
Auditee :	Guangzhou SuiHui Metal Manufacture Company
Audit Date From :	07/04/2020
Audit Date To :	08/04/2020
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	Intertek
Auditor's Name(s) :	Argus Chow(Lead)
Auditing Branch (if applicable) :	Intertek South China - Shenzhen



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Rating Definitions



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

Main Auditee Information



Name of producer :	Guangzhou SuiHui Metal Manufacture Company		
DBID number :	365664		
Audit ID :	177165		
Address :	No. 105-2, Shiyu Rd., Tianyi Village, Dongchong Town, Nansha Dist. Guangzhou		
Province :	Guangdong	Country :	China
Management Representative :	Mr. Lu Zhi Bin/Sales Manager		
Contact person:	Zhi Bin Lu	Sector :	Non-Food
Industry Type :	Others	Product group :	Others
Product Type :	Cups, shakers, ice buckets		

Audit Details



Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural <input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced <input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No	
Audit extent (if applicable) :	none	
Audit interferences or contingencies (if applicable) :	none	
Overall rating :	C	
Need of follow-up :	Yes	If YES, by : 08/04/2021

Rating per Performance Area (PA)

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

Executive summary of audit report

Guangzhou Suihui Metal Manufacture Company (Business license number: 9144011568523874XB) was located at No. 105-2, Shiyu Rd., Tianyi Village, Dongchong Town, Nansha Dist., Guangzhou City, Guangdong Province, China. This was a limited company. The total land area occupied by the facility was 5616 square meters. They established in the current address in March 2009. A total of 96 employees including 38 female employees and 58 male employees were working in the facility during the audit. The facility consisted of two flat buildings used as office, production and warehouse. No canteen or dormitory was provided for the employees.

The main production processes were listed as follows: Cutting, Punching, Extension, Polishing, Washing, Quenching, Silk-printing, Welding, Inspection and Packing. The processes of spraying and electroplating were subcontracted by other facilities. The production capacity was 250000 pcs per month of stainless cups, shakers, ice buckets.

This full audit was conducted by Intertek Testing Services Shenzhen Ltd. At 09:00 am of April 7, 2020, one auditor entered the facility then held an opening meeting according to the Client's Program, Mr. Lu Zhi Bin/Sales Manager, Ms. Zhou Yue Yun/Sales and Ms. Chen Hong Di/Worker Representative were present in the meeting. They stated that they would be co-operative with this audit. During the closing meeting, the facility management agreed with all the findings and expressed that they would make the improvement within 12 months.

Comments for each Performance Area (PA) were listed as below:

Nonconformance was observed in PA1, PA2, PA5, PA6, PA7 and PA10. Please refer to the findings in these PAs for details.

The performance status in PA3: The facility established written procedure to ensure the rights of freedom of association were respected. 2 worker representatives was freely elected in October 2019. No negative information was noted during this audit.

The performance status in PA4: The facility established written procedure to ensure no discrimination in hiring, compensation and benefits, working hours, access to training, and promotion. No negative information was noted during this audit.

The performance status in PA8: The facility established written policy and procedure to ensure no child labor used in the facility. According to personnel files review and employee interview, the lowest age of employees in the facility was more than 19 years old. No negative information was noted during this audit.

The performance status in PA9: The facility established written protection procedure for young workers. The young employees would be provided with regular health examination and would not be assigned to work in hazardous working area, if the facility hired them. No young workers and no negative information were noted during this audit.

The performance status in PA11: The facility established written procedure to ensure no forced labor used. Employees were not required to pay any deposits or leave their ID cards to the employer. Employees could free to leave their working stations once their shifts end. There was no forced, bonded or involuntary prison labour in the facility noted during the audit. No negative information was noted during this audit.

The performance status in PA12: The facility had established a written environmental policy. One senior management was responsible for continuous improvements in their environmental performance. The facility had obtained all relevant approval/permit from the local environment bureau and conducted the monitoring testing annually.

The performance status in PA13: Through document reviewed and management interview, auditor noted that there was not any act of corruption, extortion or embezzlement, bribery behavior in the facility. The facility did not provide any falsifying document for review. The facility kept personnel file, payroll and attendance records in a separate room and only HR could review the document.

Remark:

- The attendance records from March 1, 2019 to April 7, 2020 were reviewed at this audit. All employees worked in one shift, the regular working hours was from 7:30 to 17:30 included 2 hours' lunch break from 11:30 to 13:30. The overtime working hours were from 18:30 to 20:30. Finger scanning system was used for time keeping. No peak season in the facility.
- The payroll records from March 2019 to February 2020 were reviewed at this audit. Employees' wages were calculated on hourly rated basis. The facility paid regular wages based on local legal minimum wage (Remark: The local legal minimum wage was RMB2100 per month). Employees were paid on cash on or before 30th of each month after the previous wage calculation cycle.
- The auditee was located in Hong Kong Industry Zone. There were two facilities in the industry zone, another facility named Zongbang Welding Machine Manufacturing Co., Ltd. and located in one flat building. There was one 5-storey dormitory building in the industry zone.
- There are no contractor or agencies used by the auditee, which makes the contractor license or agency labour contract not applicable. No government waiver or collective bargaining agreement was provided by the auditee. No inconsistency was found.
- Auditor name: Argus Chow/APSCA NO. RA21700268.

Ratings Summary



Auditee's background information			
Auditee's name :	Guangzhou SuiHui Metal Manufacture Company	Legal status :	Limited Company
Local Name :	广州穗辉金属制品有限公司	Year in which the auditee was founded :	2009
Address :	No. 105-2, Shiyu Rd., Tianyi Village, Dongchong Town, Nansha Dist.	Contact person (please select) :	Zhi Bin Lu
Province :	Guangdong	Contact's Email :	tom@unionco.cn
City :	Guangzhou	Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	None
Country :	China	Website of auditee (if applicable) :	None
GPS coordinates :	Not provided	Total turnover (in Euros) :	9000000.00
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Others	Of which domestic market % :	0.00
If other, please specify :		Production volume :	250000 pcs per month
Product Group :	Others	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	No
Product Type :	Cups, shakers, ice buckets		

Auditee's employment structure at the time of the audit		
Total number of workers :	96	Total number of workers in the production unit to be monitored (if applicable) : 0
	MALE WORKERS	FEMALE WORKERS
Permanent workers	58	38
Temporary workers	0	0
In management positions	2	0
Apprentices	0	0
On probation	4	2
With disabilities	0	0
Migrants (national citizens)	50	29
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	56	38
Production based workers	0	0
With shifts at night	0	0
Unionised	0	0
Pregnant	-	0
On maternity leave	-	0

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: D

Deadline date:06/04/2021

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The facility had set up a written social manual and Mr. Lu Zhi Bin/Facility Manager was appointed to ensure that the BSCI values and principles are followed in a satisfactory manner. The facility communicated this Code to all employees by various training and bulletin board posting. The facility had conducted internal audit and management review to review internal performance. The facility also communicated the Code to their significant business partners and had monitored their significant business partners' social performance. However, there were gaps identified in implementation. Please refer to specific question for the findings.

企业有建立执行BSCI行为守则的管理体系，卢志斌先生/经理被委派以确保充分遵循BSCI价值和原则要求。企业有通过各种培训和公告将此行为准则传达给员工。企业通过内部审核和管理评审来评估其表现。企业也有将BSCI行为准则向其重要商业合作伙伴传达且有监控他们的重要商业合作伙伴的社会责任表现。然而，在执行中仍有发现差距的地方，具体请参考相关检查点。

- 1.1 -** The social management system was not implemented effectively, and some non-compliance findings were detected in Performance Areas of Social Management System and Cascade Effect, Workers Involvement and Protection, Fair Remuneration, Decent Working Hours, Occupational Health and Safety sections, No Precarious Employment sections. For details, please refer to Performance Area 1, 2, 5, 6, 7 and 10 respectively. Law/COC: In accordance with BSCI Social Requirement 1.1, there should be satisfactory evidence that the auditee has set up an effective management system to implement the BSCI Code of Conduct.

审核员发现企业在社会管理体系和级联效应，员工参与与保护，公平报酬、体面工作时间、职业健康安全，安全雇佣缺少有效的管理。详细分别见绩效领域第1，2，5，6，7和10部分。法规/行为守则：依据BSCI社会责任要求1.1，有满意证据显示被审核企业有建立管理体系来执行BSCI行为准则。

- 1.4 -** The auditee's workforce capacity was not properly organized to meet the expectations of the delivery order and/or contracts due to the overtime hours exceeding the local law requirement. Please refer to checkpoint #6.2 for details. Law/COC: In accordance with BSCI Social Requirement 1.4, the auditee's workforce capacity should be properly organized to meet the expectations of the delivery order and/or contracts.

受审核方的劳动力没有被正确安排以满足客人订单的期望，因为月加班时间超出了法律的规定，具体参考检查点6.2。法规/行为准则：根据BSCI社会责任要求1.4，受审核方的劳动力需要被正确安排以满足客人订单的期望。

Remarks from Auditee:

None

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: C

Deadline date:06/04/2021

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The facility had established good management practices in worker involvement and protection. Effective internal operation-level grievance mechanism was established such as suggestion box, employee representatives election by the workers themselves and direct communication with management. However, there were gaps identified in implementation. Please refer to specific questions for the findings.

企业在员工参与和员工保护方面建立了良好的管理实践。企业也建立了有效的内部申诉机制，例如设立意见箱、选举员工代表以及与管理层直接沟通。然而，在执行中仍有发现差距的地方，具体请参考相关检查点。

- 2.2 -** During document review, auditor found that the facility had not defined long term goals to protect workers according to the BSCI Code of Conduct. Law/COC: In accordance with BSCI Social Requirement 2.2, there is satisfactory evidence that the auditee defines long term goals to protect workers according to the BSCI Code of Conduct.

在文件审阅时，审核员发现企业没有依据BSCI行为准则定义保护员工的长期目标。法规/行为准则：依据BSCI社会责任要求2.2，有满意证据显示被审核企业有依据BSCI行为准则定义保护员工的长期目标。

- 2.5 -** Through document review, management, workers representative & employees' interview, the established grievance mechanism was not including all interested parties, only for internal part. LAW/COC: In accordance with BSCI Social Requirement 2.5, there should be satisfactory evidence that the facility established effective operational-level grievance mechanism for individuals and communities.

工厂建立的申诉机制没有包含所有利益相关方，只是对工厂内部适用。法规/行为准则：依据BSCI社会责任要求2.5，有满意证据显示被审核企业有建立内部及利益相关方的有效申诉机制。

Remarks from Auditee:

None

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: No nonconformance was observed. 没有发现不符合项。	
Remarks from Auditee: None	
Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: No nonconformance was observed. 没有发现不符合项。	
Remarks from Auditee: None	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: C	Deadline date:06/04/2021
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>Based on the provided payroll records, auditor found that all employees' wages were calculated on an hourly-rated basis. The lowest basic wages were RMB2100 per month as RMB12.06 per hour that was met the local legal minimum wage standard. For overtime wages, 150% and 200% of basic wages were paid to employees for their overtime hours on weekdays and on rest days respectively. No overtime was arranged on public holiday. Employees were paid by cash on or before 30th of each month after the previous wage calculation cycle. Furthermore, the facility had provided social benefits such as annual leave and child-bearing leave, etc... to eligible employees. However, 2 findings were identified in this performance area, please refer to relevant checkpoint for details.</p> <p>根据企业提供的工资表,发现所有员工工资按计时方式计算。员工最低基本工资为人民币每月2100元,即每小时人民币12.06,等于当地法规标准。工作日加班和休息日加班分别按1.5倍和2.0倍基本工资计算,法定假无加班。员工工资按月在次月30日前以现金形式发放。并且,企业有提供社会保险,年假和产假等法律规定的福利给相关人员。但是,在此部分有发现2个问题点,具体参考相关的检查点。</p> <p>5.4 - The facility management was not aware of any information about Basic Needs Wage, and the facility management did not know that they should provide sufficient remuneration that allows workers to meet a decent standard of living based on the BSCI requirement. Law/COC: In accordance with BSCI Social Requirements: The auditee should provide sufficient remuneration that allows workers to meet a decent living standard. 企业对基本生活工资没有足够了解,企业也不知道他们应该按照BSCI的要求提供足够的待遇让员工过上体面的生活。法规/行为守则:根据BSCI社会责任要求,被审核方(生产商)应支付足够的报酬使工人达到体面生活标准。</p> <p>5.5 - Through reviewing the social insurance receipt of March 2020, 13 out of 96 employees were retired back to work. Auditor found that 32 out of 83 (96-13) employees (38.55%) had participated in basic endowment insurance, unemployment insurance, basic medical insurance, employment injury insurance and maternity insurance according to legal requirement. Remark: 1) Interviewed workers stated that they participated in social insurance in voluntary basis; 2) the other employees won't participate in social insurance. Law/COC: In accordance with the Social Insurance Law of the People's Republic of China, Article 10 Employees shall participate in the basic endowment insurance, and the basic endowment insurance premiums shall be jointly paid by employers and employees. Article 23 Employees shall participate in the basic medical insurance for employees, and the basic medical insurance premiums shall be jointly paid by employers and employees in accordance with the relevant provisions of the state. Article 33 Employees shall participate in the employment injury insurance, and the employment injury insurance premiums shall be paid by their employers rather than the employees. Article 44 Employees shall participate in unemployment insurance, and the unemployment insurance premiums shall be jointly paid by employers and employees in accordance with the relevant provisions of the state. Article 53 Employees shall participate in maternity insurance, and the maternity insurance premiums shall be paid by employers rather than employees in accordance with the relevant provisions of the state. 在文件审阅时,根据2020年3月的社保收据,企业有13名退休返聘员工。审核员发现企业的83(96-13)名员工中有32人(38.55%)按法规要求参加养老保险、失业保险、医疗保险、工伤保险和生育保险。备注:1)面谈员工表示参加社保是自愿的;2)其他员工不愿意参加社会保险。法规/行为守则:依据《中华人民共和国社会保险法》第十条,职工应当参加基本养老保险,由用人单位和职工共同缴纳基本养老保险费。第二十三条 职工应当参加职工基本医疗保险,由用人单位和职工按照国家规定共同缴纳基本医疗保险费。第三十三条 职工应当参加工伤保险,由用人单位缴纳工伤保险费,职工不缴纳工伤保险费。第四十四条 职工应当参加失业保险,由用人单位和职工按照国家规定共同缴纳失业保险费。第五十三条 职工应当参加生育保险,由用人单位按照国家规定缴纳生育保险费,职工不缴纳生育保险费。</p>	
Remarks from Auditee: None	

Performance Area 6 : Decent Working Hours

Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: D

Deadline date:06/04/2021

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

Through document review, management and employees interview, finger scanned attendance system was used for recording employees time in and time out. Employees regularly worked for 8 hours per day and 5 days per week. The normal working hours were from 7:30 to 17:30 with 2 hours lunch break from 11:30-13:30. The overtime hours were from 18:30-20:30. However, there was gap identified in implementation. Please refer to specific questions for the finding.

通过文件审核, 管理者和员工面谈, 企业使用指纹考勤系统记录员工的出勤。员工正常上班是每天8小时, 每周5天。员工每天正常工作时间是 7:30-11:30, 13:30-17:30, 中间有2小时的午餐休息时间。晚上加班时间是18:30-20:30。然而, 发现在执行方面仍有差距的地方, 具体请参考相关检查点。

- 6.2 -** The monthly overtime hours of 12 out of 12 randomly selected employees were 52 hours in February 2020 (current month), 12 out of 12 randomly selected employees were 72 hours in October 2019 (random month) and 12 out of 12 randomly selected employees were 84 hours in August 2019 (random month). Law/COC: In accordance with the PRC Labour Law article 41 The employing unit may extend working hours due to the requirements of its production or business after consultation with the trade union and labourers, 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 labourers is guaranteed. However, the total extension in a month shall not exceed thirty-six hours.
- 在2020年2月份(当前月), 12名抽样的员工的月加班时间为52小时; 在2019年10月(随机月), 12名抽样员工月加班时间为72小时; 在2019年8月(随机月), 12名抽样员工月加班时间为84小时。法规/行为准则: 依据《中华人民共和国劳动法》第41条, 用人单位由于生产经营需要, 经与工会和劳动者协商后可以延长工作时间, 一般每日不得超过一小时; 因特殊原因需要延长工作时间的, 在保障劳动者身体健康的条件下延长工作时间每日不得超过三小时, 但是每月不得超过三十六小时。

Remarks from Auditee:

None

Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: B

Deadline date:06/04/2021

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

Risk assessment on EHS was conducted on regular. The facility maintained a comfortable temperature through out the work floor. The electrical system was in a good condition. All electrical control panels have been labeled with warning sign. The facility posted the evacuation plans with YOU ARE HERE sign on the work floor, which indicated escape routes and the location of the fire extinguishers, etc... At least two emergency exits were provided in the production workshop. All safety exits were affixed both exit signs and emergency lights, the work floor was installed with fire alarm system, and all fire fighting equipment were inspected once a month. Sufficient first aid kits stocked with necessary supplies were provided in workshop. Drinkable water was available in workshop. Employees had received regular health and safety training regularly. Fire drills and chemical preventive leakage drills were conducted twice per year. However, there were gaps identified in implementation. Please refer to specific questions for the findings.

企业有定期进行健康安全环境的风险评估。企业有舒适的工作环境。电力系统良好，所有电箱都有张贴警示标识。企业车间有张贴逃生平面图，上面有指明看图人的位置，逃生路径和灭火器位置等。生产车间至少有两个紧急出口，所有安全出口有安装出口标识和应急灯，车间有安装消防警铃，所有消防设施每月点检一次。车间配有急救箱，车间配有饮用水设施。员工有定期接受健康安全培训，消防演习和化学品防泄漏演习每年举行2次。然而，在执行中仍有发现差距的地方，具体请参考相关检查点。

- 7.1 -** 1. During this audit, the facility did not fully comply with the health and safety legal requirement because some gaps were noted. Please refer to the relevant checkpoints in PA 7 for details. Law/COC: In accordance with BSCI social requirement 7.1, the auditee should be in observance of the occupational health and safety regulations applicable for its activities. 2. Through document review, it was noted that 49 employees in punching and polishing departments had not conducted the occupational health examination which required by law. Law/COC: In accordance with the PRC Law of Prevention and Control of Occupational Diseases Article 35, the employer shall conduct regular occupational health examination for those labourers who are engaged in works with occupational hazard(s) as required by production safety supervision and administration department and public health administrative department under the State Council. 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. The employer shall not arrange labourers to engage in the work with occupational hazard(s) prior to the pre-post occupational health examination, or labourers with any occupational prohibition to engage in the prohibited work from them. Once the occupational health examination indicates that employee is suffering from the occupational damage in relation to his or her occupation, the employer shall transfer such a labourer out of his or her original post, and allocate him or her in a proper way. The employer shall not rescind or terminate the labour contracts signed with those employees without the occupational health examination at time of leaving the post. The occupational health examination shall be undertaken by the Medical and Health Institutions with Practicing Licence of Medical Institution. The Health Administrative Department shall strengthen the standardization management of occupational health examination. The specific administrative measures shall be formulated by the Health Administrative Department of State Council. 3. During document review, auditor found that the facility could not provide the training records / certificate of safety production knowledge and management skill of the principal in charge and persons for the management of work safety for review. Law/COC: In accordance with the Law of the PRC on Work Safety Article 24, The principal in charge and persons for the management of work safety in production and business entities have to have the knowledge about work safety and the competence for the management, which are commensurate with the production and business activities of these entities. The principal in charge and persons for the management of work safety in production and business entities that produce, trade or store hazardous articles, and mines, metal smelting, building construction, and road transport shall only be appointed to the posts after they pass the examinations in their knowledge about work safety and their competence in the management conducted by the competent departments for work safety supervision and administration. No fees shall be charged for taking such examinations. Entities that produce or store hazardous articles, and mines, metal smelting shall have certified safety engineer to work on the management of work safety.

1. 本次审核，发现企业没有完全符合安全健康的法规要求因为发现了一些差距，详情请参考PA 7的相关问题点。法规/行为守则：依据BSCI社会责任要求7.1，企业应遵守职业安全健康的法规要求。2. 通过文件审核，发现冲压，打磨部门49名员工没有按法规要求进行职业健康检查。法规/行为守则：依据《中华人民共和国职业病防治法》第三十五条，对从事接触职业病危害的作业的劳动者，用人单位应当按照国务院安全生产监督管理部门、卫生行政部门的规定组织上岗前、在岗期间和离岗时的职业健康检查，并将检查结果书面告知劳动者。职业健康检查费用由用人单位承担。用人单位不得安排未经上岗前职业健康检查的劳动者从事接触职业病危害的作业；不得安排有职业禁忌的劳动者从事其所禁忌的作业；对在职业健康检查中发现有与所从事的职业相关的健康损害的劳动者，应当调离原工作岗位，并妥善安置；对未进行离岗前职业健康检查的劳动者不得解除或者终止与其订立的劳动合同。职业健康检查应当由取得《医疗机构执业许可证》的医疗卫生机构承担。卫生行政部门应当加强对职业健康检查工作的规范管理，具体管理办法由国务院卫生行政部门制定。3. 在文件审核时，企业无法提供该企业主要负责人和/或安全管理人员的安全生产知识和管理能力培训记录/证书供审阅。法规/行为守则：依据《中华人民共和国安全生产法》第24条，生产经营单位的主要负责人和安全生产管理人员必须具备与本单位所从事的生产经营活动相应的安全生产知识和管理能力。危险物品的生产、经营、储存单位以及矿山、金属冶炼、建筑施工、道路运输单位的主要负责人和安全生产管理人员，应当由主管的负有安全生产监督管理职责的部门对其安全生产知识和管理能力考核合格。考核不得收费。危险物品的生产、储存单位以及矿山、金属冶炼单位应当有注册安全工程师从事安全生产管理工作。

- 7.2 -** Through review the social insurance document in March 2020, auditor noted that there were 96 employees and 32 employees participated in social injury insurance, no employee participated in commercial injury insurance. Law/COC: In accordance with BSCI Social Requirement 7.2, there is satisfactory that the auditee seeks to improve workers' protection in case of accident, including through compulsory insurance schemes. 查阅企业2020年3月的社保文件，企业有96名员工，32名参加了社会保险中的工伤保险，没有员工参加商业的工伤保险。法规/行为守则：根据BSCI 社会责任要求7.2，企业应寻求改善在工伤情况下的员工保护，包括通过强制的保险计划。

- 7.6 -** During facility tour, auditor found that all employees worked in polishing department had not worn goggles though the facility had provided goggles to them. Law/COC: In accordance with Law of the PRC on Work Safety article 42, manufacturing units shall supervise and train employees to ensure they properly wear and use the personal protective equipment. Manufacturing units shall supervise and train employees to ensure they properly wear and use the personal protective equipment.

在现场巡查时，审核员发现打磨部门所有员工作业时没有佩戴护眼罩尽管企业有发放。法规/行为守则：依据《中华人民共和国安全生产法》第42条，生产经营单位必须为从业人员提供符合国家标准或者行业标准的劳动防护用品，并监督、教育从业人员按照使用规则佩戴、使用。

- 7.17 -** During facility tour, auditor found that no safety guard was installed for rolling part of all polishing machines. Law/COC: In accordance with National Safety Technical Code for Electric Equipments-GB19517-2009 Article 2.3.3, Adequate measures shall be implemented to prevent anyone from touching or getting close to dangerous moving parts while the electric equipment is in normal operation, to prevent metal scraps and dust from flying off, to prevent liquid and gas from overflowing, and to avoid extremely high or low temperature of the equipment's outside. 在现场巡查时，审核员发现所有打磨机没有安装砂轮的防护罩。法规/行为守则：依据《国家电气设备安全技术规范》GB19517-2009第2.3.3条，应采取适当的措施，避免电气设备正常使用时接触或接近危险的运动部件，避免金属屑、粉尘的飞甩，避免液体、气体的溢出，避免外壳灼热或低温。

- 7.21 -** Remark: No kitchen or canteen was provided.
备注：被审核方不提供厨房或饭堂。

- 7.22 -** During facility tour, auditor found that the toilets in the production area did not have soap. Law/COC: In accordance with BSCI Social Requirement 7.22, toilets are equipped with necessary supplies such as soap and paper and working locks.

7.23 -	<p>在现场巡查时，审核员发现企业在生产区的厕所内没有提供肥皂。法规/行为守则：依据BSCI社会责任要求7.22，被审核方应在卫生间配置足够物品如肥皂以及锁具。</p> <p>Remark: The facility did not provide transportation for employees.</p> <p>备注：企业不提供交通工具。</p>
7.24 -	<p>During facility tour, auditor found that hazardous factors existed in punching, polishing, welding, silk-printing where noise and metal dust were produced, hazardous chemicals including benzene, methylbenzene and dimethylbenzene were used. However, the facility could not provide evaluation report of occupational hazardous factors for review. Law/COC: In accordance with Provisions on the Supervision and Administration of Workplace Occupational Health Article 20, An employing entity with occupational hazards shall entrust an occupational health technical service agency with corresponding qualification to conduct evaluation on occupational hazard factors at least once every year. An employing entity with severe occupational hazards shall, in addition to the above requirement, entrusts an occupational health technical service agency with corresponding qualification to conduct assessment on occupational hazard status at least once every three years. The results of the evaluation and assessment shall be kept in archive, reported to local administration department of work safety, and announced to the workers.</p>
<p>在现场巡查时，审核员发现在冲压，打磨，焊接，丝印车间产生噪音，金属粉尘，使用苯、甲苯、二甲苯等危险化学品，存在职业危害因素。但是，企业未能提供该作业场所的职业危害因素监测报告供审阅。法规/行为守则：依据《工作场所职业卫生监督管理规定》第二十条，存在职业病危害的用人单位，应当委托具有相应资质的职业卫生技术服务机构，每年至少进行一次职业病危害因素检测。职业病危害严重的用人单位，除遵守前款规定外，应当委托具有相应资质的职业卫生技术服务机构，每三年至少进行一次职业病危害现状评价。检测、评价结果应当存入本单位职业卫生档案，并向安全生产监督管理部门报告和劳动者公布。</p>	
<p>Remarks from Auditee: None</p>	
<p>Performance Area 8 : No Child Labour</p>	
<p>Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: A Deadline date:</p>	
<p>GOOD PRACTICES: None</p>	
<p>AREAS OF IMPROVEMENT: No nonconformance was observed. 没有发现不符合项。</p>	
<p>Remarks from Auditee: None</p>	
<p>Performance Area 9 : Special protection for young workers</p>	
<p>Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: A Deadline date:</p>	
<p>GOOD PRACTICES: None</p>	
<p>AREAS OF IMPROVEMENT: No nonconformance was observed. 没有发现不符合项。</p>	
<p>Remarks from Auditee: None</p>	

Performance Area 10 : No Precarious Employment

Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: C

Deadline date:06/04/2021

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

Consolidated finding: Labour contracts were all concluded between the factory and all workers. The contracts statement included the description of working hours, training, rest time and leave etc... which were in accordance with legal requirement and ILO. Meanwhile, the factory provided a copy of contract to every worker. Based on interview statement of workers, workers understood well of the content of labour contract and no illegal employment was identified during the audit. However, there were gaps identified in implementation. Please refer to specific questions for the findings.

综合概况: 工厂和所有员工均签订了劳动合同, 劳动合同的内容包括工时, 培训, 休息时间和假期, 报酬和支付条件, 这些内容均符合法规。同时工厂提供了一份劳动合同副本给员工。通过员工访谈, 员工均了解劳动合同内容, 审核过程中, 工厂无不符合法规的用工形式存在。然而, 在执行中仍有发现差距的地方, 具体请参考相关检查点。

- 10.2 -** Through document review, auditor found that the facility had 13 employees retire hired to work again, but the facility only signed labor contract instead of written agreement with these retirees hired to work again. Law/COC: In accordance with the Notice about Issues on Implementing Employment Contract System (Ministry of Labor Document [1996] No. 354) Article 13, When the retiree, who is enjoying pension benefits, will be hired to work again, the employer shall sign a written agreement with him to explicitly define the rights and obligations including job duties, remuneration, health care, labor protection in the course of employment.

通过文件审核, 审核员发现企业共有13名退休返聘人员, 但企业与该退休返聘人员签订的是劳动合同, 而不是退休返聘书面协议。法规/行为守则: 依据《关于实行劳动合同制度若干问题的通知》(劳部发[1996]354号)第13条, 已享受养老保险待遇的离退休人员被再次聘用时, 用人单位应当与其签订书面协议, 明确聘用期内的工作内容、报酬、医疗、劳保待遇等权利和义务。

- 10.3 -** Through document review, site observation, management interview, it was noted that occupational disease might result in the work process of employees in the factory (hazardous related to punching, polishing, welding, silk-printing employees). However, the facts, harmful effects, consequences, protective measures and necessary treatment of occupational diseases were not indicated in their labor contracts. Law/COC: In accordance with the PRC Employment Contract Law article 17, an employment contract shall include the following clauses: 1) The employer's name, domicile, legal representative or major person-in-charge; 2) The employee's name, domicile, number of identity card or number of any other valid identity certificate; 3) The time limit for the employment contract; 4) The work contents and address; 5) The work time, rest and vacation; 6) The remunerations; 7) The social security; 8) The employment protection, work conditions, and protection against and prevention of occupational harm; and 9) Other items that shall be included in the employment contract under any law or regulation. Apart from the essential clauses as prescribed in the preceding paragraph, the employer and the employee may, in the employment contract, stipulate the probation period, training, confidentiality, supplementary insurances, welfares and treatments, as well as other items.

发现工厂某些工序的员工可能会导致职业病(冲压, 抛光, 焊接, 丝印员工)。然而, 职业病的有害后果, 影响, 防护措施和必要的治疗在劳动合同中没有记录。法规/行为守则: 依据《中华人民共和国劳动合同法》第17条, 劳动合同应当具备以下条款: (一) 用人单位的名称、住所和法定代表人或者主要负责人; (二) 劳动者的姓名、住址和居民身份证或者其他有效身份证件号码; (三) 劳动合同期限; (四) 工作内容和工作地点; (五) 工作时间和休息休假; (六) 劳动报酬; (七) 社会保险; (八) 劳动保护、劳动条件和职业危害防护; (九) 法律、法规规定应当纳入劳动合同的其他事项。劳动合同除前款规定的必备条款外, 用人单位与劳动者可以约定试用期、培训、保守秘密、补充保险和福利待遇等其他事项。

Remarks from Auditee:

None

Performance Area 11 : No Bonded Labour

Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: A

Deadline date:

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

No nonconformance was observed.
没有发现不符合项。

Remarks from Auditee:

None

Performance Area 12 : Protection of the Environment

Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: A

Deadline date:

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

No nonconformance was observed.
没有发现不符合项。

Remarks from Auditee:

None

Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 177165] Audit Date: 07/04/2020 PA Score: A	Deadline date:
<u>GOOD PRACTICES:</u> None	
<u>AREAS OF IMPROVEMENT:</u> No nonconformance was observed. 没有发现不符合项。	
<u>Remarks from Auditee:</u> None	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	07/04/2020	177165	D	C	A	A	C	D	B	A	A	C	A	A	A	C

Producer Photos







Photo of fire safety equipment
Evacuation map.JPG



Photo of the inside of the main production hall
Outside of the Loft.JPG



Photo of the inside of the main production hall
Waste water pool.JPG



Photo of fire safety equipment
Evacuation sign.JPG



Photo of the inside of the main production hall
Mould storage area.JPG



Photo of the inside of the main production hall
Waste water storage area.JPG



Photo of fire safety equipment
Fire extinguishers Fire hydrant and Fire alarm.JPG



Photo of the inside of the main production hall
Opening and Cutting.JPG



Photo of the personal protection equipments (if applicable)
Employee wore PPEs 1.JPG



Photo of fire safety equipment
Fire pool.JPG



Photo of the inside of the main production hall
Packing.JPG



Photo of the personal protection equipments (if applicable)
Employee wore PPEs 2.JPG



Photo of fire safety equipment
Testing water pressure.JPG



Photo of the inside of the main production hall
Polishing 2.JPG



Photo of the personal protection equipments (if applicable)
Employee wore PPEs 3.JPG



Photo of non-conformity
NC no goggle or no cover for rolling part.JPG



Photo of the inside of the main production hall
Polishing.JPG



Photo of the personal protection equipments (if applicable)
Occupational warning signs.JPG



Photo of the code of conduct on display
BSCI poster.JPG



Photo of the inside of the main production hall
Punching.JPG



Photo of the personal protection equipments (if applicable)
PPE signs.JPG



Photo of the dormitories (if applicable)
Dormitory building in the industry zone.JPG



Photo of the inside of the main production hall
Quenching.JPG



Photo of the sanitary facilities
Drinking water.JPG



Photo of the inside of the main production hall
Argon arc welding.JPG



Photo of the inside of the main production hall
Semi-product storage area.JPG



Photo of the sanitary facilities
Toilets.JPG