DBID: 393327 and Audit Id: 191210 Audit Type: Follow-up Audit Audit Date: 31/08/2020



Auditee :	YUANSHI COUNTY HENGYIYUAN KNITTING PRODUCTS CO., LTD.							
Audit Date From :	31/08/2020							
Audit Date To :	31/08/2020							
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform							
Auditing Company :	TUEV Rheinland							
Auditor's Name(s) :	Burgess Liu(Lead)							
Auditing Branch (if applicable) :	TUV Rheinland China							



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

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DBID: 393327 and Audit Id: 191210 Audit Type: Follow-up Audit

Audit Date: 31/08/2020



#### **Rating Definitions** A combination of ratings per Rating Consequence Performance Area where: Minimum 7 Performance Areas rated A The auditee has the level of maturity . No Performance Areas rated C. D or E. to maintain its These are three examples: improvement process A A A A A A A A A A A A without the need for a Very Good AAAAAAAABBB follow-up audit. AAAAAABBBBBB . Maximum 3 Performance Areas rated C The auditee has the level of maturity . No Performance Areas rated D or E to maintain its В These are three examples: improvement process A A A A A B B B B B B without the need for a Good follow-up audit. ABBBBBBC B B B B B B B B C C C The auditee needs · Maximum 2 Performance Areas rated D follow up to support its No Performance Areas rated E progress. Following the These are three examples: C completion of the audit, A the auditee develops Acceptable a Remediation Plan В В AB В within 60 days. . Maximum 6 Performance Areas rated E. The auditee needs These are three examples: follow up to support its D progress, Following the AAAAAA completion of the audit, BB Insufficient the auditee develops a Remediation Plan DDDDDDDE within 60 days. amfori BSCI · Minimum 7 Performance Areas rated E Participants shall These are three examples closely oversee the Е auditee's progress as the producer may Unacceptable represent a higher risk than other business partners. A Zero Tolerance issue was identified (see Immediate actions are amfori BSCI System Manual Part V - Annex required. The amfori 5: amfori BSCI Zero Tolerance Protocol) **BSCI Zero Tolerance** Zero Tolerance Protocol is to be



followed.

DBID: 393327 and Audit Id: 191210 Audit Type: Follow-up Audit Audit Date : 31/08/2020



## **Main Auditee Information**



Name of producer :	YUANSHI COUNTY HENGYIYUAN KNITTING PRODUCTS CO., LTD.											
DBID number :	393327											
Audit ID :	191210											
Address :	(Huainan Industry Zone), Beiyan Section of Binhe Avenue, Dongzhang Town, Yuanshi County Shijiazhuang											
Province :	Hebei	China										
Management Representative :	Congxuan Zhang											
Contact person:	Ningda Gu	Sector :	Non-Food									
Industry Type :	Textiles, clothing, leather	Product group :	other soft goods (please specify)									
Product Type :	Knitted towel, bath towel, chemical fiber cloth											



DBID: 393327 and Audit Id: 191210 Audit Type: Follow-up Audit Audit Date: 31/08/2020



#### **Audit Details** Audit Range: Full Audit Audit Scope : Main Auditee ■ Main Auditee & Farms Audit Environment: Agricultural Small Producer Audit Announcement: ☐ Fully-Unannounced Semi-Announced Random Unannounced Check (RUC): No Audit extent (if applicable): none Audit interferences or contingencies (if applicable): none Overall rating: If YES, by: 31/08/2021 Need of follow-up: Yes Rating per Performance Area (PA) PA 10 PA 1 PA 2 PA 3 PA 4 PA 5 PA 6 PA 7 PA 8 PA 9 PA 11 PA 12 PA 13

## **Executive summary of audit report**

YUANSHI COUNTY HENGYIYUAN KNITTING PRODUCTS CO., LTD. was located at "(Huainan Industry Zone), Beiyan Section of Binhe Avenue, Dongzhang Town, Yuanshi County, Shijiazhuang City, Hebei Province, China" (中国河北省石家庄市元氏县东张乡滨河大道北岩段(槐南工业区)). The total building area occupied by the facility was about 15000 square meters. The auditee was established since 2009. In view of factory, the factory is made up of one 2-storey building used as office, canteen, and kitchen, and one 3-storey building and five flat buildings used as workshop and warehouse. No dormitory was provided. The main products manufactured by the facility was knitted towel, bath towel, chemical fiber cloth. The main production processes were listed as follows: weaving, cutting, sewing, finishing, inspection and packing. Except the dyeing process was needed to subcontract to another factory, the other processes were completed by the factory self. All workers were hired directly, no any dispatching agency used. The facility management showed a positive attitude to this audit during the whole process. All documentation requested for the review was provided timely. Locked areas encountered during the audit were unlocked timely. At the end of the audit, all the findings were accepted by the facility management. This audit was conducted as per audit plan. Based on document review and management interview, no obvious peak season existed in the facility.

Α

### Remark

- 1. The facility did not use contractor or labor agency and did not have government waiver as well as collective bargain agreement, which makes the corresponding documents not applicable.
- 2. PA12 was not included in this audit, so environment licenses were not uploaded.

Α

Auditor's APSCA Registration number was Burgess Liu 21701894.



DBID: 393327 and Audit Id: 191210 Audit Type: Follow-up Audit

nd Audit Id: 191210 Audit Date: 31/08/2020



## **Ratings Summary**



Auditee's background information									
Auditee's name :	YUANSHI COUNTY HENGYIYUAN KNITTING PRODUCTS CO., LTD.	Legal status :	Limited company						
Local Name :	元氏县恒溢源针织品有限公司 (91130132693483446U)	Year in which the auditee was founded :	2009						
Address:	(Huainan Industry Zone), Beiyan Section of Binhe Avenue, Dongzhang Town, Yuanshi County	Contact person (please select) :	Ningda Gu						
Province :	Hebei	Contact's Email :	hengyiyuantowel@163.com						
City:	Shijiazhuang	Auditee's official language(s) for written communications :	Chinese						
Region :	North East Asia	Other relevant languages for the auditee :	Not applicable						
Country :	China	Website of auditee (if applicable) :	Not applicable						
GPS coordinates :	N37°41'29" E114°32'38"	Total turnover (in Euros) :	2920000.00						
Sector :	Non-Food	Of which exports % :	75.00						
Industry :	Textiles, clothing, leather	Of which domestic market % :	25.00						
If other, please specify :		Production volume :	2000000 pieces per year						
Product Group :	other soft goods (please specify)	Production cost calculation :	Yes						
If other, please specify :		Lost time injury calculation cost :	Yes						
Product Type :	Knitted towel, bath towel, chemical fiber cloth								

Auditee's employment structure at the time of the audit										
Total number of workers : 48	xers: 48 Total number of workers in the production unit to be monitored (if applicable):									
	MALE WORKERS	FEMALE WORKERS								
Permanent workers	16	32								
Temporary workers	0	0								
In management positions	3	1								
Apprentices	0	0								
On probation	0	0								
With disabilities	0	0								
Migrants (national citizens)	0	0								
Migrants (foreign citizens)	0	0								
Workers on the permanent payroll	16	32								
Production based workers	0	0								
With shifts at night	0	0								
Unionised	0	0								
Pregnant	-	0								
On maternity leave	-	0								



DBID: 393327 and Audit Id: 191210

Audit Type: Follow-up Audit

Audit Date: 31/08/2020



### **Finding Report**



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

1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: D

Deadline date:01/01/2021

#### **GOOD PRACTICES:**

None

### AREAS OF IMPROVEMENT:

As confirmed by the management, the factory had no any service provider. The factory had established compliance files based on amfori BSCI Code of conduct and local laws, which was used to guide factory respect amfori BSCI Code of conduct. Congxuan Zhang/Administration department director was appointed as management representative and responsible to implement. Based on document review, worker interview, worker representative interview, management interview and on site observation, the factory conducted internal audit and management review to check the gap between the actual social performance and the requirement of amfori BSCI Code of conduct. 管理层确认,工厂没有任何的服务提供商。工厂建立了基于amfori BSCI行为守则和当地法律法规的符合性文件,用来指导工厂遵守amfori BSCI行为守则。行政部主任张聪旋被任命为管理者代表负责实施。基于文件查阅、员工访谈、员工代表访谈、管理层访谈和现场观察,工厂开展了内审和管理评审来检查自身的社会责任表现和amfori BSCI行为守则要求之间的差距。

1.1 - The auditee did not establish effective management system to implement the requirements of amfori BSCI COC and local laws. Interview with auditee management, the management said that the auditee set up the amfori BSCI management procedures, and most of daily operation was according to the requirements of the amfori BSCI management procedure, but there actually were the gaps between the auditee social performance and the amfori BSCI requirements. Interview with auditee amfori BSCI management representative, the amfori BSCI management representative confirmed that the auditee did not have effective actions to control the overtime. The auditee established written BSCI management procedures such as worker protection procedure, working hour management procedure, remuneration management procedure, machine safety management procedure, fire safety management and etc. however, the amfori BSCI management procedures were not implemented effectively, the findings such as no social insurance was provided to the worker, excess of overtime, were in place. For the findings that did not correct, the management states that these findings are mainly systemic problem and they are hard to correct but they will gradually increase.

被审核方没有建立有效的管理体系来执行amfori BSCI的行为守则及法律法规的要求。基于管理层访谈,管理层说被审核方建立了amfori BSCI管理程序,被审核方日常的运作大部分是按照amfori BSCI管理程序的要求执行,但是被审核方的的社会责任表现与amfori BSCI的要求之间确实还存在 差距。基于与amfori BSCI管理者代表的访谈,amfori BSCI管理代表确认被审核方没有有效的措施去控制加班时间。被审核方建立了书面的amfori BSCI管理程序,例如员工保护程序,工作时间管理程序、工资管理程序、设备安全管理程序和消防管理程序等,但被审核方的amfori BSCI管理程序没有有效执行,例如,员工未提供社保、超时加班等问题存在。针对上次审核没有改进的问题点,管理层表示这些是系统性问题,较难改善,但会逐步提高。

1.4 - The factory had calculated the production capacity, delivery time and cost of production, and also had controlled workers' working hour confirmed by designated person. But the workers' working hour system was not controlled well, which led to workers' overtime hours not comply with local law.

工厂有计算生产产能,订单周期及成本核算,通过专人确认,也进行了工时管控。但是工人的工时体系未得到很好的管控导致工人加班时间不符合 法规要求。

### Remarks from Auditee:

None

Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: D

Deadline date:01/07/2020

Good practices

## Areas of improvement

The auditee had set up a management system to implement the amfori BSCI Code of Conduct. Mr. Congxuan Zhang/Administration department director was appointed as the amfori BSCI management representative by the auditee. The auditee conducted internal audit and management review on its social performance once per year. The auditee established the supplier management procedure to monitor the suppliers' social performance, and also communicated amfori BSCI COC and ToI to all business partners such as dyeing subcontracted factory, raw material supplier, , and packing material supplier. However, gaps have been identified in implementation.

被审核方建立了管理体系来执行amfori BSCI行为守则。行政部主任张聪旋被指定为amfori BSCI管理者代表。被审核方每年一次就其社会责任的表现

被申核方建立了管理体系来执行amfor BSCl行为守则。行政部王仕乐聪旋被捐定为amfor BSCl管理者代表。被审核方每年一次就其社会责任的表现 进行了内部的审核。被审核方建立了供应商管理程序来监管供应商的社会责任绩效,并将amfori BSCl行为守则和实施条款传达给商业合作伙伴如染 色分包工厂、原料供应商和包材供应商。然而,发现被审核方在实施中仍存在与该执行领域要求之间的差距。

- 1.1 The auditee established written amfori BSCI management procedures such as working hour management procedure, remuneration management procedure, machine safety management procedure, and etc. however, the amfori BSCI management procedures were not implemented effectively, the findings such as no social insurance was provided to the workers, excess of overtime, and no needle protection device for the sewing machine, etc. were in place. Interview with auditee management, the management said that the auditee set up the amfori BSCI management procedures, and most of daily operation was according to the requirements of the amfori BSCI management procedure, but there actually were the gaps between the auditee social performance and the amfori BSCI requirements.
  - most of daily operation was according to the requirements of the amilion BSCI management procedure, but there actually were the gaps between the auditee social performance and the amfori BSCI requirements. 被审核方建立了书面的amfori BSCI管理程序,例如工作时间管理程序、工资管理程序和设备安全管理程序等,但被审核方的BSCI管理程序没有有效执行,例如,社会保险不足、超时加班、缝纫机没有护针器等问题还存在。基于管理层访谈,管理层说被审核方建立了amfori BSCI管理程序,被审核方目常的运作大部分是按照amfori BSCI管理程序的要求执行,但是被审核方的的社会责任表现与BSCI的要求之间确实还存在差距。
- 1.4 The auditee established the production cost and capacity calculation procedure, but did not establish effective production capacity evaluation to match delivery order contract' expectations, which led to workers have the monthly overtime hours exceed 36 hours. The interviewed management representative confirmed that the auditee did not implement the effective production evaluation. Interview with production supervisor, the production supervisor said that the auditee established the production planning management procedure, but actual overtime was arranged as per the customer's order.

被审核方建立了生产成本和产能计算程序,但没有进行有效产能评估来确保产能满足交付订单合同的需求,导致工人的加班时间超出**36**小时每月。被 访谈的管理代表确认被审核方没有进行有效产能评估。与生产主管访谈,生产主管说被审核方建立了生产计划管理程序,但实际的加班安排要根据客 户订单要求。

Remarks from Auditee



DBID: 393327 and Audit Id: 191210



Audit Date: 31/08/2020 Audit Type : Follow-up Audit Performance Area 2: Workers Involvement and Protection 1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: A Deadline date: **GOOD PRACTICES:** AREAS OF IMPROVEMENT: None observed 无发现 Remarks from Auditee: Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: A Deadline date: Good practices Areas of improvement Remarks from Auditee Performance Area 3: The rights of Freedom of Association and Collective Bargaining 1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: A Deadline date: **GOOD PRACTICES:** AREAS OF IMPROVEMENT: None observed Remarks from Auditee: Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: A Deadline date: Good practices Areas of improvement Remarks from Auditee Performance Area 4 : No Discrimination

1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: A

Deadline date:

## **GOOD PRACTICES:**

## AREAS OF IMPROVEMENT:

None observed 无发现

## Remarks from Auditee: None

Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: A

Deadline date:

Areas of improvement

Good practices

Remarks from Auditee



DBID: 393327 and Audit Id: 191210

Audit Type: Follow-up Audit

Audit Date: 31/08/2020



### Performance Area 5: Fair Remuneration

1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: A

Deadline date:01/01/2021

### **GOOD PRACTICES:**

None

#### AREAS OF IMPROVEMENT:

Legal minimum wage was RMB1680 per month equal to RMB 9.66 per hour since 1 November 2019 and RMB 1480 per month equal to RMB 8.51 per hour before 1 November 2019. Payrolls from August 2019 to July 2020 were reviewed. As shown in the payroll, paid annual leave and paid statutory holidays were provided. Pay slip was issued to workers. In Employee Handbook, paid annual leave, statutory holiday, sick leave, marriage leave, maternity leave and funeral leave were defined. The whole month was counted as a wage calculation cycle, and the corresponding wage was paid on or before 15th of next month. The wages of all workers were paid at hourly rate by cash. The auditee paid at least RMB 11.5 per hour, which was higher than the local minimum standard. 150 %, 200% and 300% of normal rate were for overtime on normal working days, weekend and statutory holidays respectively. Remark: The auditee provided group accident insurance for all employees valid from 1 August 2020 to 31 July 2021.

法定最低工资自2019年11月1日起为人民币1680元每月相当于人民币9.66元每小时。在2019年11月1日之前为人民币1480元每月相当于人民币8.51元每小时。被审核方提供了2019年8月至2020年7月的工资记录供审核。工资表上显示,年休假工资和法定假日工资已支付。工资条会提供给员工。员工手册中,年休假,法定假,病假,婚假,生育假和丧假被清楚的写明。整个自然月为薪资计算周期且下月的15号或之前发上个自然月的工资。所有员工工资按计时制现金发放,最低为11.5元每小时,高于当地的最低工资标准。平常加班、周末加班和法定假日加班分别按照基本基数的150%、200%和300%支付工资。备注:公司给所有员工购买了集体商业工伤保险,有效期从2020年8月1日到2021年7月31日。

5.5 - There were 48 employees, including 18 retired employees and no new hired employee. The facility should provide social insurance to 30 employees. The facility provided social insurance receipt from September 2019 to August 2020 for review, 20 out of 30 employees had not participated in retirement insurance; unemployment insurance, employment injury insurance, basic medical insurance and child-bearing insurance. According to management interview, the factory understand the requirements of social insurance and the factory is willing to pay social insurance for the employees, but the management does not have any institutional measures to persuade employees to participate in social insurance, all employees was local staff, and about 90% employees had participated in local agricultural insurance and the factory was unable to pay the insurance for employees and according to worker interview, they were unwilling to participate in social insurance. Reference law: Article 72 of the PRC Labor Law

企业共有48名员工,包含18名退休员工,没有新员工。工厂应该给30名员工购买社保。工厂提供了从2019年9月到2020年8月的社保收据,发现企业没有为30名员工中20名购买养老保险,失业保险,工伤保险,医疗保险和生育保险。通过管理人员访谈,工厂了解社保要求且工厂愿意为员工购买保险,但是工厂管理层没有任何制度措施劝说员工参加社会保险,所有员工都是本地人,约90%员工都购买了当地农业保险,工厂无法为他们交纳保险,且通过员工访谈,他们没有交纳保险是出于自愿。参考法律法规:中华人民共和国劳动法第72条

## Remarks from Auditee:

Nono

Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: A

Deadline date:01/07/2020

Good practices

The auditee was aware of fair remuneration and has collected the local living costs data. 被审核方有了解公平报酬,也收集了当地的生活成本的数据。 Areas of improvement

Legal minimum wage was RMB 1480 per month equal to RMB 8.51 per hour since 1 July 2016. Payrolls from August 2018 to July 2019 were reviewed. As shown in the payroll, paid annual leave and paid statutory holidays were provided. Pay slip was issued to workers. In Employee Handbook, paid annual leave, statutory holiday, sick leave, marriage leave, maternity leave and funeral leave were defined. The whole month was counted as a wage calculation cycle, and the corresponding wage was paid on 15 days of next month. The wages of all workers were paid at hourly rate by cash. The auditee paid at least RMB 11.50 per hour, which was higher than the local minimum standard (RMB1480 per month equal to RMB 8.51 per hour). 150 %, 200% and 300% of normal rate were for overtime on normal working days, weekend and statutory holidays respectively. The wages paid to the employees by the auditee was higher than the living wage calculated by the auditor. However, gaps have been identified in implementation.

当地最低工资自2016年7月1日起为人民币1480元每月相当于人民币8.51元每小时。查阅了2018年8月至2019年7月的工资记录。工资表上显示,年休假工资和法定假日工资已支付。工资条会提供给员工。员工手册中,年休假,法定假,病假,婚假,生育假和丧假被清楚的写明。整个自然月为薪资计算周期且下月的15号发上个自然月的工资。所有员工工资按计时制现金发放,最低为人民币11.50元每小时,高于当地的最低工资标准(人民币1480元每月相当于人民币8.51元每小时)。平常加班、周末加班和法定假日加班分别按照基本基数的150%、200%和300%支付工资。被审核方支付员工的工资高于审核员计算出的最低生活工资。然而,发现被审核方在实施中仍存在与该执行领域要求之间的差距。

5.5 - There were 48 employees (included 18 retired employee hired again, who did not need to participate in any social insurance according to the law, no new employee hired in August 2019 and September 2019) in the auditiee. The social insurance documents from June 2019 to August 2019 were provided for review. However, according to the social insurance documents of August 2019, excluded 18 retired employees hired again, 21 employees did not participate in basic endowment insurance, employment injury insurance, basic medical insurance, unemployment insurance and maternity insurance. Through management interview and worker interview, the interviewees stated that the employees in the auditee were from the villages, most employees had 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 PRC, Article 10, Article 23, Article 33, Article 44, and Article 53) Remark: The status of social insurance could not be checked through website because the local social insurance check system was not established. In addition, the auditee provided the commercial group accident injury insurance to all 48 employees from 1 August 2019 to 31 July 2020.

被审核方有48名员工(包含依据法律要求不需要参加任何社会保险的18名退休返聘员工,2019年8月和2019年9月没有新入职员工)。被审核方仅提供了2019年6月到2019年8月的保险文件供审核。可是,根据2019年8月社会保险文件,除了18名退休返聘员工,21名员工没有参加养老保险、工伤保险、医疗保险、失业保险和生育保险。通过管理人员访该和员工访谈,被访谈者称被审核方所有员工都来自农村,大部分员工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负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,不愿意参加社会保险。但被审核方不能提供负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险法》第10、23、33、44和53条)备注:由于当地社保查询系统未建立,因此社保参保状况无法通过网络查询。此外,被审核方在2019年8月1日到2020年7月31日提供商业团体意外伤害险给所有48名员工。

Remarks from Auditee



Audit Date: 31/08/2020

DBID: 393327 and Audit Id: 191210

Audit Type: Follow-up Audit



## Performance Area 6: Decent Working Hours

1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: D

Deadline date:01/01/2021

### **GOOD PRACTICES:**

None

### AREAS OF IMPROVEMENT:

The factory established working hour management procedure which defined that normal working hours were 40 hours per week, maximum 3 overtime hours per day and 36 OT hours per month. The factory used IC cards attendance machine to record workers' working hours. Worker's regular work days were from Monday to Friday with 8 hours per day. One shift was arranged for all employees which was from 08:00 to 18:00 with 2 hours from 12:00 to 14:00 for lunch from May to September, and from 08:00 to 17:00 with 1 hour from 12:00 to 13:00 for lunch from October to April of next year. Attendance records from 1 August 2019 to audit date were reviewed. Sampled workers' maximum OT hours were 2 hours per day, 16 hours per week and 65 hours per month, the longest consecutive working days were 6 days. No overtime work was arranged on statutory holidays or Sundays. Although 8 out of 8 sampled workers' monthly overtime hours exceeded the legal limit, but it did not impact other performance areas. No one looked tired in the working time, no worker injured due to the overtime working during the past year, no forced labor was found, all the overtime hours were voluntary. The auditor crosschecked the attendance records with some production records, no inconsistencies were found during this audit. Attendance record of August 2019 was also reviewed because payroll of August 2019 was also in this audit scope.

this audit scope.
工厂制定了工作时间管理程序,规定正常工作时间是每周40小时,最多加班每天不超3小时,每月不超36小时。工厂使用IC卡考勤机记录员工的考勤。员工正常的工作时间为周一至周五每天8小时。所有员工为一班工作制,5月到9月从08:00到18:00,中午有2小时午餐时间(从12:00到14:00),10月到次年4月从08:00到17:00,中午有1小时午餐时间(从12:00到13:00)。审核查阅了自2019年8月1日至审核当天的考勤记录。抽样员工最大加班时间为每天2小时,每周16小时,每月65小时,最长的连续工作天数是6天。工厂未安排法定假日或星期天加班。尽管抽样的8名员工中有8名的月加班超出法规上限,但未影响其他绩效区域表现。没有人在工作期间表现疲劳,过去一年没有员工因为加班受工伤,无强迫劳动情形,所有加班都出于自愿。审核员交叉验证了考勤记录与一些生产记录,本次审核未发现不一致。2019年8月份的考勤也被审阅了是因为2019年8 月的工资单在这次的审核范围之内。

Through reviewing the attendance records from 1 August 2019 to 31 August 2020, the monthly overtime hours exceeded 36 hours. The maximum monthly overtime was 65 hours. According to production manager interview and attendance manager interview, their working hours were only arranged by orders, and their attendance system could not predict their overtime hours. According to worker interview, they wanted to work more overtime. So the facility did not monitor compliance status of overtime during daily operation. (1) In July 2020, 8 randomly selected workers attendance records showed that the monthly overtime of all 8 employees were 59 hours. (2) In March 2020, 8 randomly selected workers attendance records showed that the monthly overtime of all 8 employees were 48 hours. (3) In November 2019, 8 randomly selected workers attendance records showed that the monthly overtime of all 8 employees were 58 hours. (4) In August 2020, 8 randomly selected workers attendance records showed that the monthly overtime of all 8 employees were 65 hours. (Reference law and regulation: PRC Labour Law article

一门。通过查阅2019年8月1日至2020年8月31日的考勤显示,月加班时间超过36小时。最高月加班时间达到65小时。根据生产主管和考勤主管访谈,他们的加班时间仅以订单量来安排,其考勤系统无法预警其加班时间。根据员工访谈,他们希望加班多一点。所以企业未在日常运行中对加班时间进行监控。(1)在2020年7月随机挑选的8名员工考勤显示,8名员工月加班为59小时;(2)在2020年3月随机挑选的8名员工考勤显示,8名员工月加班为48小时;(3)2019年11月随机挑选的8名员工考勤显示,8名工人月加班为58小时。(4)在2020年8月随机挑选的8名工人考勤显示,8名员工月加班为56小时;(参考法律法规:《中华人民共和国劳动法》第41条)

### Remarks from Auditee:

Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: D

Deadline date:01/03/2020

Good practices

### Areas of improvement

IC card scanning attendance system was used to record the time in/out by the auditee. The auditee defined from Monday to Sunday as a week. Normal working hour is 8 hours per day and 5 days per week. All production workers worked in one shift, which was from 08:00 to 18:00 with 2 hours from 12:00 to 14:00 for lunch from May to September, and from 08:00 to 17:00 with 1 hour from 12:00 to 13:00 for lunch from October to April of next year. The attendance records from 1 August 2018 to audit date were reviewed. 10 samples were selected from September 2019, August 2019, July 2019, May 2019, and December 2018 respectively. The maximum overtime on normal working days was 2 hours, the maximum overtime per week was 16 hours, the maximum overtime per month was 74 hours, and 1 day off after 6 days consecutive working days was guaranteed. In September 2019 (from 1 September 2019 to 2 September 2019), the maximum monthly overtime working hours was 0 hour. During the worker interview, workers confirmed that they worked overtime voluntarily. However, gaps have been identified in implementation.

被审核方使用IC卡考勤系统来记录员工的上下班时间。被审核方定义周一到周日为一周,正常的工作时间为每天8小时,每周5天。所有生产工人实行 一班工作制5月到9月从08:00到18:00,中午有2小时午餐时间(从12:00到14:00),10月到次年4月从08:00到17:00,中午有1小时午餐时间(从 12:00到13:00)。查阅了从2018年8月1日到审核当天的考勤记录。审核从2019年9月、2019年8月、2019年7月、2019年5月和2018年12月分别抽取 了10个样本。正常工作日最多有2小时加班,每周最多加班16小时,每月最多加班74小时,最多每工作6天会休息1天。2019年9月(从2019年9月1日 到2019年9月2日),最大月加班时间0小时。通过员工访谈,员工确认加班均为自愿。然而,发现被审核方在实施中仍存在与该执行领域要求之间的

Through reviewing the attendance records from 1 August 2018 to 2 September 2019, the monthly overtime hours of 10 out of 10 randomly selected employees exceeded 36 hours and reached 74 hours; however, the auditee didn't have effective system to control its overtime work compliance on daily operation. The management explained that the auditee used the IC card scanning attendance system to record the workers' working hours included overtime working hours. They normally arranged workers worked 8 to 9 overtime working hours on Statuary and worked 1 to 2 overtime hours on normal working days, they did not have an early warning system to give notice when the workers' overtime working hours had reached or exceeded 36 hours. The interviewed workers only knew that they used the IC card scanning attendance system to record their working hours included overtime working hours, but did not know whether there was the overtime working control system in the auditee. (1) Through reviewing the attendance records in August 2019, the monthly overtime hours of 10 out of 10 randomly selected employees ranged from 66 hours to 67 hours; (2) Through reviewing the attendance records in July 2019, the monthly overtime hours of 10 out of 10 randomly selected employees ranged from 58 hours to 59 hours; (3) Through reviewing the attendance records in May 2019, the monthly overtime hours of 10 out of 10 randomly selected employees were 58 hours; (4) Through reviewing the attendance records in December 2018, the monthly overtime hours of 10 out of 10 randomly selected employees ranged from 72 hours to 74 hours. (Reference law and regulation: PRC Labour Law article 41) 通过查阅2018年8月1日至2019年9月2日的考勤显示,随机抽取10名员工户加班时间超过36小时,最高月加班时间达到74小时。然而,被审核方在日常运行中没有有效的系统去控制加班。管理人员解释说被审核方使用IC卡考勤来记录员工的工作时间包括加班时间,一般都是安排员工在周六加班8到9小时,平常加班1到2小时,没有预警系统在员工加班时间达到或已经超过36小时时发出预警。被访谈员工说他们使用IC卡考勤来记录



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工作时间包括加班时间,但不知道被审核方是否有加班管控系统。(1)通过查阅2019年8月10名员工考勤显示,10名员工月加班66小时到67小时;(2)通过查阅2019年7月10名员工考勤显示,10名员工月加班58小时到59小时;(3)通过查阅2019年5月10名员工考勤显示,10名员工月加班58小时;(4)通过查阅2018年12月10名员工考勤显示,10名员工月加班72小时到74小时。(参考法律法规:《中华人民共和国劳动法》第41条)

Remarks from Auditee



DBID: 393327 and Audit Id: 191210

Audit Type: Follow-up Audit

Audit Date: 31/08/2020



## Performance Area 7 : Occupational Health and Safety

1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: A

Deadline date:01/11/2020

#### **GOOD PRACTICES:**

### AREAS OF IMPROVEMENT:

The auditee had established health and safety procedure, injury control and risk assessment procedure, and conducted risk assessment on health and safety. The main risks for each workshop in the factory were identified and controlled by regular inspection. E.g. fire facilities and electrical installations were monthly checked to control the high risk of fire. Training program on health and safety were established yearly and training were provided to all workers. The trainings covering fire drill, PPE training, machine operation and chemicals, etc. Daily inspection was supervised by the workshop supervisor. Fire alarm was installed and inspected monthly in workshops. Sufficient fire extinguishers and fire hydrants were installed and inspected monthly in the workshops. Evacuation routes were not blocked and evacuation plans were posted at each floor. First aid kits were available in the workshop. Two trained first aiders were available in the factory. The factory signed first aid agreement. Clean water was provided for drinking, and the qualified drinking water testing report was provided. The factory did not provide dormitory or transportation. PA7.1 Partly correction 1. The facility provided post-job occupational health examination for the resigned workers in weaving workshop with the noise and dust. Per management, no new employee was hired working at occupational hazards position since last audit and they will arrange pre-job occupational health examination if new employee was hired vorking at occupational hazards position since last audit and they will arrange pre-job occupational health examination if new employee was hired. 2. The facility has update its law collection, version 2019 of fire Prevention Law of the PRC was collected. PA 7.21 Fully correction The facility has retained food samples for 48 hours.

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- 7.1 The auditee did not conduct the evaluation in the relevant workshop with occupational hazard factors regularly, such as the occupational hazardous factors about noise and dust in weaving workshop. Per management, this document was in process. (Reference law and regulation: Provisions on the Supervision and Administration of Workplace Occupational Health Article 20) 被审核方未定期对存在职业危害因素的车间进行职业危害因素检测,如织造车间存在噪音和粉尘职业危害因素。管理层表示,这个文件正在办理之中。(参考法律法规:《工作场所职业卫生监督管理规定》第二十条)
- 7.17 1. The one sewing machine was not equipped with needle protection device. Per management, they cannot find the appropriate needle protection device. 2. Around 30% employees did not use eye-protection panel when operated overedging machines Reference law and regulation: Law of the PRC on Work Safety article 33
  1.一台缝纫机仍然没有安装护针器,管理层表示,他们找不到合适的护针器。 2. 大约30%的员工在操作包缝机的时候没有使用护目挡板. 参考法律法规: 《中华人民共和国安全生产法》第333条

## Remarks from Auditee:

None

Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: A

Deadline date:01/03/2020

Good practices

### Areas of improvement

Potable water was freely available in all areas. Sufficient toilets segregated by gender were available at all times to employees. Ventilation, temperature and lighting were adequate in the auditee. There was a safety committee in the auditee, the safety committee conducted meeting regularly. There were at least 2 exits from each work area and were clearly marked. The firefighting equipment was adequate and checks were up-to-date. Evacuation maps were posted in all areas. The last fire drill was conducted on 18 June 2019. There were adequate first aid kits in each areas and all of them were well stocked. There were 2 qualified first aiders in the auditee, and the auditee signed the medical agreement with Yuanshi County People Hospital. The auditee had provided the personal protection equipment to the workers such as metal glove to the cutting worker in cutting workshop. The auditee provided the canteen and kitchen to the employees, which were good sanitary condition, and had valid catering service license. The staff in canteen had the valid health certificates. However, gaps have been identified in implementation. Remark: The auditee did not provide the dormitory, or transportation to the workers.

饮用水是免费提供的。提供了不同性别使用的洗手间,员工随时可以使用。通风、温度和照明是足够的。被审核方有健康委员会,其定期举行会议。每个工作区域至少有2个出口,且有清楚标识。灭火设施是足够的且有效的。疏散图张贴在所有区域。最近一次消防演习在2019年6月18日举行。在每个区域都有足够的急救药箱且装有足够的急救药品。被审核方有2名有资质的急救员,并跟元氏县人民医院署了医疗协议。被审核方有机器安全维修人员,所有生产员工在都参加了如何正确操作机器的培训。被审核方提供了防护用品给员工如金属手套给裁剪车间的裁剪员工。被审核方提供食堂和厨房给所有员工,食堂卫生条件良好并且有有效食品经营许可证。厨工有有效健康证。然而,发现被审核方在实施中仍存在与该执行领域要求之间的差距。备注:被审核方未提供宿舍和交通工具给员工。

7.1 - 1. The auditee only conducted the on-job occupational health examination for the workers exposed to occupational hazards position such as weaving workers in weaving workers in weaving workers in weaving workers in weaving workers occupational health examination for the workers exposed to occupational hazards position such as weaving workers in weaving workshop with the noise and dust. (Reference Laws and Regulations: PRC Law of Prevention and Control of Occupational Diseases Article 35) 2. The auditee did not conduct the evaluation in the relevant workshop with occupational hazard factors regularly, such as the occupational hazardous factors about noise and dust in weaving workshop. (Reference law and regulation: Provisions on the Supervision and Administration of Workplace Occupational Health Article 20) 3. The EHS laws and regulation collected by auditee were not updated timely, e.g. the auditee only collected version 2009 of Fire Prevention Law of the PRC, not version 2019.

1.被审核方仅定期组织从事有职业病危害工种的人员进行在岗职业病体检如织造车间织造员工接触噪音和粉尘,但没有组织从事有职业病危害工种的人员进行岗前和离岗职业病体检如如织造车间织造员工接触噪音和粉尘。(参考法律法规:《中华人民共和国职业病防治法》第三十五条)2.被审核方未定期对存在职业危害因素的车间进行职业危害因素检测,如织造车间存在噪音和粉尘职业危害因素。(参考法律法规:《工作场所职业卫生监督管理规定》第二十条)3.被审核方收集的部分EHS法规不是最新的,例如中华人民共和国消防法,收集的是2009版,不是2019版。

7.17 - No needle protection device was equipped on one sewing machine in the sewing workshop of the auditee. Through management interview and employee interview, the interviewees stated that due to it did not affect the use, the auditee did not repair the relevant machine timely. (Reference law and regulation: Law of the PRC on Work Safety article 33)

被审核方缝纫车间1台缝纫机没有安装护针器。通过管理人员访谈和员工员工访谈,被访谈者称由于不影响使用,被审核方没有及时维修相关设备。(参考法律法规:《中华人民共和国安全生产法》第33条)



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7.21 - The auditee did not retain food samples for 48 hour. (Reference Laws and Regulations: catering and mass meal delivery hygiene requirement 被审核方没按要求把食品留样48小时。(参考法律法规:餐饮业和集体用餐配送单位卫生规范第三十五条.) Remarks from Auditee Performance Area 8: No Child Labour 1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: A Deadline date: GOOD PRACTICES: AREAS OF IMPROVEMENT: None observed 无发现 Remarks from Auditee: None Deadline date: Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: A Good practices Areas of improvement Remarks from Auditee Performance Area 9 : Special protection for young workers 1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: A Deadline date: **GOOD PRACTICES:** None AREAS OF IMPROVEMENT: None observed 无发现 Remarks from Auditee: None Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: A Deadline date: Good practices Areas of improvement Remarks from Auditee Performance Area 10: No Precarious Employment 1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: A Deadline date: **GOOD PRACTICES:** AREAS OF IMPROVEMENT: None observed 无发现



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Remarks from Auditee:

Good practices

Areas of improvement

Remarks from Auditee

Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: A

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Performance Area 11 : No Bonded Labour	
1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: A	Deadline date
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: None observed 无发现	
Remarks from Auditee: None	
Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: A	Deadline date:
Good practices	
Areas of improvement	
Remarks from Auditee	
Performance Area 12 : Protection of the Environment	
1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: A	Deadline date
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: None observed 无发现	
Remarks from Auditee: None	
Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: A	Deadline date:
Good practices	
Areas of improvement	
The auditee established the environment management system, identified the environmental laws and regulations. The by the auditee were knitted towel, bath towel, chemical fiber cloth, and the main production processes were as follow finishing, inspection and packing. The auditee obtained EIA document, EIA approval and environmental protection a its construction project. Remark: Environmental related certificate was not applicable to the auditee. 被审核方建立了环境管理制度。被审核方收集了环境法律法规。被审核方生产的产品为针织毛巾,浴巾,化纤布,主道、检验和包装。被审核方已经获得了其建设项目的的环境影响评价文件,环境影响审查批复和环境保护竣工验收报境相关证书。	vs: weaving, cutting, sewing, cceptance check approval for 要工序为织造、裁剪、缝制、后
Remarks from Auditee	
Performance Area 13 : Ethical Business Behaviour	
1- Followup Audit [Audit Id - 191210] Audit Date: 31/08/2020 PA Score: A	Deadline date
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: None observed 无发现	
Remarks from Auditee: None	
Full Audit [Audit Id - 161194] Audit Date: 02/09/2019 PA Score: A	Deadline date:
Good practices	
Areas of improvement	
Remarks from Auditee	



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## Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Follow-up Audit	31/08/2020	191210	D	A	A	A	A	D	A	A	A	A	A	A	A	С
Full Audit	02/09/2019	161194	D	A	A	A	A	D	A	Α	A	A	A	A	A	С



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Audit Type : Follow-up Audit

Audit Date : 31/08/2020

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## **Producer Photos**

































DBID: 393327 and Audit Id: 191210 Audit Type: Follow-up Audit Audit Date : 31/08/2020



























