
Facility Response:		
HS-CAN-2-6	Food service workers handling food are trained about and follow food safety and proper hygiene rules	
Facility Response:		
HS-CAN-2-7	Food service workers have valid health/sanitation certificates/permits, as legally required	X
Facility Response: X		
Verification Selection: Accurate		
HS-CAN-2-8	None of the above	
Facility Response:		
Verification Selection: Accurate		
<b><u>Childcare</u></b>		
HS-CHI-1	Are on-site childcare facilities in line with legal requirements?	Not Applicable
Facility Response: Not Applicable		
Verification Selection: Accurate		
HS-CHI-2	Does the facility have any of the following measures in place regarding on-site childcare facilities? (SELECT all that apply with a "X")	
HS-CHI-2-1	Childcare facilities are on the ground floor	
Facility Response:		
HS-CHI-2-2	Childcare facilities are kept clean, safe, and hygienic (including temperature, ventilation, light, noise etc.)	
Facility Response:		
HS-CHI-2-3	Childcare facilities are provided with adequate supplies and infrastructure (i.e. food, recreational items, washroom, feeding area etc.)	
Facility Response:		
HS-CHI-2-4	Childcare staff go through an appropriate pre-work screening process	
Facility Response:		
HS-CHI-2-5	Childcare staff are present in sufficient numbers to ensure the safety and well-being of the number of children present	
Facility Response:		
HS-CHI-2-6	Capacity of the childcare facility is sufficient to cover the need of all workers	
Facility Response:		
HS-CHI-2-7	A system is in place to ensure that children are only released to parents or other authorized adult/guardians	



Facility Response:		
HS-CHI-2-8	None of the above	
Facility Response:		
<b>Children</b>		
<b>Presence on Work Floor</b>		
HS-CHIL-1	Are children below the legal minimum age for employment allowed in the production area, even if they are not working?	
Facility Response:		
<b>Facilities</b>		
HS-FAC-1	Does the facility provide all legally required facilities?	Yes
Facility Response: No applicable legal requirements		
Verification Selection: Inaccurate		
Corrected Response: Yes		
Verification Data: Misunderstanding of question, the facility provide all legally required facilities.		
<b>Health and Safety</b>		
<b>Other Legal Requirements</b>		
HS-HEAL-1	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Health & Safety?	No
Facility Response: No		
Verification Selection: Accurate		
HS-HEAL-2	Is the facility in non-compliance with any legal requirements for Health & Safety pertaining to non-production workers and/or sub-contracted workers?	No
Facility Response: No		
Verification Selection: Accurate		
<b>Facility Comments</b>		
HS-FACI-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
<b>TERMINATION</b>		
<b>Number</b>	<b>Question</b>	<b>Final Verified Response</b>
<b>Section Instructions</b>		
<b>Section Instructions</b>		
	Section Description: The purpose of the Termination section is to understand the facility's social and labor practices in the final stages of employment. Termination is the voluntary or involuntary ending of the employment relationship. Termination is typically voluntary in cases of resignation or retirement and involuntary in cases of dismissal or layoffs. Social and Labor topics within this section include: • Forced Labor • Employment Practices • Discrimination • Facility Comments	
<b>Forced Labor</b>		
<b>Sub-Section Instructions</b>		

Overall International Labor Standard Compliance Guidance: Forced labor is work exacted under the menace of penalty and for which the person has not offered him/herself voluntarily. Forced labor violates the basic human right to work in freedom and freely choose one's work. Two elements must be present in addition to labor, which refers to all types of work, service and employment, whether formal or informal, regardless of industry or sector. Labour does not include compulsory education or compulsory vocational training, however, trainings required in connection with employment would be considered labor. 1) The first element is that the worker must be subject to threat of penalty. Look for coercion on the part of the employer (e.g., action taken to control, manipulate, deceive and/or override a person's will). However, bear in mind that for vulnerable workers, a relatively small amount of coercion may lead to forced labor. For example, workers who are migrants, pregnant or from ethnic minorities often are vulnerable and therefore may be more susceptible to forced labor. Some possible examples of penalties that could be imposed or threatened include: • Beatings, torture or sexual assault; • Restrictions on freedom of movement, e.g., prohibiting workers from leaving the workplace or living accommodation; • Financial penalties, e.g., burdening workers with unmanageable debt or delaying wage payments to keep workers on the job; • Reporting workers to the authorities (police, immigration, etc.); • Deportation, for example in the case of migrants in irregular situations; • Denying workers access to their personal documents; • Termination or exclusion from future employment; • Exclusion from community and social life; • Refusal of food, shelter or other necessities; • Transfer to worse working conditions, and • Removal of rights or privileges. Coercion is an indicator of forced labor regardless of whether it occurs during regular hours or overtime. Subjecting workers to the coercive tactics listed below under the Coercion compliance point would be an indicator of forced labor, even if the tactics were used solely to force workers to work overtime. In a limited set of circumstances, forced labor also can arise when workers are forced to work overtime through economic coercion. The Forced Labour and Overtime compliance point addresses those situations. 2) The second element of forced labor is that the worker has not accepted the work voluntarily. Workers must freely consent to accept the work and they must be free to leave the job and the workplace at all times. Deciding whether work is performed voluntarily often involves looking at • the vulnerability of the worker and • external and indirect pressures that make it difficult for workers to choose not to work, for example, non-payment of wages, or denying workers access to their identity documents. Applicable legal standards include the ILO Core Conventions, C29 Forced Labour Convention, 1930 (and Protocol), and C105 Abolition of Forced Labour Convention, 1957, which provide the baseline standards for forced labor; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: C181 Private Employment Agencies Convention, 1997 and C1 Hours of Work (Industry) Convention, 1919

**Notice**

TER-FOR-1	For workers seeking to end their employment, how many days of notice are required by the facility?	
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Facility Response:

**Debts**

TER-FOR-2	Can workers who owe debts to the facility and/or a third party freely leave their jobs?	Yes
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Facility Response: Yes

Verification Selection: Accurate

**Withholding**

TER-FOR-3	Has the facility ever withheld - or threatened to withhold - or delayed wage payments in order to keep workers at the facility?	No
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Facility Response: No

Verification Selection: Accurate

**Leaving**

TER-FOR-4	Are workers free to terminate their employment after their notice period and/or contract expiry?	Yes
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Facility Response: Yes

Verification Selection: Accurate

**Employment Practices**

**Unjust Termination**

TER-EMP-1	Does the facility not follow legal requirements when workers resign or are terminated in relation to: • prior notice, • workers' opportunity to defend, • valid reasons for termination, • outstanding wages, • termination payments, • termination payments all paid on time, • compensation for unused annual leave, and/or • reinstatement/ compensation orders?	No
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Facility Response: No

Verification Selection: Accurate

TER-EMP-2	Please specify which of the items below apply (SELECT all that apply with a "X")	
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**Notice**

TER-EMP-2-1	Workers were not given notice prior to termination in line with applicable legal requirements	
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Facility Response:

**Opportunity to Defend**

TER-EMP-2-2	Workers did not have an opportunity to defend themselves before they were terminated based on their conduct or performance	
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Facility Response:		
<b><u>Invalid Reasons</u></b>		
TER-EMP-2-3	Workers were terminated for invalid reasons	
Facility Response:		
<b><u>Outstanding Wages</u></b>		
TER-EMP-2-4	Workers were not paid correctly for outstanding wages	
Facility Response:		
<b><u>Severance Payment</u></b>		
TER-EMP-2-5	Workers were not paid correct severance payments	
Facility Response:		
<b><u>Timely Termination Payment</u></b>		
TER-EMP-2-6	Termination payments were not paid on time	
Facility Response:		
<b><u>Unused Annual Leave</u></b>		
TER-EMP-2-7	Workers were not compensated correctly for unused annual leave	
Facility Response:		
<b><u>Other Termination Benefits</u></b>		
TER-EMP-2-8	Workers were not paid other termination benefits in line with legal requirements	
Facility Response:		
<b><u>Reinstatement/ Compensation Orders</u></b>		
TER-EMP-2-9	The facility did not comply with any order(s) to reinstate or compensate workers who were found to be unjustly terminated	
Facility Response:		
<b><u>Suspension / Reduction Workforce</u></b>		
TER-EMP-3	Does the facility comply with legal requirements before suspending workers or reducing the size of the workforce due to economic, technological, structural, operational or other similar changes?	Yes
Facility Response: Yes		
Verification Selection: Accurate		
TER-EMP-4	Did the facility consult with worker representatives and/or trade union representatives to develop alternatives to suspension or reduction in workforce that was due to economic, technological, structural, operational or other similar changes?	
Facility Response:		
<b><u>Discrimination</u></b>		
<b><u>Sub-Section Instructions</u></b>		
	Overall International Labor Standard Compliance Guidance: Discrimination includes any distinction based on race, color, sex, religion, political opinion, national extraction or social origin, which results in unequal treatment. Other grounds of discrimination may be included in national law, such as disability, HIV/AIDS status, age and sexual orientation. Discrimination may be direct or indirect and does not have to be intentional. Indirect discrimination refers to apparently neutral practices, which in fact result in unequal treatment of people with certain characteristics. Distinctions are permissible when they are necessary because of the inherent requirements of the particular job, although this exception is rare. Also, measures to protect certain categories of workers are acceptable when they are provided for under international labor Conventions and Recommendations, such as maternity protection. Distinctions also may be permissible under national laws designed to help groups who need special protection, for example, laws that offer preferential treatment to women in hiring in order to remedy the effects of past discrimination. Applicable legal standards include the ILO Core Conventions, C100 Equal Remuneration Convention, 1951 and C111 Discrimination (Employment and Occupation) Convention, 1958, which provide the baseline standards for discrimination; other conventions in force in the country; applicable legislation; Collective Bargaining Agreements and provisions in employment contracts that exceed legal requirements. Other relevant ILO documents: R90 Equal Remuneration Recommendation, 1951; R111 Discrimination (Employment and Occupation) Recommendation, 1958; C156 Workers with Family Responsibilities Convention, 1981; R165 Workers with Family Responsibilities Recommendation, 1981	
<b><u>Termination</u></b>		
TER-DIS-1	Have race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, family responsibilities, age or nationality/foreign migrant worker status been a factor in decisions regarding termination, forced resignation, retrenchment or retirement?	No
Facility Response: No		
Verification Selection: Accurate		

TER-DIS-2	Which of the following is a factor in decisions on termination, forced resignation, retrenchment or retirement? (SELECT all that apply with a "X")	
TER-DIS-2-1	Race / Skin Color	
Facility Response:		
TER-DIS-2-2	Sex / Gender	
Facility Response:		
TER-DIS-2-3	Religion	
Facility Response:		
TER-DIS-2-4	Political Opinion	
Facility Response:		
TER-DIS-2-5	National Extraction	
Facility Response:		
TER-DIS-2-6	Social Origin	
Facility Response:		
TER-DIS-2-7	Disability	
Facility Response:		
TER-DIS-2-8	HIV / AIDS Status (real or perceived)	
Facility Response:		
TER-DIS-2-9	Sexual Orientation	
Facility Response:		
TER-DIS-2-10	Pregnancy / Maternity Status	
Facility Response:		
TER-DIS-2-11	Marital Status	
Facility Response:		
TER-DIS-2-12	Age	
Facility Response:		
TER-DIS-2-13	Nationality / Foreign Migrant Worker Status	
Facility Response:		
TER-DIS-2-14	Family responsibilities	
Facility Response:		
TER-DIS-2-15	Other	
Facility Response:		
TER-DIS-2-1	Please describe what "Other" factor is considered in decisions regarding termination, forced resignation, retrenchment or retirement:	
Facility Response:		
<b><u>Absence due to Illness</u></b>		
TER-DIS-3	Have decisions of termination, forced resignation, retrenchment or retirement been dependent upon a worker's absence due to illness?	
Facility Response:		
<b><u>Complaints / Proceedings</u></b>		
TER-DIS-4	Has termination, forced resignation, retrenchment or retirement ever occurred due to a worker filing a complaint or taking part in proceedings against the facility?	
Facility Response:		
<b><u>Other Legal Requirements</u></b>		
TER-DIS-5	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Discrimination in Termination?	No
Facility Response: No		
Verification Selection: Accurate		
<b><u>Termination</u></b>		
<b><u>Other Legal Requirements</u></b>		
TER-TER-1	Are facility practices out of compliance with any legal requirements not covered elsewhere regarding Termination Practices?	No
Facility Response: No		
Verification Selection: Accurate		

TER-TER-2	Is the facility in non-compliance with any legal requirements for Termination pertaining to non-production workers and/or sub-contracted workers?	No
Facility Response: No		
Verification Selection: Accurate		
<b>Facility Comments</b>		
TER-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
<b>MANAGEMENT SYSTEMS</b>		
<b>Number</b>	<b>Question</b>	<b>Final Verified Response</b>
<b>Section Instructions</b>		
<b>Section Instructions</b>		
	<p>Section Description: Management Systems related to Social and Labor practices are very facility dependent. They can take many forms depending upon a facility's size, worker demographics, production process and organizational maturity. However, despite their general differences, common themes can be found within most social management systems. With this in mind, the questions below represent an information gathering exercise on possible Social and Labor elements the facility might have based on a Plan, Do Check, Act "PDCA" structure. PDCA is framework for managing processes and systems and within this tool, covers the following items: "Plan" - Policies and Procedures / Strategy and Goals "Do" - Roles and Responsibility / Communication and Training "Check" - Self-Assessment "Act" - Continuous Improvement The questions listed below are simply a starting point to better understand the various aspects that might make up a facility's management system. Having - or not having - certain items in place is not in and of itself a direct reflection of the overall quality of the management system. As with other sections within this tool, answers simply offer an opportunity to further understand the facility's processes so that additional discussions outside of the tool with interested parties can take place. A note to the respondent: Many of the same social and labor topics mentioned in "Step 1" are also included in the questions below. "Step 1" questions primarily ask about whether certain items "exist" or certain actions "are a taking place". While "Step 2" will determine if more formal management systems exist.</p>	
<b>Plan</b>		
<b>Policies &amp; Procedures</b>		
MS-PLA-1	Does the facility have written policies and/or formal procedures for social and labor practices? (SELECT all that apply with a "X")	
MS-PLA-1-1	Written Policies	
Facility Response:		
MS-PLA-1.1	Please provide a list of all relevant written policies:	
Facility Response:		
MS-PLA-1-2	Written Procedures	
Facility Response:		
MS-PLA-1.2	Please provide a list of all relevant written procedures:	
Facility Response:		
MS-PLA-1-3	No written policies or procedures in place (but informal procedures may exist)	
Facility Response:		
MS-PLA-1.3	Please describe these informal procedures:	
Facility Response:		
MS-PLA-2	Do these policies and/or procedures have a reference to national law and/or international requirements? (SELECT all that apply with a "X")	
MS-PLA-2-1	Reference to national law	
Facility Response:		
MS-PLA-2-2	Reference to international law/ILO conventions	
Facility Response:		
MS-PLA-2.1	Please describe which international laws/ILO conventions are referenced:	
Facility Response:		
MS-PLA-2-3	Reference to other national or international requirements/declarations/goals/guiding principles etc.	
Facility Response:		
MS-PLA-2.2	Please describe which other national or international requirements / declarations / goals / guiding principles are referenced:	

Facility Response:		
MS-PLA-2-4	No references to any of the above	
Facility Response:		
MS-PLA-3	Which of the following topics are included within the facility's written policies and procedures? (SELECT all that apply with a "X")	
MS-PLA-3-1	Recruitment and hiring	
Facility Response:		
MS-PLA-3-1	Please provide a list of all written policies and procedures referencing recruitment and hiring:	
Facility Response:		
MS-PLA-3-2	Termination and retrenchment	
Facility Response:		
MS-PLA-3-2	Please provide a list of all written policies and procedures referencing termination and retrenchment:	
Facility Response:		
MS-PLA-3-3	Facility workplace rules	
Facility Response:		
MS-PLA-3-3	Please provide a list of all written policies and procedures referencing facility workplace rules:	
Facility Response:		
MS-PLA-3-4	Child labor and/or young workers	
Facility Response:		
MS-PLA-3-4	Please provide a list of all written policies and procedures referencing child labor and/or young workers:	
Facility Response:		
MS-PLA-3-5	Prohibition of forced labor	
Facility Response:		
MS-PLA-3-5	Please provide a list of all written policies and procedures referencing prohibition of forced labor:	
Facility Response:		
MS-PLA-3-6	Anti-harassment and abuse	
Facility Response:		
MS-PLA-3-6	Please provide a list of all written policies and procedures referencing anti-harassment and abuse:	
Facility Response:		
MS-PLA-3-7	Anti-discrimination	
Facility Response:		
MS-PLA-3-7	Please provide a list of all written policies and procedures referencing anti-discrimination:	
Facility Response:		
MS-PLA-3-8	Working hours	
Facility Response:		
MS-PLA-3-8	Please provide a list of all written policies and procedures referencing working hours:	
Facility Response:		
MS-PLA-3-9	Wages and benefits	
Facility Response:		
MS-PLA-3-9	Please provide a list of all written policies and procedures referencing wages and benefits:	
Facility Response:		
MS-PLA-3-10	Discipline	
Facility Response:		
MS-PLA-3-10	Please provide a list of all written policies and procedures referencing discipline:	
Facility Response:		
MS-PLA-3-11	Freedom of association and collective bargaining	
Facility Response:		
MS-PLA-3-11	Please provide a list of all written policies and procedures referencing freedom of association and collective bargaining:	
Facility Response:		
MS-PLA-3-12	Grievance systems	
Facility Response:		

MS-PLA-3-12	Please provide a list of all written policies and procedures referencing grievance systems:	
Facility Response:		
MS-PLA-3-13	Worker feedback	
Facility Response:		
MS-PLA-3-13	Please provide a list of all written policies and procedures referencing worker feedback:	
Facility Response:		
MS-PLA-3-14	Health and safety	
Facility Response:		
MS-PLA-3-14	Please provide a list of all written policies and procedures referencing health and safety:	
Facility Response:		
MS-PLA-3-15	Foreign migrant workers	
Facility Response:		
MS-PLA-3-15	Please provide a list of all written policies and procedures referencing foreign migrant workers:	
Facility Response:		
MS-PLA-3-16	Domestic migrant workers	
Facility Response:		
MS-PLA-3-16	Please provide a list of all written policies and procedures referencing domestic migrant workers:	
Facility Response:		
MS-PLA-3-17	Homeworkers	
Facility Response:		
MS-PLA-3-17	Please provide a list of all written policies and procedures referencing homeworkers:	
Facility Response:		
MS-PLA-3-18	Suppliers/subcontractors	
Facility Response:		
MS-PLA-3-18	Please provide a list of all written policies and procedures referencing suppliers/subcontractors:	
Facility Response:		
MS-PLA-3-19	Raw materials sourcing	
Facility Response:		
MS-PLA-3-19	Please provide a list of all written policies and procedures referencing raw materials sourcing:	
Facility Response:		
MS-PLA-3-20	Bribery and anti-corruption	
Facility Response:		
MS-PLA-3-20	Please provide a list of all written policies and procedures referencing Bribery and anti-corruption:	
Facility Response:		
MS-PLA-3-21	Other	
Facility Response:		
MS-PLA-3-21	If other, please describe and provide a list of the relevant written policies and procedures:	
Facility Response:		
MS-PLA-4	Which of the following topics are included within the facility's written policies and procedures for child labor and young workers? (SELECT all that apply with a "X")	
MS-PLA-4-1	Facility minimum age requirement	
Facility Response:		
MS-PLA-4-2	Facility minimum age requirements for certain types of workers (if applicable)	
Facility Response:		
MS-PLA-4-3	Age Verification Process	
Facility Response:		
MS-PLA-4-4	Remediation for child labor (for when children under the legal minimum working age are found to be working for the facility)	
Facility Response:		
MS-PLA-4-5	Children visiting facility production areas (i.e. for when those under the legal working age are visiting the production floor)	
Facility Response:		
MS-PLA-4-6	Work restrictions for young workers	
Facility Response:		

MS-PLA-4-7	Work restrictions for apprentices/interns/trainees	
Facility Response:		
MS-PLA-4-8	Other	
Facility Response:		
MS-PLA-4.1	If other, please describe:	
Facility Response:		
MS-PLA-5	Which of the following topics are included within the facility's written policies and procedures for the prohibition of forced labor? (SELECT all that apply with a "X")	
MS-PLA-5-1	Prohibition of forced labor	
Facility Response:		
MS-PLA-5-2	Prohibition of bonded labor	
Facility Response:		
MS-PLA-5-3	Prohibition of indentured labor	
Facility Response:		
MS-PLA-5-4	Prohibition of prison labor	
Facility Response:		
MS-PLA-5-5	Prohibition of human trafficking	
Facility Response:		
MS-PLA-5-6	Voluntary employment	
Facility Response:		
MS-PLA-5-7	Voluntary overtime	
Facility Response:		
MS-PLA-5-8	Freedom of movement	
Facility Response:		
MS-PLA-5-9	Voluntary end of employment	
Facility Response:		
MS-PLA-5-10	Ethical recruitment/ use of employment agencies, recruiters, and/or labor agents	
Facility Response:		
MS-PLA-5-11	State-imposed forced labor/ Government-mandated forced labor	
Facility Response:		
MS-PLA-5-12	Other	
Facility Response:		
MS-PLA-5.1	If other, please describe:	
Facility Response:		
MS-PLA-6	Which of the following topics are included within the facility's written policies and procedures for anti-harassment and abuse? (SELECT all that apply with a "X")	
MS-PLA-6-1	Appropriate behavior among/between workers, management, supervisors	
Facility Response:		
MS-PLA-6-2	Appropriate behavior by security guards (if applicable)	
Facility Response:		
MS-PLA-6-3	Violence and harassment in the workplace	
Facility Response:		
MS-PLA-6-4	Anti-discrimination	
Facility Response:		
MS-PLA-6-5	Other	
Facility Response:		
MS-PLA-6.1	If other, please describe:	
Facility Response:		
MS-PLA-7	Which of the following topics are included within the facility's written policies and procedures for anti-discrimination? (SELECT all that apply with a "X")	
MS-PLA-7-1	Non-discrimination based on race / skin color	
Facility Response:		
MS-PLA-7-2	Non-discrimination based on sex / gender	
Facility Response:		



MS-PLA-7-3	Non-discrimination based on religion	
Facility Response:		
MS-PLA-7-4	Non-discrimination based on political opinion	
Facility Response:		
MS-PLA-7-5	Non-discrimination based on national extraction	
Facility Response:		
MS-PLA-7-6	Non-discrimination based on social origin	
Facility Response:		
MS-PLA-7-7	Non-discrimination based on disability	
Facility Response:		
MS-PLA-7-8	Non-discrimination based on HIV/AIDS status (real or perceived)	
Facility Response:		
MS-PLA-7-9	Non-discrimination based on sexual orientation	
Facility Response:		
MS-PLA-7-10	Non-discrimination based on pregnancy/maternity status	
Facility Response:		
MS-PLA-7-11	Non-discrimination based on marital status	
Facility Response:		
MS-PLA-7-12	Non-discrimination based on age	
Facility Response:		
MS-PLA-7-13	Non-discrimination based on membership in worker organizations	
Facility Response:		
MS-PLA-7-14	Non-discrimination based on Nationality/foreign migrant worker status	
Facility Response:		
MS-PLA-7-15	Non-discrimination based on family responsibilities	
Facility Response:		
MS-PLA-7-16	Non-discrimination in recruitment and hiring	
Facility Response:		
MS-PLA-7-17	Non-discrimination in compensation and promotion	
Facility Response:		
MS-PLA-7-18	Non-discrimination in working conditions	
Facility Response:		
MS-PLA-7-19	Non-discrimination in discipline	
Facility Response:		
MS-PLA-7-20	Non-discrimination in termination	
Facility Response:		
MS-PLA-7-21	Unconscious bias	
Facility Response:		
MS-PLA-7-22	Other	
Facility Response:		
MS-PLA-7-1	If other, please describe:	
Facility Response:		
MS-PLA-8	Which of the following topics are included within the facility's written policies and procedures for working hours? (SELECT all that apply with a "X")	
MS-PLA-8-1	Regular hours	
Facility Response:		
MS-PLA-8-2	Overtime - Including maximum hours possible	
Facility Response:		
MS-PLA-8-3	Premium rates	
Facility Response:		
MS-PLA-8-4	Overtime applicability and corresponding rates of pay	
Facility Response:		
MS-PLA-8-5	Overtime accessibility for all workers	

Facility Response:		
MS-PLA-8-6	Other	
Facility Response:		
MS-PLA-8.1	If other, please describe:	
Facility Response:		
MS-PLA-9	Which of the following topics are included within the facility's written policies and procedures for wages and benefits? (SELECT all that apply with a "X")	
MS-PLA-9-1	Wage payments	
Facility Response:		
MS-PLA-9-2	Wage calculations	
Facility Response:		
MS-PLA-9-3	Rates by unit	
Facility Response:		
MS-PLA-9-4	Overtime pay	
Facility Response:		
MS-PLA-9-5	Paid leave	
Facility Response:		
MS-PLA-9-6	Annual leave	
Facility Response:		
MS-PLA-9-7	Sick leave	
Facility Response:		
MS-PLA-9-8	Maternity leave	
Facility Response:		
MS-PLA-9-9	Paternity leave	
Facility Response:		
MS-PLA-9-10	Emergency family leave	
Facility Response:		
MS-PLA-9-11	Benefits	
Facility Response:		
MS-PLA-9-12	Deductions	
Facility Response:		
MS-PLA-9-13	Other	
Facility Response:		
MS-PLA-9.1	If other, please describe:	
Facility Response:		
MS-PLA-10	Which of the following topics are included within the facility's written policies and procedures for discipline? (SELECT all that apply with a "X")	
MS-PLA-10-1	Facility rules concerning discipline	
Facility Response:		
MS-PLA-10-2	Worker appeals process	
Facility Response:		
MS-PLA-10-3	Worker grievance process	
Facility Response:		
MS-PLA-10-4	Other	
Facility Response:		
MS-PLA-10.1	If other, please describe:	
Facility Response:		
MS-PLA-11	Which of the following topics are included within the facility's written policies and procedures for freedom of association and collective bargaining? (SELECT all that apply with a "X")	
MS-PLA-11-1	Right to freedom of association / Right to form or join a trade union	
Facility Response:		
MS-PLA-11-2	Rights to freely choose worker representatives (or facility commitments to not obstruct this)	
Facility Response:		
MS-PLA-11-3	Rights to bargain collectively	

Facility Response:		
MS-PLA-11-4	Non-discrimination and non-retaliation of workers on basis of trade union membership/non-membership or activities	
Facility Response:		
MS-PLA-11-5	Non-discrimination and non-retaliation of workers on basis of their worker representative role or activities	
Facility Response:		
MS-PLA-11-6	Democratic election and engagement of worker representatives	
Facility Response:		
MS-PLA-11-7	Communications and consultation process	
Facility Response:		
MS-PLA-11-8	Right to participate in strikes / industrial action	
Facility Response:		
MS-PLA-11-9	Other	
Facility Response:		
MS-PLA-11.1	If other, please describe:	
Facility Response:		
MS-PLA-12	Which of the following topics are included within the facility's written policies and procedures for grievance systems? (SELECT all that apply with a "X")	
MS-PLA-12-1	Grievance system and process	
Facility Response:		
MS-PLA-12-2	Non-reprisal for workers filing a grievance/complaint	
Facility Response:		
MS-PLA-12-3	Equal access to grievance systems for both female and male workers	
Facility Response:		
MS-PLA-12-4	Worker Feedback	
Facility Response:		
MS-PLA-12-5	Equal importance given to all concerns and grievances	
Facility Response:		
MS-PLA-12-6	Commitment to confidentiality throughout the entire grievance process	
Facility Response:		
MS-PLA-12-7	Providing time off (including monetary compensation) during a grievance process	
Facility Response:		
MS-PLA-12-8	Other	
Facility Response:		
MS-PLA-12.1	If other, please describe:	
Facility Response:		
MS-PLA-13	Which of the following topics are included within the facility's written policies and procedures for health and safety? (SELECT all that apply with a "X")	
MS-PLA-13-1	Occupational health and safety laws	
Facility Response:		
MS-PLA-13-2	General work environment (i.e. ventilation, cleanliness, noise, etc.)	
Facility Response:		
MS-PLA-13-3	Building safety	
Facility Response:		
MS-PLA-13-4	Powered Motor Vehicles (PMV) procedures	
Facility Response:		
MS-PLA-13-5	Emergency preparedness	
Facility Response:		
MS-PLA-13-6	Chemicals/Hazardous substances	
Facility Response:		
MS-PLA-13-7	Nanomaterials	
Facility Response:		
MS-PLA-13-8	Worker Protection (personal protective equipment, machinery and equipment etc.)	

Facility Response:		
MS-PLA-13-9	Pressure vessels safety	
Facility Response:		
MS-PLA-13-10	Materials handling and storage	
Facility Response:		
MS-PLA-13-11	Above Ground Storage Tanks & Underground Storage Tanks	
Facility Response:		
MS-PLA-13-12	Electrical safety	
Facility Response:		
MS-PLA-13-13	First aid/Medical	
Facility Response:		
MS-PLA-13-14	Bloodborne pathogens procedures	
Facility Response:		
MS-PLA-13-15	Contractor safety	
Facility Response:		
MS-PLA-13-16	Dormitories	
Facility Response:		
MS-PLA-13-17	Canteens	
Facility Response:		
MS-PLA-13-18	Childcare	
Facility Response:		
MS-PLA-13-19	Standard operating procedures (SOPs) for how to perform each job safely	
Facility Response:		
MS-PLA-13-20	Steps for workers to raise health and safety concerns	
Facility Response:		
MS-PLA-13-21	Protection against retaliation for workers who raise health and safety concerns	
Facility Response:		
MS-PLA-13-22	Other	
Facility Response:		
MS-PLA-13.1	If other, please describe:	
Facility Response:		
MS-PLA-14	Which of the following topics are included within the facility's written policies and procedures for foreign migrant workers? (SELECT all that apply with a "X")	
MS-PLA-14-1	Reference to following all local laws for recruitment in both the sending and receiving countries	
Facility Response:		
MS-PLA-14-2	Recruitment fees and expenses	
Facility Response:		
MS-PLA-14-3	Employment contracts	
Facility Response:		
MS-PLA-14-4	Deposits	
Facility Response:		
MS-PLA-14-5	Bank accounts	
Facility Response:		
MS-PLA-14-6	Handling of government-issued identification documents	
Facility Response:		
MS-PLA-14-7	Accommodations	
Facility Response:		
MS-PLA-14-8	Arrival orientation	
Facility Response:		
MS-PLA-14-9	Freedom of movement	
Facility Response:		
MS-PLA-14-10	Non-discrimination in employment	
Facility Response:		

MS-PLA-14-11	Harassment and abuse in employment	
Facility Response:		
MS-PLA-14-12	Discipline in employment	
Facility Response:		
MS-PLA-14-13	Repatriation / end of employment	
Facility Response:		
MS-PLA-14-14	Early termination of contract by migrant worker	
Facility Response:		
MS-PLA-14-15	Involuntary termination of contract by employer	
Facility Response:		
MS-PLA-14-16	Requirements for labor agents/brokers	
Facility Response:		
MS-PLA-14-17	Other	
Facility Response:		
MS-PLA-14.1	If other, please describe:	
Facility Response:		
MS-PLA-15	Which of the following topics are included within the facility's written policies and procedures for domestic migrant workers? (SELECT all that apply with a "X")	
MS-PLA-15-1	Recruitment fees and expenses	
Facility Response:		
MS-PLA-15-2	Employment contracts	
Facility Response:		
MS-PLA-15-3	Deposits	
Facility Response:		
MS-PLA-15-4	Wages and benefits	
Facility Response:		
MS-PLA-15-5	Working Hours	
Facility Response:		
MS-PLA-15-6	Accommodations	
Facility Response:		
MS-PLA-15-7	Freedom of movement	
Facility Response:		
MS-PLA-15-8	Non-discrimination in employment	
Facility Response:		
MS-PLA-15-9	Harassment and abuse in employment	
Facility Response:		
MS-PLA-15-10	Discipline in employment	
Facility Response:		
MS-PLA-15-11	End of employment	
Facility Response:		
MS-PLA-15-12	Requirements for labor agents/brokers	
Facility Response:		
MS-PLA-15-13	Other	
Facility Response:		
MS-PLA-15.1	If other, please describe:	
Facility Response:		
MS-PLA-16	Which of the following topics are included within the facility's written policies and procedures for suppliers/subcontractors? (SELECT all that apply with a "X")	
MS-PLA-16-1	Definition of supplier which includes service providers and raw materials suppliers	
Facility Response:		
MS-PLA-16-2	NEW and EXISTING suppliers/subcontractors - Risk assessment to differentiate high risk suppliers/subcontractors within the supply chain	
Facility Response:		

MS-PLA-16-3	NEW suppliers/subcontractors - Initial screening based on social and labor practices / conducting social and labor due diligence	
Facility Response:		
MS-PLA-16-4	EXISTING suppliers/subcontractors - Training and communication of the facility's social and labor procedures	
Facility Response:		
MS-PLA-16-5	EXISTING suppliers/subcontractors - Monitoring system of social and labor performance/ continued social and labor due diligence	
Facility Response:		
MS-PLA-16-6	Requiring suppliers to conduct social and labor due diligence of their supply chains	
Facility Response:		
MS-PLA-16-7	Other	
Facility Response:		
MS-PLA-16.1	If other, please describe:	
Facility Response:		
MS-PLA-17	Which of the following topics are included within the facility's written policies and procedures for raw materials sourcing? (SELECT all that apply with a "X")	
MS-PLA-17-1	Customer and/or legal requirements for raw materials identification, reporting and/or due diligence	
Facility Response:		
MS-PLA-17-2	Raw material supply chain policy applicable to suppliers/subcontractors through facility's sourcing agreements with its suppliers/subcontractors	
Facility Response:		
MS-PLA-17-3	Risk assessment to differentiate high risk materials within the supply chain	
Facility Response:		
MS-PLA-17-4	Other	
Facility Response:		
MS-PLA-17.1	If other, please describe:	
Facility Response:		
<b>Strategy and Goals</b>		
MS-PLA-18	Does the facility have a written strategy / goals document(s) for social and labor practices addressing the following points? (SELECT all that apply with a "X")	
MS-PLA-18-1	Reference to overall goals in terms of social and labor outcomes	
Facility Response:		
MS-PLA-18.1	Please provide the name of document(s) referencing overall goals in terms of social and labor outcomes:	
Facility Response:		
MS-PLA-18-2	Reference to national law	
Facility Response:		
MS-PLA-18-3	Reference to international law/ILO conventions	
Facility Response:		
MS-PLA-18-4	Reference to other national or international requirements/declarations/goals/guiding principles etc.	
Facility Response:		
MS-PLA-18-5	Reference to a risk assessment process, specifically a strategy for responsible sourcing from high risk suppliers or high risk raw material origins	
Facility Response:		
MS-PLA-18-6	Reference to integration with business objectives	
Facility Response:		
MS-PLA-18-7	Reference to suppliers/subcontractors social and labor due diligence	
Facility Response:		
MS-PLA-18-8	Reference to gender equality and women's empowerment	
Facility Response:		
MS-PLA-18-9	Key stakeholders are involved in strategy development (i.e. customers, etc.)	
Facility Response:		
MS-PLA-18.2	Please describe the key stakeholders involved:	
Facility Response:		

MS-PLA-18-10	No written strategy/goals document exists (but informal strategies/goals may exist)	
Facility Response:		
MS-PLA-19	Has the facility set targets for social and labor performance addressing the following points? (SELECT all that apply with a "X")	
MS-PLA-19-1	Child labor and/or young workers	
Facility Response:		
MS-PLA-19.1	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-2	Prohibition of forced labor	
Facility Response:		
MS-PLA-19.2	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-3	Anti-harassment and abuse	
Facility Response:		
MS-PLA-19.3	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-4	Anti-discrimination	
Facility Response:		
MS-PLA-19.4	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-5	Working hours	
Facility Response:		
MS-PLA-19.5	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-6	Wages and benefits	
Facility Response:		
MS-PLA-19.6	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-7	Discipline	
Facility Response:		
MS-PLA-19.7	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-8	Freedom of association and collective bargaining	
Facility Response:		
MS-PLA-19.8	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-9	Worker Feedback	
Facility Response:		
MS-PLA-19.9	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-10	Grievance systems	
Facility Response:		
MS-PLA-19.10	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-11	Health and safety	
Facility Response:		
MS-PLA-19.11	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-12	Foreign migrant workers	
Facility Response:		
MS-PLA-19.12	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-13	Domestic migrant workers	

Facility Response:		
MS-PLA-19.13	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-14	Homeworkers	
Facility Response:		
MS-PLA-19.14	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-15	Gender equality and women's rights in the workplace	
Facility Response:		
MS-PLA-19.15	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-16	Bribery and anti-corruption	
Facility Response:		
MS-PLA-19.16	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-17	Suppliers/subcontractors	
Facility Response:		
MS-PLA-19.17	Please briefly describe any associated targets/KPIs:	
Facility Response:		
MS-PLA-19-18	Other	
Facility Response:		
MS-PLA-19.18	If other, please describe:	
Facility Response:		
MS-PLA-19-19	The facility does not set targets / key performance indicators	
Facility Response:		

**Do**

**Roles and Responsibilities**

MS-DO-1	Has the facility defined the person(s) responsible for the implementation and management of social and labor practices? (SELECT all that apply with a "X")	
MS-DO-1-1	Responsible person(s) have been defined and are accountable for written policies and/or procedures	
Facility Response:		
MS-DO-1-2	Responsible person(s) have been defined and are accountable for informal (not written) procedures	
Facility Response:		
MS-DO-1-3	The facility has not defined responsible person(s)	
Facility Response:		
MS-DO-2	Which of the following topics have been assigned to a responsible person(s)? (SELECT all that apply with a "X")	
MS-DO-2-1	Recruitment and hiring	
Facility Response:		
MS-DO-2-2	Termination and retrenchment	
Facility Response:		
MS-DO-2-3	Facility workplace rules	
Facility Response:		
MS-DO-2-4	Child labor and young workers	
Facility Response:		
MS-DO-2-5	Prohibition of forced labor	
Facility Response:		
MS-DO-2-6	Anti-harassment and abuse	
Facility Response:		
MS-DO-2-7	Anti-discrimination	
Facility Response:		
MS-DO-2-8	Working hours	
Facility Response:		



MS-DO-2-9	Wages and benefits	
Facility Response:		
MS-DO-2-10	Discipline	
Facility Response:		
MS-DO-2-11	Freedom of association and collective bargaining	
Facility Response:		
MS-DO-2-12	Grievance systems	
Facility Response:		
MS-DO-2-13	Worker feedback	
Facility Response:		
MS-DO-2-14	Health and safety	
Facility Response:		
MS-DO-2-15	Foreign migrant workers	
Facility Response:		
MS-DO-2-16	Domestic migrant workers	
Facility Response:		
MS-DO-2-17	Homeworkers	
Facility Response:		
MS-DO-2-18	Suppliers/subcontractors	
Facility Response:		
MS-DO-2-19	Raw materials sourcing	
Facility Response:		
MS-DO-2-20	Bribery and anti-corruption	
Facility Response:		
MS-DO-2-21	Other	
Facility Response:		
MS-DO-2-1	If Other, please describe:	
Facility Response:		
MS-DO-3	Does the facility have a written chart showing the individuals responsible for social and labor topics (i.e. a "social compliance team" chart)?	
Facility Response:		
MS-DO-3.1	Please provide the name of the document(s) here:	
Facility Response:		
<b>Communication and Training</b>		
MS-DO-4	Does the facility provide communication and training on social and labor practices? (SELECT all that apply with a "X")	
MS-DO-4-1	Communication and training based upon written policies and/or procedures	
Facility Response:		
MS-DO-4-2	Communication and training based upon informal (not written) procedures	
Facility Response:		
MS-DO-4-3	The facility does not provide communication and training on social and labor practices	
Facility Response:		
MS-DO-5	Who receives communication and training? (SELECT all that apply with a "X")	
MS-DO-5-1	Senior management	
Facility Response:		
MS-DO-5-2	Individuals responsible for implementation	
Facility Response:		
MS-DO-5-3	Production workers	
Facility Response:		
MS-DO-5-4	Security guards	
Facility Response:		
MS-DO-5-5	Subcontractors / Suppliers	
Facility Response:		

MS-DO-5-6	Other	
Facility Response:		
MS-DO-5.1	If other, please describe:	
Facility Response:		
MS-DO-6	How does the facility provide communication and training to senior management? (SELECT all that apply with a "X")	
MS-DO-6-1	Verbal communication	
Facility Response:		
MS-DO-6-2	Written communication (i.e. copy of Standard Operating Procedures or "SOP")	
Facility Response:		
MS-DO-6-3	Training - new workers receive onboarding trainings in-person (i.e. classroom trainings)	
Facility Response:		
MS-DO-6-4	Training - existing workers receive on-going trainings in-person (i.e. classroom trainings)	
Facility Response:		
MS-DO-6-5	Other	
Facility Response:		
MS-DO-6.1	If other, please describe:	
Facility Response:		
MS-DO-7	Which of the following topics are part of the communication and training for senior management? (SELECT all that apply with a "X")	
MS-DO-7-1	Recruitment and hiring	
Facility Response:		
MS-DO-7-2	Termination and retrenchment	
Facility Response:		
MS-DO-7-3	Facility workplace rules	
Facility Response:		
MS-DO-7-4	Child labor and young workers	
Facility Response:		
MS-DO-7-5	Prohibition of forced labor	
Facility Response:		
MS-DO-7-6	Anti-harassment and abuse	
Facility Response:		
MS-DO-7-7	Anti-discrimination	
Facility Response:		
MS-DO-7-8	Specifically for senior managers responsible for promotion: non-bias in promotion of pregnant and married workers	
Facility Response:		
MS-DO-7-9	Working Hours	
Facility Response:		
MS-DO-7-10	Wages and Benefits	
Facility Response:		
MS-DO-7-11	Discipline	
Facility Response:		
MS-DO-7-12	Freedom of association and collective bargaining	
Facility Response:		
MS-DO-7-13	Grievance systems	
Facility Response:		
MS-DO-7-14	Worker Feedback	
Facility Response:		
MS-DO-7-15	Health and safety	
Facility Response:		
MS-DO-7-16	Migrant workers	
Facility Response:		
MS-DO-7-17	Homeworkers	

Facility Response:		
MS-DO-7-18	Suppliers/subcontractors	
Facility Response:		
MS-DO-7-19	Raw materials sourcing	
Facility Response:		
MS-DO-7-20	Bribery and anti-corruption	
Facility Response:		
MS-DO-7-21	Other	
Facility Response:		
MS-DO-7-1	If other, please describe:	
Facility Response:		
MS-DO-8	How does the facility provide communication and training to individuals responsible for implementation? (SELECT all that apply with a "X")	
MS-DO-8-1	Verbal communication	
Facility Response:		
MS-DO-8-2	Written communication (i.e. copy of Standard Operating Procedures or "SOPs")	
Facility Response:		
MS-DO-8-3	Training - new workers receive onboarding trainings in-person (i.e. classroom trainings)	
Facility Response:		
MS-DO-8-4	Training - existing workers receive on-going trainings in-person (i.e. classroom trainings)	
Facility Response:		
MS-DO-8-5	The facility does not provide communication and training to individuals responsible for implementation	
Facility Response:		
MS-DO-8-6	Other	
Facility Response:		
MS-DO-8-1	If other, please describe:	
Facility Response:		
MS-DO-9	Which of the following topics are part of the communication and training for individuals responsible for implementation? (SELECT all that apply with a "X")	
MS-DO-9-1	Recruitment and hiring	
Facility Response:		
MS-DO-9-2	Specifically for managers responsible for hiring: non-bias in recruitment of pregnant and married workers	
Facility Response:		
MS-DO-9-3	Termination and retrenchment	
Facility Response:		
MS-DO-9-4	Facility workplace rules	
Facility Response:		
MS-DO-9-5	Child labor and young workers	
Facility Response:		
MS-DO-9-6	Prohibition of forced labor	
Facility Response:		
MS-DO-9-7	Anti-harassment and abuse	
Facility Response:		
MS-DO-9-8	Anti-discrimination	
Facility Response:		
MS-DO-9-9	Working Hours	
Facility Response:		
MS-DO-9-10	Wages and Benefits	
Facility Response:		
MS-DO-9-11	Discipline	
Facility Response:		
MS-DO-9-12	Freedom of association and collective bargaining	

Facility Response:		
MS-DO-9-13	Grievance systems	
Facility Response:		
MS-DO-9-14	Worker Feedback	
Facility Response:		
MS-DO-9-15	Health and safety	
Facility Response:		
MS-DO-9-1	Please provide a list of all trainings offered to workers responsible for implementation of health and safety in the facility	
Facility Response:		
MS-DO-9-16	Migrant workers	
Facility Response:		
MS-DO-9-17	Homeworkers	
Facility Response:		
MS-DO-9-18	Suppliers/subcontractors	
Facility Response:		
MS-DO-9-19	Raw materials sourcing	
Facility Response:		
MS-DO-9-20	Bribery and anti-corruption	
Facility Response:		
MS-DO-9-21	Other	
Facility Response:		
MS-DO-9-2	If other, please describe:	
Facility Response:		
MS-DO-10	How does the facility provide communication and training to NEW production workers? (SELECT all that apply with a "X")	
MS-DO-10-1	Verbal communication	
Facility Response:		
MS-DO-10-2	Written communication (i.e. new workers might receive a worker handbook and/or information that is included in their employment contract)	
Facility Response:		
MS-DO-10-3	Posted communication (i.e. display postings around the facility)	
Facility Response:		
MS-DO-10-4	Multi-media communication (i.e. new workers watch a video, online learning, etc.)	
Facility Response:		
MS-DO-10-5	Training - new workers receive onboarding trainings in-person (i.e. classroom trainings, trainings at their work station etc.)	
Facility Response:		
MS-DO-10-6	Communication and training is provided in a language understood by workers	
Facility Response:		
MS-DO-10-7	Other	
Facility Response:		
MS-DO-10.1	If other, please describe:	
Facility Response:		
MS-DO-11	Which of the following topics are part of the communication and training to NEW production workers? (SELECT all that apply with a "X")	
MS-DO-11-1	Recruitment and hiring	
Facility Response:		
MS-DO-11-2	Termination and retrenchment	
Facility Response:		
MS-DO-11-3	Facility workplace rules	
Facility Response:		
MS-DO-11-4	Child labor and young workers	
Facility Response:		

MS-DO-11-5	Prohibition of forced labor	
Facility Response:		
MS-DO-11-6	Anti-harassment and abuse	
Facility Response:		
MS-DO-11-7	Anti-discrimination	
Facility Response:		
MS-DO-11-8	Working Hours	
Facility Response:		
MS-DO-11-9	Wages and Benefits	
Facility Response:		
MS-DO-11-10	Discipline	
Facility Response:		
MS-DO-11-11	Freedom of association and collective bargaining	
Facility Response:		
MS-DO-11-12	Grievance systems	
Facility Response:		
MS-DO-11-13	Worker Feedback	
Facility Response:		
MS-DO-11-14	Health and safety	
Facility Response:		
MS-DO-11-11	Please provide a list of all health and safety trainings offered to NEW production workers in the facility	
Facility Response:		
MS-DO-11-15	Migrant workers	
Facility Response:		
MS-DO-11-16	Homeworkers	
Facility Response:		
MS-DO-11-17	Suppliers/subcontractors	
Facility Response:		
MS-DO-11-18	Bribery and anti-corruption	
Facility Response:		
MS-DO-11-19	Other	
Facility Response:		
MS-DO-11-2	If other, please describe:	
Facility Response:		
MS-DO-12	How does the facility provide on-going communication and training to EXISTING production workers? (SELECT all that apply with a "X")	
MS-DO-12-1	Verbal communication	
Facility Response:		
MS-DO-12-2	Written communication (i.e. current workers might received written notification regarding changes to company handbooks)	
Facility Response:		
MS-DO-12-3	Posted communication (i.e. display postings around the facility)	
Facility Response:		
MS-DO-12-4	Multi-media communication (i.e. workers watch a video, online learning, etc.)	
Facility Response:		
MS-DO-12-5	Training - existing workers receive on-going trainings in-person (i.e. classroom trainings, trainings at their work station etc.)	
Facility Response:		
MS-DO-12-6	Communication and training is provided in a language understood by workers	
Facility Response:		
MS-DO-12-7	Other	
Facility Response:		
MS-DO-121	If other, please describe:	

Facility Response:		
MS-DO-13	Which of the following topics are part of the on-going communication and training to EXISTING production workers? (SELECT all that apply with a "X")	
MS-DO-13-1	Recruitment and hiring	
Facility Response:		
MS-DO-13-2	Termination and retrenchment	
Facility Response:		
MS-DO-13-3	Facility workplace rules	
Facility Response:		
MS-DO-13-4	Child labor and young workers	
Facility Response:		
MS-DO-13-5	Prohibition of forced labor	
Facility Response:		
MS-DO-13-6	Anti-harassment and abuse	
Facility Response:		
MS-DO-13-7	Anti-discrimination	
Facility Response:		
MS-DO-13-8	Working Hours	
Facility Response:		
MS-DO-13-9	Wages and Benefits	
Facility Response:		
MS-DO-13-10	Discipline	
Facility Response:		
MS-DO-13-11	Freedom of association and collective bargaining	
Facility Response:		
MS-DO-13-12	Grievance systems	
Facility Response:		
MS-DO-13-13	Worker Feedback	
Facility Response:		
MS-DO-13-14	Health and safety	
Facility Response:		
MS-DO-13.1	Please provide a list of all health and safety trainings offered to EXISTING production workers in the facility	
Facility Response:		
MS-DO-13-15	Migrant workers	
Facility Response:		
MS-DO-13-16	Homeworkers	
Facility Response:		
MS-DO-13-17	Suppliers/subcontractors	
Facility Response:		
MS-DO-13-18	Bribery and anti-corruption	
Facility Response:		
MS-DO-13-19	Other	
Facility Response:		
MS-DO-13.2	If other, please describe:	
Facility Response:		
MS-DO-14	How does the facility provide communication and training to security guards? (SELECT all that apply with a "X")	
MS-DO-14-1	Verbal communication	
Facility Response:		
MS-DO-14-2	Written communication (i.e. new workers might receive a worker handbook and/or information that is included in their employment contract)	
Facility Response:		
MS-DO-14-3	Posted communication (i.e. display postings around the facility)	

Facility Response:		
MS-DO-14-4	Multi-media communication (i.e. new workers watch a video, online learning, etc.)	
Facility Response:		
MS-DO-14-5	Training - new workers receive onboarding trainings in-person (i.e. classroom trainings, trainings at their work station etc.)	
Facility Response:		
MS-DO-14-6	Training - existing workers receive on-going trainings in-person (i.e. classroom trainings, trainings at their work station etc.)	
Facility Response:		
MS-DO-14-7	Other	
Facility Response:		
MS-DO-14.1	If other, please describe:	
Facility Response:		
MS-DO-15	Which of the following topics are part of the communication and training to security guards? (SELECT all that apply with a "X")	
MS-DO-15-1	Prohibition of forced labor	
Facility Response:		
MS-DO-15-2	Anti-harassment and abuse	
Facility Response:		
MS-DO-15-3	Anti-discrimination	
Facility Response:		
MS-DO-15-4	Bribery and anti-corruption	
Facility Response:		
MS-DO-15-5	Other	
Facility Response:		
MS-DO-15.1	If other, please describe:	
Facility Response:		
MS-DO-16	How does the facility provide communication and training to suppliers/subcontractors? (SELECT all that apply with a "X")	
MS-DO-16-1	Verbal communication	
Facility Response:		
MS-DO-16-2	Written communication (i.e. supply contracts might include reference to social and labor practices)	
Facility Response:		
MS-DO-16-3	Multi-media communication (i.e. video, online learning, etc.)	
Facility Response:		
MS-DO-16-4	Training - new subcontractors/suppliers receive onboarding trainings in-person (i.e. classroom trainings etc.)	
Facility Response:		
MS-DO-16-5	Training - existing subcontractors/suppliers receive on-going trainings in-person (i.e. classroom trainings etc.)	
Facility Response:		
MS-DO-16-6	Other	
Facility Response:		
MS-DO-16.1	If other, please describe:	
Facility Response:		
MS-DO-17	Which of the following topics are part of the communication and training to suppliers/subcontractors? (SELECT all that apply with a "X")	
MS-DO-17-1	Child labor and young workers	
Facility Response:		
MS-DO-17-2	Prohibition of forced labor	
Facility Response:		
MS-DO-17-3	Anti-harassment and abuse	
Facility Response:		
MS-DO-17-4	Anti-discrimination	
Facility Response:		

MS-DO-17-5	Working Hours	
Facility Response:		
MS-DO-17-6	Wages and Benefits	
Facility Response:		
MS-DO-17-7	Discipline	
Facility Response:		
MS-DO-17-8	Freedom of association and collective bargaining	
Facility Response:		
MS-DO-17-9	Grievance systems	
Facility Response:		
MS-DO-17-10	Worker Feedback	
Facility Response:		
MS-DO-17-11	Health and safety	
Facility Response:		
MS-DO-17-12	Migrant workers	
Facility Response:		
MS-DO-17-13	Homeworkers	
Facility Response:		
MS-DO-17-14	Supplier/subcontractor due diligence requirements	
Facility Response:		
MS-DO-17-15	Raw materials sourcing due diligence requirements	
Facility Response:		
MS-DO-17-16	Bribery and anti-corruption	
Facility Response:		
MS-DO-17-17	Other	
Facility Response:		
MS-DO-17.1	If other, please describe:	
Facility Response:		
<b>Check</b>		
<b>Monitoring</b>		
MS-CHE-1	Does the facility conduct regular reviews and/or assessments of social and labor practices? (SELECT all that apply with a "X")	
MS-CHE-1-1	Facility conducts regular internal reviews and/or assessments of all social and labor policies and procedures that the facility has implemented	
Facility Response:		
MS-CHE-1-2	Facility conducts regular reviews and/or assessments of social and labor practices within their supply chain, i.e. of suppliers and subcontractors, including raw materials suppliers	
Facility Response:		
MS-CHE-1-3	Facility keeps records of these assessments and any violations that were uncovered	
Facility Response:		
MS-CHE-1-4	Results are reported to senior management	
Facility Response:		
MS-CHE-1-5	Facility does not perform regular reviews and/or assessments on social and labor practices within the facility and/or within their supply chain	
Facility Response:		
<b>Self Assessment</b>		
MS-CHE-2	Does the facility have a system for reviewing policies and procedures (written or informal) for changes/updates to existing requirements (legal or other)? (SELECT all that apply with a "X")	
MS-CHE-2-1	Government websites	
Facility Response:		
MS-CHE-2-2	Government offices /communications	
Facility Response:		
MS-CHE-2-3	Consultants	
Facility Response:		



MS-CHE-2-4	Internet	
Facility Response:		
MS-CHE-2-5	Customer briefing	
Facility Response:		
MS-CHE-2-6	Health and safety executive	
Facility Response:		
MS-CHE-2-7	Corporate Social Responsibility or "CSR" team established in facility	
Facility Response:		
MS-CHE-2-8	Management team briefs the workforce	
Facility Response:		
MS-CHE-2-9	Appointed worker / team	
Facility Response:		
MS-CHE-2-10	Magazine subscription(s)	
Facility Response:		
MS-CHE-2-11	Industry body briefings	
Facility Response:		
MS-CHE-2-12	Other	
Facility Response:		
MS-CHE-2-1	If other, please describe:	
Facility Response:		
MS-CHE-2-13	Facility does not use any methods and is not aware of changes/updates	
Facility Response:		
MS-CHE-3	Does the facility review/update policies and procedures (written or informal)? (SELECT all that apply with a "X")	
MS-CHE-3-1	Recruitment and hiring	
Facility Response:		
MS-CHE-3-1	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-2	Termination and retrenchment	
Facility Response:		
MS-CHE-3-2	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-3	Facility workplace rules	
Facility Response:		
MS-CHE-3-3	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-4	Child labor and young workers	
Facility Response:		
MS-CHE-3-4	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-5	Prohibition of forced labor	
Facility Response:		
MS-CHE-3-5	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-6	Anti-harassment and abuse	
Facility Response:		
MS-CHE-3-6	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-7	Anti-discrimination	
Facility Response:		
MS-CHE-3-7	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-8	Working Hours	

Facility Response:		
MS-CHE-3.8	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-9	Wages and Benefits	
Facility Response:		
MS-CHE-3.9	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-10	Discipline	
Facility Response:		
MS-CHE-3.10	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-11	Freedom of association and collective bargaining	
Facility Response:		
MS-CHE-3.11	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-12	Grievance systems	
Facility Response:		
MS-CHE-3.12	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-13	Worker Feedback	
Facility Response:		
MS-CHE-3.13	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-14	Health and safety	
Facility Response:		
MS-CHE-3.14	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-15	Foreign migrant workers	
Facility Response:		
MS-CHE-3.15	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-16	Domestic migrant workers	
Facility Response:		
MS-CHE-3.16	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-17	Homeworkers	
Facility Response:		
MS-CHE-3.17	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-18	Suppliers/subcontractors	
Facility Response:		
MS-CHE-3.18	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-19	Raw materials sourcing	
Facility Response:		
MS-CHE-3.19	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-20	Bribery and anti-corruption	
Facility Response:		
MS-CHE-3.20	Please describe how often (or when) the policies and procedures are reviewed/updated:	
Facility Response:		
MS-CHE-3-21	Other	

Facility Response:		
MS-CHE-3-21	If other, please describe:	
Facility Response:		
MS-CHE-3-22	Facility does not review/update policies and procedures (written or informal)	
Facility Response:		
<b><u>Act</u></b>		
<b><u>Continuous Improvement</u></b>		
MS-ACT-1	Does the facility create improvement plans based on social and labor practices? (SELECT all that apply with a "X")	
MS-ACT-1-1	Plans are created based on issues uncovered through monitoring and evaluation	
Facility Response:		
MS-ACT-1-2	Plans include root cause analysis (RCA)	
Facility Response:		
MS-ACT-1-3	Plans include grievances and suggestions raised by workers	
Facility Response:		
MS-ACT-1-4	Plans are completed and the related issues resolved	
Facility Response:		
MS-ACT-1-5	Written records are maintained	
Facility Response:		
MS-ACT-1-6	Other	
Facility Response:		
MS-ACT-1-1	If other, please describe:	
Facility Response:		
MS-ACT-1-7	The facility does not create improvement plans	
Facility Response:		
MS-ACT-2	Does the facility communicate improvement plans to interested stakeholders? (SELECT all that apply with a "X")	
MS-ACT-2-1	Senior management	
Facility Response:		
MS-ACT-2-2	Workers	
Facility Response:		
MS-ACT-2-3	Customers	
Facility Response:		
MS-ACT-2-4	Other	
Facility Response:		
MS-ACT-2-1	If other, please describe:	
Facility Response:		
<b><u>Facility Comments</u></b>		
MS-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
<b>ABOVE &amp; BEYOND</b>		
<b>Number</b>	<b>Question</b>	<b>Final Verified Response</b>
<b><u>Section Instructions</u></b>		
<b><u>Section Instructions</u></b>		
	Section Description: The purpose of the "Above and Beyond" section is to gather information on facility practices that go above and beyond social responsibility industry standards, are not required by national or international law, and that seek to elevate workplace well-being and community impact. Topics within this section include: • Workplace Well-being • Community Impact	
<b><u>Workplace Well-Being</u></b>		
<b><u>Sub-Section Instructions</u></b>		

	<p>The International Labour Organization (ILO) defines "Workplace Well-being" as relating "to all aspects of working life, from the quality and safety of the physical environment, to how workers feel about their work, their working environment, the climate at work and work organization. The aim of measures for workplace well-being is to complement OSH measures to make sure workers are safe, healthy, satisfied and engaged at work." The sub-section below seeks to understand what type of above and beyond practices are taking place to promote workplace well-being "within the facility walls".</p>	
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**Developmental Programs**

AB-WOR-1	Are all workers offered any of the following types of developmental programs by the facility? (SELECT all that apply with a "X"):	
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AB-WOR-1-1	Health Education	
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Facility Response:

AB-WOR-1.1	Please describe:	
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Facility Response:

AB-WOR-1-2	Gender Equality	
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Facility Response:

AB-WOR-1.2	Please describe:	
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Facility Response:

AB-WOR-1-3	Gender Empowerment	
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Facility Response:

AB-WOR-1.3	Please describe:	
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Facility Response:

AB-WOR-1-4	Career Development	
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Facility Response:

AB-WOR-1.4	Please describe:	
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Facility Response:

AB-WOR-1-5	Other	
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Facility Response:

AB-WOR-1.5	If other, please describe:	
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Facility Response:

AB-WOR-1-6	None of the above	
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Facility Response:

AB-WOR-2	Are all workers offered any of the following programs by the facility to promote health? (SELECT all that apply with a "X"):	
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AB-WOR-2-1	Nutrition	
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Facility Response:

AB-WOR-2.1	Please describe:	
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Facility Response:

AB-WOR-2-2	Exercise	
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Facility Response:

AB-WOR-2.2	Please describe:	
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Facility Response:

AB-WOR-2-3	Drug and Alcohol Abuse	
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Facility Response:

AB-WOR-2.3	Please describe:	
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Facility Response:

AB-WOR-2-4	Smoking	
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Facility Response:

AB-WOR-2.4	Please describe:	
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Facility Response:

AB-WOR-2-5	Sexual Health	
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Facility Response:

AB-WOR-2.5	Please describe:	
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Facility Response:

AB-WOR-2-6	Pre- and post-natal	
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Facility Response:

AB-WOR-2-6	Please describe:	
Facility Response:		
AB-WOR-2-7	Mental Well-being	
Facility Response:		
AB-WOR-2-7	Please describe:	
Facility Response:		
AB-WOR-2-8	Access to clean drinking water	
Facility Response:		
AB-WOR-2-8	Please describe:	
Facility Response:		
AB-WOR-2-9	Other	
Facility Response:		
AB-WOR-2-9	If other, please describe:	
Facility Response:		
AB-WOR-2-10	None of the above	
Facility Response:		
<b>Market Access</b>		
AB-WOR-3	Are all workers offered any of the following types of market access programs by the facility? (SELECT all that apply with a "X"):	
AB-WOR-3-1	Financial Literacy Programs	
Facility Response:		
AB-WOR-3-1	Please describe:	
Facility Response:		
AB-WOR-3-2	Digital Payment Assistance	
Facility Response:		
AB-WOR-3-2	Please describe:	
Facility Response:		
AB-WOR-3-3	Home Financing Program	
Facility Response:		
AB-WOR-3-3	Please describe:	
Facility Response:		
AB-WOR-3-4	Other	
Facility Response:		
AB-WOR-3-4	If other, please describe:	
Facility Response:		
AB-WOR-3-5	None of the above	
Facility Response:		
<b>Economic Empowerment Programs</b>		
AB-WOR-4	Did the facility participate in any type of economic empowerment programs that collect facility contributions into a separate account (or fund) that can be used for worker well-being? (SELECT all that apply with a "X"):	
AB-WOR-4-1	Facility's own program	
Facility Response:		
AB-WOR-4-1	Please describe:	
Facility Response:		
AB-WOR-4-2	External program	
Facility Response:		
AB-WOR-4-2	Please describe:	
Facility Response:		
AB-WOR-4-3	Other	
Facility Response:		
AB-WOR-4-3	If other, please describe:	
Facility Response:		

AB-WOR-4-4	None of the above	
Facility Response:		
<b>Wage Aspirations</b>		
AB-WOR-5	Did the facility actively seek to provide (or attain) any of the following types of wage aspirations for workers? (SELECT all that apply with a "X"):	
AB-WOR-5-1	"Living Wage"	
Facility Response:		
AB-WOR-5.1	Please describe:	
Facility Response:		
AB-WOR-5-2	"Prevailing Wage"	
Facility Response:		
AB-WOR-5.2	Please describe:	
Facility Response:		
AB-WOR-5-3	System to secure that annual wage increase (excluding OT-hours) is at or above the inflation rate	
Facility Response:		
AB-WOR-5-4	Skill Matrix - including all worker skill levels	
Facility Response:		
AB-WOR-5.3	Please describe:	
Facility Response:		
AB-WOR-5-5	Other	
Facility Response:		
AB-WOR-5.4	If other, please describe:	
Facility Response:		
AB-WOR-5-6	None of the above	
Facility Response:		
<b>HS Recognition</b>		
AB-WOR-6	Has the facility received recognition (award) from a PUBLICLY KNOWN institution for their achievement on Health and Safety?	
Facility Response:		
AB-WOR-6.1	If yes, please describe:	
Facility Response:		
<b>Other</b>		
AB-WOR-7	Has the facility implemented any other projects that have sought to improve social well-being of workers in the facility that they would like to share?	
Facility Response:		
AB-WOR-7.1	If yes, please describe:	
Facility Response:		
<b>Community Impact</b>		
<b>Sub-Section Instructions</b>		
	The sub-section below seeks to understand what type of above and beyond practices are taking place to promote positive community impact "outside the facility walls".	
<b>Supplier Engagement</b>		
AB-COM-1	Does the facility offer female workers in the supply chain (i.e. female workers at suppliers/subcontractors to the facility) any of the following types of professional developmental opportunities? (SELECT all that apply with a "X"):	
AB-COM-1-1	Professional Training	
Facility Response:		
AB-COM-1.1	Please describe:	
Facility Response:		
AB-COM-1-2	Mentoring/ sponsorship program	
Facility Response:		
AB-COM-1.2	Please describe:	
Facility Response:		
AB-COM-1-3	Educational opportunities	

Facility Response:		
AB-COM-1-3	Please describe:	
Facility Response:		
AB-COM-1-4	Other	
Facility Response:		
AB-COM-1-4	If other, please describe:	
Facility Response:		
AB-COM-1-5	None of the above	
Facility Response:		
<b><u>Community Service</u></b>		
AB-COM-2	Did the facility participate in any of the following activities related to community service? (SELECT all that apply with an "X":)	
AB-COM-2-1	The facility sponsored (paid for and/or organized) a community service event	
Facility Response:		
AB-COM-2-1	Please describe:	
Facility Response:		
AB-COM-2-2	Workers were encouraged to voluntarily engage in community service	
Facility Response:		
AB-COM-2-2	Please describe:	
Facility Response:		
AB-COM-2-3	Workers were permitted certain hours to voluntarily engage in community service during working hours and were not penalized for the hours served	
Facility Response:		
AB-COM-2-3	Please describe:	
Facility Response:		
AB-COM-2-4	Blood Donation Programs	
Facility Response:		
AB-COM-2-4	Please describe:	
Facility Response:		
AB-COM-2-5	Gender equality and empowerment programs	
Facility Response:		
AB-COM-2-5	Please describe:	
Facility Response:		
AB-COM-2-6	Other	
Facility Response:		
AB-COM-2-6	If other, please describe:	
Facility Response:		
AB-COM-2-7	None of the above	
Facility Response:		
<b><u>Charitable Contributions</u></b>		
AB-COM-3	Did the facility participate in any of the following activities related to charitable contributions? (SELECT all that apply with an "X":)	
AB-COM-3-1	The facility made regular donations to charitable (non-profit/non-governmental) organizations or projects	
Facility Response:		
AB-COM-3-1	Please describe:	
Facility Response:		
AB-COM-3-2	Facility conducted a needs analysis of charitable programs to address the critical needs in the community	
Facility Response:		
AB-COM-3-2	Please describe:	
Facility Response:		
AB-COM-3-3	Other	
Facility Response:		

AB-COM-3-3	If other, please describe:	
Facility Response:		
AB-COM-3-4	None of the above	
Facility Response:		
<b><u>Community Investment</u></b>		
AB-COM-4	Did the facility participate in any of the following activities related to community investment? (SELECT all that apply with a "X")	
AB-COM-4-1	The facility drafted (or maintained an existing) strategy/policy for community investment that includes assessment of root causes of social issues in community related to its workforce	
Facility Response:		
AB-COM-4.1	Please describe:	
Facility Response:		
AB-COM-4-2	Facility workers and local civil society groups were engaged in identifying, implementing, and evaluating community investment initiatives	
Facility Response:		
AB-COM-4.2	Please describe:	
Facility Response:		
AB-COM-4-3	The facility was involved directly or through partnerships in efforts on the ground that address root causes of social issues in the local community	
Facility Response:		
AB-COM-4.3	Please describe:	
Facility Response:		
AB-COM-4-4	Other	
Facility Response:		
AB-COM-4.4	If other, please describe:	
Facility Response:		
AB-COM-4-5	None of the above	
Facility Response:		
<b><u>External Engagement &amp; Collaboration</u></b>		
AB-COM-5	Did the facility participate in any of the following activities related to engagement with external organizations and other facilities? (SELECT all that apply with a "X")	
AB-COM-5-1	Facility collaborates with other facilities on the development of shared/joint training efforts	
Facility Response:		
AB-COM-5.1	Please describe some of these training efforts:	
Facility Response:		
AB-COM-5-2	Facility participates in multi-stakeholder or industry forums to develop full understanding of risks and challenges in the value chain	
Facility Response:		
AB-COM-5.2	Please describe the forums the facility is participating in, and in what capacity (passive vs. active, voting, chair, etc.)	
Facility Response:		
AB-COM-5-3	Facility engages with key locally impacted stakeholders to improve social and labor conditions in the value chain	
Facility Response:		
AB-COM-5.3	Please describe by providing the stakeholder names and the nature and frequency of the dialogue:	
Facility Response:		
AB-COM-5-4	Facility engages with key regional / international stakeholders to improve social and labor conditions in the value chain	
Facility Response:		
AB-COM-5.4	Please describe by providing the stakeholder names and the nature and frequency of the dialogue:	
Facility Response:		
AB-COM-5-5	Facility engages (either directly or via industrial trade association or tripartite initiatives) with local & district level Trade Unions to proactively address issues of concern to the industry	
Facility Response:		
AB-COM-5-6	Other	
Facility Response:		



AB-COM-5.5	If other, please describe:	
Facility Response:		
AB-COM-5-7	None of the above	
Facility Response:		
AB-COM-6	If the facility engaged (either directly or via industrial trade association or tripartite initiatives) with local & district level trade unions to proactively address issues of concern to the industry, how was the facility involved? (SELECT all that apply with a "X":)	
AB-COM-6-1	Facility actively participates in the initiative	
Facility Response:		
AB-COM-6.1	Please describe:	
Facility Response:		
AB-COM-6-2	Facility actively leads the initiative	
Facility Response:		
AB-COM-6.2	Please describe:	
Facility Response:		
AB-COM-6-3	Facility has been actively engaged with the initiative over the past 3 years	
Facility Response:		
AB-COM-6.3	Please describe:	
Facility Response:		
AB-COM-6-4	Other	
Facility Response:		
AB-COM-6.4	If other, please describe:	
Facility Response:		
AB-COM-6-5	None of the above	
Facility Response:		
<b>Goals / Targets</b>		
AB-COM-7	Has the facility set specific goals/targets for improvement on social issues in local communities and tracked the progress against those goals/targets?	
Facility Response:		
AB-COM-7.1	If yes, please describe:	
Facility Response:		
<b>Sourcing Practices</b>		
AB-COM-8	Has the facility encouraged sourcing practices that resulted in the facility sourcing from Small and Medium Enterprises and manufacturers that are owned by underrepresented minorities/protected groups, including women-owned businesses?	
Facility Response:		
AB-COM-8.1	If yes, please describe:	
Facility Response:		
<b>Land Grabbing</b>		
AB-COM-9	Does the facility have a formalized process of reviewing documentation of the land rights for the property they are renting/leasing by a person who is qualified to do so?	
Facility Response:		
AB-COM-9.1	If yes, please describe:	
Facility Response:		
AB-COM-10	Does the facility engage proactively with relevant stakeholders before an investment is made in a new land?	
Facility Response:		
AB-COM-10.1	If yes, please describe:	
Facility Response:		
<b>Public Disclosure &amp; Transparency</b>		
AB-COM-11	Does the facility communicate publicly on social and labor performance?	
Facility Response:		
AB-COM-12	Did the facility communication include any of the following? (SELECT all that apply with a "X"):	
AB-COM-12-1	Engagement with NGOs and other external stakeholders	
Facility Response:		

AB-COM-12-2	Social/labor policies and procedures	
Facility Response:		
AB-COM-12-3	Results of social compliance monitoring	
Facility Response:		
AB-COM-12-4	Issues identified, actions taken, and results achieved in response to results of social compliance monitoring	
Facility Response:		
AB-COM-12-5	Indirect supplier list	
Facility Response:		
AB-COM-12-6	Facility/company/group reporting externally on progress against social compliance goals and objectives per Global Reporting Initiative (GRI) requirements	
Facility Response:		
AB-COM-12-7	None of the above	
Facility Response:		
AB-COM-13	Does the facility publish a report (at least every 2 years) regarding its own progress towards social compliance goals and objectives set by the facility?	
Facility Response:		
<b>Other</b>		
AB-COM-14	Has the facility implemented any other community impact projects that improve the social well being of workers and their families that they would like to share?	
Facility Response:		
AB-COM-14.1	If yes, please describe:	
Facility Response:		
<b>Facility Comments</b>		
AB-FAC-1	Please describe any concerns or difficulties with questions listed in this section:	
Facility Response:		
Verification Selection: Verification not required		
Corrected Response:		
<b>VERIFICATION DETAILS</b>		
<b>Number</b>	<b>Question</b>	<b>Final Verified Response</b>
<b>Verification Details</b>		
<b>Verification Dates</b>		
VD-VER-1	Verification Start Date (YYYY-MM-DD):	2022-09-29
VD-VER-2	Verification End Date (YYYY-MM-DD):	2022-09-30
<b>Verification Duration</b>		
VD-VER-3	Verification Duration:	2 Person Days
VD-VER-3.1	If "More than 10 Days", please describe:	
VD-VER-4	Did the verification take place over consecutive days?	Yes
VD-VER-5	If no, please describe which days Verifier(s) were on site and why the verification did not take place over consecutive days:	
<b>Verification Window</b>		
VD-VER-6	Verification Window:	Announced
<b>Verifier Information</b>		
VD-VER-7	Verification Body Type:	3rd Party (Service Provider)
VD-VER-8	Verification Body Name:	TUV Rheinland Hong Kong Ltd.
VD-VER-9	Verifier Name(s) (First and Last Name):	John Huang (one verifier in 2 days)
<b>Verification Participants</b>		
VD-VER-10	Were any interpreters present during verification?	No
VD-VER-11	Identification details (First and Last Name and Organization) of all parties present for verification activity:	Not Applicable.
<b>Virtual Verification Activity</b>		
VD-VER-12	Was any part of the verification conducted virtually?	No
<b>Exception Requests</b>		

VD-VER-13	Were any exception requests granted by the Verification Oversight Organization for this verification?	No
VD-VER-14	If yes, please describe:	
<b><u>Worker Interviews</u></b>		
VD-VER-15	What is the total number of worker interviews conducted?	33
VD-VER-16	Provide details about number and type of workers interviewed:	Total 33 workers were interviewed, 15 were interviewed individually while 18 were interviewed in 3 groups. Among them, there were 17 male workers and 16 female workers, 30 out of them were domestic migrant workers from different province of China.
<b><u>Offsite Documentation Review</u></b>		
VD-VER-17	Did the facility request an offsite documentation review prior to onsite verification?	No
VD-VER-18	Did the Verifier(s) conduct an offsite documentation review?	
VD-VER-19	Please provide details regarding offsite document review:	
<b><u>Worker Engagement</u></b>		
VD-VER-20	Were workers' representatives and/or workers involved in the self/joint-assessment process?	Yes
VD-VER-20.1	If yes, please describe how workers' representatives and/or workers were involved in the self/joint-assessment process:	The worker representatives were elected by workers freely, they were favourable with the management and workshop environment. The worker representatives actively participated in the verification process and provided related information support for this verification.
<b><u>Verification Observations</u></b>		
VD-VER-21	1. Cooperativeness of facility	During the verification process, management staff showed fully support and provided sufficient resources to facilitate the verification process. The attitude of the facility towards the verification was open and positive.
VD-VER-22	2. Strengths of management practices	In view of the facility, the management practices were satisfying. Most of social performance was reported and implemented as per self-assessment. Specially, the onsite management of health and safety were excellent. The worker interview showed the workers were all satisfactory with the management and benefits provided.
VD-VER-23	3. Any other comment	Nil
VD-VER-24	4. Are there any photos you would like to add to the verification that did not directly correspond to a question?	The other production processes photo, such as injection, metalworking, panel processing, soldering, polishing, paint spraying, printing, laser marking, eyeglass cutting, ultrasonic cleaning, assembling and packing processes.