

Monitoring summary report for HEBEI ZHONGTAI BICYCLE
MANUFACTURING CO., LTD
MONITORING ID: 23-0191973



Monitored Party	amfori ID	Address
HEBEI ZHONGTAI BICYCLE MANUFACTURING CO., LTD	156-034759-000	NANXIAOLU VILLAGE, FENGJIAZHAI TOWN, GUANGZONG COUNTY, 054600 XINGTAI CITY , Hebei Sheng, China
Monitoring Activity	Monitoring Type	Monitoring Partner
amfori Social Audit - Manufacturing	Full Monitoring	TUV Rheinland
Monitoring Start Date	Closing Meeting Finished Date	Submission Date
22/05/2023	22/05/2023	29/05/2023
Expiration Date	Announcement Type	
29/05/2024	Fully Announced	
Site	Site amfori ID	
HEBEI ZHONGTAI BICYCLE MANUFACTURING CO., LTD	156-034759-001	

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OVERALL RATING



SECTION RATING

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

PA 6: Decent Working Hours	D	
PA 7: Occupational Health and Safety	A	
PA 8: No Child Labour	A	
PA 9: Special Protection for Young Workers	A	
PA 10: No Precarious Employment	A	
PA 11: No Bonded Labour	A	
PA 12: Protection of the Environment	A	
PA 13: Ethical Business Behaviour	A	

GENERAL DESCRIPTION

The factory was located at "Nanxiaolu Village, Fengjiazhai Town, Guangzong County, Xingtai City, Hebei Province, China." (中国河北省邢台市广宗县冯家寨镇南孝路村)". It was founded in 2014. The building areas used by the factory was 2147 square meters. In view of the facilities, the factory consisted of one flat building (part 2-storey) and 1F of 3-storey building used as office, workshop, and warehouse. No dormitory, canteen or kitchen was provided. The main products manufactured by the factory were Scooter, Bicycle, Ride on toy, etc. The main production processes are listed as follows: assembly, inspection and packing. Through management interview and worker interview, all production processes in the factory were in normal operation on the day of audit. Usually, the peak season was not obvious in the factory. All employees were directly hired by the factory. Subsequently the factory management granted the auditor full access to the factory, including document review, employee interview and factory walk through. The whole building was visited in this audit, and all findings were acceptable by the factory management at the end of the audit.

Remark:

1. There were no agencies used by the factory, which made the agency labor contract not applicable; there were no contractors used by the factory, which made the contract permit not applicable; there was no waiver obtained by the factory, which made the government waiver not applicable; there was no collective bargaining agreements in the factory, which made the collective bargaining agreements not applicable. The factory did not need to fill the environment impact assessment (EIA) document as legal requirement, and did not obtain pollutant discharge registration, which made the environment document not applicable
 2. The facility rented all buildings from one baby carriages company. The landlord used one 2-storey and 2nd and 3rd floor of 3-storey building as its sundries warehouse and office. Per management interview, employee interview and onsite tour, both companies had independent management and workers. No worker was borrowed during them. The factory provided the relevant building lease contract and business license of landlord for review.
 3. There was no security guard in the facility, and the security was managed by the management.
 4. Living Wage: 1) No anker wage available for the producers location, so we used the data provided by auditing company. 2) The calculation methodology refers to anker living wage structure. 3) The data comes from the local bureau of statistics for the current year.
 5. This was Fully-Announced Full-Audit on 22 May 2023
- Auditor: Jackey Ji, CSCA, registration number 21701861
Auditing company: TUV Rheinland, APSCA Number: 11600007

SITE DETAILS

Site
HEBEI ZHONGTAI BICYCLE
MANUFACTURING CO., LTD

Site amfori ID
156-034759-001

GICS Classification

Sector
Consumer Discretionary

Industry Group
Consumer Durables & Apparel

Industry
Leisure Products

Sub Industry
Leisure Products

amfori Process Classifications

N.A.

NACE Classification

N.A.

GS1 Classifications

N.A.

Water Stress Situation

This site is not located in a water stressed region

METRICS

Key Metrics

Total workforce	14	Workers
Legal minimum wage in local currency	1800	Monthly
Lowest wage paid for regular work at the site	2800	Monthly
Calculated living wage in local currency	2207	Monthly
Total sample	6	Workers

Other Metrics

Male workers	5	Workers
Female workers	9	Workers
Permanent workers - Male	5	Workers
Permanent workers - Female	9	Workers
Temporary workers - Male	0	Workers
Temporary workers - Female	0	Workers
Seasonal workers - Male	0	Workers
Seasonal workers - Female	0	Workers
Management - Male	2	Workers
Management - Female	1	Workers
Apprentices - Male	0	Workers
Apprentices - Female	0	Workers
Workers on probation - Male	0	Workers
Workers on probation - Female	0	Workers
Workers with night shift - Male	0	Workers
Workers with night shift - Female	0	Workers
Workers with disabilities - Male	0	Workers
Workers with disabilities - Female	0	Workers
Domestic migrant workers - Male	0	Workers
Domestic migrant workers - Female	0	Workers
Foreign migrant workers - Male	0	Workers
Foreign migrant workers - Female	0	Workers
Workers hired directly - Male	5	Workers
Workers hired directly - Female	9	Workers
Workers hired indirectly - Male	0	Workers
Workers hired indirectly - Female	0	Workers
Unionised workers - Male	0	Workers
Unionised workers - Female	0	Workers
Workers under CBA - Male	0	Workers
Workers under CBA - Female	0	Workers
Pregnant workers	0	Workers

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

FINDINGS

PA1: Social Management System

Site: HEBEI ZHONGTAI BICYCLE MANUFACTURING CO., LTD | Site amfori ID: 156-034759-001

ENGLISH	LOCAL LANGUAGE
Finding(s)	
The auditee established the documented procedures on CSR management, but did not strictly implement some management procedures, and the findings were in some performance areas (PAs), such as the monthly overtime working hours of employees exceeded 36 hours, insufficient social insurances were provided to employees, no fire certificate or registered record, or construction structure acceptance check report were obtained for the used buildings. The management explained that the auditee had established the documented management procedures on CSR management, and also conducted the internal audit regularly, but did not implement some management procedures strictly, which led to the findings be in some PAs.	被审核方建立了书面的企业社会责任管理程序，但是没有严格地执行部分管理程序，在部分绩效区域存在问题，比如员工月加班工作时间超过36小时、不足的社会保险提供给员工、没有获得使用建筑的消防验收/备案和建筑工程竣工验收报告。管理人员解释被审核方已经建立了书面的企业社会责任管理程序，并且定期地进行内部审核，但是没有严格地执行部分管理程序，导致在部分绩效区域有问题点。
The auditee had established the documented procedures on production capacity evaluation, but did not strictly implement a production capacity evaluation to match the expectations of delivery orders, which led to the monthly overtime working hours of employees exceed 36 hours.	被审核方已经建立了书面产能评估管理程序，但没有有效地实施产能评估来确保产能满足交付订单的需求，导致员工月加班时间超出了36小时。

PA 5: Fair Remuneration

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ENGLISH	LOCAL LANGUAGE
Finding(s)	
There were 14 employees (no retired employees hired again, who did not need to participate in any social insurance according to the law, no new employee hired in May 2023) in the auditee. The social insurance documents from June 2022 to May 2023 were provided for review. However, according to the recent social insurance documents, 12 employees did not participate in basic endowment insurance, unemployment insurance, basic medical insurance and maternity insurance, 10 employees did not participate in employment injury insurance. Through management interview and worker	被审核方有14名员工 (没有依据法律要求不需要参加任何社会保险的退休返聘员工，2023年5月没有新入职员工)。被审核方提供了2022年6月到2023年5月的社会保险文件供审核。可是，根据最近的社会保险文件，12名员工没有参加养老保险、失业保险、医疗保险和生育保险，10名员工没有工伤保险。通过管理人员访谈和员工访谈，被访谈者称被审核方员工都来自农村，在自己村里已经参加新型农村合作医疗保险和农村养老保险，不愿意参加社会保险。但被审核方不能提供员工已经在村里参加新型农村合作医疗保险和农村养老保险的任何资料供审核。(参考法律法规:《中华人民共和国社会保

Finding(s)

interview, the interviewees stated that the employees in the auditee were from the villages, had participated in the new rural cooperative medical insurance and rural endowment insurance in their village, and did not want to participate in any social insurances. But the auditee did not provide any documents about employees participated in the new rural cooperative medical insurance and rural endowment insurance in their village for review. (Reference law and regulations: Social Insurance Law of the People's Republic of China, Article 10, Article 23, Article 33, Article 44, and Article 53)

险法》第10、23、33、44和53条)

PA 6: Decent Working Hours

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ENGLISH

LOCAL LANGUAGE

Finding(s)

Through reviewing the attendance records from 1 April 2022 to 22 May 2023, the monthly overtime hours of 6 out of 6 randomly selected employees exceeded 36 hours and reached 50 hours, however, the auditee did not have the effective control system to manage its overtime working hours. (1) In March 2023, the monthly overtime hours of 6 out of 6 randomly selected employees were 48 hours to 50 hours; (2) In December 2022, the monthly overtime hours of 6 out of 6 randomly selected employees were 50 hours; (3) In June 2022, the monthly overtime hours of 6 out of 6 randomly selected employees were 50 hours; (4) In April 2023, the monthly overtime hours of 6 out of 6 randomly selected employees were 50 hours. The management explained that the actual overtime working was based on the orders from clients, and the auditee only ensured the workers have at least one day off within seven days. The interviewed employees confirmed that they worked overtime voluntarily, and enjoyed at least one day off in every seven days. Remark: In May 2023 (from 1 May 2023 to 22 May 2023), the monthly overtime hours of 6 out of 6 randomly selected employees were 32 hours. (Reference law and regulation: PRC Labour Law article 41)

通过查阅2022年4月1日至2023年5月22日的考勤显示，随机抽取6名员工中6名员工的月加班时间超过36小时，最高月加班时间达到50小时。然而，被审核方没有有效控制系统来管理加班工作。(1)2023年3月，随机抽取6名员工中6名员工月加班48小时到50小时；(2)2022年12月，随机抽取6名员工中6名员工月加班52小时；(3)2022年6月，随机抽取6名员工中6名员工月加班48小时；(4)2023年4月，随机抽取6名员工中6名员工月加班50小时。管理人员解释说被审核方的加班工作要根据客人订单来安排，目前被审核方只能确保员工七休一。被访谈的员工确认他们加班是自愿的，并且每七天至少休息一天。备注：2023年5月(从2023年5月1日到2023年5月22日)，随机抽取6名员工中6名员工月加班32小时。(参考法律法规：《中华人民共和国劳动法》第41条)

PA 7: Occupational Health and Safety

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ENGLISH	LOCAL LANGUAGE
Finding(s)	
The auditee had 14 employees (no retired employee hired again, who did not need to participate in any social insurance according to the law), but did not provide the employment injury insurance or commercial accident injury to 10 employees. (Reference law and regulations: Social Insurance Law of the People's Republic of China, Article 33)	被审核方有14名员工（没有依据法律要求不需要参加任何社会保险的退休返聘员工），但没有提供工伤保险或商业意外伤害险给10名员工。（参考法律法规：《中华人民共和国社会保险法》第33条）
No warning sign was on 30% electrical switch boxes. (Reference law and regulation: Safety signs and guideline for the use Article 4.2.7)	被审核方30%电箱没有张贴安全警示标示。（参考法律法规：《安全标志及使用导则》第4.2.7条）
The auditee used one flat building (part 2-storey) and 1F of one 3-storey building as workshop, warehouse and office (the building areas exceeded 300 square meters, built in 2019), but did not provide fire safety certificate or construction structure acceptance certificate of the used buildings. In addition, the auditee did not obtain the fire inspection report or construction safety inspection report for the relevant buildings from qualified third party. Through onsite tour, the structure of relevant building was in good. The auditee installed sufficient firefighting equipment such as fire extinguishers and fire hydrant. (Reference law and regulation: Fire Prevention Law of the People's Republic of China Article 13 and PRC Construction Law Article 61)	被审核方使用1栋1层局部2层建筑和1栋3层建筑的1层用作车间、仓库和办公室（建筑面积超过300平米，建于2019年），但没有提供相关建筑的消防验收报告和建筑竣工验收报告。此外，被审核方也没有获得第三方出具的相关建筑的消防检测报告和建筑安全检测报告。通过现场走访，相关建筑结构完好。被审核方安装了充足消防灭火设施如灭火器和消防栓。（参考法律法规：中华人民共和国消防法第13条和《中华人民共和国建筑法》第六十一条）
No safety protection cover was installed for 30% electrical switches in the production areas of the auditee. (Reference law and regulation: General guide for safety of electric user (GB/T 13869-2017)) Article 5.2.1)	被审核方生产区域30%电源开关没有安装安全防护装置。（参考法律法规：《用电安全导则》（GB/T 13869-2017）5.2.1）
The auditee did not install the privacy door, washing facility and hand washing facility in the toilets, did not provide the soap in the toilets. In addition, the poor sanitation was in the toilets. (Reference law and regulation: Hygienic standards for the design of industrial enterprises, Article 7.3.4)	被审核方没有在卫生间安装隐私门、冲洗设施和洗手设施，没有在卫生间提供肥皂，并且厕所卫生较差。（参考法律法规：《工业企业设计卫生标准》第7.3.4条）

PA 12: Protection of the Environment

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ENGLISH	LOCAL LANGUAGE
Finding(s)	
The auditee did not conduct the pollutant discharge registration for its stationary pollution sources. (Reference law and regulation: Pollution Discharge Permit Management Regulations, Article 24)	被审核方没有进行固定污染源登记。(参考法律法规:《排污许可管理条例》第24条)