| | |
|---|---|
| Auditee : | **Zhejiang Anji Hengchang Chair Industry Co., Ltd.** |
| Audit Date From : | **16/03/2020** |
| Audit Date To : | **17/03/2020** |
| Expiry Date of the Audit : | **Please refer to the producer profile in the amfori BSCI platform** |
| Auditing Company : | **SGS** |
| Auditor's Name(s) : | **Fancy Shen(Lead)** |
| Auditing Branch (if applicable) : | **SGS CHINA** |

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## Rating Definitions

| Rating | A combination of ratings per Performance Area where: | Consequence |
|---|---|---|
| **A**<br>**Very Good** | • Minimum 7 Performance Areas rated A<br>• No Performance Areas rated C, D or E<br>These are three examples:<br>A A A A A A A A A A A A A<br>A A A A A A A A A A B B B<br>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. |
| **B**<br>**Good** | • Maximum 3 Performance Areas rated C<br>• No Performance Areas rated D or E<br>These are three examples:<br>A A A A A A B B B B B B B<br>A A A A A B B B B B B B C<br>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. |
| **C**<br>**Acceptable** | • Maximum 2 Performance Areas rated D<br>• No Performance Areas rated E<br>These are three examples:<br>A A A A A A A A C C C C<br>A A A A B B B B C C C D<br>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. |
| **D**<br>**Insufficient** | • Maximum 6 Performance Areas rated E<br>These are three examples:<br>A A A A A A A A A D D D<br>A A A B B B C C C D D D E<br>D D D D D D D E 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. |
| **E**<br>**Unacceptable** | • Minimum 7 Performance Areas rated E<br>These are three examples:<br>A A A A A A E E E E E E E<br>A A B B C D E E E E E E E<br>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. |
| Zero Tolerance | **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 : | **Zhejiang Anji Hengchang Chair Industry Co., Ltd.** | | |
| DBID number : | **367727** | | |
| Audit ID : | **175244** | | |
| Address : | **No.2 Area, Sunny Industrial Zone, Dipu Town, AnJi County Huzhou** | | |
| Province : | **Zhejiang** | Country : | **China** |
| Management Representative : | **Ye Zhou** | | |
| Contact person: | **Aimei Wang** | Sector : | **Non-Food** |
| Industry Type : | **Construction** | Product group : | **Offices furnitures** |
| Product Type : | **OFFICE CHAIR, BARCHAIR, MESH CHAIR, GAMING TABLE** | | |

## Audit Details

| | | | |
|---|---|---|---|
| Audit Range : | ☒ **Full Audit** | ☐ **Follow-up Audit** | |
| Audit Scope : | ☒ **Main Auditee** | ☐ **Main Auditee & Farms** | |
| Audit Environment : | ☒ **Industrial** | ☐ **Agricultural** | ☐ **Small Producer** |
| Audit Announcement : | ☒ **Fully-Announced** | ☐ **Fully-Unannounced** | ☐ **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 : | **17/03/2021** |

## Rating per Performance Area (PA)

| PA 1 | PA 2 | PA 3 | PA 4 | PA 5 | PA 6 | PA 7 | PA 8 | PA 9 | PA 10 | PA 11 | PA 12 | PA 13 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D | C | A | A | B | D | B | A | A | A | A | C | A |

## Executive summary of audit report

Zhejiang Anji Hengchang Chair Industry Co., Ltd (91330523704470 49XT) was located at No.2 Area, Sunny Industrial Zone, Dipu Town, AnJi County, Zhejiang, China. The main products were OFFICE CHAIR, BARCHAIR, MESH CHAIR, GAMING TABLE. According to the management interview, the peak production season was not obvious. Main production activities included metal working, wood drilling, glue spraying, cutting, sewing, assembling and packaging. The audited factory mainly used one 4-strorey and one 1-storey production buildings for production and warehouses and 2F of one 2-storey office building for office rooms.

Their regular working days were from Monday to Friday with 8 hours per day. There was only one shift for production and management employees. The working time was 07:30-11:30; 13:00-17:00 (OT usually 18:00-20:00 if necessary) from May to Sept., and 08:00-11:30; 12:30-17:00 (OT usually 18:00-20:00 if necessary) from Oct. to Apr. The factory used electronic recording system to record workers' working hours. The workers were paid by hourly rate wage. They were paid at the end of following month by cash.

According to the review of 10 sample employees' payroll records from Feb. 2019 to Jan.2020 and attendance records from Feb.01, 2019 to audit day, it was noted that the minimum wage of the sample workers was RMB14 per hour, which were more than the local minimum wage RMB1660/month (equal to RMB9.54 per hour). And the sample workers' maximum over time hours were 2 hours per day and 52 hours per month, and the longest consecutively working days was 6 days.

The audit included document review, factory tour and workers interview. Meeting with Zhou Ye/ Admin. Supervisor and Li Zhanting / Worker representative were held. Onsite CAP was confirmed and signed by Zhou Ye/ Admin. Supervisor and Li Zhanting / Worker representative.

The audit was conducted by Fancy Shen (RA 21702072).

Remark: There was the other factory named Anji Yongxin Chair Industry Co., Ltd. It was the same boss and corporate representative with the audited factory. It used whole 1F of one 2-storey office building (No.1 building) and one 2-storey production building (No.2 building) and two rooms in east of one 1-storey building (No.4 building) totally with 10500 S. Q. Meters. Anji Yongxin Chair Industry Co., Ltd. specialized in manufacturing injection parts for chair. and its main production process was injection and painting. And it was also the injection parts supplier for the audited factory. Anji Yongxin Chair Industry Co., Ltd was an independent accounting company.

## Ratings Summary

### Auditee's background information

| | | | |
|---|---|---|---|
| Auditee's name : | **Zhejiang Anji Hengchang Chair Industry Co., Ltd.** | Legal status : | **Limited Company** |
| Local Name : | 浙江安吉恒昌椅业有限公司 **(9133052370447049XT)** | Year in which the auditee was founded : | **1993** |
| Address : | **No.2 Area, Sunny Industrial Zone, Dipu Town, AnJi County** | Contact person (please select) : | **Aimei Wang** |
| Province : | **Zhejiang** | Contact's Email : | **sales1@hc-chairs.com** |
| City : | **Huzhou** | Auditee's official language(s) for written communications : | **Chinese** |
| Region : | **North East Asia** | Other relevant languages for the auditee : | **Nil** |
| Country : | **China** | Website of auditee (if applicable) : | **www.hc-chairs.com** |
| GPS coordinates : | **N 30°39'54" E 119°42'41"** | Total turnover (in Euros) : | **13000000.00** |
| Sector : | **Non-Food** | Of which exports % : | **100.00** |
| Industry : | **Construction** | Of which domestic market % : | **0.00** |
| If other, please specify : | | Production volume : | **300000 pcs per year** |
| Product Group : | **Offices furnitures** | Production cost calculation : | **No** |
| If other, please specify : | | Lost time injury calculation cost : | **No** |
| Product Type : | **OFFICE CHAIR, BARCHAIR, MESH CHAIR, GAMING TABLE** | | |

### Auditee's employment structure at the time of the audit

Total number of workers : **96** Total number of workers in the production unit to be monitored (if applicable) : **0**

| | MALE WORKERS | FEMALE WORKERS |
|---|---|---|
| Permanent workers | **53** | **43** |
| Temporary workers | **0** | **0** |
| In management positions | **9** | **1** |
| Apprentices | **0** | **0** |
| On probation | **0** | **0** |
| With disabilities | **0** | **0** |
| Migrants (national citizens) | **14** | **3** |
| Migrants (foreign citizens) | **0** | **0** |
| Workers on the permanent payroll | **50** | **43** |
| Production based workers | **30** | **35** |
| 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 - 175244] Audit Date: 16/03/2020 PA Score: D Deadline date:17/06/2020

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

The factory established relevant documented policy and procedures (total 47 procedures) on social accountability on Sep.02, 2017. For example, the procedures on hiring, dealing with grievances, training workers, promoting ethical behaviour were established by the factory. The factory designated Zhou Ye/ Admin. supervisor as amfori BSCI management representative, based on interview with the management representative, he understood amfori BSCI system etc. And the factory preformed internal audit and management review for CSR system once per year and also performed assessment for main suppliers on CSR system once per year. The last time for internal audit was conducted on Oct.10, 2019. There was one NC found during internal audit and the corrective actions were taken for the NC. The last time for management review was conducted on Oct.22, 2019.
工厂于2017年09月02日建立了相关的书面的社会责任政策和程序(47个)，例如程序中包括招聘，申诉系统，员工培训，反腐败等内容。工厂任命了周晔/行政主管为amfori BSCI管理体系的负责人，他有基本了解amfori BSCI管理体系的相关要素等。工厂每年定期进行社会责任体系的内审和管理评审以及主要供应商的年度评审。上一次内审是在2019年10月10日进行。内审中共发现了1个问题点，工厂对此已经采取了纠正措施。上一次管理评审是在2019年10月22日进行。

**1.1 -** The main auditee partially respected this principle. The facility established social compliance management procedures on Sep.02, 2017, such as procedure of wage and benefits management and procedure of occupational health and safety, etc. However, gaps between the actual status and the requirements were found in some areas. E.g in area of fair remuneration, some employees were not provided with social insurance. In addition, in area of decent working hours, though the factory had established management system on controlling working hour, the system was not effective and excessive overtime was still detected for all employees.
被审核方（生产商）部分遵循该准则。工厂于2017年09月02日建立了社会责任管理程序，例如工资和福利管理程序和职业安全卫生管理程序等。然而，在部分领域发现实际状态和要求存在差距。例如：在公平报酬领域，没有给所有员工提供社保。另外，在体面的工作时间领域，尽管工厂建立了工时管理体系，但没有有效实施，所有员工仍存在加班超时的情况等。

**1.4 -** The main auditee partially respected this principle because the factory had realistically calculated the costs of production and delivery times. But the factory did not provide the related document and records on capacity planning for review. In addition, based on electric attendance records review, workers' monthly OT hours exceeded the legal requirement （E.g. the maximum monthly overtime was 52h (e.g. in Nov. 2019) for workers）.
主要被审核方部分遵守该准则。原因是工厂了解如何计算生产产能和订单周期，但无任何计算方法和记录保留。另外根据工厂提供的考勤记录显示，员工的月加班时间超法规要求（例如：员工最大月加班为2019年11月月加班52小时）

**Remarks from Auditee:**

### Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 175244] Audit Date: 16/03/2020 PA Score: C Deadline date:17/06/2020

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

The workers elected two worker representatives in Oct. 2019. The communication meeting was done once per three months, the last meeting was hold on Mar.03, 2020. Workers can complaint from suggestion box and worker representatives. The factory has established the written complaint procedure on Sep.02, 2017. There was no complaint case in the past year. Workers knew the basic rights. Amfori BSCI COC was posted at bulletin board in the plant.
员工在2019年10月选举了2名员工代表。每3个月和管理层开一次沟通会议，最近一次在2020年03月03日。工厂于2017年09月02日建立了书面的投诉程序。员工可以通员意见箱和员工代表反馈。过去一年没有员工投诉。员工了解基本的权利。Amfori BSCI行为守则张贴在厂区的公告栏处。

**2.2 -** The main auditee did not respect this principle because the factory did not know or define long-term goals for protecting workers.
主要被审核方未遵循该准则。因为工厂未了解或制定保护工人的长期目标。

**2.4 -** The main auditee partially respected this principle. During tour, amfori BSCI COC was posted at bulletin board in the plant. However, it was noted that all interviewed workers did not understood the COC well, such as areas of right of freedom of association and ethical business behavior, etc.
被审核方（生产商）部分遵循该准则。现场查看，发现amfori BSCI行为守则张贴在厂区的公告栏处。然而，发现所有受访员工不了解行为守则，例如结社自由和道德的商业行为领域等。

**Remarks from Auditee:**

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

Full Audit [Audit Id - 175244] Audit Date: 16/03/2020 PA Score: A Deadline date:

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

The factory established employee representative election procedure and Control procedures for the right of free association and collective negotiation on Sep.02, 2017. Refer to PA 2, Two worker representatives were elected by workers freely and it was satisfactory evidence showed that the worker representative would meet with the management every three months, and last time was conducted on Mar.03, 2020. No collective bargain agreement was conducted between the factory and workers, but the factory did not prevent workers from bargaining for the agreement. Based on the interview statement of worker representative, he was not discriminated by the factory and he had accessed to workers and workplace freely.
工厂于2017年09月02日建立员工代表选举程序、自由结社及集体谈判权控制程序。依照PA2的描述，工厂员工自由选举了2名工人代表。工人代表每三个月会和管理层见面,上一次在2020年03月03日。审核过程中，工厂和员工无集体谈判协议，但工厂也未阻止员工有意愿的时候和工厂谈判。根据工人代表的访谈，在该工厂，工人代表不会被歧视并他可以随时进入车间和员工沟通。

**Remarks from Auditee:**

## Performance Area 4 : No Discrimination

Full Audit [Audit Id - 175244] Audit Date: 16/03/2020 PA Score: A Deadline date:

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

Written procedure regarding anti-discrimination had been established on Sep.02, 2017. The facility did not discriminate any workers based on race, color, age, gender, sexual orientation, religion, political affiliation, union membership, national origin or marital status, etc. HBV or pregnancy test was prohibited during the recruitment process. The recruitment process had considered that no any discrimination when recruitment, promoting, offering training opportunities, paying social benefits, daily work activities and etc. No discrimination case was reported or identified in the past year.
被审核方于2017年09月02日建立了反歧视的书面程序。工厂不会因为种族、肤色、年龄、性别、性取向、宗教、政治观点、工会成员身份、国籍或婚姻状况等歧视任何工人。在招聘过程中不允许进行乙肝测试和怀孕测试。招聘过程已经考虑到了在招聘，晋升，提供培训机会，支付社会福利，日常工作活动等不允许存在歧视。在过去的一年里未识别到有过歧视案例或者相关报告。

**Remarks from Auditee:**

## Performance Area 5 : Fair Remuneration

Full Audit [Audit Id - 175244] Audit Date: 16/03/2020 PA Score: B Deadline date:17/06/2020

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

The factory established wages and benefit paying system on Sep.02, 2017, which included paid statutory holidays, sick leave, marriage leave and maternity leave etc. Based on the wages from Feb.2019 to Jan.2020 provided by the factory, the minimum wage paid by the factory was RMB14/hour, which was more than legal requirement. And during the audit, the factory assessed the local decent living stand; the wages paid to workers were more than the living standard. Overtime wages were paid at 150%/200% on weekdays/rest days respectively. No deduction except social insurance fee was identified according to wages records of workers. The legal Min. Wage: RMB 1660/ month (RMB9.54/ hour) since Dec.01,2017
工厂于2017年09月02日制定了工资支付政策和福利政策，福利政策包括给员工提供法定节假日，病假，婚假，产假等假期。根据工厂提供的2019年02月至2020年01月的工资记录显示，工厂给员工支付最低14元/小时的工资。依据审核时的评估，工厂给员工提供的总工资超过了当地的体面生活标准。工厂支付了员工平时1.5倍周末2倍的加班费。根据员工的工资记录，除了社保以外员工无任何扣款。 当地法定最低工资：2017年12月1日起：1660元/月（9.54元/小时）

**5.5 -** The main auditee did not respect this principle because based on social insurance invoice and confirmed with management, there were 96 workers in the factory, only 76 workers were covered with retirement insurance, medical insurance, injury insurance and maternity insurance, unemployment insurance. 3 workers had been retired. All other workers were covered with commercial injury insurance. The factory explained that the workers insured the social insurance voluntarily.
被审核方未遵守该准则。原因是根据工厂提供的社保缴费凭证及管理层确认，工厂仅为96名员工中的76名员工提供了养老保险，医疗保险, 工伤保险和生育保险，失业保险。其中3名员工已退休。另其余员工提供了意外伤害险。工厂解释员工未全员参保的原因是因为员工是自愿参保。

**Remarks from Auditee:**

## Performance Area 6 : Decent Working Hours

Full Audit [Audit Id - 175244] Audit Date: 16/03/2020 PA Score: D Deadline date:17/06/2020

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

The factory made a policy of working hours system on Sep.02, 2017 and controlled working hours. According to the policy and implementation records, workers worked 8 hours per day and 5 days per week. Workers had one shift as (summer shift: 07:30~11:30, 13:00~17:00/ winter shift: 08:00~11:30, 12:30~17:00). The attendance records showed that workers had 2 overtime hours (18:00~20:00) at night 0~2 times per week. The attendance records showed that the factory arranged workers working on Saturday usually and workers had right to choose working overtime or not and factory ensured workers had every Sunday off per week. Furthermore, workers had at least 8 hours rest every day. Workers can take a rest during the work time when they felt tired.
工厂于2017年09月02日制定了工时政策，依照政策以及工厂实际的执行情况，员工每天上班8小时，每周上班5天，工人实行1班制，(夏令制：07:30~11:30, 13:00~17:00；冬令制： 08:00~11:30, 12:30~17:00）。根据考勤显示，工厂偶尔会安排员工晚上加班2小时（18:00~20:00），频率0~2次每周。根据考勤显示，工厂会安排员工周六工厂会依据生产订单进行加班，员工可自愿选择是否加班且工厂保证了员工每周日休息。工厂保证了员工每天至少有8小时的休息时间并且员工在工间如果觉得疲惫，可自由选择休息几分钟。

**6.2 -** The main auditee did not respect this principle because the main auditee did not ensure the overtimes of workers in accordance with the legal requirement. Based on provided evidence, all monthly overtime out of recent 13 months (except Feb. 2019, Jan. 2020 and Feb. 2020) exceeded 36 hours, the maximum monthly overtime was 52h (e.g. in Nov. 2019) for workers.
生产商未遵守该原则。工厂未确保员工的加班时间符合法规要求。根据工厂提供的近13个月的考勤显示，每月的月加班（除了2019年02月以及2020年01&02月）均大于36小时，员工最大月加班为2019年11月月加班52小时。

**Remarks from Auditee:**

## Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 175244] Audit Date: 16/03/2020 PA Score: B Deadline date:17/06/2020

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

The committee of health and safety was set up by the factory. And Zhou Ye/ Admin. supervisor was responsible for the affairs of health and safety. For fire safety, the factory ensured enough extinguishers in each workshop and fire hydrant, emergency lights, fire alarm were available in the factory. All these facilities of fire safety were checked every month and were effective during the testing on-site. The fire fighting training and fire drill were provided to workers twice per year and last time was conducted in Nov. 2019. For mechanism safety, workers were well trained to operate it correctly. The factory also set up emergency procedure and trained two first aiders for providing the service of first aid. The first aid box was also available in every workshop. And the eyewash equipment was installed at the glue spraying workshop. Potable water was also provided. The factory had a part-time electrician. Electric facilities were inspected monthly basis. The facility established the work-related injury management procedures. Through review the work-related injury record sheet and work-related injury research report, no work-related injury happened in the past one year. The factory didn't provide transportation to employees.

工厂创建了员工的健康安全委员会，由周晔/行政主管负责整体的健康与安全。在消防安全方面，工厂给所有车间均配备了足够的消防设施，例如灭火器，消防栓，警铃等，并且每月进行检查且审核时经过测试，都是有效的。工厂每年会安排员工进行2次的消防演习，上一次是在2019年11月。在机械安全方面，工厂给员工提供了培训以防范这方面的风险。在急救政策方面，工厂制定了急救政策，工厂给每个车间配备了药箱，而且工厂内有2名急救员。以及喷胶车间安装了洗眼器。同时工厂提供了合格的饮用水给员工，员工可随时喝水。工厂有一名兼职的电工。电气设施每月检查一次。工厂建立了工伤管理程序文件。通过工伤记录表和工伤分析报告，发现在过去一年内没有工伤发生。工厂未向员工提供交通工具。

**7.1 -** The main auditee partially respected this principle because the factory had established complete management system on health and safety, included identification and awareness of related legal regulation, health and safety check, training etc. But some issue was happened due to management negligence. E.g. the occupational health examination was not provided for the glue spraying workers and the wood drilling workers.
被审核方部分遵守该准则。原因是工厂已建立完整的健康安全管理体系，包括相关法规的识别与了解，健康安全检查，培训等，但是由于管理疏忽，导致某些问题发生。例如被审核方没有向喷胶员工和木工员工提供职业健康体检。

**7.3 -** The main auditee did not respect this principle because the auditee carried out regular risk assessment for safe, healthy and hygienic working conditions. However, the occupational health examination was not provided for the glue spraying workers and the wood drilling workers.
被审核方未遵循该准则。原因是被审核方虽然针对安全，健康和卫生工作条件进行定期风险评估但是被审核方没有向喷胶员工和木工员工提供职业健康体检。

**7.11 -** The main auditee did not respect this principle because the factory did not obtain the fire certificates and building structure safety certificates for the one 2-storey office building and one 1-storey production building used by the factory.
被审核方（生产商）未遵循该准则。工厂未取得在用的一栋2层办公楼以及一栋1层厂房的消防验收报告和竣工验收报告。

**7.17 -** The main auditee did not respect this principle because the pedals of all riveting machines in wood drilling workshop missed the safety devise. No handrail was installed for the adding floor and the ladder leading to adding floor in the wood drilling workshop.
被审核方（生产商）未遵循该准则。木工车间的所有铆钉机的脚踏无防护。以及木工车间的阁楼以及通往阁楼的梯子无护栏。

**7.25 -** The main auditee did not respect this principle because the main auditee did not conduct tests and evaluations of occupational disease hazard factors for glue spraying workshop and wood drilling workshop. There was strong noise generated in wood drilling workshop and strong smell generated in glue spraying workshop.
被审核方未遵守该准则。原因是工厂未安排喷胶车间和木工车间进行职业病危害因素检测和评价。工厂的木工车间有很大的噪音以及喷胶车间有很重的气味。

**Remarks from Auditee:**

## Performance Area 8 : No Child Labour

Full Audit [Audit Id - 175244] Audit Date: 16/03/2020 PA Score: A Deadline date:

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

The documented policy of recruiting was established by the factory on Sep.02, 2017. And it regulated that the factory would not recruit workers under 16. The factory checked workers' ID during recruiting and office specialist knew the skills of asking workers' experience and ages when she had any doubt of workers' ID card or age. Meanwhile, the factory 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, and the youngest worker in the plant was more than 18 years old.
工厂于2017年09月02日制定了书面的合适的招聘政策，员工入职时工厂均会查看员工的身份证并且当办公室人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。同时工厂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,工厂最年轻的员工已满18周岁.

**Remarks from Auditee:**

## Performance Area 9 : Special protection for young workers

Full Audit [Audit Id - 175244] Audit Date: 16/03/2020 PA Score: A Deadline date:

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

The documented policy of young worker protection was established by the factory on Sep.02, 2017. The factory understood the legal requirement of young workers according to interview with management. During the audit, no young workers were identified in the factory. The youngest worker in the plant was more than 18 years old. The factory carried out the risk assessment on young workers effectively. According to the risk assessment record, the young workers were not allowed to work in the glue spraying workshop and wood drilling workshop.
工厂于2017年09月02日制定了书面的未成年工的保护政策，工厂了解如何依照法规要求保护未成年工。在审核过程中，未发现有未成年工的存在。工厂最年轻的员工已满18周岁。工厂有实施未成年工风险评估。根据评估记录，未成年工不得在喷胶车间和木工车间作业。

**Remarks from Auditee:**

## Performance Area 10 : No Precarious Employment

Full Audit [Audit Id - 175244] Audit Date: 16/03/2020 PA Score: A Deadline date:

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

The factory established procedure of No Precarious Employment on Sep.02, 2017 and trained employees about this procedure. Labor contracts were signed between the factory and workers, the factory provided a copy of contract to every worker. The contents of labor contracts included the description of working hours, training, rest time and leave etc, those items were in accordance with legal requirement. Based on interview statement of workers, workers understood well of the content of labor contract and no illegal employment was identified during the audit. No foreign migrant and dispatching worker worked in factory.
工厂于2017年09月02日制定了无缺乏保障就业的程序文件并且给员工做了培训。工厂和每个员工均签订了劳动合同，并且提供了一份劳动合同副本给员工。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要求。通过员工访谈，员工均了解劳动合同内容，审核过程中，工厂无不符合法规的用工形式存在。工厂无外国工人及派遣工。

**Remarks from Auditee:**

## Performance Area 11 : No Bonded Labour

Full Audit [Audit Id - 175244] Audit Date: 16/03/2020 PA Score: A Deadline date:

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

The facility had established procedures to prohibit forced labor on Sep.02, 2017. The employee handbook was given to all workers stated that workers could resign after prior written notice, and they would be given their full wages on their last day of work. The handbook also stated that the workers were free to leave the workplace outside of their working hours. Disciplinary procedure for workers' misbehaviour was available in the factory, which included oral warning, written warning and finally termination. There was an internal process for grievance, where workers could report any grievances (harassment, bullying, discrimination etc.) to management, without any reprisal for the worker in question. Based on workers interview, relevant trainings were provided to workers and no case on illegal punishment was found in the factory.
工厂于2017年09月02日建立了禁止强迫劳动的程序，提供给所有员工的员工手册中规定，工人提前书面通知相关部门后即可离职，并且能在离职前的最后一天获得全部的工资。同时手册还规定工人可以在他们的工作时间结束后自由离开工作地点。工厂建立了惩戒性措施，包含口头警告，书面警告以及终止合同。同时，工人可通过内部的申诉系统，将所遇到的骚扰，歧视或不正当的惩戒向管理层反馈，并且工厂保证员工的举报行为不受任何报复的风险。根据员工访谈，工人获得了相关的培训，并且工厂内未发现不合理的惩戒情况发生。

**Remarks from Auditee:**

## Performance Area 12 : Protection of the Environment

Full Audit [Audit Id - 175244] Audit Date: 16/03/2020 PA Score: C Deadline date:17/06/2020

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

The facility established written environmental policy and relevant procedures on Sep.02, 2017, and had assigned Zhou Ye/ Admin. supervisor responsible for continuous improvements in their environmental performance. The facility had obtained the Environmental Impact Assessment records and obtained the EIA approval. And the factory obtained the environmental protection acceptance check approval. No environmental pollution was identified during the audit. The actual active plan focus on saving water was established，and the factory counted the water consumption every month. Hazardous wastes mainly the waste glue containers were transferred to licensed vendor.
被审核方于2017年09月02日建立了书面的环境方针政策和相应程序，并任命了周晔/行政主管负责环境的持续改善。被审核方根据相关法律要求取得建设项目环境影响评价报告表和相应的批复，且获得环境竣工验收。审核期间未发现污染环境的行为。生产商有建立节约用水实际的行动，并且每月对用水量进行统计。。生产商将危险废弃物主要为胶水空桶转移给有资质单位处理。

**12.2 -** The main auditee partially respected this principle because the main auditee did not monitor the boundary waste gas/ boundary noise. There was strong noise generated in wood drilling workshop and strong smell generated in glue spraying workshop.
被审核方（生产商）部分遵守该原则。工厂未监测厂界废气和厂界噪音。工厂的木工车间有很大的噪音以及喷胶车间有很重的气味。

**12.3 -** The main auditee partially respected this principle because the factory had conducted the EIA and obtained the approval three times. But the factory failed to provide the EIA report for furniture manufacturing project. Other EIA reports and approvals were provided during audit.
被审核方（生产商）部分遵守该原则。工厂进行了三次环评且均取得了批复。但是审核期间工厂未提供家具生产项目的环评报告。其余环评报告以及批复均有提供。

**12.4 -** The main auditee partially respected this principle this principle because hazardous wastes mainly the waste glue containers were transferred to licensed vendor. But some waste glue containers were placed outdoor.
被审核方（生产商）部分遵守该原则。生产商将危险废弃物主要为胶水空桶转移给有资质单位处理。但是部分的胶水空桶放置在室外。

**Remarks from Auditee:**

## Performance Area 13 : Ethical Business Behaviour

Full Audit [Audit Id - 175244] Audit Date: 16/03/2020 PA Score: A Deadline date:

**GOOD PRACTICES:**
Nil

**AREAS OF IMPROVEMENT:**

The documented policy on anti-corruption was made by the factory on Sep.02, 2017. And the factory analyzed the risk of corruption and found that the process of purchase and admin might be related to corruption. So relevant workers were trained on Jan.08, 2020 and signed anti-corruption and confidential agreement with the factory.
工厂于2017年09月02日创建了书面的反腐败的政策，并且进行风险评估，根据工厂分析，工厂的采购和行政有可能涉及到腐败。因此工厂给所有相关人员进行培训于2020年01月08日，并且员工也签订了反腐败和保密协议。

**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 | 16/03/2020 | 175244 | D | C | A | A | B | D | B | A | A | A | A | C | A | C |

## Producer Photos



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



Photo of non-conformity
Some waste glue containers were placed outdoor.JPG



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



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



Photo of non-conformity
The factory did not provide the social insurance for all workers.jpg



Photo of the inside of the main production hall
Electric wire well covered.JPG



Photo first aid facilities
Eyewash facility.JPG

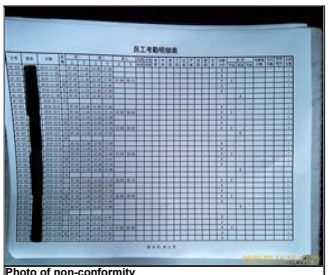

Photo of non-conformity
The monthly overtime exceeds 36hours.jpg



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



Photo first aid facilities
First aid kit.JPG



Photo of non-conformity
The pedals missed the safety devise.JPG



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

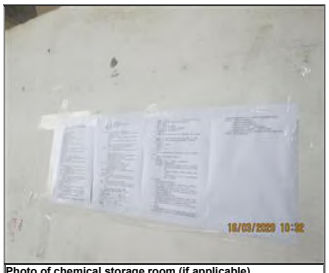

Photo of chemical storage room (if applicable)
MSDS posted on site.JPG



Photo of the code of conduct on display
Amfori BSCI Code displayed.JPG



Photo of the inside of the main production hall
Finished goods warehouse.JPG



Photo of chemical storage room (if applicable)
Separated chemicals warehouse.JPG



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



Photo of the inside of the main production hall
Glue spraying workshop.JPG



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



Photo of the personal protection equipments (if applicable)
Workers wearing PPE.JPG



Photo of the inside of the main production hall
Main 4-storey production building.JPG



Photo of fire safety equipment
Emergency light testing.JPG



Photo of the sanitary facilities
Hand washing facility.JPG



Photo of the inside of the main production hall
Needle guard.JPG



Photo of fire safety equipment
Evacuation plan.JPG



Photo of the sanitary facilities
Toilets .JPG



Photo of the inside of the main production hall
One 1-storey production building.JPG



Photo of fire safety equipment
Evacuation sign.JPG



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



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



Photo of fire safety equipment
Fire alarm testing.JPG



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



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



Photo of fire safety equipment
Fire hydrant and fire extinguishers.JPG

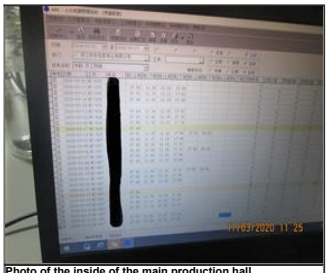

Photo of the inside of the main production hall
Attendance system.JPG




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



Photo of fire safety equipment
Fire hydrant testing.JPG



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



Photo of the inside of the main production hall
Wood drilling workshop.JPG



Photo of non-conformity
No handrail.JPG