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Auditee :	<b>ZHEJIANG QING GENG YU DU INDUSTRIAL CO., LTD.</b>
Audit Date From :	<b>30/06/2020</b>
Audit Date To :	<b>01/07/2020</b>
Expiry Date of the Audit :	<b>Please refer to the producer profile in the amfori BSCI platform</b>
Auditing Company :	<b>TUEV Rheinland</b>
Auditor's Name(s) :	<b>Ation Lin(Lead)</b>
Auditing Branch (if applicable) :	<b>TUV Rheinland China</b>

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This is an extract of the on line Audit Report. The complete report is available in the amfori BSCI Platform.  
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**Rating Definitions**



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<p style="text-align: center;"><b>A</b> <b>Very Good</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated A</li> <li>• No Performance Areas rated C, D or E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
A	A	A	A	A	A	A	A	A	A	A	A	A																													
A	A	A	A	A	A	A	A	A	A	B	B	B																													
A	A	A	A	A	A	A	B	B	B	B	B	B																													
<p style="text-align: center;"><b>B</b> <b>Good</b></p>	<ul style="list-style-type: none"> <li>• Maximum 3 Performance Areas rated C</li> <li>• No Performance Areas rated D or E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr> <tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
A	A	A	A	A	A	B	B	B	B	B	B	B																													
A	A	A	A	A	B	B	B	B	B	B	B	C																													
B	B	B	B	B	B	B	B	B	B	C	C	C																													
<p style="text-align: center;"><b>C</b> <b>Acceptable</b></p>	<ul style="list-style-type: none"> <li>• Maximum 2 Performance Areas rated D</li> <li>• No Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr> <tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
A	A	A	A	A	A	A	A	A	C	C	C	C																													
A	A	A	A	A	B	B	B	B	C	C	C	D																													
C	C	C	C	C	C	C	C	C	C	C	D	D																													
<p style="text-align: center;"><b>D</b> <b>Insufficient</b></p>	<ul style="list-style-type: none"> <li>• Maximum 6 Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr> <tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	E	E	E	E	E	E	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
A	A	A	A	A	A	A	A	A	A	D	D	D																													
A	A	A	B	B	B	C	C	C	D	D	D	E																													
D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p style="text-align: center;"><b>E</b> <b>Unacceptable</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	<p>amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.</p>
A	A	A	A	A	A	E	E	E	E	E	E	E																													
A	A	B	B	C	D	E	E	E	E	E	E	E																													
E	E	E	E	E	E	E	E	E	E	E	E	E																													
<p style="text-align: center;"><b>Zero Tolerance</b></p>	<p>A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)</p>	<p>Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.</p>																																							

**Main Auditee Information**



Name of producer :	<b>ZHEJIANG QING GENG YU DU INDUSTRIAL CO., LTD.</b>		
DBID number :	<b>401145</b>		
Audit ID :	<b>185043</b>		
Address :	<b>No.519,Gaoke Road, Xincheng Industrial Zone, Longgang City Wenzhou</b>		
Province :	<b>Zhejiang</b>	Country :	<b>China</b>
Management Representative :	<b>Jiqian Chen</b>		
Contact person:	<b>Kaifen Lin</b>	Sector :	<b>Non-Food</b>
Industry Type :	<b>Forestry, wood, pulp and paper</b>	Product group :	<b>Forestry derivate</b>
Product Type :	<b>Gift box, notebook, fabric products</b>		

**Audit Details**



Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit	
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms	
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No		
Audit extent (if applicable) :	none		
Audit interferences or contingencies (if applicable) :	none		
Overall rating :	C		
Need of follow-up :	Yes	If YES, by : 01/07/2021	

**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	A	A	A	A	D	B	A	A	A	A	C	A

**Executive summary of audit report**

- Ation Lin (APSCA registration number: RA 21701895)
- The address in business license in Chinese was “浙江省温州市龙港市新城工业区高科路519号”
- The auditee changed from “浙江晴耕雨读印业有限公司” (ZHEJIANG QINGGENGYUDU PRINTING CO.,LTD) to “浙江晴耕雨读实业有限公司” (ZHEJIANG QING GENG YU DU INDUSTRIAL CO., LTD.) since Jun. 2017.
- The auditee moved from “苍南县龙港镇湖前环城东路（半河工业区）” (Banhe Industrial Zone), Huanchengdong Road, Huqian, Longgang Town, Cangnan County” (DBID 355990) to the audited address since Feb. 2020. The distance between these two addresses were about 15km. Based on management interview and worker interview, they did not use old address any more.
- Total 3 buildings were located at the audited address. All buildings belonged to the auditee.  
One 5-storey building. 1st-3rd floors were used as office. 4th – 5th floors were used as dormitory.  
One 5-storey building. 1st – 3rd floors were used as production workshop. 4th-5th floors were idle.  
One 5-storey building. 1stand 5th floors were used as warehouse. 2nd floor was used as production workshop. 3rd – 4th floors were idle.
- The total building area used by auditee was about 22,900 square meters. The auditee mainly manufactured gift box, notebook, fabric products. The main production processes were listed as follows: printing, gold stamping, laminating, cutting, pressing, assembly and packing.
- No obvious slack or peak season for the auditee. No sub-contracted labor was found during audit. All workers were directly hired by the auditee. The auditee was cooperative during audit, factory management let auditor do worker interview and take photos, agreed with findings. The security guards belonged to the auditee.
- There was no agency used by the auditee, which made the agency labour contract not applicable. No contractor was used, which made contractor license not applicable. There was no collective bargaining agreement used by the auditee, which made the collective bargaining agreement not applicable. Factory did not provide government waiver during audit, which made the government waiver not applicable.

**Ratings Summary**



<b>Auditee's background information</b>			
Auditee's name :	<b>ZHEJIANG QING GENG YU DU INDUSTRIAL CO., LTD.</b>	Legal status :	<b>CO., LTD.</b>
Local Name :	浙江晴耕雨读实业有限公司 (91330327082911835T)	Year in which the auditee was founded :	<b>2013</b>
Address :	<b>No.519,Gaoke Road, Xincheng Industrial Zone, Longgang City</b>	Contact person (please select) :	<b>Kaifen Lin</b>
Province :	<b>Zhejiang</b>	Contact's Email :	<b>lkf@zjqgyd.com</b>
City :	<b>Wenzhou</b>	Auditee's official language(s) for written communications :	<b>Chinese</b>
Region :	<b>North East Asia</b>	Other relevant languages for the auditee :	<b>None</b>
Country :	<b>China</b>	Website of auditee (if applicable) :	<b>www.zjqgyd.com</b>
GPS coordinates :	<b>N27°31'34" E120°37'27"</b>	Total turnover (in Euros) :	<b>4500000.00</b>
Sector :	<b>Non-Food</b>	Of which exports % :	<b>40.00</b>
Industry :	<b>Forestry, wood, pulp and paper</b>	Of which domestic market % :	<b>60.00</b>
If other, please specify :		Production volume :	<b>Gift box: 17 million pieces / year; notebook: 11 million pieces / year; fabric products: 3.3 million pieces / year</b>
Product Group :	<b>Forestry derivatives</b>	Production cost calculation :	<b>Yes</b>
If other, please specify :		Lost time injury calculation cost :	<b>Yes</b>
Product Type :	<b>Gift box, notebook, fabric products</b>		

<b>Auditee's employment structure at the time of the audit</b>			
Total number of workers :	<b>89</b>	Total number of workers in the production unit to be monitored (if applicable) :	<b>0</b>
	<b>MALE WORKERS</b>	<b>FEMALE WORKERS</b>	
Permanent workers	<b>68</b>	<b>21</b>	
Temporary workers	<b>0</b>	<b>0</b>	
In management positions	<b>2</b>	<b>2</b>	
Apprentices	<b>0</b>	<b>0</b>	
On probation	<b>0</b>	<b>0</b>	
With disabilities	<b>0</b>	<b>0</b>	
Migrants (national citizens)	<b>20</b>	<b>8</b>	
Migrants (foreign citizens)	<b>0</b>	<b>0</b>	
Workers on the permanent payroll	<b>68</b>	<b>21</b>	
Production based workers	<b>0</b>	<b>0</b>	
With shifts at night	<b>0</b>	<b>0</b>	
Unionised	<b>0</b>	<b>0</b>	
Pregnant	<b>-</b>	<b>0</b>	
On maternity leave	<b>-</b>	<b>0</b>	

**Finding Report**



**Performance Area 1 : Social Management System and Cascade Effect**

Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: D

Deadline date:30/06/2021

**GOOD PRACTICES:**

NONE

**AREAS OF IMPROVEMENT:**

The factory had appointed Jiqian Chen as the amfori BSCI management representative. And the factory established social management system based on amfori BSCI Code of Conduct and relevant national law. The main suppliers were paper, ink and etc. The facility passed Code of Conduct and Terms of Implementation to main suppliers and asked them to sign letter of commitment, the facility communicated the code with main suppliers and the suppliers expressed that they would comply with the requirement. Meanwhile, the factory conducted internal audit once per year and the latest internal audit was held in Sep. 2019.

工厂已经指定了陈吉乾作为负责amfori BSCI管理的管理者代表。并且工厂依据amfori BSCI供应商行为准则以及相关法规建立了企业社会责任程序。主要供应商有纸张，油墨等。企业将行为准则以及实施推进条款传递给主要供应商，并要求供应商签署承诺书，企业与主要供应商就行为准则进行了沟通，供应商表示会遵守相关要求。同时，企业每年进行1次内审，最近一次内审是在2019年09月举行。

- 1.1 - The auditee established the amfori BSCI document system, but the system was not implemented effectively: - Through management interview, There were issues on working hours, benefit etc. But effective way to solve the problems was not established by the company. - The workforce planning to systematic reducing overtime was not established by the company.  
被审核方建立了amfori BSCI文件体系，但该体系并未有效执行。-通过管理者层访谈，工厂在工时、福利等方面存在问题，但缺少有效的途径问题来解决这些问题。-工厂未建立产能控制计划以系统的来减少的加班时间

- 1.4 - It was noted that the factory had established production cost calculation procedure but the procedure did not consider the legal requirement of overtime which led to workers had excessive overtime in the past 12 months.  
评估中发现工厂建立成本核算的程序文件，但是没有考虑靠员工加班时间的法规要求，导致员工在过去12个月有过量加班。

**Remarks from Auditee:**

NONE

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

Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: A

Deadline date:30/10/2020

**GOOD PRACTICES:**

NONE

**AREAS OF IMPROVEMENT:**

Training record on health, safety, work rule and working skills which provided for employees were documented. There was freely-elected worker representative who met and communicated with management at least 4 times per year. The factory had effective channels for raising suggestions and grievances, such as suggestion box. Of course, the employees also said that they could directly talk with the worker representative or managers. They would not be discriminated against because of suggestions and grievances.

企业对员工的健康、安全、工作规则和工作技能进行了培训，且保存了培训记录。工厂有自由选举的工人代表，和管理层见面交流每年至少4次。工厂有有效的渠道以供申诉，如意见箱，亦可直接与管理层、员工代表进行沟通。工人表示不会应为投诉或者提意见而受到不平等的待遇。

- 2.2 - The factory defined the long term goals to protect workers, but did not cover all amfori BSCI Code of Conduct. Such as Protection of Environmental and etc.  
工厂制定了对员工保护的长期目标，但未包含所有amfori BSCI行为守则。如：环境保护等

**Remarks from Auditee:**

NONE

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

Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: A

Deadline date:

**GOOD PRACTICES:**

NONE

**AREAS OF IMPROVEMENT:**

There was employee representative elected by employees but no trade union. Meanwhile, the employee representative expressed all employees seldom put forward issue at workplace and he did not receive any suggestion, advice, complaint or grievance. Collective bargaining agreement was not available in the factory. However, workers could communicate with the factory management in terms of issues they concerned about such as OHS issues, working hours, wages and benefits and etc.. Further, the factory management encouraged worker representative to communicate with workers during working hours.

工厂有自由选举的员工代表，但没有工会。同时，该员工代表表示，在厂内的员工几乎未提出过生产场所内的相关问题，他未接到过意见、建议、抱怨或者申诉。工厂没有集体谈判的协议，但是工人可以就自身关心的问题（如健康安全、工作时间、工资福利等）与管理层进行沟通，且工厂鼓励工人和工人代表在工作时间进行沟通。

**Remarks from Auditee:**

NONE



<b>Performance Area 4 : No Discrimination</b>	
Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> NONE	
<b>AREAS OF IMPROVEMENT:</b> Written policy and procedure against discrimination had been established and communicated to all employees. Discrimination based on grounds of race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status was prohibited and the facility prohibited any health examination such as pregnancy testing to be conducted when pre-employment health examination. During worker interviews, it was found that there was no unequal, abuse, unusual disciplinary practices. 被审核方针对禁止歧视建立了书面的政策和程序并传达给员工。企业不会因种族、肤色、年龄、性别、性取向、民族、疾病、怀孕、宗教、政治倾向、工会会员身份、婚姻状况而歧视员工；并且企业禁止在入职体检时进行如孕检等医学体检。在员工访谈中，员工反映在被评估企业里，没有不平等，虐待，不寻常的纪律处分	
<b>Remarks from Auditee:</b> NONE	
<b>Performance Area 5 : Fair Remuneration</b>	
Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: A	Deadline date:30/10/2020
<b>GOOD PRACTICES:</b> NONE	
<b>AREAS OF IMPROVEMENT:</b> Compensation and wage procedure was established in the factory. 12 months from Jun. 2019 to May 2020 of 12 randomly samples were selected for reviewed. Wage was calculated by monthly rate, and the minimum wage paid by factory to worker was RMB2000 per month. The payment cycle was from 1st to the end and the wages were paid to employees before 25th of the following month in cash. The pay slip was provided to employees. Workers' overtime wages were paid 150% and 200% of the normal wage rate for overtime on weekdays and weekends respectively. And no illegal deduction was made from workers' wage. Paid annual leave, statutory holiday, sick leave, marriage leave, maternity leave and funeral leave were provided by the factory. 企业建立了薪酬福利的程序文件。随机抽取12个样本自2019年06至2020年05月共计12个月的工资记录查阅。工资按时薪计算，且给员工支付的最低工资为2000元/月，计算周期是每月1日至月末，工资在下个月25号前以现金形式发放。工资条提供给员工。正常工作日和休息日的加班费分别按平时工资的150%和200%支付。企业未非法扣除工人的工资。工厂提供了带薪年假、法定假日、病假、婚假、产假以及丧假。 <b>5.5 -</b> Not all workers were provided with social insurance. There were total 89 employees hired at the factory during audit date, 4 employees were retirees hired to work again, 14 employee was new hired after Jun. 2020 and no employee was resigned since Jun. 2020, so the factory should provide social insurance to 71 employees in Jun. 2020. The factory provided social insurance receipts from Jul. 2019 to Jun. 2020 for review, through reviewing the social insurance receipts and social insurance online system verifying, 47 employees were not provided with retirement insurance and medical insurance, unemployment insurance, child-bearing insurance in Jun. 2020. All workers who did not reach retired age were provided with employment injury insurance. The management explained that workers did not want to participate in social insurance, if somebody wanted to participate in social insurance, the factory would provide it to him/her. The workers who did not participate in social insurance stated that they did not want to participate in social insurance because they had participated in local rural medical insurance, although the factory had communicated the social insurance policy to them. Reference law: Social Insurance Law of the People's Republic of China, Article 10, 23, 44, 53. (Remark: the retiree hired to work again could not participate in social insurance in local; the factory did not collect the relevant documents about workers participated in local rural medical insurance). 不是所有员工都提供社保。工厂审核当天一共雇佣了89名员工，4名为退休返聘员工，14名为2020年6月后的新进员工，2020年6月后没有员工辞职。因此工厂应该在2020年6月为71名员工提供社会保险。工厂提供了2019年7月至2020年6月的社保凭证供审核，根据社保凭证和社保在线系统验证，在2020年6月，工厂未给47名员工提供养老、医疗、失业、生育保险。所有未退休的员工都提供工伤保险。工厂管理层解释到员工不想参加社会保险，如果有人想参加社会保险，工厂会为他/她提供的。未参加社保的员工表示他们不想参加社会保险，因为他们已经参加了当地的农村合作医疗保险，尽管工厂已给他们沟通了社保政策。参考法律法规：《中华人民共和国社会保险法》第10，23，44，53条。（备注：当地的退休返聘人员不能参加社会保险；工厂未收集员工参加当地农村合作医疗保险的相关文件）。	
<b>Remarks from Auditee:</b> NONE	

**Performance Area 6 : Decent Working Hours**

Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: D

Deadline date:30/06/2021

**GOOD PRACTICES:**

NONE

**AREAS OF IMPROVEMENT:**

Fingerprint recording system was used to record each IN/OUT time. All of the workers were arranged to 1 shift. Normal working hour was 08:00-11:30, 12:30-17:00. Overtime: 18:00-20:00. The factory according to the orders to arrange the working overtime and workers had right to choose overtime or not. Saturday was arranged as overtime. Sunday was guaranteed as the rest day. Maximum overtime work 2 hours per day, 18 hours per week, 84 hours per. Time records of 12 samples from 01 Jun. 2019 to audit day were reviewed randomly. During the worker interview, workers confirmed that they worked overtime voluntarily. And workers had right to rest in resting breaks in every working day, such as go to toilet, drink water. The local minimum standard set at RMB1660 per month equivalent to RMB9.54 per hour (1660/21.75/8) after 1 Dec. 2017.

指纹系统用于记录员工的上下班时间。全体工人一班制。正常工作时间08:00-11:30,12:30-17:00。加班时间为18:00-20:00。工厂会根据生产订单安排工人加班,员工可自愿选择是否加班。周六为加班,周日休息。最大的加班时间为每天2小时,每周18小时,每月84小时。12名员工从2019年06月01号到审核当天的考勤随机抽取查阅。访谈确认员工加班自愿。同时员工允许在工作时间获得必要的休息,如上洗手间,饮水等。当地法定最低工资在2017年12月1日后为人民币1660元/月,相当于9.54元/小时(1660/21.75/8)。

**6.2 -** Workers' monthly overtime exceeded legal requirement. The auditee did not establish overtime controlling procedure. Management knew the local law requirement clearly, but due to difficulty of recruitment, there was exceeding overtime occurred. The workers also did not know the auditee had overtime control. According to worker attendance records from 01 Jun. 2019 to 30 Jun. 2020, the workers monthly OT working hours exceeded 36 hours for 12 months. By the end of the audit day (01 Jul. 2020), the maximum overtime in Jun. 2020 was 64 hours. For example: Monthly overtime for all 12 samples workers in Aug. 2019 were 40-84 hours. Monthly overtime for all 12 samples workers in Nov. 2019 were 40-82 hours Monthly overtime for all 12 samples workers in May 2020 were 40-80 hours. (Reference law: PRC Labor Law article 41).

员工的月加班超过法规要求。被审核方没有建立加班控制程序。管理人员清楚法规要求,但由于招工比较难,所以还是有超时发生。员工也不知道工厂有加班的控制。根据工人的2019年06月01日至2020年6月30号的考勤,工人12个月的月加班超出36小时要求。截止至审核当天(2020年07月01号),2020年06月的最大加班时间为64小时。例如:抽取的全部12名样本员工在2019年08月加班时间为40-84小时。抽取的全部12名样本员工在2019年11月加班时间为40-82小时。抽取的全部12名样本员工在2020年05月加班时间为40-80小时。参考法律法规:《中华人民共和国劳动法》第41条)

**Remarks from Auditee:**

NONE



<b>Performance Area 7 : Occupational Health and Safety</b>	
Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: B	Deadline date:30/06/2021
<b>GOOD PRACTICES:</b> NONE	
<b>AREAS OF IMPROVEMENT:</b> <p>The factory had collected the laws and regulations related health and safety, written procedure was established based on the requirements and the health &amp; safety management knew the procedure. During plant tour, it was found that proper personal protective equipment were provided with proper warnings. The factory had ensured that more than 2 emergency exits were available in each workshop and floors, adequate fire facilities such as the extinguishers and hydrants were installed, fire alarms were installed and the emergency exit or passage ways were clearly marked, the workers could escape the workshop freely without the permission of the management, regularly fire drills were conducted. The latest two fire evacuation training were respectively held in Oct. 2019 and Feb. 2020. All employees had participated in the fire evacuation drills. During plant tour, the potable water was accessible in the factory and was free for the employees, no restriction was conducted for the employees to access potable water, restroom and etc. In addition, the factory had provided trainings such as orientation trainings, fire safety trainings and etc., to all employees. Remark: The factory did not provide canteen or transportation services to employees.</p> <p>工厂收集了关于健康安全法律与法规，并且据此要求制定了适用的程序文件，健康安全的管理人员了解工厂所制定的程序。在现场巡查中发现，企业给员工提供了个人防护用品，且有相应的警告标识。工厂在每个车间或者仓库均保证有至少两个以上的安全出口，配备了足够的消防栓、灭火器等消防设施，安装了紧急报警的装置并且明确的标识了安全出口以及疏散通道，员工在发生紧急情况时无需得到主管的批准即可逃生并且工厂定期进行了疏散的演习。最近两场演习分别是在2019年10月和2020年02月。全体员工都需要参加消防疏散演习。通过现场走访，工厂为员工提供饮用水，员工自由取用，工厂未对员工取用饮用水、使用卫生间等设置限制。此外，工厂还给所有员工提供了入职培训，消防安全的培训等。备注：工厂没有提供食堂和交通工具给员工。</p> <p>7.1 - 1) Factory did not provide occupational health examination of workers who contacted occupational hazardous. E.g.: printing workers were exposed to chemical. Reference law: Law of the People's Republic of China on Prevention and Control of Occupational Diseases, Article 35 2) Factory did not conduct occupational disease hazardous element inspection (there was obvious chemical smell in printing workshop). Reference law: Workplace Occupational Health Monitoring Administration Regulation, article 20 1) 工厂没有提供职业病体检给接触危害因素的员工。如：接触化学品的印刷员工等。参考法规：中华人民共和国职业病防治法，第三十五条 2) 工厂未提供做职业病危害因素检测报告（印刷车间存在明显化学品气味）。参考法规：工作场所职业病卫生监督管理规定，第20条</p> <p>7.2 - 4 workers who reached retired age was not provided with commercial accident insurance. 4名达到退休年龄的员工没有提供商业意外险。</p> <p>7.5 - Safety management for production were not provided with training about safety by safety production supervision and management department. Reference law: Provisions on safety training for production and business units, article 6. 生产安全管理人员未接受安全生产监督管理部门的安全培训。参考法规：生产经营单位安全培训规定，第6条</p> <p>7.7 - About 60% chemical containers in chemical warehouse and workshop were not equipped with facilities capable of preventing liquids from flooding and spreading. Reference law: Regulations on the Safety Administration of Hazardous Chemicals, Article 20 化学品仓库和车间约60%的化学品容器没有设置防止液体流散的设施。参考法规：危险化学品安全管理条例，第20条</p> <p>7.9 - Warning sign of "Warning hot surface" was not posted near water dispenser on 1st floor. Reference law: Safety signs and guidance for the use, GB 2894-2008, Article 4.2.3, sign 2-24 1楼饮水机没有张贴当心高温表面的警告标识。参考法规：安全标志及其使用导则 GB2894-2008，第4.2.3条，标志2-24</p> <p>7.11 - During audit, factory did not provide Fire Safety Inspection Certificate for all factory buildings (factory claimed that, three 5-storey buildings which were built since year 2018 and building area was about 10000m2, 8600m2 and 4300m2 respectively). Reference law: Fire Prevention Law of the People's Republic of China, Article 13 工厂审核期间没有提供所有厂房的消防验收证明（工厂申明，3栋5层厂房，于2018年开始建且建筑面积分别为约为10000平米，8600平米和4300平米）。参考法规：《中华人民共和国消防法》第13条。</p> <p>7.13 - No electric shock warning signs were available on electrical distribution box on 2nd and 3rd floors of workshop. Reference law: Safety signs and guidance for the use, GB 2894-2008, Article 4.2.3, sign 2-7 车间2楼和3楼的配电箱上没有当心触电警示标识。参考法规：安全标志及使用导则（GB 2894-2008），第4.2.3条，标志2-7</p> <p>7.17 - There were elevators used in factory. But elevator management certificate had expired since Feb. 2020. Reference law: Regulations on Safety Supervision of Special Equipment, Article 38 工厂有使用电梯。但电梯管理员证书于2020年2月过期。参考法规：特种设备安全监察条例，第三十八条</p>	
<b>Remarks from Auditee:</b> NONE	
<b>Performance Area 8 : No Child Labour</b>	
Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> NONE	
<b>AREAS OF IMPROVEMENT:</b> <p>Policy of prohibiting using child labour and the saving child labour policy had been established in the factory and known by the management. The definition of child labour in the china laws and the international convention were known by the HR staff. The candidates had to provide the original identity cards to check authenticity when recruitment, and the candidates would not be recruited if any suspicion happened to identity cards. On the audit day, no child labor or history child labor was hired.</p> <p>工厂制定了禁止使用童工以及童工补救的程序，管理人员了解该政策，并且人事部门了解中国法律以及国际公约对童工的定义。应聘人员需要在招聘时提供身份证原件以核查其真实性，身份证存在任何疑问的应聘人员将不予录用。审核当天没有发现童工或者历史童工。</p>	
<b>Remarks from Auditee:</b> NONE	

<b>Performance Area 9 : Special protection for young workers</b>	
Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> NONE	
<b>AREAS OF IMPROVEMENT:</b> The auditee established procedure file for young worker refers to BSCI Code of Conduct and local law. The management knows the worker between 16 years old and 18 years old should be protected legally while working. Such as: provide health check free of charge and training, registration in local labor department and no poisonous and harmful position arranged etc. And the risk assessment procedure of young workers was conducted as per the requirement of BSCI. 受审核方依据BSCI行为守则和当地的法律法规建立了针对未成年工人的程序文件，管理知道雇佣年龄在16-18周岁之间的工人在工作中应该依法进行保护，如：提供免费的体检、培训，在当地劳动部门备案以及不能安排有毒有害岗位等。工厂按照BSCI要求来进行其未成年工的风险评估。	
<b>Remarks from Auditee:</b> NONE	
<b>Performance Area 10 : No Precarious Employment</b>	
Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> NONE	
<b>AREAS OF IMPROVEMENT:</b> Facility provided workers with understandable information before entering into the employment. The auditee signed labor contract with all workers, and the copy of labor contract was issued to each worker. The labor contracts had included working hours, wages, leave entitlements, benefits, what fees the worker will be charged and the amount, other benefits provided (pension, insurances, etc.), wage deductions and etc. 企业在员工入职前向员工提供培训。被审核方和所有的工人均签订了劳动合同，劳动合同的副本提供给了每个工人。劳动合同内容包括了工作时间，工资，休假权利，福利，哪些费用需要支付，其他提供的福利（津贴保险等）和工资中的代扣减项等。	
<b>Remarks from Auditee:</b> NONE	
<b>Performance Area 11 : No Bonded Labour</b>	
Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> NONE	
<b>AREAS OF IMPROVEMENT:</b> Written procedure related prohibiting of forced labour was established in the factory and communicated with all the management and the workshop directors. All workers kept their original ID cards and labor contracts by themselves. No movement restriction was implemented in the facility, and workers could access to toilets or drink facility freely without any restriction and workers could leave the facility during the meal break or after the shift freely. All work was done on voluntary basis. The employees had to inform the facility to resign 30 days in advance or 3 days in advance during probation period, the wages due would be paid to the resigned employees on the day of termination of employment and no wages as indemnity would be deducted. 工厂制定了禁止强迫劳动的程序，并将此程序传达给所有的管理层以及车间的管理人员。员工的身份证件原件和劳动合同都由其自行保管。在工厂设施内无移动限制且在上班期间可自由使用卫生间和饮水，在餐休和下班之后可以自由离开工厂无任何限制。所有的工作都是基于员工的自愿行为。员工需要提前30天通知企业离职，试用期内提前3天通知企业；工资将在离职当天发给离职员工，无工资扣款作为赔偿金。	
<b>Remarks from Auditee:</b> NONE	

<b>Performance Area 12 : Protection of the Environment</b>	
Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: C	Deadline date:30/06/2021
<b>GOOD PRACTICES:</b> NONE	
<b>AREAS OF IMPROVEMENT:</b> <p>Factory provided approval of the environmental impact appraisal documents of a construction project from local environment bureau. But did not provide EIA report and the acceptance approval for environmental facilities. The factory had collected relevant environment protection laws and regulation. The factory established the relevant procedure to protect environment and save energy such as electricity, water source and etc. was no waste found to be dumped in natural environments, or burned on open fires. The auditee needed to conduct pollution discharge registration or obtained pollution discharge permit before 30 Sep. 2020. The auditee claimed that they were under processing.</p> <p>工厂提供了当地环保部门对环境影响评价文件的批复。但审核期间未提供环境影响评价文件和环保设施竣工验收报告。工厂收集了环境保护方面的法律法规。企业制定了关于保护环境、节约资源，比如电能、水资源等的相关制度。被审核方需要在2020年9月30日前进行排污登记或取得排污许可证。被审核方申明他们正在办理中。</p> <p><b>12.1 -</b> Factory provided approval of the environmental impact appraisal documents of a construction project from local environment bureau. But did not provide EIA report and the acceptance approval for environmental facilities. Reference law: Environmental Impact Assessment Law of P.R.C, Article 16; Regulations on Environmental Protection Check and Acceptance for Completed Construction Project, article 9 工厂提供了当地环保部门对环境影响评价文件的批复。但审核期间未提供环境影响评价文件和环保设施竣工验收报告。参考法规：中华人民共和国环境影响评价法，第16条；建设项目竣工环境保护验收管理办法，第9条</p> <p><b>12.4 -</b> 1) Hazardous wastes (waste painting barrel, waste rags and etc.) were not transferred to licensed vendor. Reference law: Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes (2016) Article 57 2) During audit, factory did not provide monitoring report for industrial enterprises noise at boundary and waste gas caused by printing process. Reference law: Measures for the Administration of Environmental Surveillance, article 21 1) 危废（废油漆桶，废抹布等）没有交给有资质的单位处理。参考法规：中华人民共和国固体废物污染环境防治法(2016) 第五十七条 2) 审核期间工厂没有提供印刷排出的废气和厂界噪音的监测报告。参考法规：《环境监测管理办法》，第21条</p>	
<b>Remarks from Auditee:</b> NONE	
<b>Performance Area 13 : Ethical Business Behaviour</b>	
Full Audit [Audit Id - 185043] Audit Date: 30/06/2020 PA Score: A	Deadline date:30/10/2020
<b>GOOD PRACTICES:</b> NONE	
<b>AREAS OF IMPROVEMENT:</b> <p>The auditee had established the business ethic policy for their business integrity. Corruption, extortion or embezzlement or any forms of bribery was not permitted in the business relationship. The policy on anti-corruption was made by the factory. And the factory analyzed the risk of corruption and found that the process of purchase and sale might be related to corruption. So workers of purchase and sale were trained and signed anti-corruption and confidential agreement with the factory. The factory had developed policies on protecting and processing employees' personal information.</p> <p>被审核方为其诚信经营建立了商业道德政策。腐败、敲诈勒索，盗用或任何形式的行贿受贿行为在商业关系中不被允许。工厂创建了反腐败的政策，并且根据工厂分析，工厂的采购和销售有可能涉及到腐败。因此工厂给所有相关人员进行培训，并且员工也签订了反腐败和保密协议。工厂有制定了政策来保护员工的个人信息。</p> <p><b>13.1 -</b> The auditee established anti-bribery policy and procedure but did not stipulate specifically the reward for ethical behaviour and integrity. 工厂建立和反贿赂的政策和程序但未具体的规定对道德的商业行为和诚信表现的奖励。</p>	
<b>Remarks from Auditee:</b> NONE	

**Summary**



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	30/06/2020	185043	D	A	A	A	A	D	B	A	A	A	A	C	A	C

**Producer Photos**



External photo(s) of the production unit(s)  
1-1 Factory gate.JPG



External photo(s) of the production unit(s)  
1-2 Factory compound.JPG



Photo first aid facilities  
2-1 First aid kit.JPG



Photo first aid facilities  
2-2 Eye washing equipment .JPG



Photo of chemical storage room (if applicable)  
3-1 Chemical storage.JPG



Photo of chemical storage room (if applicable)  
3-2 MSDS.JPG



Photo of fire safety equipment  
4-1 Fire extinguisher.JPG



Photo of fire safety equipment  
4-2 Fire alarm.JPG



Photo of fire safety equipment  
4-3 Fire hydrant.JPG



Photo of fire safety equipment  
4-4 Emergency lamp and Exit sign.JPG



Photo of fire safety equipment  
4-5 Test of fire hydrant.JPG

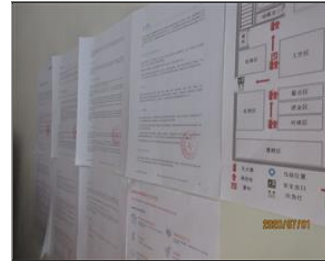


Photo of the code of conduct on display  
7-1 Photo of amfori BSCI COC on Display.JPG



Photo of the dormitories (if applicable)  
8-1 Dormitory.JPG



Photo of the inside of the main production hall  
9-1 printing.JPG



Photo of the inside of the main production hall  
9-10 Occupational hazardous notices.JPG





Photo of the inside of the main production hall  
9-2 gold stamping or laminating.JPG



Photo of the inside of the main production hall  
9-3 cutting or pressing.JPG



Photo of the inside of the main production hall  
9-4 assembly and packing.JPG



Photo of the inside of the main production hall  
9-5 warehouse.JPG



Photo of the inside of the main production hall  
9-6 Electronic attendance machine.JPG



Photo of the inside of the main production hall  
9-7 Evacuation plan.JPG



Photo of the inside of the main production hall  
9-8 Suggestion box.JPG



Photo of the inside of the main production hall  
9-9 Warning sign.JPG



Photo of the personal protection equipments (if applicable)  
11-1 PPE reminder .JPG



Photo of the sanitary facilities  
13-1 Drinking water.JPG



Photo of the sanitary facilities  
13-2 Toilet.JPG

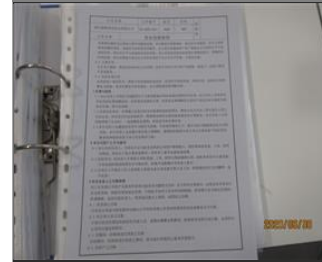


Photo of non-conformity  
NC - 12.1 anti-bribery policy and procedure did not stipulate specifically the reward .JPG



Photo of non-conformity  
NC - 2.2 long term goal did not cover Protection of Environmental .JPG

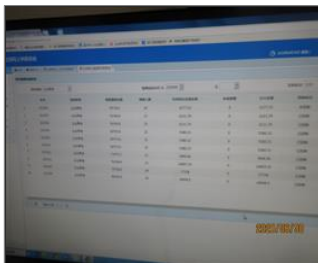


Photo of non-conformity  
NC - 5.5 Not all workers were provided with social insurance.JPG

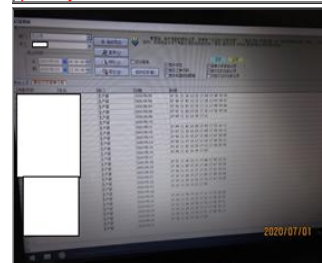


Photo of non-conformity  
NC - 6.2 monthly overtime exceeded legal requirement.JPG



Photo of non-conformity  
NC - 7.13 No electric shock warning signs were available on electrical distribution box.JPG



Photo of non-conformity  
NC - 7.17 elevator management certificate had expired since Feb. 2020.JPG



Photo of non-conformity  
NC - 7.7 chemical containers were not equipped with facilities.JPG



Photo of non-conformity  
NC - 7.9 Warning sign of Warning hot surface was not posted near water dispenser.JPG