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Auditee :	NINGBO CITY WEIYE ELECTRIC APPLIANCE CO., LTD.
Audit Date From :	27/05/2019
Audit Date To :	27/05/2019
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	ABS
Auditor's Name(s) :	Michael Gao(Lead)
Auditing Branch (if applicable) :	ABS QE China

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

**Main Auditee Information**



Name of producer :	NINGBO CITY WEIYE ELECTRIC APPLIANCE CO., LTD.		
DBID number :	391496		
Audit ID :	152406		
Address :	Meihu Village, Henghe Town Cixi		
Province :	Zhejiang	Country :	China
Management Representative :	Yu Nengquan		
Contact person:	Yu Nengquan	Sector :	Non-Food
Industry Type :	Mechanical and electrical engineering	Product group :	Home appliances
Product Type :	Handy Garment Steamer		

## 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 : 27/05/2020

## 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	A	A	B	B	D	B	A	A	A	A	B	A

## Executive summary of audit report

This was the full audit (Announced) authorized by BSCI Member on May 27, 2019.

### [Location and size]:

According to the business license, NINGBO CITY WEIYE ELECTRIC APPLIANCE CO., LTD. (宁波市伟业电器有限公司) was established on January 17, 1996 and registered at Meihu Village, Henghe Town, Cixi City, Zhejiang Province. The Registration Number is 91330282144712496E, valid from January 12, 1998 to long term. The auditor verified the business license with the address, legal entity representative, business scope, and other information according to <http://zj.gsxt.gov.cn>. The local name of the auditee was 宁波市伟业电器有限公司 (91330282144712496E), and the local registered address was 浙江省慈溪市横河镇梅湖村.

The auditee management stated that the address they provided prior to the audit was Meihu Industrial Zone (梅湖工业区). And they asked to change the address to Meihu Village (梅湖村) in the report, which was consistent with the address on the Business License.

The auditee consisted of one 2-storey office & warehouse building, one 3-storey production & warehouse building, one 2-storey production & warehouse building and one 1-storey warehouse building. The total construction area was about 12,000 square meters. During the audit, the main auditee confirmed that the right side of the 2nd floor of the 2-storey office & warehouse building and the left side of the 2nd floor of the 2-storey production & warehouse building was used as the dormitory (lived by boss family) before. But these area have not been used as dormitory since 2018. The auditee did not provide dormitory, canteen or transportation to workers.

### [Structure of facility]:

The auditee was specialized in manufacture of Handy garment steamer. The main production processes were Injection, Silk-printing and Assembly. The auditee bought other parts of the products from their suppliers and assembly those parts in the auditee. Main equipment and production line included: Injection machines, silk-printing machines and assembly lines.

### [Employee analysis]

There were 35 employees on the roster. All employees on the roster were permanent employees. 20 out of 35 employees were local workers and 14 employees were males. The youngest worker was 26 years old. No any child labor or young worker was noted during the audit. All 35 employees presented on the date of audit.

### [Summary of working hours]

The auditee used the electronic swipe IC card attendance system to record the working hours. The auditee run one shift from 7:30 to 16:30 with 60 minutes lunch break from 11:00 to 12:00. Overtime hours would be arranged for 3 hours from 17:30 to 20:30 on normal day and 8 hours on rest day. There was no obvious peak season in the auditee.

The auditee provided the attendance records of all employees from April 01, 2018 to May 27, 2019. The highest monthly overtime hours of 12 out of all 13 months for all 6 sampled workers were 44-57 hours a month which had exceeded the legal limit of 36 hours. The highest overtime hours were 3 hours a day (normal day), 8 hours a day (rest day), 15 hours a week and 57 hours a month (July 2018). The most consecutively working days were 6 days.

### [Summary of compensation]

The local legal minimum wage standard was RMB 1,800 per month or RMB 10.34 per hour since December 01, 2017.

The auditee provided payroll records from April 2018 to March 2019 for wage calculation. All workers were paid by hourly rate, and the minimum wage the auditee paid to all workers was RMB 12 per hour. The auditee paid 150% and 200% of normal wage for overtime hours on normal days and rest days. No any overtime hour was happened on holiday. All workers were paid by cash on 30th of next month.

According to the social insurance receipt of April 2018 to March 2019, only 14 out of 35 employees (all 35 employees were permanent employees; 7

employees were retired, no newly joined, dispatch or temporary employee) participated in Pension, Medical and Unemployment Insurances (the coverage rate was 50%); 17 employees participated in Work-related Injury and Maternity Insurances (the coverage rate was 61%).

The auditee did not buy the commercial accident insurance for any employees.

Based on the employee interview information, the employee who did not participate the social insurance in the auditee explained that they were not willing to bear the co-payment part of Pension, Medical and Unemployment insurances.

(Remark: The auditee did not obtain the social insurance waiver)

**[Summary of Interview]**

Workers interview was conducted individually and in group.

Randomly selected 6 employees for interview, no complaint was raised.

All the findings were discussed with the management in the closing meeting. The factory signed the onsite finding report, BSCI COC & TOI. The auditor reminded the factory that they should submit the Remediation Plan into the BSCI Platform within 60 days. The performance areas needed improvement were PA1, PA2, PA4, PA5, PA6, PA7, PA10, PA11, PA12 and PA13.

**Remark:**

There was no contractor or agency used by the auditee, which makes the agency labour contract or contractor license/permit not applicable; there was no collective bargaining agreements in the factory; auditee did not provide the report of inspection for completed building construction projects and the fire acceptance check.

ABS Quality Evaluations Inc. has been approved as a provisional member of APSCA. Auditor information had provided and waiting to complete registration on-line. The auditor (Michael Gao) conducted this audit was not an APSCA registered auditor currently.

## Ratings Summary



Auditee's background information			
Auditee's name :	NINGBO CITY WEIYE ELECTRIC APPLIANCE CO., LTD.	Legal status :	Limited Company
Local Name :	宁波市伟业电器有限公司 (91330282144712496E)	Year in which the auditee was founded :	1996
Address :	Meihu Village, Henghe Town	Contact person (please select) :	Yu Nengquan
Province :	Zhejiang	Contact's Email :	mandy@cnweiyee.cn
City :	Cixi	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 :	N30°6'35"; E121°14'8"	Total turnover (in Euros) :	2500000.00
Sector :	Non-Food	Of which exports % :	80.00
Industry :	Mechanical and electrical engineering	Of which domestic market % :	20.00
If other, please specify :	N/A	Production volume :	20,000 pcs per month
Product Group :	Home appliances	Production cost calculation :	Yes
If other, please specify :	N/A	Lost time injury calculation cost :	No
Product Type :	Handy Garment Steamer		

Auditee's employment structure at the time of the audit		
Total number of workers :	35	Total number of workers in the production unit to be monitored (if applicable) :
		35
	MALE WORKERS	FEMALE WORKERS
Permanent workers	14	21
Temporary workers	0	0
In management positions	8	3
Apprentices	0	0
On probation	0	0
With disabilities	0	0
Migrants (national citizens)	6	9
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	14	21
Production based workers	6	18
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 - 152406] Audit Date: 27/05/2019 PA Score: D

Deadline date:26/07/2019

#### GOOD PRACTICES:

The auditee conducted the internal audit.

#### AREAS OF IMPROVEMENT:

The auditee had established the completed policy and procedure on social accountability. For example, the procedures on hiring, subcontracting, dealing with grievances, training workers, promoting ethical behavior were established by the auditee. Yu Nengquan, General Manager was BSCI representative and took whole charge of BSCI affairs in the auditee. The auditee also established policy with respect to the selection, management and monitoring of its own significant business partners. However, there were gaps had been identified in this performance area. Based on satisfactory evidences, the main auditee partially respect this principle 1.1 and 1.4.

被审核方已经建立了完整的社会责任政策和程序, 例如程序中包括招聘, 分包, 申诉系统, 员工培训, 反腐败等内容。俞能权/总经理是BSCI负责人, 统筹整个被审核方的BSCI事务。被审核方还创建了供应商的筛选、管理、监管程序。但是被审核方在该绩效区域有差距。基于令人满意的证据, 受审核方部分尊重本原则的1.1和1.4。

- 1.1 -** The auditee had set up the management procedures to implement the BSCI Code of Conduct, but not all policies were properly implemented. Still some findings were noted in some PAs.

被审核方建立了确保BSCI有效实施的管理制度, 但是不是所有制度都得以有效实施, 工厂在一些执行领域中仍然存在问题。

- 1.4 -** The auditee did not recruit enough employee or well organize its capacity to meet the expectation to deliver orders as most sample workers' overtime hours in the attendance records exceeded the local overtime requirement.

被审核方没有雇佣足够的员工或者进行良好的组织生产来保证客人的订单生产。因此审核员抽样的考勤中显示抽样员工的加班时间超过法律要求。

#### Remarks from Auditee:

None

### Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 152406] Audit Date: 27/05/2019 PA Score: A

Deadline date:26/07/2019

#### GOOD PRACTICES:

None

#### AREAS OF IMPROVEMENT:

The auditee had established the related policy that involved workers and their representatives in sound information exchange on workplace issues, and the related policy had been posted in workshop to make workers aware of their rights and responsibilities. However, there was a gap had been identified in this performance area. Based on satisfactory evidences, the main auditee partially respect the principle of 2.5.

被审核方已经建立了员工参与与员工保护方面的政策措施以便于员工与管理层能及时交换信息以更好地贯彻相关政策;并且已经通过在生产车间对相关政策进行公示以便于让员工更好地了解这一政策。但是被审核方在该绩效区域有差距。基于令人满意的证据, 受审核方部分尊重了本原则的2.5。

- 2.5 -** The auditee had established the grievance mechanism. However, the auditee did not collect any grievance or suggestion from workers in past 12 months. The suggestion box was installed at the gate of workshop. Meanwhile, the auditee did not elevate the effective of the grievance mechanism.

被审核方已经建立了申诉机制。但是被审核方在过去12个月中没有收集到任何来自工人的意见和建议。意见箱被安装在车间门口。同时, 被审核方没有对申诉机制的有效性进行评审。

#### Remarks from Auditee:

None

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

Full Audit [Audit Id - 152406] Audit Date: 27/05/2019 PA Score: A

Deadline date:

#### GOOD PRACTICES:

None

#### AREAS OF IMPROVEMENT:

The auditee respected this performance area requirement. Based on workers interview and worker representative interview, the auditee did not establish the labor union. All workers elected 1 worker representatives in April 2018. Worker representative hold meeting with management every 3 months. Remark: PRC Labor Union Law Article 11, the establishment of a primary labor union, local all-level federation of labor unions, or industry-specific labor union must be reported to the labor union organization at the next higher level for approval. The higher level labor union can send someone to help and guide the employees in enterprise to establish labor union which shall not be obstructed by any unit or individual.

被审核方符合本章节的要求。根据员工访谈及员工代表访谈, 被审核方没有成立工会。全部工人在2018年4月选举了1名员工代表。员工代表每3个月跟管理层开会沟通。备注:根据《中华人民共和国工会法》第11条:基层工会、地方各级总工会、全国或者地方产业工会组织的建立, 必须报上一级工会批准。上级工会可以派员帮助和指导企业职工组建工会, 任何单位和个人不得阻挠。

#### Remarks from Auditee:

None



## Performance Area 4 : No Discrimination

Full Audit [Audit Id - 152406] Audit Date: 27/05/2019 PA Score: B

Deadline date:26/07/2019

### GOOD PRACTICES:

None.

### AREAS OF IMPROVEMENT:

Based on document review, management interview, workers interview and worker representative interview, it was noted the auditee had taken the necessary measures to avoid or eradicate discrimination in the workplace. The auditee established formal policy to prohibit discrimination, harassment and abuse. Discrimination based on grounds of race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status was prohibited. However, there was gap had been identified in this performance area.

Based on satisfactory evidences, the main auditee partially respects this principle of 4.2.

基于文件审核, 管理层访谈, 员工访谈及员工代表访谈表明被审核方采取了必要的措施以在工作场所避免或消除歧视。被审核方建立了禁止歧视、虐待、体罚的制度。被审核方不会因种族、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。但是被审核方在该绩效区域有差距。基于令人满意的证据, 受审核方部分尊重了本原则的4.2.

**4.2 -** Although no any violation of discrimination was noted. However, the auditee did not provide effective method for employees to make complains. E.g.) the employee could not have an effective method to communication when discrimination issues happened.

虽然未发现歧视方面的问题, 但是被审核方无法给员工提供有效的沟通保障机制。例如, 在受到歧视或者发现类似现象时候无法通过有效的渠道进行沟通。

### Remarks from Auditee:

None

## Performance Area 5 : Fair Remuneration

Full Audit [Audit Id - 152406] Audit Date: 27/05/2019 PA Score: B

Deadline date:26/07/2019

### GOOD PRACTICES:

The auditee had elevated the local decent living wage standard for all workers.

### AREAS OF IMPROVEMENT:

The auditee established the employee manual to ensure that all employees will be paid in accordance with legal requirement. In this employee manual, paid annual leave, statutory holiday, sick leave, marriage leave, maternity leave and funeral leave were also defined. Based on document review, management interview and workers interview, the auditee had provided the benefits such as paid annual leave, paid statutory holidays and etc. for employees. The local legal minimum wage standard was RMB 1,800 per month or RMB 10.34 per hour since December 01, 2017. The auditee provided payroll records from April 2018 to March 2019 for wage calculation. All workers were paid by hourly rate, and the minimum wage the auditee paid to all workers was RMB 12 per hour. The auditee paid 150% and 200% of normal wage for overtime hours on normal days and rest days. No any overtime hour was happened on holiday. All workers were paid by cash on 30th of next month. According to the social insurance receipt of April 2018 to March 2019, only 14 out of 35 employees (all 35 employees were permanent employees; 7 employees were retired, no newly joined, dispatch or temporary employee) participated in Pension, Medical and Unemployment Insurances (the coverage rate was 50%); 17 employees participated in Work-related Injury and Maternity Insurances (the coverage rate was 61%). The auditee did not buy the commercial accident insurance for any employees. Based on the employee interview information, the employee who did not participate the social insurance in the auditee explained that they were not willing to bear the co-payment part of Pension, Medical and Unemployment insurances. (Remark: The auditee did not obtain the social insurance waiver) However, there were gaps had been identified in this performance area. Based on satisfactory evidences, the main auditee did not respect this principle of 5.5.

被审核方已经建立了员工手册来确保员工能依法获得工资。在员工手册中同样规定了带薪年假、法定假日、病假、婚假、产假以及丧假福利。根据文件审核, 员工访谈及管理层访谈, 被审核方已经依法为员工提供了带薪年假, 带薪年假法定假日等福利。当地最低工资标准为人民币每月1800元或每小时10.34元(2017年12月1日后)。被审核方提供2018年4月到2019年3月所有员工的工资记录。员工工资为计时制, 被审核方支付工人的最低工资为人民币12/小时。被审核方按照基本工资的150%和200%来支付工人在平时和休息日加班的加班工资。没有在假日安排加班。工厂会在每月30日之前以现金的方式来支付员工上月的工资。2018年4月到2019年3月的社保收据显示, 被审核方全部35名员工(全部35名员工均为正式工;其中7人为退休返聘工人, 无新进、临时和派遣工人)中只有14人参加了养老、医疗和失业保险(参保比率为50%); 17人参加了工伤和生育保险(参保比率为61%)。被审核方没有为员工购买商业意外保险。根据访谈的信息, 没有参加社保的员工均解释说他们不愿意承担养老、医疗和失业的自费部分。(备注:被审核方没有提供社保批文。)但是被审核方在该绩效区域有差距。基于令人满意的证据, 受审核方没有尊重本原则的5.5.

**5.5 -** According to the social insurance receipt of April 2018 to March 2019, only 14 out of 35 employees (all 35 employees were permanent employees; 7 employees were retired, no newly joined, dispatch or temporary employee) participated in Pension, Medical and Unemployment Insurances (the coverage rate was 50%); 17 employees participated in Work-related Injury and Maternity Insurances (the coverage rate was 61%). The auditee did not buy the commercial accident insurance for any employees. Based on the employee interview information, the employee who did not participate the social insurance in the auditee explained that they were not willing to bear the co-payment part of Pension, Medical and Unemployment insurances. (Remark: The auditee did not obtain the social insurance waiver) This violated the Article 73 of the Labor Law of the People's Republic of China.

2018年4月到2019年3月的社保收据显示, 被审核方全部35名员工(全部35名员工均为正式工;其中7人为退休返聘工人, 无新进、临时和派遣工人)中只有14人参加了养老、医疗和失业保险(参保比率为50%); 17人参加了工伤和生育保险(参保比率为61%)。被审核方没有为员工购买商业意外保险。根据访谈的信息, 没有参加社保的员工均解释说他们不愿意承担养老、医疗和失业的自费部分。(备注:被审核方没有提供社保批文。)这违反了《中华人民共和国劳动法》第73条。

### Remarks from Auditee:

None



**Performance Area 6 : Decent Working Hours**

Full Audit [Audit Id - 152406] Audit Date: 27/05/2019 PA Score: D

Deadline date:26/07/2019

**GOOD PRACTICES:**

None.

**AREAS OF IMPROVEMENT:**

Overall, the auditee established the factory rule to ensure that all employees will work in accordance with legal requirement. The auditee used the electronic swipe IC card attendance system to record the working hours. The auditee run one shift from 7:30 to 16:30 with 60 minutes lunch break from 11:00 to 12:00. Overtime hours would be arranged for 3 hours from 17:30 to 20:30 on normal day and 8 hours on rest day. There was no obvious peak season in the auditee. The auditee provided the attendance records of all employees from April 01, 2018 to May 27, 2019. The highest monthly overtime hours of 12 out of all 13 months for all 6 sampled workers were 44-57 hours a month which had exceeded the legal limit of 36 hours. The highest overtime hours were 3 hours a day (normal day), 8 hours a day (rest day), 15 hours a week and 57 hours a month (July 2018). The most consecutively working days were 6 days. The gaps had been identified in this performance area. Based on satisfactory evidences, the main auditee did not respect this principle of 6.2.

总的说来, 被审核方已经通过厂规来确保员工工作时间合法。被审核方采用电子刷卡考勤系统来记录工人的工作时间。被审核方采用一建制, 从7:30到16:30, 中间11:00到12:00为午休时间。需要时会安排平时时间每次3小时的加班: 17:30~20:30; 及休息日每天8小时加班。被审核方没有明显的淡旺季。本次审核中, 被审核方提供了2018年4月1日到2019年5月27日的考勤记录供审核员查看。全部6名抽样工人, 全部13个月的考勤记录中12个月的月加班时间超过法定36小时的标准, 为每月44~57小时。最大加班时间为每天(平时)3小时, 每天(休息日)8小时, 每周15小时及每月57小时(2018年7月)。最长连续上班天数为6天。被审核方在该绩效区域有差距。基于令人满意的证据, 被审核方没有尊重本原则的6.2。

**6.2 -** During the audit, auditee provided the attendance records of all employees from April 01, 2018 to May 27, 2019. The highest monthly overtime hours of 12 out of all 13 months for all 6 sampled workers were 44-57 hours a month which had exceeded the legal limit of 36 hours. This violated Article 41 of the Labor Law of the PRC.

本次审核中, 被审核方提供了2018年4月1日到2019年5月27日的考勤记录供审核员查看。全部6名抽样工人, 全部13个月的考勤记录中12个月的月加班时间超过法定36小时的标准, 为每月44-57小时。这违反了《中华人民共和国劳动法》第41条。

**Remarks from Auditee:**

None

## Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 152406] Audit Date: 27/05/2019 PA Score: B

Deadline date:26/07/2019

### GOOD PRACTICES:

None.

### AREAS OF IMPROVEMENT:

The committee of health and safety was set up by the auditee. For fire safety, the auditee equipped extinguishers in every workshop. Emergency lights, fire alarm and fire hydrant were available in the factory. All these Fire facilities were checked monthly. Evacuation plans were posted at each floor. The emergency lighting, fire alarm and fire hydrant were effective during the testing on-site. Electrical wiring and equipment was inspected monthly. For mechanism safety, all operation instructions were set up; workers were well trained to operate it correctly. The auditee also set up emergency procedure and trained sufficient first aiders for providing the service of first aid. The first aid box was also available in every workshop. Clean potable water was also provided. As per auditee management confirmation and interview with employees, there was no pregnant employee existed in past one year. Health and safety training was documented. Work-related Injury Record Sheet and Work-related Injury Research Report were reviewed but no work-related injury happened in the past one year. The auditee did not provide dormitory, canteen or transportation to workers. However, there were gaps between the current H&S status in the factory and BSCI requirement, and the findings were noted in 7.1, 7.2, 7.3, 7.11, 7.13, 7.17 and 7.25.

被审核方创建了员工的健康安全委员会。在消防安全方面,被审核方给所有车间配备了灭火器,消防栓,应急灯、消防警铃。消防设施每月都会进行检查。疏散图张贴在每个生产场所中。审核时经过测试,应急灯和消防栓都是有效的。被审核方对电气线路和设备每月进行检查。在机械安全方面,被审核方制定了相应的操作规程,并且给员工提供了操作培训。在急救政策方面,被审核方制定了急救政策,给每个车间配备了药箱,而且被审核方培训了充足数量的急救员。同时,被审核方也提供了饮用水给员工,员工可随时喝水。根据企业管理人员确认以及员工访谈,在过去一年中被审核方无怀孕员工。健康安全培训均已记录。工伤记录以及工伤调查报告显示过去一年内无员工发生工伤。被审核方没有提供宿舍、食堂和交通工具给员工。但是工厂目前的健康安全状况与BSCI的要求仍有差距,此次审核在7.1, 7.2, 7.3, 7.11, 7.13, 7.17和7.25有发现。

- 7.1 - The management representative responsible for health and safety did not know clearly about the legal and BSCI requirement on health and safety, and lead to some issues were raised in health and safety section, such as no safety cover was installed for electrical switch box and etc. 被审核方健康安全管理者代表没有清晰了解法规和BSCI对健康安全的要求,导致健康安全方面出现问题,如电器开关盒没有安装保护盖子等。
- 7.2 - According to the social insurance receipt of April 2018 to March 2019, only 17 out of 35 employees (all 35 employees were permanent employees; 7 employees were retired, no newly joined, dispatch or temporary employee) participated in Work-related Injury Insurance (the coverage rate was 61%). The auditee did not buy the commercial accident insurance for any employees. Based on the employee interview information, the employee who did not participate the social insurance in the auditee explained that they were not willing to bear the co-payment part of Pension, Medical and Unemployment insurances. (Remark: The auditee did not obtain the social insurance waiver) This violated the Article 33 of the Social Insurance Law of the People's Republic of China.  
2018年4月到2019年3月的社保收据显示,被审核方全部35名员工(全部35名员工均为正式工;其中7人为退休返聘工人,无新进、临时和派遣工人)中只有17人参加了工伤保险(参保比率为61%)。被审核方没有为员工购买商业意外保险。根据访谈的信息,没有参加社保的员工均解释说他们不愿意承担养老、医疗和失业的自费部分。(备注:被审核方没有提供社保批文。)这违反了《中华人民共和国社会保险法》第33条。
- 7.3 - The auditee did not conduct testing of factors of occupational hazards in workshops. This violated Article 20 of Provisions on the Supervision and Administration of Occupational Health at Work Sites. The auditee did not provide regular occupational health checks to employees in Injection and Silk-printing workshops who were in contact with hazardous materials. This violated Article 36 Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases.  
被审核方没有对车间进行职业危害因素检测。这违反了《工作场所职业卫生监督管理规定》第20条。被审核方没有为在注塑和丝印工序接触有毒有害物质的员工提供定期的职业病体检。这违反了《中华人民共和国职业病防治法》第36条。
- 7.11 - The auditee did not provide the report of inspection for completed building construction projects and the fire acceptance check for review. This violated Article 61 of Construction Law of the People's Republic of China and Article 13 of the Construction Project Fire Safety Supervision and Management Regulation.  
被审核方没有提供建筑的建筑工程竣工验收报告及消防验收合格证明。这违反了《中华人民共和国建筑法》第61条以及《建设工程消防监督管理规定》第13条。
- 7.13 - No safety cover was installed for one electrical switch box of the material mixing room. This violated Article 5.1.2 of the General Guide for Safety of Electric User (GB/T13869-2017).  
被审核方混料间1个电器开关盒没有安装保护盖子。这违反了《用电安全导则GB/T13869-2017》第5.1.2条。
- 7.17 - The auditee could not provide the safety inspection report for one bridge crane being used in the auditee for review. This violated Article 28 of Safety Monitoring Regulation of Special Equipment.  
被审核方无法提供1台正在使用的行车的年检报告供审核。这违反了《特种设备安全监察条例》第28条。
- 7.25 - It was noted the products in warehouse were put against wall. This violated Article 18 of Rules for Warehouse Fire Prevention Safety Management.  
工厂仓库中产品靠墙堆放。这违反了《仓库防火安全管理规则》第18条。

### Remarks from Auditee:

None

Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 152406] Audit Date: 27/05/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None.	
<b>AREAS OF IMPROVEMENT:</b> <p>The auditee respected this performance area requirement. The policy of recruiting was set up by the auditee. And it regulated that the auditee would not recruit workers under 16. The auditee checked workers' ID during recruiting and HR specialist knew the skills of asking workers' experience and ages when she had any doubt of workers' ID card or age according to interview with HR specialist. Meanwhile, the auditee established remediation measure of child labor in order to set up measure of recruiting child labor incidentally. After checking all personnel files of workers, no child labor was identified in the factory. The youngest worker was 26 years old.</p> <p>被审核方符合本章节的要求。被审核方制定了合适的招聘政策,规定被审核方不得招收16周岁以下的员工。员工入职时被审核方均会查看员工的身分证并且当人事专员对员工年龄有怀疑时,会通过有技巧地面谈以核实员工情况。同时被审核方制定了童工补救措施以防万一发现童工的应对措施。在审核过程中,通过查阅所有员工的人事资料,未发现有任何童工存在。被审核方最年轻员工为26周岁。</p>	
<b>Remarks from Auditee:</b> None	
Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 152406] Audit Date: 27/05/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None.	
<b>AREAS OF IMPROVEMENT:</b> <p>The auditee respected this principle. The audit had written young worker protection policy and procedures which included preventing and mitigating harm to young workers, health and safety training to young workers and young worker grievance, etc. The risk assessment and control measures were covered the special requirements of young workers in the health and safety management of the auditee. Remark: Based on document review and worker interview, no young worker was used in the auditee. The youngest worker was 26 years old.</p> <p>被审核方符合本章节的要求。被审核方建立了保护未成年工的程序,该程序包含了预防和减轻可能对未成年工造成的伤害的措施,针对未成年工的健康安全培训以及未成年工的申诉机制。被审核方的健康安全风险已经包含了未成年工的特殊需求。备注:根据文件审核及员工访谈,被审核方没有使用未成年工。被审核方最年轻的员工为26周岁。</p>	
<b>Remarks from Auditee:</b> None	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 152406] Audit Date: 27/05/2019 PA Score: A	Deadline date:26/07/2019
<b>GOOD PRACTICES:</b> None.	
<b>AREAS OF IMPROVEMENT:</b> <p>Labor contracts were signed between the auditee and workers. The contracts statement included the description of working hours, training, rest time and leave etc., which were in accordance with legal requirement and ILO. Meanwhile, the auditee provided a copy of contract to every worker. Based on interview statement of workers, workers understood well of the content of labor contract. However, there was gap had been identified in this performance area. Based on satisfactory evidences, the main auditee partially respects this principle of 10.1.</p> <p>被审核方和每个员工均签订了劳动合同,劳动合同的内容包括工时,培训,休息时间和假期,报酬和支付条件,这些内容均符合法规以及国际标准。同时被审核方提供了一份劳动合同副本给员工。通过员工访谈,员工均了解劳动合同内容。但是被审核方在该绩效区域有差距。基于令人满意的证据,受审核方部分尊重了本原则的10.1.</p> <p><b>10.1 -</b> The auditee signed the labour contracts with workers every 3 years. 4 out of 6 sample workers worked consecutively for 6-7 years which met the requirement of signing a non-fixed term employment contract. However, the auditee did not sign the non-fixed term employment contracts with these employees. This violated Article 14 of the Law of the People's Republic of China on Employment Contract.</p> <p>被审核方与工人每3年签一次劳动合同。6名抽样工人中有4人在工厂连续工作6-7年,满足签订无固定期限劳动合同的条件。但被审核方没有和这些员工签订无固定期限劳动合同。这违反了《中华人民共和国劳动合同法》第14条。</p>	
<b>Remarks from Auditee:</b> None	

Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 152406] Audit Date: 27/05/2019 PA Score: A	Deadline date:26/07/2019
<b>GOOD PRACTICES:</b> None.	
<b>AREAS OF IMPROVEMENT:</b> <p>The auditee established formal policy to prohibit the forced labor, disciplinary measure or prison labor, relevant training were provided to the workers. There was no visible restriction with regard to freedom of movement within the site or to leave the site. Employees were free to leave after the work. No forced labor was used in the auditee. No deposit money or ID card was required to be logged by personnel for seeking the job in the auditee. No personnel salary, benefits, property or documents were withheld by the auditee to pressurize the workers to continue to work in case they were unwilling due to any reason. No human trafficking was observed. No condition of forced labor was used. However, there was a gap had been identified in this performance area. Based on satisfactory evidences, the main auditee partially respects this principle of 11.4.</p> <p>被审核方建立了禁止强迫劳动、处罚或监狱劳工，并对员工进行了相关培训。在自由移动方面无限制，员工在下班后可以自由离开被审核方。被审核方无强迫劳动现象发生，无因获得工作而支付押金、扣押证件。被审核方未扣押员工薪资、福利、财产以迫使员工在非自愿的情况下继续工作。无人口贩卖以及强迫劳动情况发生。但是被审核方在该绩效区域有差距。基于令人满意的证据，受审核方部分尊重了本原则的11.4。</p> <p><b>11.4 -</b> No person was appointed to help the worker express his/her viewpoint or disagreement with any disciplinary measure in the disciplinary procedures. 纪律处罚程序没有指定人员负责为受处罚的员工表达观点或异议。</p>	
<b>Remarks from Auditee:</b> None	
Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 152406] Audit Date: 27/05/2019 PA Score: B	Deadline date:26/07/2019
<b>GOOD PRACTICES:</b> None.	
<b>AREAS OF IMPROVEMENT:</b> <p>The auditee established the policy and procedure of environment protection. The main products manufactured by the auditee was Handy Garment Steamer. The main production processes were listed as follows: Injection, Silk-printing and Assembly. Dust, exhaust air and solid waste were generated during production process. The auditee had conducted test for noise, waste air and waste water once per year. No pollution was found in workshops. Based on satisfactory evidences, the main auditee did not respect this principle of 12.3 and 12.4.</p> <p>被审核方已经建立了环境保护的政策和程序，被审核方主要生产的产品是手持式熨烫机，主要工序为：注塑，丝印和装配。生产过程中有粉尘，废气和固废产生。企业每年进行一次噪音，废气和废水的检测。在被审核工厂没有发现污染情况。基于令人满意的证据，受审核方没有尊重本原则的12.3和12.4。</p> <p><b>12.3 -</b> The auditee provided the report of environmental impacts. However the report did not contain the silk-printing process. This violated Article 16 of Law of the People's Republic of China on Appraising of Environment Impacts. 被审核方提供了环评文件。但该环评文件没有包括丝印工序。这违反了《中华人民共和国环境影响评价法》第16条。</p> <p><b>12.4 -</b> The auditee could not provide the hazardous waste entrust disposal contract and relevant transfer manifest of the hazardous wastes for review. This violated Article 57 of Law of the People's Republic of China on Prevention and Control of Solid Waste Pollution. 被审核方无法提供危废的合法处置文件(与有资质回收商的合同与危废转移联单)。这违反了《中华人民共和国固体废物污染环境防治法》第57条。</p>	
<b>Remarks from Auditee:</b> None	
Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 152406] Audit Date: 27/05/2019 PA Score: A	Deadline date:26/07/2019
<b>GOOD PRACTICES:</b> None.	
<b>AREAS OF IMPROVEMENT:</b> <p>The auditee had written procedures on Ethical Behavior, which included prohibition of corruption, extortion or embezzlement, or any form of bribery, fraud and investigation of unethical behaviors etc. The auditee had conducted the assessment on the potential ethic risks. However, there was a gap had been identified in this performance area. Based on satisfactory evidences, the main auditee partially respects this principle of 13.4.</p> <p>总的说来，被审核方已经建立了书面化的商业道德程序，其中包括风险评估，不正当收益，商业欺诈，不道德行为的调查等。被审核方对潜在的商业道德风险进行了风险评估。但是被审核方在该绩效区域有差距，基于令人满意的证据，受审核方部分尊重了本原则的13.4。</p> <p><b>13.4 -</b> The auditee did not carry out information security management at all. The auditee had yet not setup the information policy or procedure according to intellectual property protection requirements. 被审核方未对于信息安全进行管理。被审核方没有建立基于知识产权保护要求的信息使用政策或程序。</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	27/05/2019	152406	D	A	A	B	B	D	B	A	A	A	A	B	A	C



**Producer Photos**



External photo(s) of the production unit(s)  
Audit gate.JPG



Photo of fire safety equipment  
Fire hydrant inside.JPG



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



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



Photo of fire safety equipment  
Fire hydrant.JPG



Photo of the inside of the main production hall  
Material warehouse.JPG



External photo(s) of the production unit(s)  
Left side of building was lived by boss family before 2018.JPG

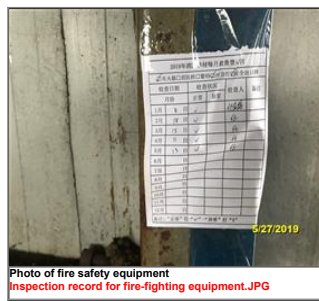


Photo of fire safety equipment  
Inspection record for fire-fighting equipment.JPG



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



External photo(s) of the production unit(s)  
One 1-storey warehouse building.JPG



Photo of fire safety equipment  
Testing fire alarm.JPG

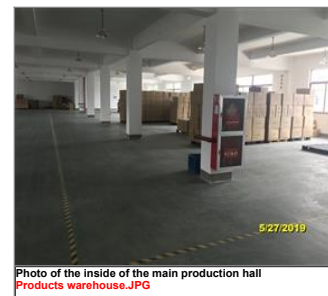


Photo of the inside of the main production hall  
Products warehouse.JPG



External photo(s) of the production unit(s)  
One 2-storey office and warehouse building.JPG



Photo of fire safety equipment  
Testing fire hydrant.JPG



Photo of the inside of the main production hall  
Silk-printing workshop.JPG





External photo(s) of the production unit(s)  
One 2-storey production and warehouse building.JPG



Photo of chemical storage room (if applicable)  
Chemicals placed in secondary container-1.JPG



Photo of the inside of the main production hall  
Sliding door was melted with door frame before audit.JPG



External photo(s) of the production unit(s)  
One 3-storey production and warehouse building.JPG



Photo of chemical storage room (if applicable)  
Chemicals placed in secondary container-2.JPG



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



External photo(s) of the production unit(s)  
Right side of this building was used as dormitory before 2018.JPG

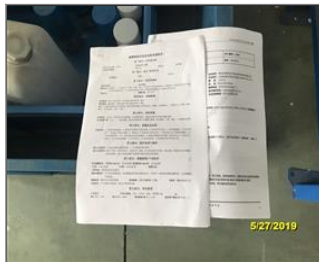


Photo of chemical storage room (if applicable)  
MSDS.JPG



Photo of the inside of the main production hall  
Warning sign marked on electrical device.JPG



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



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



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



Photo first aid facilities  
Eye wash facility.JPG



Photo of the inside of the main production hall  
Accessories warehouse.JPG



Photo of the personal protection equipments (if applicable)  
PPEs were available onsite.JPG



Photo first aid facilities  
First aid kit.JPG

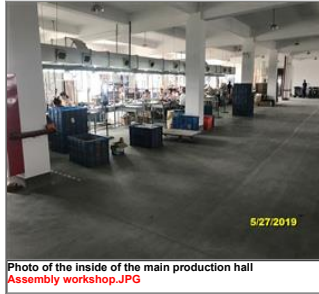


Photo of the inside of the main production hall  
Assembly workshop.JPG



Photo of the sanitary facilities  
Toilet inside.JPG



Photo first aid facilities  
Testing eye wash facility.JPG



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



Photo of the sanitary facilities  
Toilet.JPG



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



Photo of the inside of the main production hall  
Bridge crane.JPG



Photo of the sanitary facilities  
Washing facility.JPG

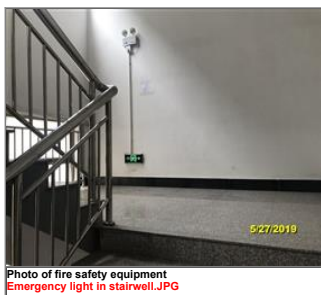


Photo of fire safety equipment  
Emergency light in stairwell.JPG



Photo of the inside of the main production hall  
Cargo lift.JPG



Photo of non-conformity  
2.5 Suggestion box was installed at the gate of workshop.JPG



Photo of fire safety equipment  
Evacuation sign.JPG



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



Photo of non-conformity  
7.13 No safety cover for the electrical switch box.JPG

