
Auditee :	DONGGUAN XINJIA CRAFTS CO., LTD.
Audit Date From :	20/12/2019
Audit Date To :	20/12/2019
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	SGS
Auditor's Name(s) :	Jeffery Li(Lead)
Auditing Branch (if applicable) :	SGS 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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Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<p>A Very Good</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated A • No Performance Areas rated C, D or E <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>B Good</p>	<ul style="list-style-type: none"> • Maximum 3 Performance Areas rated C • No Performance Areas rated D or E <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>
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B	B	B	B	B	B	B	B	B	B	C	C	C																													
<p>C Acceptable</p>	<ul style="list-style-type: none"> • Maximum 2 Performance Areas rated D • No Performance Areas rated E <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>D Insufficient</p>	<ul style="list-style-type: none"> • Maximum 6 Performance Areas rated E <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>
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D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p>E Unacceptable</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated E <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>Zero Tolerance</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 :	DONGGUAN XINJIA CRAFTS CO., LTD.		
DBID number :	375664		
Audit ID :	171131		
Address :	No.2, ShiBiShan, SongMuGang, WuLian Village, FengGang Town, Dongguan		
Province :	Guangdong	Country :	China
Management Representative :	Mr. Wu Yidong		
Contact person:	Yidong Wu	Sector :	Non-Food
Industry Type :	Others	Product group :	Others
Product Type :	Inflatable		

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 : 20/12/2020	

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	B	A	A	B	D	A	A	A	A	A	A	A

Executive summary of audit report

DONGGUAN XINJIA CRAFTS CO., LTD. (Business license registration number: 914419000719461358) was located at No.2, ShiBiShan, SongMuGang, WuLian Village, FengGang Town, Dongguan City, Guangdong Province, China. It was founded on Jul 3, 2013 and focused on manufacturing Inflatable. The main process in the factory was cutting, sewing, assembly, packaging. The factory rented 4F and 5F of one 5-storey building as office, workshops and warehouse, 5F was used as warehouse in recent months. The factory didn't provide dormitory, meal and transportation for workers. There were total 16 workers in the main auditee during the audit.

Based on the attendance records provided from Oct.01,2018 to Dec 20,2019, all workers regularly worked from Monday to Friday, 8 hours per day, 40 hours per week. The regular working hour of workers was 8:00-12:00, 13:30-17:30. They would overtime 2-3 hours on weekday and 8-10 hours on Saturday if need, all workers had rest on each Sunday. The maximum amount of daily/monthly overtime hours were 3 hours / 92 hours for production workers.

During the audit, factory management was cooperated, and most interviewees reported that they were satisfied with management and working condition.

There are no agencies used by the auditee, which makes the agency labour contract not applicable; There was no consolidated working hour system permit obtained by the auditee, which makes the documented valid authorization to make exemptions not applicable.

This audit was conducted by Jeffery Li (RA21701802).

Remark:
 1. Based on management interview and lease agreement review, the main auditee's building was rented from Dongguan CaiXing Electronic Co., Ltd. The main auditee only rented 4-5F of building D as workshop and warehouse, during the audit, the main auditee provided lease contract and business license of Dongguan CaiXing Electronic Co., Ltd. Auditor was allowed conduct a quick tour in these areas used by Dongguan CaiXing Electronic Co., Ltd, the main products produced by Dongguan CaiXing Electronic Co., Ltd were Christmas trees. The main auditee didn't share areas and employees with Dongguan CaiXing Electronic Co., Ltd, so the audit scope only covered the areas which were used by the main auditee and employees of the main auditees.
 2. For non-peak month, only samples making but no volume production was doing during audit.
 3. The address on business license of the main auditee was No.2, ShiBiShan, SongMuGang, WuLian Village, FengGang Town, Dongguan city, the house number outside the industrial zone was No.30 Yongsheng South Lane, Fenggang, Fenggang Town, Dongguan City. The main auditee provided a certificate which issued by local village committee to prove that the two address are the same place.

Ratings Summary



Auditee's background information			
Auditee's name :	DONGGUAN XINJIA CRAFTS CO., LTD.	Legal status :	Limited Company
Local Name :	东莞市新嘉工艺品有限公司 (914419000719461358)	Year in which the auditee was founded :	2013
Address :	No.2, ShiBiShan, SongMuGang, WuLian Village, FengGang Town,	Contact person (please select) :	Yidong Wu
Province :	Guangdong	Contact's Email :	Weifa188@163.com
City :	Dongguan	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 :	N22°44'34", E114°7'34"	Total turnover (in Euros) :	3600000.00
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Others	Of which domestic market % :	0.00
If other, please specify :		Production volume :	500000 pcs per year
Product Group :	Others	Production cost calculation :	No
If other, please specify :		Lost time injury calculation cost :	No
Product Type :	Inflatable		

Auditee's employment structure at the time of the audit			
Total number of workers :	16	Total number of workers in the production unit to be monitored (if applicable) :	0
	MALE WORKERS	FEMALE WORKERS	
Permanent workers	7	9	
Temporary workers	0	0	
In management positions	1	1	
Apprentices	0	0	
On probation	0	0	
With disabilities	0	0	
Migrants (national citizens)	4	6	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	7	9	
Production based workers	6	7	
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 - 171131] Audit Date: 20/12/2019 PA Score: D

Deadline date:20/06/2020

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The main auditee had established CSR management system according to amfori BSCI Code, and relevant social accountability documents were established. Mr. Wu Yidong/ Production manager was appointed as amfori BSCI representative and took whole charge of amfori BSCI affairs in the main auditee. Based on management interview, amfori BSCI representative was basic familiar with the amfori BSCI code. The main auditee monitored the social performance of its suppliers periodically according to amfori BSCI requirement, and the main auditee conducted social responsibility internal audit and management review annually. However, gap had been identified during the amfori BSCI system implementation as follow:

被审核方依据amfori BSCI行为准则建立了社会责任管理体系, 同时相关的社会责任文件也已建立。郭怡冬/生产经理被任命为amfori BSCI负责人, 统筹被审核方的amfori BSCI 事务。根据管理层访谈, 被审核方社会责任代表基本了解amfori BSCI行为守则内容。被审核方有定期依据amfori BSCI要求对供应商社会责任进行了评估, 并且被审核方每年进行社会责任内审及管理评审。但发现工厂在amfori BSCI系统执行中存在如下不符合项:

- 1.1 - The main auditee partially respects this principle because the main auditee had set up management system to comply with amfori BSCI Code of Conduct, but some of the requirements in the PA of Occupational Health and Safety, Decent Working Hours, Fair Remuneration, etc. were improperly implemented, e.g. workers' monthly overtime exceeded 36 hours, the main auditee did not provide social insurance to workers as per legal requirement, etc.

被审核方(生产商)部分遵循该准则。原因是被审核方建立了社会责任管理体系用以符合amfori BSCI行为准则, 但在职业健康安全、体面工作期间, 公平报酬等绩效领域的部分要求没有理解执行到位, 如: 工人的月加班时间超出36小时, 被审核方没有按法规要求提供社保给员工等。

- 1.4 - The main auditee partially respects this principle because the main auditee had realistically calculated the costs of production and delivery times, the main auditee arranged the production according to the order from clients, but the procedure was ineffectively implemented, according to attendance records from Nov 1,2018 to Dec 20,2019, workers' monthly OT hours exceeded the legal requirement.

被审核方(生产商)部分遵循该准则。原因是被审核方了解如何计算生产产能和订单周期, 被审核方按照客户订单安排生产, 但由于未能有效的执行该程序, 根据2018年11月1日至2019年12月20日的考勤记录, 工人的月加班时间超过法规要求。

Remarks from Auditee:

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 171131] Audit Date: 20/12/2019 PA Score: B

Deadline date:20/06/2020

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The main auditee had established policy and procedure of workers involvement and protection according to amfori BSCI Code of Conduct. The main auditee posted and publicity the amfori BSCI Code with management representative' signature onsite. The main auditee also provided training on workers' right and responsibility and amfori BSCI conduct to workers and workers representatives. The auditee had established a grievance mechanism: the mechanism consisted of using suggestion boxes, workers representation and an open-door policy on coming up with suggestion directly to workers' supervisor. Based on documents interview and workers interview, no grievance was reported till the audit day, the employees were satisfied with current job. However, gaps had been identified in implementation:

被审核方依据amfori BSCI行为守则制定了工人参与与保护的政策和程序文件。被审核方有将管理代表签字的amfori BSCI行为准则张贴在现场。被审核方有给所有员工及员工代表提供关于权利及义务和amfori BSCI行为准则的培训。工厂建立了申诉系统, 员工表示可通过意见箱, 员工代表或直接同主管进行沟通等方式提供投诉。文件审核和员工访谈确认, 至审核当天未任何投诉, 员工对目前的工作表示满意。但也发现被审核方在如下方面和amfori BSCI要求有差距:

- 2.2 - The main auditee partially respects this principle because the main auditee established long-term goals protect workers but there were no specific implementation steps and plans, such as no steps and plans of how to reduce overtime hours to meet the local law required, how to improve the social insurance to meet the law required etc.

被审核方(生产商)部分遵循该准则, 原因是被审核方虽然有建立长期目标, 但没有建立具体的实施步骤和方案, 例如没有具体方案去减少加班时间以确保加班时间符合当地的法规要求, 如何改善社保符合当地的法规要求等。

- 2.4 - The main auditee partially respects this principle because the main auditee had provided training regarding amfori BSCI Code for managers, workers and workers representatives. But workers and workers' representative were not clear about amfori BSCI requirements.

被审核方(生产商)部分遵循该准则, 原因是被审核方有为员工, 管理层和员工代表提供amfori BSCI行为守则的培训, 但通过员工代表和员工访谈, 他们不清楚amfori BSCI的要求。

Remarks from Auditee:

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
Full Audit [Audit Id - 171131] Audit Date: 20/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The main auditee established documented policy on freedom of association which compliant with the local laws and amfori BSCI requirement. There was no trade union in the main auditee, but there were worker representatives voted by all worker in the main auditee. According to workers representative election process and interview statement of workers representatives, two workers representatives were freely elected by all workers on Mar 4, 2019. Meetings between worker representatives and management were conducted once per three months, the last meeting between worker representatives and management was conducted on Dec 11, 2019. 被审核方依据法规及amfori BSCI要求的建立了书面的自由结社政策。被审核方没有成立工会，但是有由所有员工选举的员工代表。根据员工代表选举程序和员工代表访谈，共有2名员工代表于2019年3月4日由所有员工选举产生。员工代表与管理层每三个月召开一次会议，最近一次会议是2019年12月11日召开。	
Remarks from Auditee:	
Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 171131] Audit Date: 20/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: Based on the amfori BSCI code of conduct, the main auditee had set up the policy on no discrimination. Management representative knew define of discrimination, and he could identify all kind of discrimination cases, meanwhile, confirmed with the management interview, the main auditee conducted analysis and assessment to discrimination. According to worker interview, the main auditee provided training of no discrimination to all workers, workers were well understood no discrimination and disciplinary measures. 被审核方依据amfori BSCI的行为准则建立了反歧视方面的方针政策。管理人员对歧视的定义很清楚，并且能够识别出各种歧视的情况，同时与管理层人员沟通确认，被审核方进行了歧视方面的风险评估。通过员工访谈了解，被审核方对员工进行了不歧视方面的相关培训，员工对不歧视和惩戒措施有很好的认识。	
Remarks from Auditee:	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 171131] Audit Date: 20/12/2019 PA Score: B	Deadline date:20/06/2020
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The main auditee established the procedures on working hours and remuneration. Legal minimum wage was RMB 1720 since Jul 1, 2018. Payrolls of 5 samples from Nov 2018 to Oct 2019 were reviewed randomly. The minimum wage paid by the main auditee was RMB2100/month which was higher than local requirement. Overtime on normal working days and rest days was paid at 150% and 200% of normal wage. No overtime hours were noted on statutory holidays. The whole month was counted as a wage calculation cycle, and the corresponding wage was paid on the end of next month by cash. In Employee Handbook, paid annual leave, statutory holiday, sick leave, marriage leave, maternity leave and funeral leave were defined and implemented. However, gaps have been identified in implementation. 被审核方制定了工时薪资管理程序。当地最低工资2018年7月1起1720元/月。5名工人从2018年11月至2019年10月的工资记录被随机查阅。所抽取样本中，被审核方支付给员工的最低工资是2100元/月，高于当地最低工资。平时以及周末加班会分别支付给员工150%及200%基本工资作为加班费，法定假期没有安排加班。工资计算周期是每月1日至月末，工资在下个月月底以现金形式发放。并且，企业在员工手册中规定了带薪年假、法定假日、病假、婚假、产假以及丧假，并按照此规定实施。然而也发现被审核方在如下方面和amfori BSCI要求有差距： 5.5 - The main auditee does not respect this principle because the main auditee didn't provide legal social insurances to employees as per legal requirement. During the audit, the main auditee provided social insurances from Oct 2019 to Dec 2019 for review, there were total 16 employees worked in the main auditee in Dec 2019 according the employee roster, 2 employees reached to retirement age and could not buy legal social insurances, the main auditee provided retirement, injury, child-bearing, unemployment and medical insurances to 5 employees. The main auditee provided commercial accident insurance to other 11 employees who not enjoyed social insurance, the commercial insurance of 8 employees was vailed from Nov 24,2019 to Nov 23,2020, and the commercial insurance of 3 employees was vailed from Dec 8,2019 to Dec 7,2020. Remark: Total 7 people were in social insurance record, and 2 people were legal person of the main auditee and relative of legal person and were not covered in the audit. 被审核方（生产商）未遵循该准则，原因是被审核方未按照法规要求给所有员工提供法定社保。审核期间被审核方提供了2019年10月至2019年12月的社保缴费记录，根据查看社保记录以及查看花名册，被审核方在2019年12月共有16名员工，其中2名员工达到退休年龄不能够购买社保，被审核方只给5名员工提供了养老，工伤，生育，失业和医疗保险。被审核方给其他11名员工提供了商业意外险，其中8名员工的商业意外险有效期从2019年11月24号至2020年11月23号，3名员工的商业意外险有效期从2019年12月8号至2020年12月7号。备注：被审核方社保名单共有7名人员，其中有2名为法人和法人的亲属，未在审核范围。	
Remarks from Auditee:	

Performance Area 6 : Decent Working Hours

Full Audit [Audit Id - 171131] Audit Date: 20/12/2019 PA Score: D

Deadline date:20/06/2020

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The main auditee established the policy of working hour's system and controlled working hours. According to the policy and implementation records, workers worked 8 hours per day, 5 days per week. One shift was arranged for all workers, the normal working hours was 8:00-12:00, 13:30-17:30. Time records of 5 workers from Nov 1, 2018 to the audit day were randomly selected for review. The peak season of the main auditee was from Mar to Oct of each year, and the low season of the main auditee was from Nov to Feb of next year. The main auditee arranged 0-3 OT hours for workers working on night of weekdays and 8-10 OT hours on Saturdays. Maximum 3 hours overtime per day 20 hours per week, 92 hours per month and 1 day off after 6 consecutive working days was guaranteed. The main auditee recorded workers' working time through fingerprint attendance recorder. During the worker interview, workers confirmed that they worked overtime voluntarily. However, gaps had been identified in implementation:

被审核方制定了工时政策。依照政策以及实际的执行情况，员工每天上班8小时，每周5天。所有工人工作时间均为一班制，正班工作时间为8:00-12:00, 13:30-17:30。随机抽了5名工人从2018年11月1日至审核当日的考勤记录。被审核方的旺季从每年的3月至10月，淡季从每年的11月至次年的2月。被审核方会依据生产订单进行在工作日晚上加班0-3小时及在周六加班8-10小时。员工每天最高加班3小时，每周最高加班20小时，每月最高加班92小时，6天连续工作后休息1天。被审核方使用指纹考勤系统记录员工的工作时间。在员工访谈时，工人们反映他们加班是自愿的。但也发现被审核方在如下方面和amfori BSCI要求有差距：

6.2 - The main auditee does not respect this principle because workers' monthly overtime exceeded legal laws. The main auditee provided working hour records from Nov 1, 2018 to Dec 20, 2019 and wage records from Nov 2018 to Oct 2019 for review, based on sampled 5 workers' records, it was found 5 sampled workers' monthly OT working hours exceeded 36 hours in each month except Jan, 2019 and Feb, 2019, the maximum overtime hours was 92 hours happened in Aug, 2019.

被审核方（生产商）未遵循该准则，原因是员工的月加班时间超出法规要求。被审核方提供了2018年11月1日至2019年12月20日的考勤以及2018年11月至2019年10月的工资表，根据抽样5名员工的资料显示，除2019年1月和2月外，所有5名抽样员工的月加班时间在上述月份均超出36小时，最大月加班为92小时发生在2019年8月。

Remarks from Auditee:

Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 171131] Audit Date: 20/12/2019 PA Score: A

Deadline date:20/03/2020

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The main auditee established Health and safety management system. The risk of working condition was identified by Health and safety committee. Mr. Zhong Qing/General Manager was appointed as EHS director to be responsible for the H&S issue. Regular health and safety trainings were provided to employees. The main auditee established and implemented a mechanism to report and recorded work-related accident occurred. No serious accident occurred in past 12 months. The main auditee provided PPE for workers free of charge, such as provided steel-mesh glove for cutting workers. Fire drill was conducted twice per year in the main auditee, and the last time was conducted on Dec 11, 2019. Adequate fire-fighting facilities (such as fire extinguishers, fire hydrants and fire alarms) were installed for each area and inspected monthly. The emergency light, fire alarm, fire hydrant was tested and found effective during the audit. Emergency light and exit sign was installed on each emergency exit and marked clearly. Evacuation map was posted at each workshop. Two first aiders were available for the factory. The first aid kit was installed for the workshop without lock. Drinking water was provided for workers freely. No dormitory, meal and transportation were provided to employees. However, gaps had been identified in implementation as follows:

被审核方建立了健康安全管理体系。工作场所的风险已由健康安全委员会进行了评估。钟清/总经理作为环境健康安全主任负责健康安全事宜。被审核方定期提供职业健康安全培训给员工。被审核方建立了工伤处理程序，保留了工伤记录。最近12个月并无发生严重工伤。被审核方有提供合适的劳保用品给所有相关员工，例如提供钢丝手套给裁剪工人。工厂每年进行两次消防演习，最近一次于2019年12月11日举行。所有区域均设置了足够的消防设施（如灭火器，消防栓及消防警铃），且每月点检。审核时经过测试，应急灯，消防栓和消防警铃都是有效的。安全出口均安装了应急照明灯和清晰的安全出口标识。每个区域均张贴了逃生图。工厂配备了两名急救员。车间设置了急救药箱，未上锁。被审核方为工人提供了免费的饮用水。被审核方未给员工提供宿舍，用餐以及交通。然而工厂在以下方面和amfori BSCI要求存在差距：

7.4 - The main auditee partially respects this principle because according to documents review and workers interview, it was noted that workers or their representatives were not involved in health and safety risk assessment.

被审核方（生产商）部分遵循该准则，基于文件查看及员工访谈，员工或员工代表未受邀参与健康安全风险评估。

7.13 - The main auditee partially respects this principle because the main auditee had established the management procedure on electricity safety, and there was one qualified electrician responsible for checking and maintaining the electric equipment, but it was found one electric box was not locked.

被审核方（生产商）部分遵守该原则，原因是被审核方有建立用电安全管理程序，有一名有资质的电工负责电气设备检查和维修，但发现组装车间有一处电箱未上锁。

Remarks from Auditee:

Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 171131] Audit Date: 20/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The main auditee established the procedure about forbidden using of child labor. Based on management and workers interview and document review, the main auditee would verify all candidates' original ID cards during hire process and keep the copy of employees' ID cards in their personnel files. The main auditee had established a child labor remediation procedure to provide further protection in case children were found to be working in the factory. Based on employee roster and personnel files review, all these employees in the main auditee during the audit were above 16 years old. 被审核方建立了禁止使用童工规定。根据管理人员和工人访谈以及文件查阅，被审核方会在招聘过程中核对所有求职者的身份证原件，并在员工档案中保存所有员工的身份证复印件。被审核方已经建立了童工拯救程序，如果在工厂发现童工，被审核方将提供进一步的保护。根据花名册和人事档案，审核期间所有员工都大于16周岁。	
Remarks from Auditee:	
Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 171131] Audit Date: 20/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The main auditee established young worker protection procedure, stipulating that young workers should not work at night or hazardous positions, and the main auditee would provide health check to the young workers for free according to legal requirements. There was no young worker in the main auditee during the audit, the youngest worker in the main auditee was 18 years old. 被审核方建立了未成年工保护程序，规定未成年工不能上夜班，不能在有害岗位工作，被审核方应按照国家法规规定免费提供体检给未成年工。审核期间被审核方没有未成年工，最年轻的员工为18周岁。	
Remarks from Auditee:	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 171131] Audit Date: 20/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: Based on document review and employee interview, the main auditee signed labor contracts with all employees and provided a copy of the signed contract to each employee. As per documents review, on-site observation and worker interviews, it was noted that there were no temporary workers, home workers or students at school ages hired by the main auditee. All employees were directly hired by the main auditee. 通过文件审核和员工访谈，被审核方与所有员工签订了劳动合同且提供了副本给员工。通过文件审核，现场审核以及员工访谈，被审核方没有使用临时员工、家庭工人以及学生工。所有员工都是工厂直接招聘。	
Remarks from Auditee:	
Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 171131] Audit Date: 20/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The main auditee established the procedure on anti-forced labor. The management understood well the scope of forced labor. According to factory tour and workers interview, the management was kind to them, and no corporal punishment, mental or physical coercion or verbal abuse was found, they could resign according to legal requirement and they could leave the main auditee freely without being searched. The discipline policy was in line with legal requirement. 被审核方制定了禁止强迫劳动控制程序，被审核方负责人理解哪些方式是属于强迫劳动的范畴。与员工访谈及现场查看确认，管理层很友好，未发现体罚、精神或身体胁迫或口头虐待等存在，员工可以依照法规要求提出辞工而不会被克扣工资，并且可以自由离开被审核方。被审核方的惩戒政策符合法律法规要求。	
Remarks from Auditee:	

Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 171131] Audit Date: 20/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>The main auditee had established environmental management policy and procedures, and the main auditee identified and assessed the environmental impact factors for its operations. The registration form of environmental impacts was provided for review. The main process in the auditee was cutting, sewing, assembly and packaging. No industrial waste water was generated during the production process. The main auditee applied qualified 3rd party company to test the living waste water, waste gas and boundary noise annual. Storm water and living waste water were discharged properly. The main auditee established the mechanism of energy saving, emission reduction and water-saving policy.</p> <p>被审核方建立了环境政策方针及程序文件，对环境的影响因素进行了识别和评估。审核期间被审核方提供了环境影响登记表供查看。被审核方的主要工序为裁剪，车缝，组装及包装。生产过程中没有工业废水产生。被审核方聘请第三方机构定期监测了生活废水，废气和厂界噪音。雨水和生活废水已经被正确的的排放。被审核方建立了节能减排机制及节约用水政策。</p>	
Remarks from Auditee:	
Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 171131] Audit Date: 20/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>Business Ethics procedure concerning anti-bribery and anti-corruption was established by the main auditee, which clearly required that the corruption or any forms of bribery was not permitted in the business relationship. The main auditee communicated the ethical business behaviour with all suppliers. Based on site tour, interview and document review, no any corruption behaviour was found.</p> <p>被审核方建立了反腐败反贿赂方面的程序，明确要求腐败或任何形式的行贿受贿行为在商业关系中不被允许。被审核方关于道德的商业行为同供应商进行过沟通。基于现场走访，访谈和文件审核，没有发现腐败行为。</p>	
Remarks from Auditee:	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	20/12/2019	171131	D	B	A	A	B	D	A	A	A	A	A	A	A	C

Producer Photos



External photo(s) of the production unit(s)
Exterior of the Industrial Zone.JPG



Photo of fire safety equipment
Fire alarm testing.JPG



Photo of the inside of the main production hall
Cutting process.JPG



External photo(s) of the production unit(s)
Factory name.JPG



Photo of fire safety equipment
Fire extinguishers.JPG



Photo of the inside of the main production hall
Drinking water.JPG



External photo(s) of the production unit(s)
Production building.JPG



Photo of fire safety equipment
Fire hydrant testing.JPG



Photo of the inside of the main production hall
PPE for cutting worker.JPG



Photo first aid facilities
First aid kit.JPG



Photo of fire safety equipment
Fire hydrant.JPG



Photo of the inside of the main production hall
PPE warning sign.JPG



Photo of chemical storage room (if applicable)
Chemical storage area.JPG



Photo of non-conformity
Electric box not locked.JPG



Photo of the inside of the main production hall
Sewing machine with finger protective device.JPG



Photo of chemical storage room (if applicable)
MSDS posted.JPG



Photo of non-conformity
Insufficient social insurance.jpg



Photo of the inside of the main production hall
Sewing process-sample making.JPG



Photo of fire safety equipment
Emergency exit sign and emergency light.JPG



Photo of non-conformity
Monthly overtime working hour exceed legal requirement.jpg



Photo of the inside of the main production hall
Sewing workshop.JPG



Photo of fire safety equipment
Emergency light testing.JPG



Photo of the code of conduct on display
amfori BSCI Code onsite.JPG



Photo of the inside of the main production hall
Suggestion box.JPG



Photo of fire safety equipment
Evacuation indicator sign.JPG



Photo of the inside of the main production hall
Assembly and packaging workshop.JPG



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



Photo of fire safety equipment
Evacuation map.JPG



Photo of the inside of the main production hall
Attendance record machine.JPG



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