

Client	LVMH SA Splusforyou-audit	QIMA Service No	R-Cloud-19115092
Maison	Spluforyou	Audit Type	Initial Audit
Supplier	Jiafeng Plastic Products Co., Ltd	Auditor	Rocky Zhou
Factory	Jiafeng Plastic Products Co., Ltd	Date	12-Dec-2019
Industry	Printing & Packaging	Country	China

Audit Compliance level: **Need Improvement**

	Unacceptable NC	Need Major Improvement NC	Need Improvement NC
Health & Safety, Hygiene	0	0	0
Environment	0	0	0
Child Labor	0	0	0
Hours, Wages & Benefits	0	0	2
Forced Labour	0	0	0
Workers' Rights	0	0	0
Right of Review	0	0	0
Total	0	0	2

NC: Non-Compliances



Required corrective action plan by: 11-Mar-2020

Description of audited plant

The factory is located 6-1 Tanmian Road, Xikeng Village, Henggang Town, Longgang District, Shenzhen City, Guangdong Province, China a. It consists of one 3-storey production building and one 4-storey dormitory building. The 1st floor of the dormitory building was used as kitchen and canteen for employees.
The main products are cosmetics bag, and the main production processes include cutting, pressuring, sewing and packing. Silk screen printing process is subcontracted by the factory.
Total 95 workers in the factory during the audit.
The management showed a cooperative attitude during the whole process.

Executive Summary

Part 1 Health & Safety, Hygiene

- 1), Most of documents such as fire certificate, risk analysis, fire drill records and photos, training records, occupational hazard factor testing report and occupational health test report and etc were provided for review.
- 2), All fire equipment such as fire extinguishers, fire hydrant, fire hoses, fire alarm, etc was installed in the factory and maintained properly.
- 3), All production machines were installed with adequate safety guards, maintained properly.
- 4), Electrical wires were protected and maintained properly. Related electrician certificate was provided for review.
- 5), Chemicals were stored with adequate secondary containment and safety label, eye wash facility and MSDS.
- 6), Dormitory, kitchen and canteen were maintained well by the factory.

Part 2 Waste Management

- 1), Sufficient documents such as Environmental Impact Assessment and related approval, noise level testing report, air emission testing report, etc were provided for review.
- 2), Solid waste, hazardous waste, air emission and wastewater were controlled by the factory.
- 3), Hazardous waste was transferred to a qualified vendor. Waste was maintained properly.
- 4), No industrial wastewater produced by the factory process.

Part 3 Child Labour

- 1), All employees' personal files with ID cards copies were provided for review. No child labor or young workers were identified during this factory visit.
- 2), The factory signed labor contracts with all employees and gave a copy to each employee.

Part 4 Working Hours, Wages and Benefits

- 1), All employees' wages and attendance records of past 12 months (from Dec-2018 to Nov-2019) were provided for review, all sampled workers had one day off in a week and the weekly working hours were within 60 hours/week; the minimum wages of all workers met local minimum wage, and the overtime wages were paid as per legal requirements. **However, the factory did not ensure overtime hours comply with legal requirements.**
- 2), The factory used electronic attendance system (fingerprinting system) to record workers' working times.
- 3), **Not all employees were provided with social insurances.** Other benefits such annual leave and statutory holiday were provided for all employees.
- 4), Wages were paid on the 7th of each month by cash.

Part 5 Forced Labor

1. No any forms of force labor were used by the factory.
2. The anti-forced labor policy and procedure were established and relevant training was provided for all employees.
3. No any forced labor happened or reported in the factory.

Part 6 Workers' Rights

1. No violations were identified regarding the discrimination. Related written procedures and records were available for review.
2. Disciplinary rules were documented on the company regulation
3. No trade union was available in the factory, but four worker representatives were selected. Regular meeting was held every three months between management and union representatives and feasible grievance channel was established to communicate worker's complaint and opinion.

Part 7 Right of Review

The factory was cooperative during this audit and no transparency issue other violations were found.

Other Actions taken by factory on CSR

Nil

Home Workers and Subcontractors

Is there any home workers used by factory? **No**

If yes, description: Nil

Is there any subcontractor used by factory? **Yes**

If yes, description: Silk screen printing process is subcontracted by the factory.

Below is detail information of the subcontractor.

Name: Shenzhen Fuxingmei Printing Co., Ltd.

Address: Lijia Road, Henggang Street, Longgang District, Shenzhen City, Guangdong Province, China

Contact: Mr. Liu

Tel: 86-755-28601166

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Number of days spent: 1



Auditor 1: Rocky Zhou

Supervisor: Monika Mehra

Departure time from home / office

Arrival time at Factory

Departure time from Factory

7:00

9:30

17:30



Map & GPS



Factory Gate



Factory Name



Address Nameplate



Factory Building



Production Line-Cutting



Production Line-Pressuring



Production Line-Sewing



Production Line-



Sample Room



Office



Business License



WCA certificate



ISO 9001:2015 certificate



Workers on site



Workers on site



Raw material in the factory



Final product

A. Observation & Questions

Basic Factory Profile

Item		Finding		Comments	
1	Date of formation	14-Apr-2009			
2	Legal status	Limited Company			
3	Location	6-1 Tanmian Road, Xikeng Village, Henggang Town, Longgang District, Shenzhen City, Guangdong Province, China			
4	GPS Location	22.620 North 114.226 East			
5	Area (m2)	2300 square meters			
6	Owner	Zou Yinying			
	Contact person	Name	Baocang	Surname	Lin
		Position	General Manager		
		Mail	lam@jiafengpvc.com		
		Phone number	86-755-28619986		
7	Total staff in the factory	95			
8	Total office staff	10			
9	Total Management staff	8			
10	Number of workers	Total: 77		%Male : 40%	% Female : 60%
10.a	Migrants Workers	51			
10.b	Young workers	0			
10.c	Contractor used	0			
10.d	Permanent workers	Total: 77		% Age<16 : 0	% Age >=16 : 100%
10.e	Temporary workers	Total: 0		%Male : 0	% Female : 0
11	Factory Manager	Lin Baocang			
12	Health and Safety Manager	Lin Songlin			
13	Main products	Cosmetics bag			
14	Main markets	Europe and US			
15	Annual turnover	2016: USD 12 Million 2017: USD 12 Million 2018: USD 10 Million			
16	Business license	Date of issue: 14-Apr-2009		License No.:	
		Expiry date: 14-Apr-2029		91441903006875687853	
17	Payroll records of all employees	12 months’ payrolls from Dec, 2018 to Nov, 2019 reviewed.		Wages were paid on the 7 th of the following month by cash. Mar, 2019, Jul, 2019 and Nov, 2019 were taken as samples.	
18	Time cards for all employees	13 months’ time records from 01-Dec-2018 to 12-Dec-2019 reviewed		Factory used fingerprinting system to record workers’ working times. Mar, 2019, Jul, 2019 and Nov, 2019 were taken as samples.	
19	Subcontractors	Silk screen printing process is subcontracted by the factory.		The subcontractor information is as below: Name: Shenzhen Fuxingmei Printing Co., Ltd.	

				Address: Lijia Road, Henggang Street, Longgang District, Shenzhen City, Guangdong Province, China Contact: Mr. Liu Tel: 86-755-28601166
20	Communication equipment	Telephone	86-755-28619986	
		Fax	86-755-28618769	
		Computer	25 sets	
		Internet	100M FTTH	
		Homepage	www.jiafengpvc.com	
		Digital camera	Nil	

Part 1 Health & Safety, Hygiene

1. General

Item No	Requirement	Result	Comments
1.1	Is a risk analysis conducted to identify the risks associated with production and is this risk analysis reviewed regularly and updated when necessary?	Pass	The factory had conducted a risk analysis to identify the risks associated with production, and the records were provided for review.
1.2	Is there a senior management representative for Health & Safety?	Pass	There was a senior management representative for Health & Safety/Mr. Lin Songlin. Safety officer appointed document was available for review.
1.3	Does the factory arrange health and safety training for new workers and for everyone who changes working roles?	Pass	The factory arranged health and safety training for new workers within one week while recruited.
1.4	Does the factory have a working environment that is well-ventilated, comfortable temperature, decent lighting, clean, tidy and enough room for each worker? If there are any possible issues that would impact the health of the worker, please give details.	Pass	The factory had a working environment that is well-ventilated, comfortable temperature, decent lighting, clean, tidy and enough room for each worker, and the occupational hazard factor reports and occupational examination reports were provided for review.
1.5	Do all the workstation and position are ergonomics ? (joins in neutral position, no bending forward, limit of weight for lifted items...)	Pass	Observation during factory tour, auditor found that all the workstation and position are ergonomics.
1.6	Are all serious work-related accidents reported and recorded and corrective actions taken to prevent recurrence of work-related accidents?	Pass	There was a work-related accidents procedure in place and work-related injury records were available. And based on document review and workers interview, only minor injury was occurred in the past year.
1.7	Is appropriate and adequately maintained personal protective equipment (PPE) provided by the factory?	Pass	Based on site observation, proper PPEs such as mask and earplugs were provided to relevant workers.
1.8	Have workers been trained in the use of PPE and are using provided equipment correctly?	Pass	The workers had been trained in the use of PPE and were using the provided PPEs while operating.
1.9	Do workers have access to an adequate amount of fresh drinking water?	Pass	The factory had provided the employees with adequate drinking water and valid testing report was also provided for review.
1.10	Is there an adequate number of first aid kits?	Pass	The factory had installed first aid kit at each work floors; there were total 6 first aid kits in the facility workshops.
1.11	Are first aid kits easily accessible and clearly marked and the content within the expiry date, applicable and replaced when used?	Pass	First aid kits were easily accessible and clearly marked, all first aid suppliers are valid.

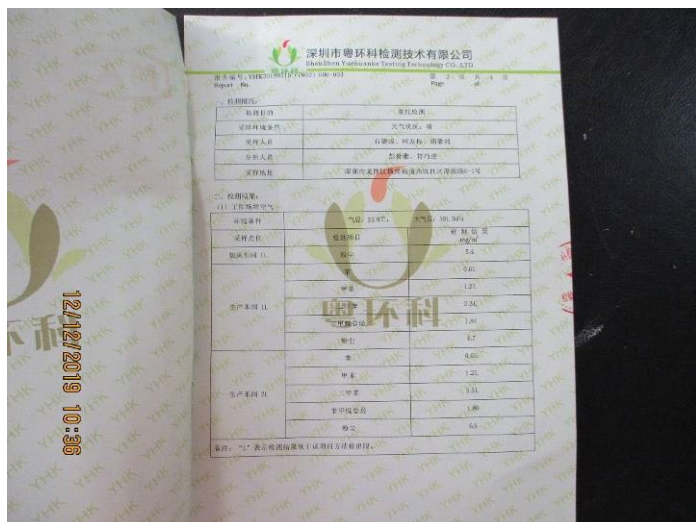
1.12	Are adequate workers trained on first aid? Specify the number of trained personnel at the factory	Pass	There were 2 trained first aiders in the factory with relevant training record.
1.13	Are lavatory and or washroom facilities, clean, well maintained, adequate in number, separated by sex, and with relevant privacy?	Pass	The lavatory and washrooms were found well clean, maintained, adequate in number, separated by sex, and with relevant privacy. Remark: Total 6 toilets for males, 6 toilets for females.

Picture(s)



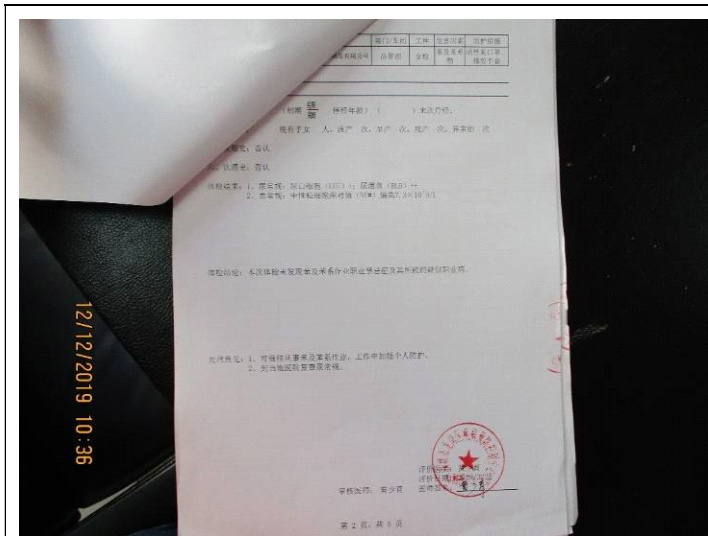
Risk analysis records

Safety officer certificate

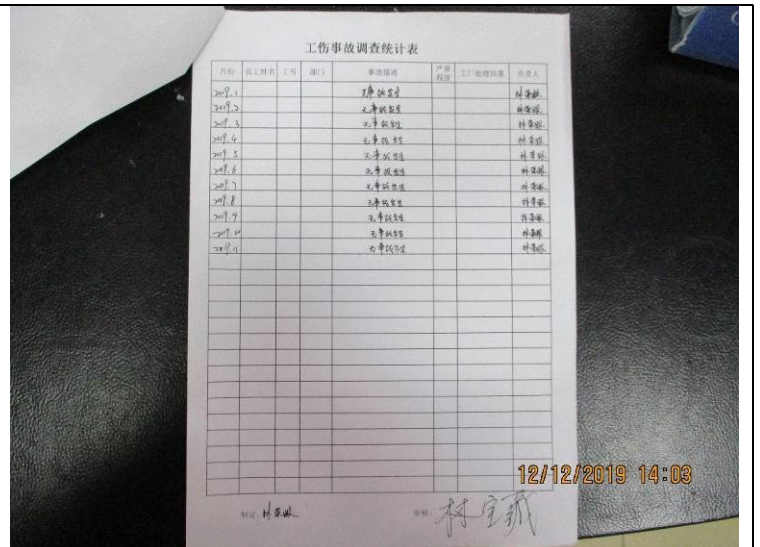


Occupational hazard factor report

Occupational hazard factor report



Occupational examination report



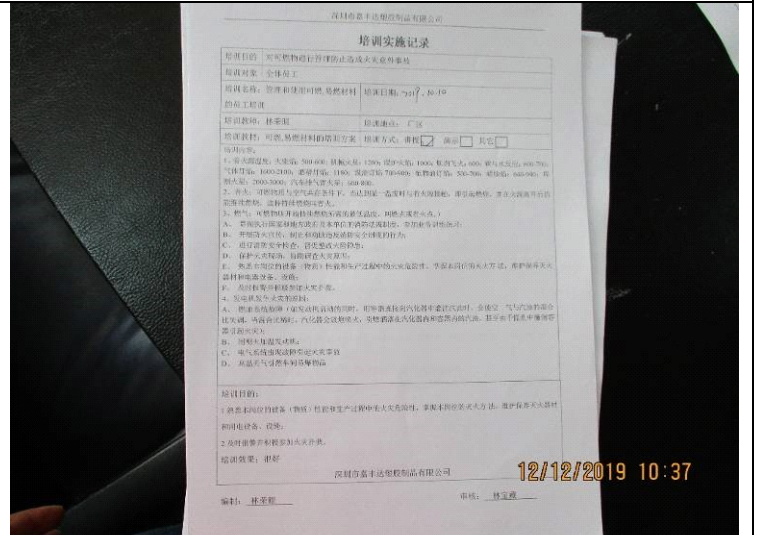
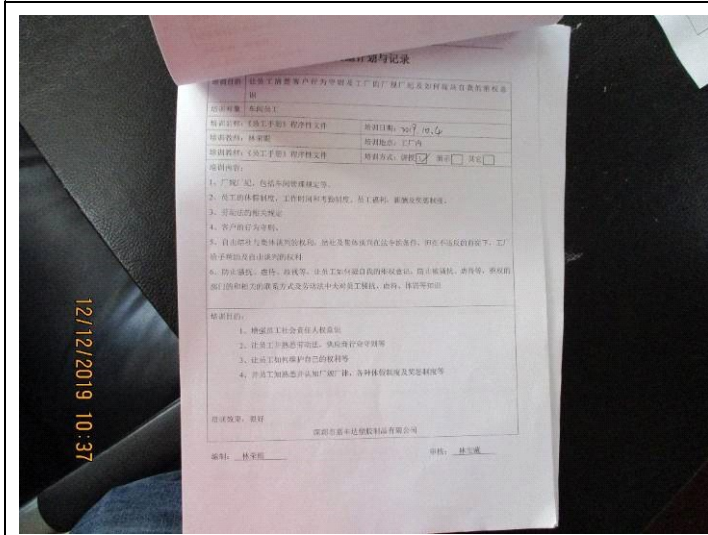
Injury record



Drinking water equipment



Drinking water test report

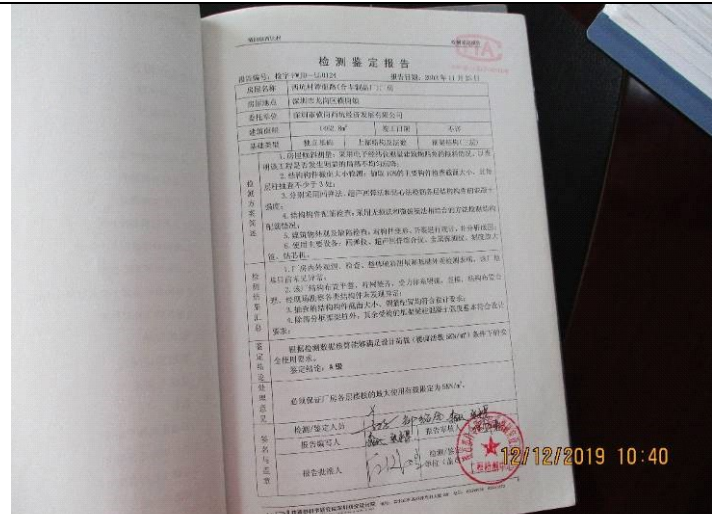
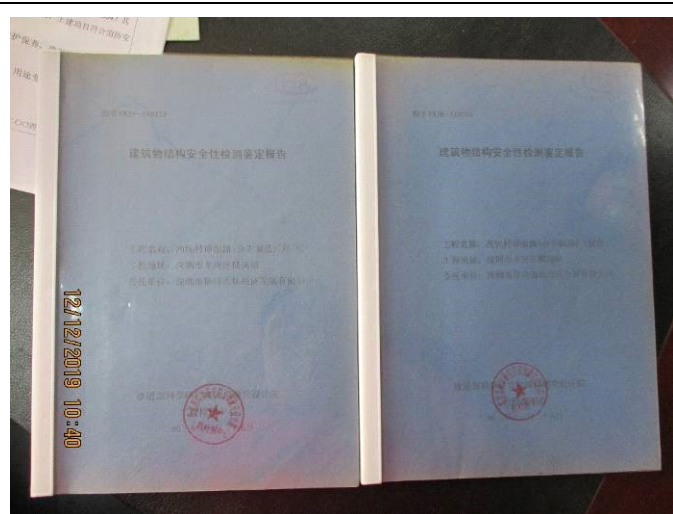


Training record for new worker	Training record
	
PPEs for worker	Toilet
	
First aid kit	First aid certificate

2. Building Safety

Item No	Requirement	Result	Comments
1.14	Are legal construction certificates (building structure) available?	Pass	The Building Structure Safety Certificates for all buildings were provided for review during the audit.
1.15	Are all site buildings, including dormitories maintained in good condition without posing a threat to the health of workers?	Pass	The factory building was maintained in good condition without posing a threat to the health of workers.

Picture(s)



Building Structure Safety Certificate

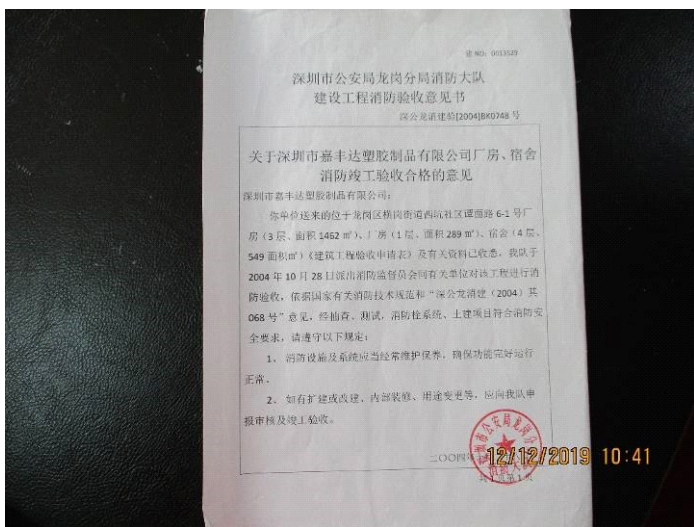
Building Structure Safety Certificate

3. Fire Safety

Item No	Requirement	Result	Comments
1.16	Does the factory have adequate unblocked fire exits for every factory workshop/floor?	Pass	At least 2 fire exits with unblocked or un locked were available for every workshop and warehouse.
1.17	Has the factory been certified by the local fire bureau, and made efforts to comply with recommendations from audits?	Pass	The factory had obtained Fire Safety Certificates from local fire bureau for all buildings in the factory.
1.18	Are there an adequate number of fire extinguishers and or other fire extinguishing systems in each building (including the dormitories)?	Pass	There are sufficient fire extinguishers and fire hoses for all production areas. The total amount of fire extinguishers was 32 fire hydrant was 13 and fire alarm was 7.
1.19	Are all fire extinguishing systems (including fire hoses) inspected, maintained properly and ready to use at all times?	Pass	The facility has periodically (monthly) maintained the fire extinguishers, fire hydrants and fire alarm. And the maintenance records were posted nearby and the latest checking was in Dec-2019.
1.20	Are fire drills conducted regularly?	Pass	The facility has conducted fire drill twice per year and the latest two fire drills were conducted on 11-Oct-2019 and 8-Mar-2019 respectively.
1.21	Are there fire alarms on each floor and adequate emergency lighting above exits and in working order?	Pass	Based on site observation, adequate fire alarm was installed at each production floor, and emergency lighting and exit sign were installed above most exits.

1.22	Are there fire/evacuation procedures in place with relevant evacuation plans posted in every workshop?	Pass	Evacuation map was posted on the work floors. Evacuation line was also clearly marked on each work floors.
1.23	Are smoke detectors/sprinklers installed in all workshops/warehouses?	N/A	No smoke detector and sprinkler were installed at the warehouse/workshops, which is not a requirement for this type factory by law.

Picture(s)



Fire safety certificate



Hydrant and extinguishers



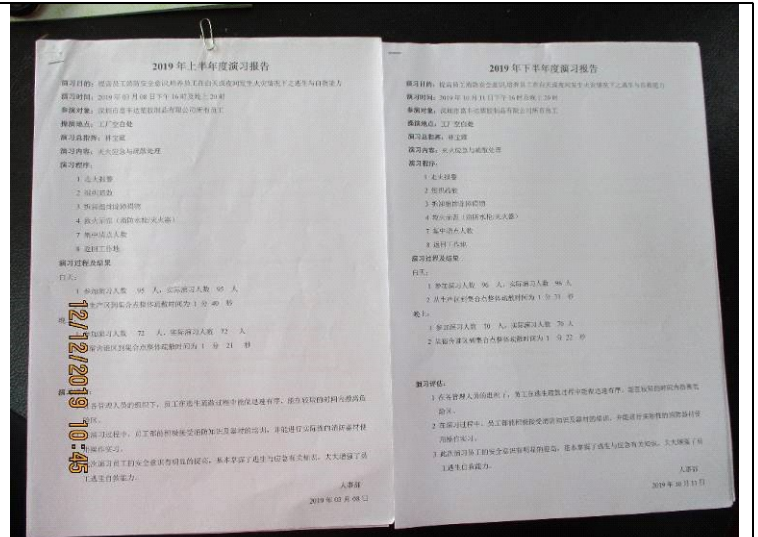
Fire alarm



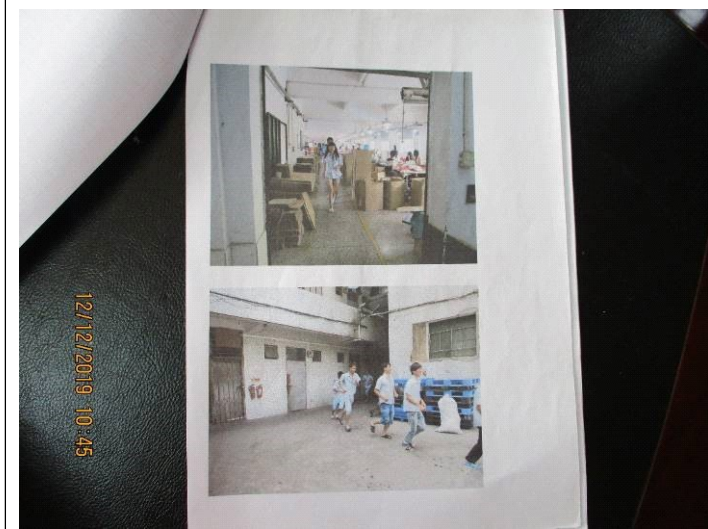
Inspection records



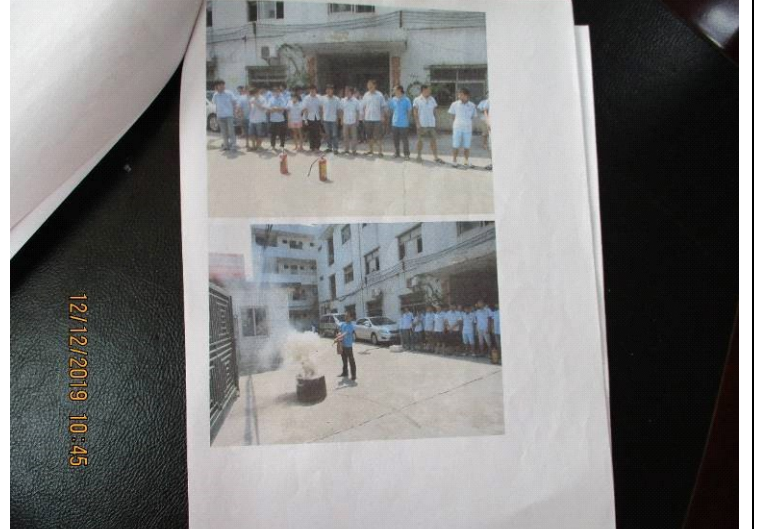
Emergency exit marked with emergency light and exit sign



Fire drill record



Fire drill record







Fire drill record



Evacuation line was also clearly marked on each work floors.	Evacuation map
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4. Machines/Installations

Item No	Requirement	Result	Comments
1.24	Does the factory have appropriate maintenance/inspections for boilers, elevators, pressure vessels and other equipment per local regulation?	N/A	No special equipment used in the factory.
1.25	Are adequate guarding or devices installed for moving/rotating parts of machine, pulleys and belts or any other dangerous parts of machines?	Pass	All production machines were installed with adequate guarding or devices.
1.26	Are all electricians, welding operators and forklift drivers and other employees who operate special equipment trained and qualified per local regulations?	Pass	There was one qualified electrician to deal with the electricity in the factory. And the certificate was provided for review during the audit date.
1.27	Are all electrical wires in the facility adequately protected?	Pass	During factory tour, auditor found that all electrical wires were adequately protected by tubes and electrical boxes were installed with protective cover.
1.28	Are there appropriate warning signs and written instructions for the operators of machinery?	Pass	The warning signs and written instructions were available for machines in the factory.
1.29	Do operators of machinery get training about safety regulations and operating procedures?	Pass	Workers operate machines are provided with training safety regulations and operating procedures.

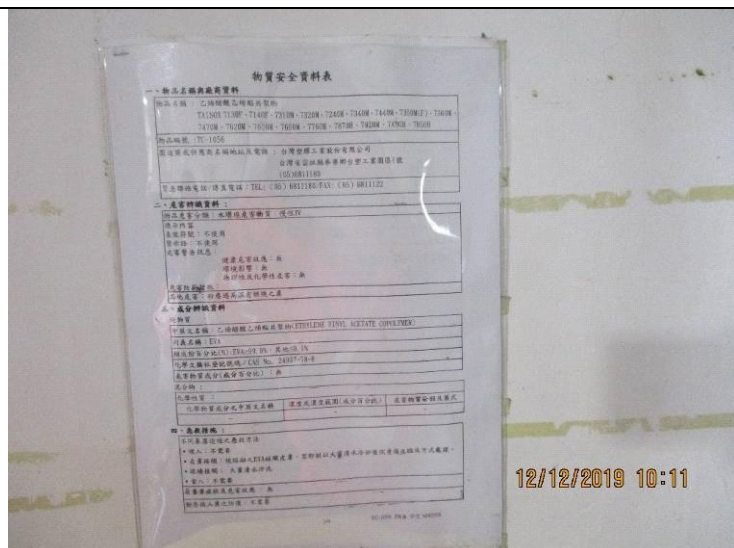
Picture(s)	
	
Electrician certificate	Electrical box without protection cover
	
Finger protective device	Double buttons and emergency stop button for cutting machine

5. Hazardous Materials

Item No	Requirement	Result	Comments
1.30	Are hazardous materials / chemicals properly stored, with relevant container and secondary container?	Pass	Based on site observation, only little chemical such as thinner used in the factory, and there are explosion-proof cabinets to store them with secondary containment and safety label.
1.31	Does the factory have MSDS and warning / "No Smoking" signs for each chemical products?	Pass	MSDS was available for chemical used and stored areas.

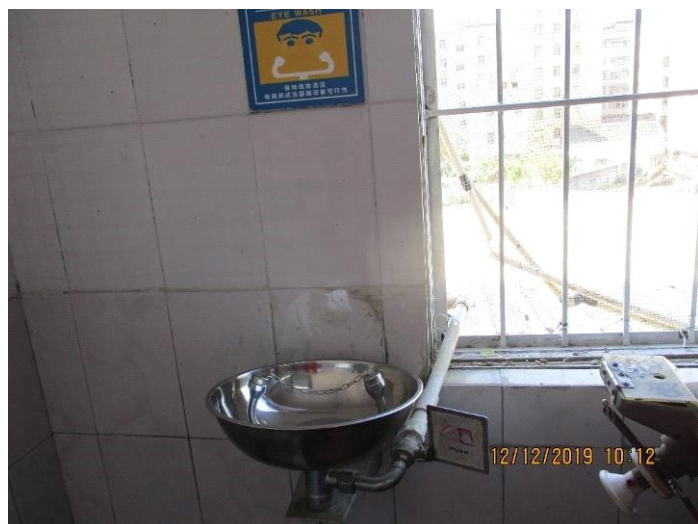
1.32	Are these materials only accessible to competent employees ?	Pass	The chemicals were controlled by the pointed warehouse keeper.
1.33	Are the designated employees properly trained for the handling of these hazardous materials ?	Pass	The chemical use training was conducted at least once per year, and related training records were provided for review.

Picture(s)



Chemicals stored with secondary containment

MSDS



Eye wash facility

Proper safety label

6. Canteen and Dormitories (if Applicable)

Item No	Requirement	Result	Comments
1.34	Are the factory kitchen and canteen clean and hygienic with adequate facilities and the required permits and certificates, including canteen staff health certificate?	Pass	The factory obtained valid permit for the kitchen and canteen, there were 3 staffs in kitchen and canteen, and all of them had obtained healthy certificates.
1.35	Are workers' dormitories separated from production's building and/or warehouse?	Pass	Based on site observation, no workshop or warehouse was located in the dormitory building.
1.36	Are all exits unblocked and unlocked at all times for emergency evacuation in dormitories?	Pass	All the emergency exits are unblocked and unlocked.
1.37	Are workers free to exit & re-enter dormitory freely? Please provide details of any limitations.	Pass	The employees are freely exit or re-enter the dormitory. Confirmed by workers interviews.
1.38	Does each worker have adequate living space? Please indicate the space per worker and number of workers per room.	Pass	All the employees are having sufficient space and about 5-6 employees share one room. Each room was about 25 m ² .
1.39	Are the dormitories clean? Are there adequate toilets with hand basins available to workers at adequate distance at dormitory? Are there adequate bathrooms available to workers at dormitory? Are sanitary areas clean and hygienic with available washing facilities.	Pass	The dormitory is clean and every room and toilet and bathroom was also provided.
1.40	Are there recreation areas for the workers?	Pass	TV.

Picture(s)



Dormitory building



Kitchen



Canteen



Permit for kitchen and canteen

	
Health certificates for kitchen staffs	Bedroom
	Nil
Recreation facility	

Special Remarks on this section

- 1), Most of documents such as fire certificate, risk analysis, fire drill records and photos, training records, occupational hazard factor testing report and occupational health test report and etc were provided for review.
- 2), All fire equipment such as fire extinguishers, fire hydrant, fire hoses, fire alarm, etc was installed in the factory and maintained properly.
- 3), All production machines were installed with adequate safety guards, maintained properly.
- 4), Electrical wires were protected and maintained properly. Related electrician certificate was provided for review.
- 5), Chemicals were stored with adequate secondary containment and safety label, eye wash facility and MSDS.
- 6), Dormitory, kitchen and canteen were maintained well by the factory.

Unacceptable NC	Need major improvement NC	Need improvement NC	Compliance level of the section
0	0	0	Acceptable

Part 2 Environment

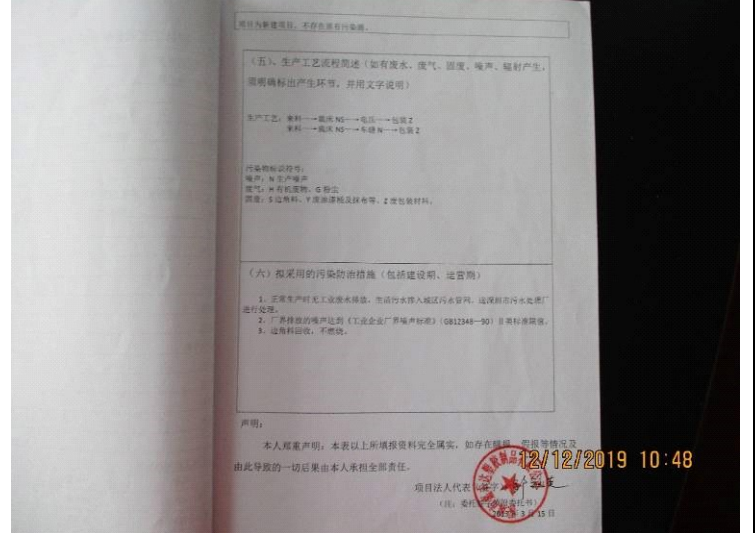
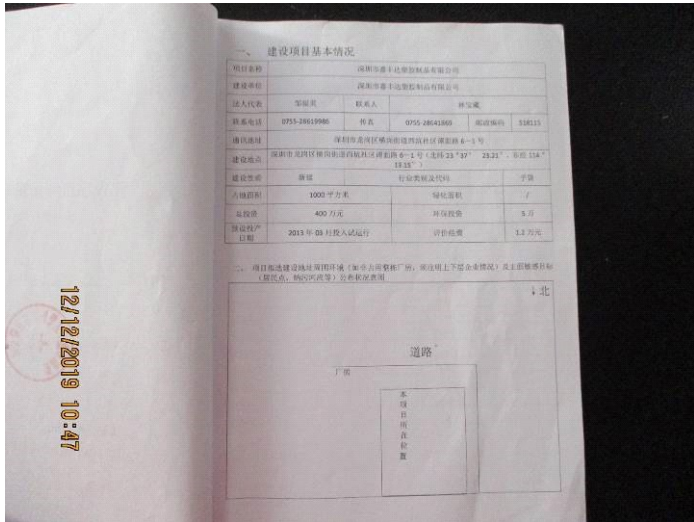
1. Environmental management and awareness

Item No	Requirement	Result	Comments
2.1	Does the factory have a policy or guideline defining its approach to managing environment ?	Pass	The factory had established the environment policy, manual and procedure.
2.2	Does the factory show understanding and awareness of the environmental impacts of its site ?	Pass	The factory evaluated the environmental impacts caused by their production activities and well knew the environmental requirement.
2.3	Does the factory has any environmental certification or had environmental audit before ? <i>Please give details</i>	N/A	No environmental certificate is obtained by the factory. No local law requirement.

2. Legal Authorization

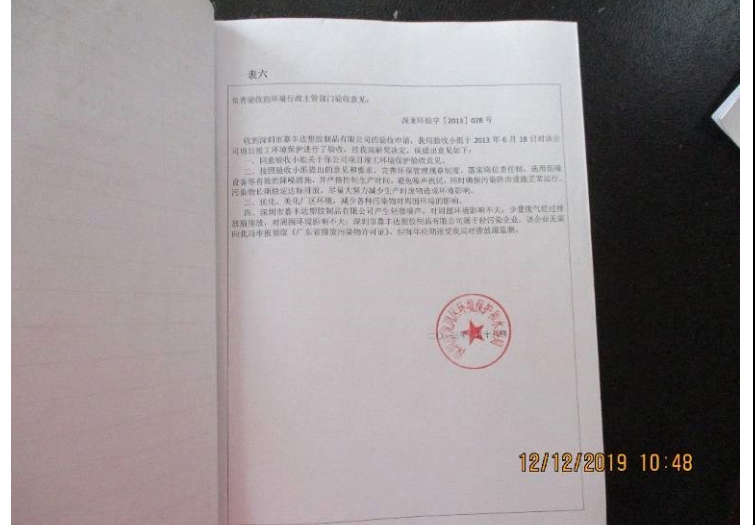
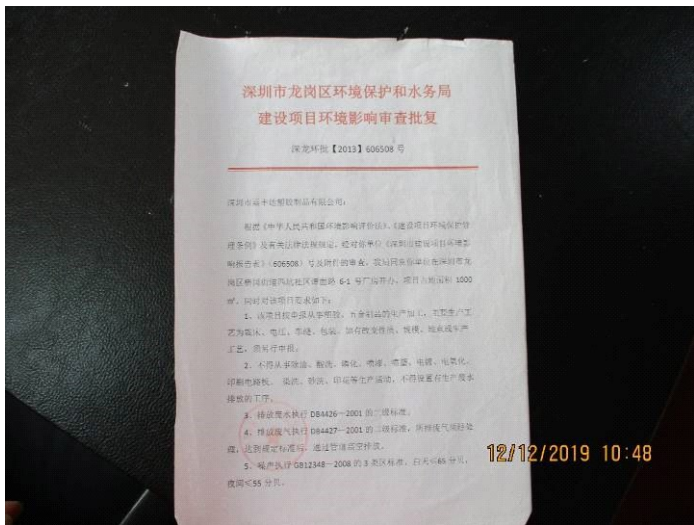
Item No	Requirement	Result	Comments
2.4	Does factory have a valid Environmental Impact Assessment (where applicable)?	Pass	The factory had provided environmental impact register form during the audit, and the factory had obtained environmental impact report approval issued by local environmental authority.
2.5	Does factory have a valid Approval Report of Environmental Impact Assessment, or relevant legal document to start operations?	Pass	The factory had provided environmental impact register form during the audit, and the factory had obtained environmental impact report approval issued by local environmental authority.
2.6	Does factory maintain a valid Pollutant Discharge Permit or equivalent, where applicable?	N/A	Pollutant Discharge Permit was not available by the factory. No local law requirement.

Picture(s)



EIA report

EIA report



EIA approval

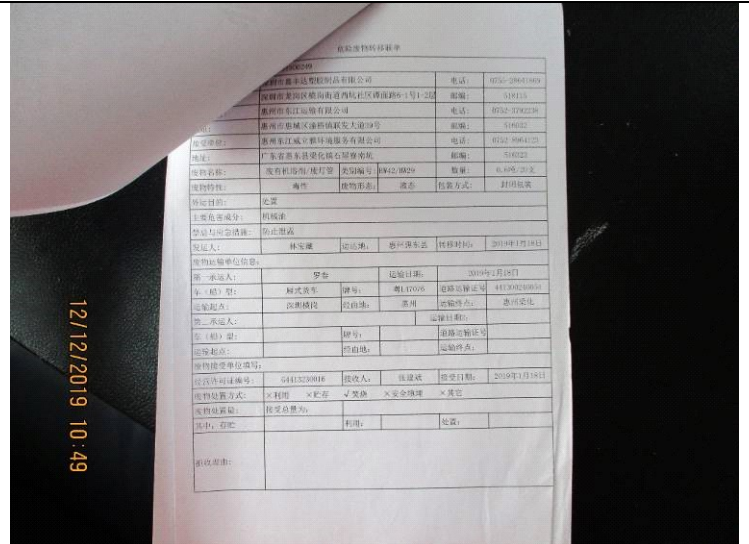
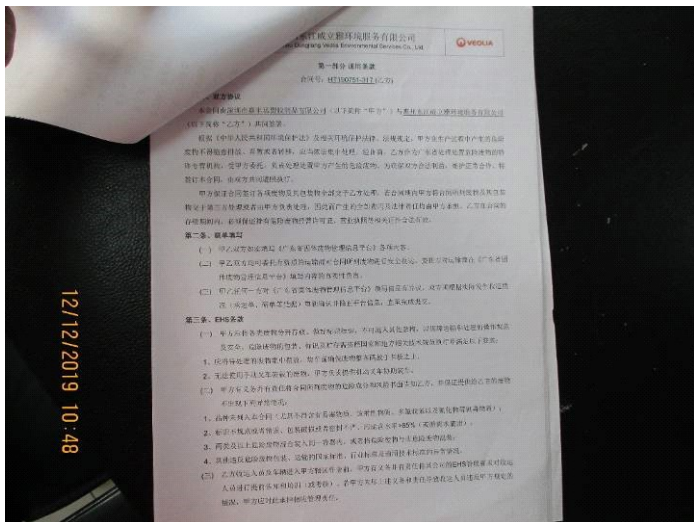
Acceptance approval for environmental facilities

3. Solid and Hazardous Wastes

Item No	Requirement	Result	Comments
2.7	Does factory inventory all solid wastes, including kind, sources, and quantities?	Pass	The factory had established effective solid wastes inventory including kind, sources and quantities.
2.8	Does factory adequately separate recyclable from non-recyclable wastes in workshops/warehouses?	Pass	The factory had separated recyclable from non-recyclable wastes in warehouses.

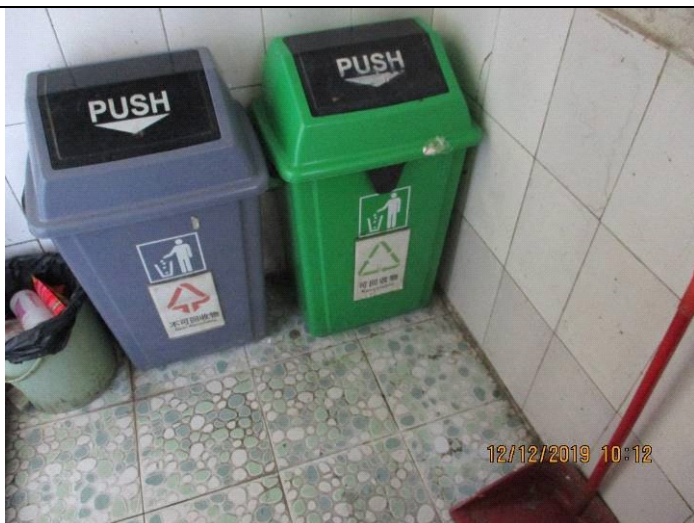
2.9	Can factory prove that they have taken actions to reduce/recycle/re-use solid wastes as much as possible? <i>Describe the actions taken</i>	Pass	The factory has reduce/recycle/re-use solid wastes in the factory, such as all waste oil papers were recycled and re-used.
2.10	Does factory inventory all hazardous wastes, including kind, sources, and quantities?	Pass	The factory had established effective hazardous wastes inventory.
2.11	Does factory store hazardous wastes in a relevant ways, closed, with control access and ensure it cannot spill?	Pass	Hazardous wastes were stored in the designed area with control access.
2.12	Is factory able to prove that hazardous wastes are transferred to 3rd party with relevant certifications, and keep records of wastes transfer including quantities?	Pass	All hazardous wastes such as waste oil rag were recycled by different 3rd qualified vendors, the transferring agreements were provided for review, the latest transfer record was on 18-Jan-2019.

Picture(s)



Transferring agreement for hazardous waste

Transfer manifest



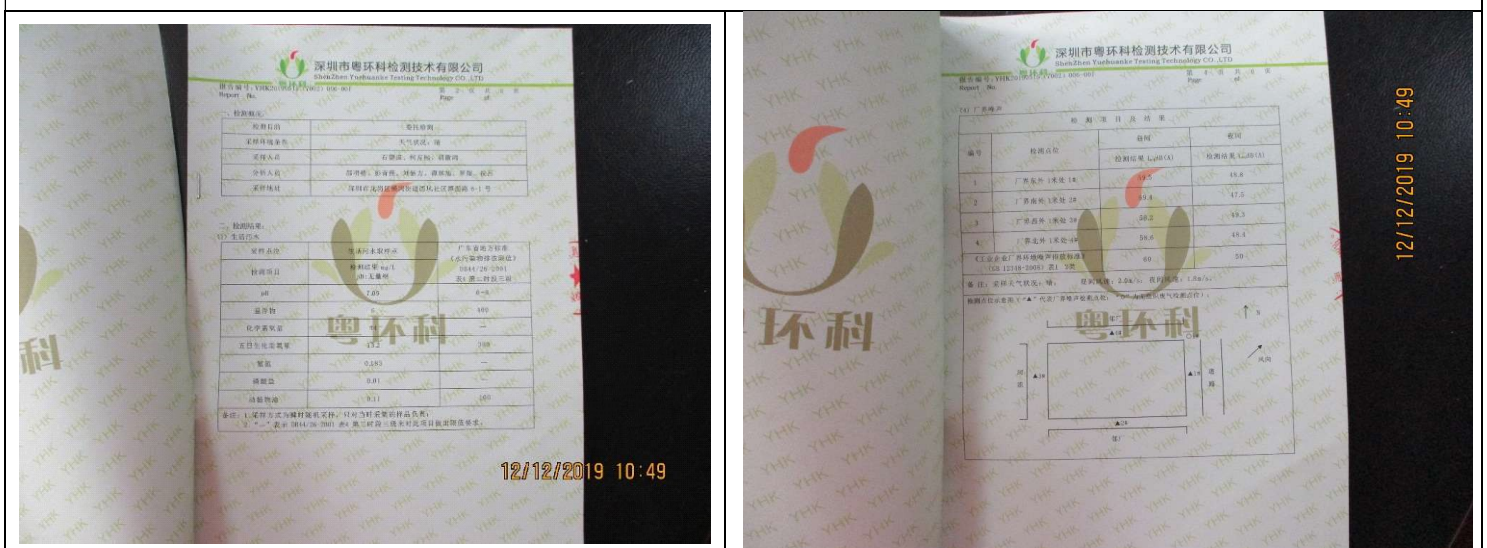
Nil

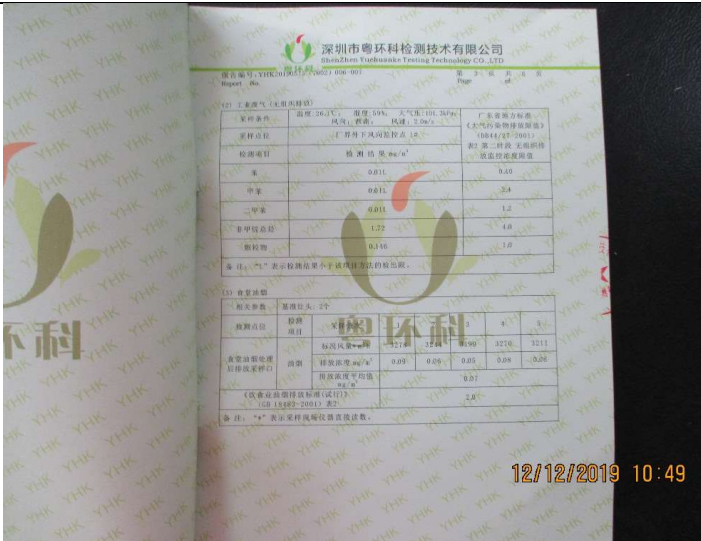
Recyclable from non-recyclable waste had been separated.

4. Waste Water, Air Emissions and Noise

Item No	Requirement	Result	Comments
2.13	Does factory inventory all waste water, including domestic waste water and industrial waste water, with sources and quantities?	Pass	The factory had established waste water inventory including domestic waste water.
2.14	If applicable, is factory able to demonstrate that waste water is treated adequately before discharge, with relevant equipment and trained staff?	N/A	The facility does not discharge industrial waste water, so treatment is not required.
2.15	Is factory able to demonstrate that waste water at discharge point is meeting the local standards requirement (through lab testing reports)?	N/A	The facility does not discharge industrial waste water, so testing of waste water is not required.
2.16	When observing waste water discharge point, does water seem to have color or odor on audit day?	N/A	Domestic waste water only, verified from inspection records from local environmental protection bureau and on site view.
2.17	Does factory inventory all air emissions, with sources and identification of treatment needed?	Pass	The factory had established the air emission inventory, with sources and identification of the treatment needed.
2.18	Is factory able to demonstrate that air quality at factory's boundaries is meeting the local standards requirement (through lab testing reports)?	Pass	Based on lab testing report that all air emissions was met the local standard requirements (last testing report on 27-May-2019).
2.19	On audit day, is there any smell, fog, or dust observed by auditor on factory's direct environment, linked to factory's activity?	Pass	No smell, fog, or dust observed by auditor on factory's direct environment.
2.20	Is factory able to demonstrate that noise level at factory's boundaries is meeting the local standards requirement (through lab testing reports)?	Pass	Based on lab testing report that the boundaries noise level was met the local standard requirements (last testing report on 27-May-2019).

Picture(s)

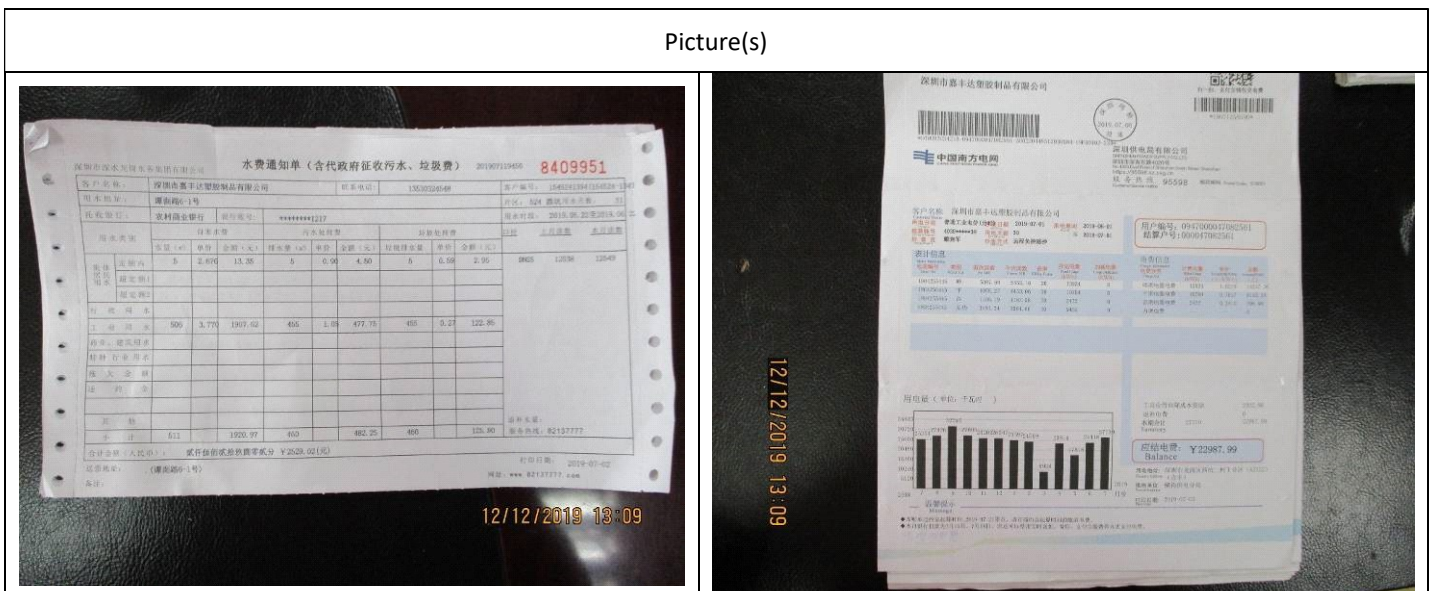


Wastewater monitoring report	Boundaries noise level monitoring report
	Nil
Air emission monitoring report	

5. Energy and Water reduction

Item No	Requirement	Result	Comments
2.21	Can factory demonstrate that energy use is monitored and that actions have been taken to reduce energy use? <i>Describe the actions taken</i>	Pass	The factory had monitored energy use and takes some actions to reduce energy use. For example, shut down power switch timely.
2.22	Can factory demonstrate that water use is monitored and that actions have been taken to reduce water use? <i>Describe the actions taken</i>	Pass	The factory had monitored water use and takes some actions to reduce water use. For example, all workers should turn off the tap after using.

Picture(s)



Water monitoring record	Energy monitoring record
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Special Remarks on this section

- 1), Sufficient documents such as Environmental Impact Assessment and related approval, noise level testing report, air emission testing report, etc were provided for review.
- 2), Solid waste, hazardous waste, air emission and wastewater were controlled by the factory.
- 3), Hazardous waste was transferred to a qualified vendor. Waste was maintained properly.
- 4), No industrial wastewater produced by the factory process.

Unacceptable NC	Need major improvement NC	Need improvement NC	Compliance level of the section
0	0	0	Acceptable

Part 3 Child Labour

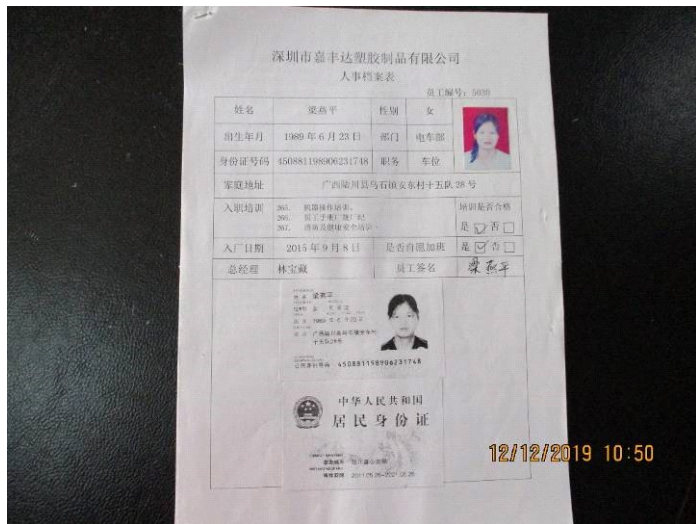
1. Child Labour

Item No	Requirement	Result	Comments
3.1	Does the factory complies with the legal minimum age ? Please note the age of the youngest worker found.	Pass	16 years old with restriction and the youngest employee is 19 years old in the factory who born on 28-Dec-1999 and hired on 21-May-2019.
3.2	Does the factory have effective procedures such as verifying suspected young worker documents to confirm the correct age of the worker at the time of recruitment?	Pass	The factory has established the procedure to verify the age of employees. Age document was checked together with the employee statement before recruitment.
3.3	Does the factory sign contracts with all workers and keep copies or records of ID documents of workers or similar way to check age?	Pass	The factory signs contracts with the workers and keeps copies or records of ID documents of workers to check age.
3.4	Does the factory have understand the requirements of laws and regulations on child labour and young workers? If so, is there a written child labor policy?	Pass	The factory understands the requirements of laws and regulations on child labour and young workers. The procedure was also established.

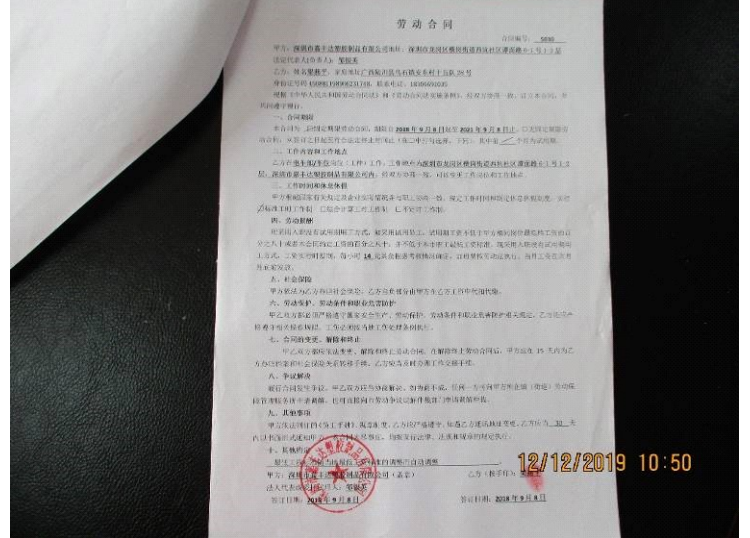
2. Young Workers

Item No	Requirement	Result	Comments
3.5	Are young workers exempted from hazardous work?	N/A	No young worker was employed in the factory.
3.6	Are young workers exempted from night shift?	N/A	No young worker was employed in the factory.
3.7	Are young workers exempted from overtime?	N/A	No young worker was employed in the factory.
3.8	Are young workers registered and given annual health checks?	N/A	No young worker was employed in the factory.

Picture(s)



Personnel file with ID copy



Labor contract

Special Remarks on this section

- 1), All employees' personal files with ID cards copies were provided for review. No child labor or young workers were identified during this factory visit.
- 2), The factory signed labor contracts with all employees and gave a copy to each employee.

Unacceptable NC	Need major improvement NC	Need improvement NC	Compliance level of the section
0	0	0	Acceptable

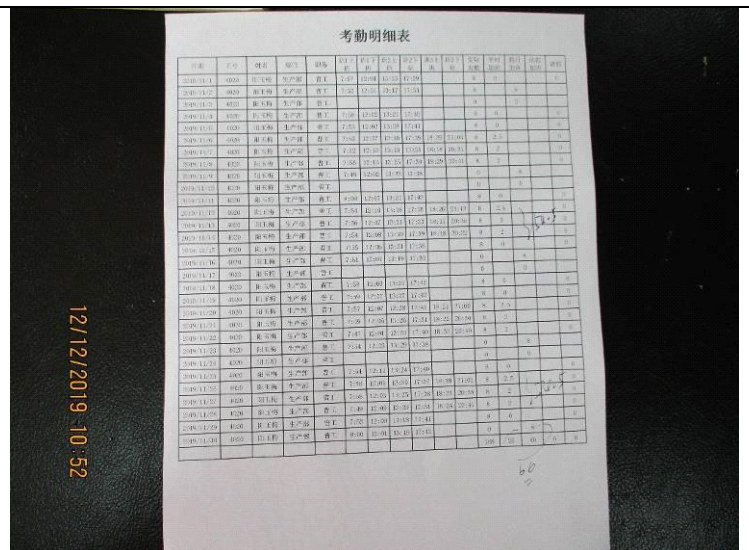
Part 4 Working Hours, Wages and Benefits

1. Working Hours

Item No	Requirement	Result	Comments
4.1	Do the working hours of individual workers comply with local regulation? Do the working hours exceeds the international recommendation of 60 hours / week ?	Need Improvement	<p>Legal normal working hours: 8 hours/day, 40 hours/week Legal overtime hours: 3 hours/day, 36 hours/month</p> <p>Based on management interview and document review, the peak season in the factory was not obvious in the factory.</p> <p>Attendance records from 1-Dec-2018 to audit day were provided, of Nov, 2019 (current month), Jul, 2019 and Mar, 2019 (random months) were taken as samples.</p> <p>The daily overtime working was detected for 10 sample employees in Nov, 2019 (current month), Jul, 2019 and Mar, 2019 (random months), with the maximum daily overtime up to 2.5 hours, 3 hours, 3 hours respectively.</p> <p>The weekly working was detected for 10 sample employees in Nov, 2019 (current month), Jul, 2019 and Mar, 2019 (random months), with the maximum daily overtime up to 54.5 hours, 55 hours, 57 hours respectively.</p> <p>The factory did not ensure overtime hours comply with legal requirements.</p> <p>Based on review the attendance records from 1-Dec-2018 to 12-Dec-2019 of the factory, the monthly overtime hours for 10 out of 10 sampled workers were 52-68 hours in Mar, 2019 (random month), the monthly overtime hours for 10 out of 10 sampled workers were 40-60 hours in Jul, 2019 (random month), the monthly overtime hours for 10 out of 10 sampled workers were 50-66 hours Jul, 2019 (current month).</p>
4.2	Do workers have 1 day off within 7 days (or 2 days off within 14 days where applicable)?	Pass	Based on reviewing the provided attendance records from 1-Dec-2018 to the audit date, it was noted that all sampled workers could enjoy one day off in a week. The maximum consecutively working day was 6 days in the factory.
4.3	Does the factory record the working hours of individual workers in a reliable manner?	Pass	The factory had electronic attendance system (fingerprinting system) to record the working hours.
4.4	Are workers given reasonable time for lunch and rest breaks?	Pass	The normal working hours in the factory were 8 hours per day 5 days per week. All workers were conducted for one shift, 8:00-12:00, 13:30-17:30, OT from 18:30-21:30 at most. Worker needed to work overtime on Saturdays sometimes, but never on

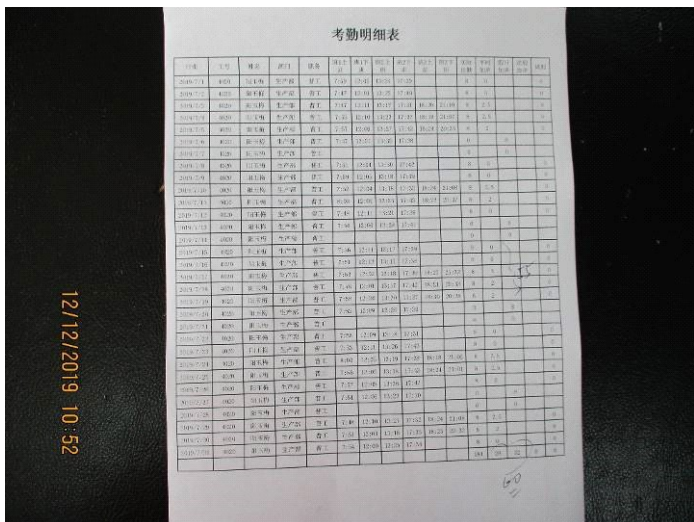
			Sundays.
4.5	Are workers assigned overtime on a voluntary basis?	Pass	As per the interviewed employees, overtime was conducted on a voluntary basis.
4.6	Do workers have legal vacation, national holidays and paid leave?	Pass	The employees can enjoy their legal vacation and national holiday.

Picture(s)



Attendance recorder

Attendance records-Nov, 2019: The factory did not ensure overtime hours comply with legal requirements



Attendance records-Jul, 2019: The factory did not ensure overtime hours comply with legal requirements

Attendance records- Mar, 2019: The factory did not ensure overtime hours comply with legal requirements

2. Wages and Benefits

Item No	Requirement	Result	Comments
5.1	Is there any evidence that the legal minimum wage is not paid for regular working hours ? Please specify	Pass	Local legal minimum wage was RMB 2130 per month which equivalent to RMB 12.24 per hour before 1-Aug-2018. Per document review, 12 months' payrolls records from Dec, 2018 to Nov, 2019, the minimum wage in the factory for workers was at least RMB 13.5/hour; which was above the local minimum wage requirements.
5.2	If workers are paid by piece rate, is there any written guarantee that minimum salary will be paid ?	N/A	As per documents review, employees interview, all employees were paid at hourly rate basis.
5.3	Are overtime hours paid with legal premium?	Pass	Overtime hours were paid with legal premium. 150% of normal wages for overtime on weekdays; 200% of normal wages for overtime on rest days; no overtime work on holidays.
5.4	Does the factory have written employment conditions on compensation, compensation methods and benefits that is communicated to and understood by all workers?	Pass	The factory has a clear written employment conditions on compensation, compensation methods and benefits that is communicated to and understood by all workers.
5.5	Is the payment paid at a reasonable and legal frequency (monthly), and in a form convenient for workers (cash, bank,...)?	Pass	The payrolls were calculated by hourly rate and paid on the 7 th of the following month. The workers were paid by cash.
5.6	Do workers receive a pay slip to sign that has information that will allow them to confirm their wages and see all deductions and bonuses?	Pass	Pay slip was provided to the employees before payment.
5.7	Are deductions fair, reasonable and legal (such as social insurance or other tax)?	N/A	No any deduction is available from worker wage.
5.8	Are all workers provided social insurance as per local legal requirements? If no, please specify what is the percentage of employees without social insurance scheme.	Need Improvement	Insufficient social insurance participated. Based on the provided social insurance purchasing list of Oct, 2019, all employees were provided with accident, medical, unemployment and maternity insurances, however, 81 out of 96 employees were provided with retirement insurance. There was no retirement employee and new employees in the factory.
5.9	Is maternity and paid leaves paid as per regulations?	Pass	Maternity and paid leave are paid as per regulation.
5.10	If deductions as disciplinary practices are used, are they falling under regulatory rules?	Pass	No disciplinary deduction as confirmed by workers during interview and document review.

深圳市嘉丰达塑胶制品有限公司														
2019年11月 员工工资表														
姓名	工号	姓名	职位	所属车间	基本工资	加班工资	夜班工资	全勤奖	工龄工资	年终奖	绩效奖金	全勤奖	夜班工资	基本工资
陈永成	4019	陈永成	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
周国辉	4020	周国辉	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
曾朝江	4021	曾朝江	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4022	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
刘国雄	4023	刘国雄	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
魏文光	4024	魏文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
黄波	4025	黄波	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4026	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4027	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4028	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4029	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4030	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4031	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4032	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4033	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4034	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4035	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4036	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4037	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4038	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4039	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4040	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4041	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4042	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4043	梁文光	生产部	男	13.50	15.00	120.00	26.00	50.00	10.00	10.00	50.00	10.00	10.00
梁文光	4044	梁文光	生产部	男	13.50	15.00	120.00							

深圳市嘉丰达塑胶制品有限公司										2019年7月 员工工资表									
姓名	工号	姓名	部门	职务	底薪	基本工资		工资加班		税后扣款		应发实发		扣款实发		全勤奖	岗位工资	绩效工资	
						1月	2月	1月	2月	1月	2月	1月	2月	1月	2月				
李锐	10483	吴彬	采购	车补	13.50	188.00	2084.00	20.00	586.00	23.00	585.00	0.00	0.00	50.00	3684.00				
10486	魏恩彩	生产部	收发	13.50	188.00	2084.00	20.00	587.00	23.00	584.00	0.00	0.00	50.00	3684.00					
10487	张宇坤	人事部	文员	15.00	184.00	2760.00	20.00	360.00	32.00	960.00	0.00	0.00	30.00	4130.00					
10488	吴早涛	办公室	财务文员	15.00	184.00	2760.00	20.00	430.00	32.00	960.00	0.00	0.00	30.00	3942.00					
10489	吴勇芳	机修	车补	13.50	184.00	2084.00	20.00	440.00	32.00	864.00	0.00	0.00	50.00	3884.00					
10503	李忠旭	采购部	采购助理	14.00	188.00	2076.00	20.00	420.00	32.00	896.00	0.00	0.00	50.00	3942.00					
10515	魏成成	生产部	收发	14.00	188.00	2076.00	20.00	480.00	36.00	896.00	0.00	0.00	50.00	4130.00					
20003	李国雄	机修部	机修工	14.00	188.00	2080.00	20.00	420.00	34.00	872.00	0.00	0.00							
20006	杨树强	机修部	机修工	14.00	188.00	2076.00	20.00	520.00	32.00	896.00	0.00	0.00							
20008	肖文杰	机修部	机修工	14.00	184.00	2076.00	20.00	320.00	32.00	928.00	0.00	0.00	30.00	3987.00					
20013	罗林强	机修部	机修工	14.00	184.00	2076.00	20.00	540.00	32.00	896.00	0.00	0.00	30.00	4087.00					
20014	吴仲雄	机修部	机修工	14.00	184.00	2076.00	20.00	320.00	32.00	928.00	0.00	0.00	30.00	3987.00					
20019	陈广标	机修部	机修工	14.00	184.00	2076.00	20.00	320.00	32.00	928.00	0.00	0.00	30.00	4087.00					
20019	黄朝耀	机修部	机修工	14.00	188.00	2076.00	20.00	540.00	32.00	896.00	0.00	0.00	50.00	4084.00					
20020	李金	机修部	机修工	14.00	188.00	2076.00	20.00	520.00	32.00	896.00	0.00	0.00	50.00	4087.00					
20021	纪楚豪	机修部	机修工	14.00	188.00	2076.00	20.00	520.00	32.00	896.00	0.00	0.00	50.00	4087.00					
20024	张松茂	机修部	机修工	14.00	188.00	2076.00	20.00	540.00	32.00	896.00	0.00	0.00	30.00	4084.00					
20027	张如斌	机修部	机修工	14.00	188.00	2076.00	20.00	540.00	32.00	896.00	0.00	0.00	30.00	4084.00					
20029	陈松枝	机修部	机修工	14.00	188.00	2076.00	20.00	540.00	32.00	896.00	0.00	0.00	30.00	4084.00					
20030	陈松枝	机修部	机修工	14.00	188.00	2076.00	20.00	540.00	32.00	896.00	0.00	0.00	30.00	4084.00					
20032	谢洪波	机修部	机修工	14.00	188.00	2076.00	20.00	540.00	32.00	896.00	0.00	0.00	30.00	4084.00					
20033	谢洪波	机修部	机修工	14.00	188.00	2076.00	20.00	540.00	32.00</										

汕头市嘉丰达塑胶制品有限公司				2019年3月 员工工资表													
姓名	工号	姓名	部门	职务	基本工资		绩效工资		岗位工资		加班费		全勤奖	福利工资	绩效工资		
					基本工资	绩效工资	基本工资	绩效工资	基本工资	绩效工资	基本工资	绩效工资					
陈伟强	1047	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1048	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1049	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1050	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1051	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1052	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1053	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1054	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1055	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1056	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1057	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1058	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1059	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1060	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1061	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1062	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1063	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1064	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1065	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00	0.00	0.00	0.00
陈伟强	1066	陈伟强	生产部	文员	13.00	188.00	2523.00	20.00	830.00	80.00	1300.00	0.00	0.00	0.00			

QT098731

社会保险费专用收据

BT2082738

电脑编号: 289821

2019年10月

2019年11月22日

名称: 深圳市嘉丰达塑胶制品有限公司

项 目	人 数	金 额	备 注
基本养老保险	78	36036.00	
地方补充养老保险	1	30.00	
基本医疗保险	96	11909.17	
工伤保险	96	685.28	
失业保险	96	1816.32	
生育医疗保险	96	950.40	生育保险
住房公积金			横岗园区支行
利 息			403013010002738
滞纳金			地方补充医疗保险
其 他	96	463.00	51870.17
合 计			
金 额(大写)	零件	零伍万壹仟捌佰柒拾零元壹角柒分	

收款单位: 深圳市社会保险基金管理中心(盖章)

12/12/2019 10:51

Social insurance purchasing list and voucher, insufficient social insurance participated.

Special Remarks on this section

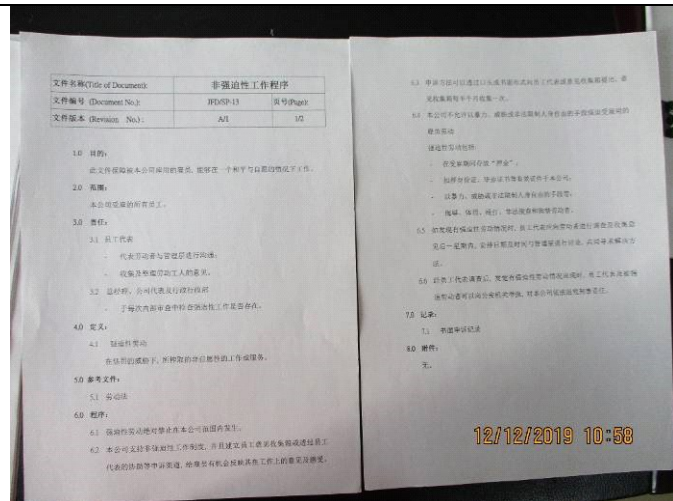
- 1), All employees' wages and attendance records of past 12 months (from Dec-2018 to Nov-2019) were provided for review, all sampled workers had one day off in a week and the weekly working hours were within 60 hours/week; the minimum wages of all workers met local minimum wage, and the overtime wages were paid as per legal requirements. **However, the factory did not ensure overtime hours comply with legal requirements.**
- 2), The factory used electronic attendance system (fingerprinting system) to record workers' working times.
- 3), **Not all employees were provided with social insurances.** Other benefits such annual leave and statutory holiday were provided for all employees.
- 4), Wages were paid on the 7th of each month by cash.

Unacceptable NC	Need major improvement NC	Need improvement NC	Compliance level of the section
0	0	2	Need improvement

Part 5 Forced Labor

Item No	Requirement	Result	Comments
6.1	Is there evidence that work is conducted in voluntary basis, with no threat of penalty or sanctions, and the factory do not use forced, bonded or involuntary prison labour?	Pass	Evidence shows that work is conducted in voluntary basis, with no threat of penalty or sanctions, and the factory do not use forced, bonded or involuntary prison labour
6.2	Is there evidences that factory do not require workers to lodge deposits or original documents such as work permits/ID papers, cards, training certificates, etc.?	Pass	The factory does not require workers to lodge deposits or original documents such as work permits/ID papers, cards, training certificates, etc.
6.3	Are workers free to quit their jobs within the legal framework and without debts forcing them to continue working for the factory?	Pass	Workers are free to quit their jobs within the legal framework and without debts forcing them to continue working for the factory.
6.4	The factory doesn't withhold any part of workers salary or benefits in order to force such worker to continue working for the factory?	Pass	The factory doesn't withhold any part of workers salary or benefits in order to force such worker to continue working for the factory.
6.5	Are workers allowed to leave the factory compound after work at any time and freely move about during a shift (attend to hygiene etc)? If not, please specify.	Pass	Workers are allowed to leave the factory compound after work at any time and freely move about during a shift.

Picture(s)



Nil

Anti-forced labor procedures

Special Remarks on this section

- 1), No any forms of force labor were used by the factory.
- 2), The anti-forced labor policy and procedure was established and relevant training was provided for all employees.
- 3), No any forced labor happened or reported in the factory.

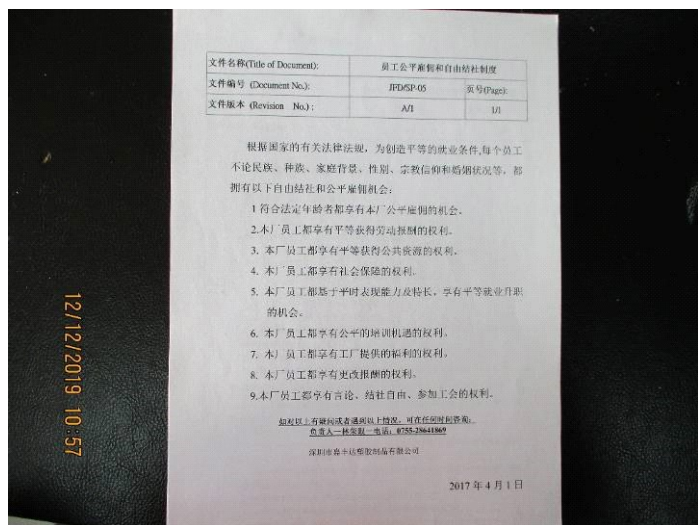
Unacceptable NC	Need major improvement NC	Need improvement NC	Compliance level of the section
0	0	0	Acceptable

Part 6 Workers' Rights

1. Ability for Workers to be represented towards management

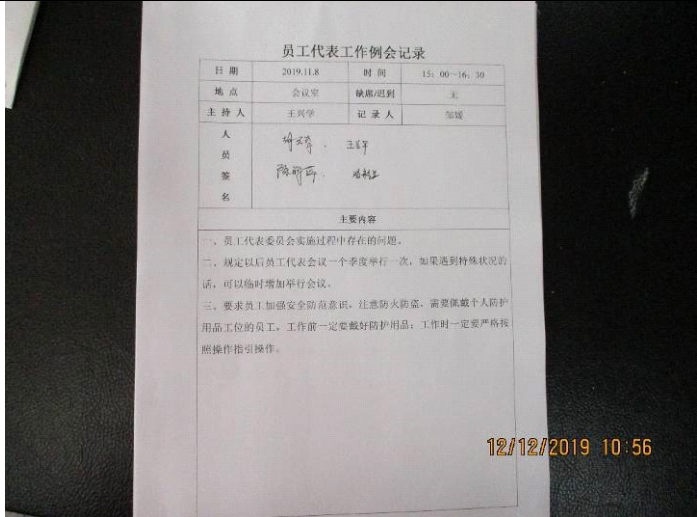
Item No	Requirement	Result	Comments
7.1	If applicable by Local Law, do workers have the right to join or for trade unions and bargain collectively, without interference of employer?	Pass	Workers had the right to join or for trade unions and bargain collectively, without interference of employer.
7.2	If there is no union, are there fair and effective parallel means to resolve grievances of workers (workers representatives,...)?	Pass	No trade union was established but four worker representatives selected. And the employees were freely to join any union as they want. Suggestion box was also installed for the employees.
7.3	Is there evidence that workers cannot efficiently communicate grievances to management out of direct supervisors?	Pass	The employees could use suggestion boxes to efficiently communicate grievances to senior management.

Picture(s)



Freedom of Association procedure

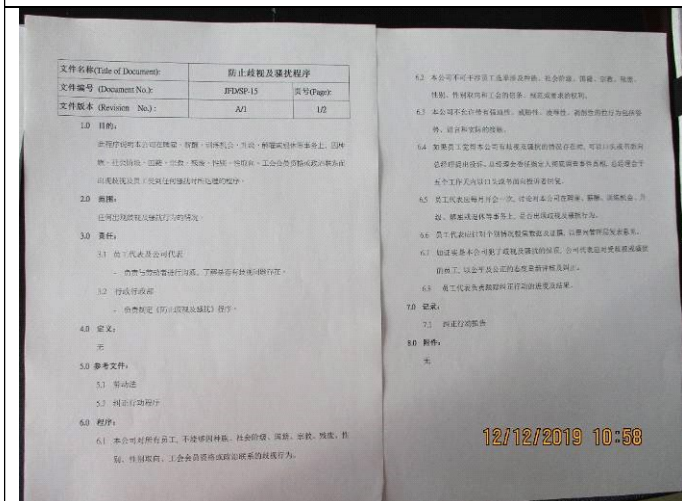
Suggestion box

	Nil
Worker representative meeting record	

2. Discrimination

Item No	Requirement	Result	Comments
8.1	Is non-discrimination guarantee in term of employment, promotion, compensation, welfare, dismissal and retirement, etc. within the company based on criteria of race, birth, religion, national or social origins, sex, family responsibilities, marital status, handicap, sexual orientation or political opinions?	Pass	No negative evidence of discrimination in gender was identified during the audit. And the discrimination procedure was available in the factory.
8.2	The factory doesn't insist on blood tests, pregnancy or virginity tests before hiring?	Pass	The factory did not require blood tests, pregnancy or virginity tests before hiring.
8.3	Is there a written anti-discrimination policy?	Pass	There was a written anti-discrimination policy.

Picture(s)



Nil

Anti-discrimination procedures

3. Disciplinary Practices

Item No	Requirement	Result	Comments
9.1	Is mental / physical /sexual coercion forbidden and avoided in the factory? If not, please give details of the situation.	Pass	There was no mental / physical /sexual coercion forbidden and avoided in the factory.
9.2	Does the factory have documented disciplinary rules that are clearly communicated to all workers?	Pass	The factory documented disciplinary rules that was clearly communicated to all workers
9.3	Does the company keep a record of fines/disciplinary actions?	Pass	No fines/disciplinary actions were found in the factory.
9.4	Are the complaint and appeal methods defined and proved to be efficient?	Pass	The employees could use suggestion boxes and hotline to complaint and appeal methods, and the management would solve it every week.

Special Remarks on this section

1. No violations were identified regarding the discrimination. Related written procedures and records were available for review.
2. Disciplinary rules were documented on the company regulation
3. No trade union was available in the factory, but four worker representatives were selected by workers. Regular meeting was held every three months between management and union representatives and feasible grievance channel was established to communicate worker's complaint and opinion.

Unacceptable NC	Need major improvement NC	Need improvement NC	Compliance level of the section
0	0	0	Acceptable

Part 7 Right of Review

Item No	Requirement	Result	Comments
10.1	Has access been granted to the required documents throughout the audit, including legal documents and other documents (production registration, ISO system registration, ...) to corroborate production hours, working conditions?	Pass	During this audit, the factory was cooperative and all requested documents including legal documents and other documents (production registration, ISO system registration, ...) were provided for crosschecking the working hours, and no inconsistencies were found.
10.2	Has access been granted to factory compound, including all factory buildings and workshops?	Pass	During this audit, physical access to the whole factory was granted.
10.3	Have inconsistencies been found between management interview, workers interviews and documentations/records?	Pass	During this audit, no inconsistencies were found between management interview, workers interviews and documentations/records.

Factory Cooperation and Right of Review				
Very Bad	Bad	Average	Good	Very Good
<p>Factory Cooperation :</p> <p>During this audit, the factory was cooperative and receptive. The factory management did not interfere with the audit result during the whole audit process, including document review, factory tour and employees interview.</p> <p>Right of review :</p> <p>All requested documents including legal documents and production records were provided for review timely. Physical access was fully granted. Employees interview was conducted without present of factory management and without interference from factory management before and after interview with employees.</p>				

Picture(s)	
Nil	

Special Remarks on this section
The factory was cooperative during this audit and no transparency issue other violations were found.

Unacceptable NC	Need major improvement NC	Need improvement NC	Compliance level of the section
0	0	0	Acceptable

B. Employee's interview

Details of the Interview

Total number of people interviewed	Number per group and individual	Number of male and female
8	3 employees in one group and 5 employees were interviewed individually	4 males and 4 females

Interview Nb	Dept.	Comments*
Details of the interviews :how many people in total, in group or individual, male or female		
1	Cutting	Individual interview and no special situation reported.
2	Pressuring	Individual interview and no special situation reported.
3	Pressuring	Individual interview and no special situation reported.
4	Sewing	Individual interview and no special situation reported.
5	Sewing	Individual interview and no special situation reported.
6-7-8	Packing	Group interview and no special situation reported.

Interviews Summary*
<p>Health & Safety:</p> <ul style="list-style-type: none"> -Employees knew how to use the firefighting equipment and they were trained on emergency evacuation procedure -Facility provided PPE to relevant employees at charge free and PPE usage training was provided to them -Facility provided free drinking water, first aid kit to them, and they could free to use the toilet -Employees received HS training including position safety, chemical safety, fire safety, and equipment safety.
<p>Waste Management:</p> <ul style="list-style-type: none"> -Facility conducted chemical leakage drill -Chemical waste and other solid waste were separated -The facility trained them for some environmental acknowledgement
<p>Child Labor:</p> <ul style="list-style-type: none"> -Have facility manual training and child labor policy training -Age document checking before working in the facility , sign labor contract within one month -Personal file with copy of age document was required
<p>Working Hours:</p> <ul style="list-style-type: none"> -The normal working hour is 8 hours -The overtime working arrangement, the normal overtime working hour was 0~3 hours a day and 8 hours a day on rest day generally on Saturday. -No compulsory overtime working

<p>Wages & Benefits</p> <ul style="list-style-type: none"> -Minimum wage was guaranteed by the facility, at least RMB 13.5 per hour, which was little higher than local minimum wage -Overtime wage was paid sufficiently. -Statutory holiday wage was guaranteed -Wages were paid to them on the 7th of the following month by cash.
<p>Employee Representation:</p> <ul style="list-style-type: none"> -4 employee representatives were freely selected by the employees themselves -Employee could express their opinion through the employee representatives or suggestion box
<p>Forced Labor:</p> <ul style="list-style-type: none"> -No forced labor was detected or reported -Employees can resign without at their own wills. -Employees can freely go to the toilet or for water drinking
<p>Discrimination:</p> <ul style="list-style-type: none"> -No discrimination was reported -The facility respects the employees' human rights, no verbal abuse or physical abuse was reported -Employees were paid at the same rate for same position
<p>Disciplinary Practices:</p> <ul style="list-style-type: none"> -No disciplinary deduction was made. -The employee would be terminated because of violating law. -The facility would give the employees some bonus or warning according to the facility rule.
<p>Other:</p> <ul style="list-style-type: none"> -Facility provided free of meals and accommodation to them.

*** Comments:**

During the interviews, if any data is found that contradicts findings of Audit Part A (such as: fake birth date or fake date of hire), the whole related section in Audit Part A must be scored 0. No details of employees interviews are available in report in order to protect employees confidentiality. It can provided upon request

C. Corrective Action Plan

Client	LVMH SA Splusforyou-audit	QIMA Service No	R-Cloud-19115092
Maison	Spluforyou	Audit Type	Initial Audit
Supplier	Jiafeng Plastic Products Co., Ltd	Auditor	Rocky Zhou
Factory	Jiafeng Plastic Products Co., Ltd	Date	Dec-12-2019
Industry	Printing & Packaging	Country	China

Item No	Result	Finding/Violation	Corrective Action	Factory estimated date for Completion
4.1	Need Improvement	The factory did not ensure overtime hours comply with legal requirements. Based on review the attendance records from 1-Dec-2018 to 12-Dec-2019 of the factory, the monthly overtime hours for 10 out of 10 sampled workers were 52-68 hours in Mar, 2019 (random month), the monthly overtime hours for 10 out of 10 sampled workers were 40-60 hours in Jul, 2019 (random month), the monthly overtime hours for 10 out of 10 sampled workers were 50-66 hours Jul, 2019 (current month). 工厂未能保证工人加班时间符合法规要求。	The factory should ensure overtime hours comply with legal requirements.	11-Mar-2020
5.8	Need Improvement	Insufficient social insurance participated. Based on the provided social insurance purchasing list of Oct, 2019, all employees were provided with accident, medical, unemployment and maternity insurances, however, 79 out of 96 employees were provided with retirement insurance. There was no retirement employee and new employees in the factory. 社保未覆盖所有员工。	The factory should provide all kinds of social insurances to all employees.	11-Mar-2020

Asia Inspection maximum suggested timings for implementation of Corrective Actions are:

- 7 Days to submit Action Plan + 30 Days to book a follow-up audit for Critical NCs
- Audit date + 30 days for Major NCs
- Audit date + 90 days for Minor NCs

D. Closing meeting summary

Closing meeting
People attending the meeting: - Huang Baozhen/HR Staff -Lin Baocang/General Manager -Zou Yuan/Quality Supervisor
Main Strengths pointed out during the closing meeting: - Establish the social accountability system. - Good maintenance of EHS. -Sufficient minimum wage, overtime wage and other benefits.
Main Weaknesses pointed out during the closing meeting: -Working hours and social insurance violation issues.
Other points discussed during the closing meeting: -None

THE ABOVE RESULT(S) REFLECT(S) QIMA LIMITED'S FINDINGS AT THE TIME AND PLACE OF AUDIT. WITH REGARD TO THE RANDOM SAMPLE CHARACTER OF THE AUDIT, IT SHOULD BE NOTED THAT ADDITIONAL NONCONFORMITIES MAY EXIST, WHICH WERE NOT FOUND DURING THE AUDIT. THE AUDITOR'S FINDINGS DO NOT RELIEVE THE AUDITEE OF ITS RESPONSIBILITY TO ENSURE THAT THE REQUIREMENTS OF THE STANDARD ARE FULFILLED AND CONSTANTLY ADHERED TO.

Factory Disclaimer

QIMA

YOUR PART IN THE SUPPLY CHAIN

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FACTORY ACKNOWLEDGEMENT

在审核工作开始前，请将文件打印两份并都签上名字

请签名的中文版本（此中文版免责声明可用于在中国地区执行的审核）

启信社(QIMA SA Spółka z ograniczoną odpowiedzialnością) 的审核机，于 Dec-12-2019（审核单号: CN-CLOUD-19115592）(地址: 5009007 或 191 或 Client: CXC, 标准: 标准的工作) 进行审核。

进行此次审核工作的审核员为: Wendy Zhao, 16820301527

请仔细阅读并确认以下启信社的规定文件:

1/ 审核类型:

此次审核将会是: **A**

任务差异将会以报告形式添加: **Auditee CERTIFICATE**.

2/ 审核信息:

审核员姓名将在启信社 管理端/ 报告页上于 QIMA SA Spółka z ograniczoną odpowiedzialnością

所以, 任何审核员有权利, 该审核员为: **Wendy Zhao**, 16820301527

3/ 免责声明:

审核员在审核期间所获得的信息和设备有要求, 如果无法提供则审核员至少能 48 小时通知启信社

● 可上传所有的数据

● 审核员在审核过程中需要到工厂的大门, 生产线, 办公室和宿舍至少等时间。

● 审核员在审核过程中需要查看工厂的相关文件, 工厂图纸, 工人出勤记录, 工人工资表等。

● 审核员在审核过程中需要到工厂/ 附近通过工人进行员工访谈。

4/ 启信社:

我们启信社审核员: 我们的审核员不是记者, 且启信社公司没有一定的审核标准。

启信社审核员为工厂采集数据, 报告, 请和与我们联系 Jiangling.Bai@qima.com Tel: +86 755 2223 9003, Jiangling.Bai@qima.com 接收有关义务向审核员提供任何物品和金钱, 任何违约将会引起相关诉讼案件(Name:)

On behalf of: Jiangling Plastic Products Co., Ltd. Authorized signature only: 受审核人: Jiangling Plastic Products Co., Ltd. (授权人)		
Name of Factory Representative: 工厂代表姓名:	Auth: date 审核日期:	2019.12.12
Signature: 签名:	Arrival Time 到达时间:	9:30
Name of Auditor: 审核员姓名:	Auth: date 审核日期:	12-Dec-2019
Signature: 签名:	Arrival Time 到达时间:	9:30

Complaint Hotline (投诉电话): **China +86 755 2223 9003 / India +91 11 4672 3304**

Workline Hotline (投诉电话): **China +86 189 2655 7090 / India +91 11 4672 3303**

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12

Original signature of the Factory Representative accepting QIMA policy including bribery issues.

Confirmation of Compliance with QIMA Code of Conduct

Q I M A
YOUR EYES IN THE SUPPLY CHAIN

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Confirmation of Compliance with QIMA Code of Conduct
在审核工作结束后，将该文件打印两份并让都签上名字

请签名的中文版本（此中文版本声明是用于在中国地区进行的事例）

订单编号: B-Cash 19115092 审核日期: Dec 12, 2019
工厂名称: Jiafeng Plastic Products Co., Ltd.

我在此代表贵厂确认以下关于工厂审核期间遵守的行为为真:

1. 我确认审计人员没有收受工厂提供的任何礼品、礼金、优惠券（贿赂）。	是 <input checked="" type="checkbox"/>	无涉请提供具体描述
2. 我确认审计人员没有收受工厂的邀请去餐厅就餐。	是 <input checked="" type="checkbox"/>	无涉请提供具体描述
3. 我确认审计人员没有要求任何除客户订单以外的金钱、礼物或样品。	是 <input checked="" type="checkbox"/>	无涉请提供具体描述
4. 我确认审计人员没有向贵厂索取任何不合理的折扣或优惠。	是 <input checked="" type="checkbox"/>	无涉请提供具体描述
5. 我确认审计人员没有向工厂要求到达或离开工厂的往返车票。	是 <input checked="" type="checkbox"/>	无涉请提供具体描述

本人谨以此声明以上所有内容属实。

见证人: 工厂代表: 审核日期: 2019.12.12
签名: 离开时间: 17:30
审核员姓名: 审核日期: 12-Dec-2019
签名: Jimmy Drow

如果我们的审计人员违规行为遭到投诉，请立即联系我们，我们将安排内部审计人员尽快跟进调查处理。

Complaint Hotline (投诉电话): China +86-755-2223-9003 / India +91 11 4672 3171
Workers Hotline: China +86-189-2655-7090 / India +91 11 4672 3304
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6/7

12/12/2019 17:30

Original signature of the Factory Representative confirming that auditor respected QIMA Code of Conduct.

Corrective Action Plan

Q I M A Social Audit Report 2019

C. Corrective Action Plan

Client	LVMH SA Splusforyou-audit	QIMA Service No	8-Cloud-19115092
Maison	Splusforyou	Audit Type	Initial Audit
Auditor	Rocky Zhou	Date	12-Dec-2019
Industry	Printing & Packaging	Country	China
Supplier	Jiafeng Plastic Products Co., LTD	Email:	lam@jiafengpvc.com
Contact	Phone: 86-755-28619986	Email:	lam@jiafengpvc.com
Factory	Jiafeng Plastic Products Co., LTD		
Contact	Phone: 86-755-28619986		

Item No	Result	Finding/Violation	Corrective Action	Factory estimated date for Completion
4.1	Need Improve	The factory did not ensure overtime hours comply with legal requirements. Based on review the attendance records from 1-Dec-2018 to 12-Dec-2019 of the factory, the monthly overtime hours for 10 out of 10 sampled workers were 52-68 hours in Mar, 2019 (random month), the monthly overtime hours for 10 out of 10 sampled workers were 40-60 hours in Jul, 2019 (random month), the monthly overtime hours for 10 out of 10 sampled workers were 50-66 hours Jul, 2019 (current month). 工厂未能保证工人加班时间符合法规要求。	The factory should ensure overtime hours comply with legal requirements.	11-Mar-2019
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QIMA maximum suggested timings for implementation of Corrective Actions are:
 - 7 Days to submit Action Plan + 30 Days to book a follow-up audit for Critical NCs
 - Audit date + 30 days for Major NCs
 - Audit date + 90 days for Minor NCs

Factory Stamp & Representative Signature:
 Date: 2019.12.12

Auditor Signature: [Signature]
 Date: 12-Dec-2019

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12/12/2019 17:30

Original signature of the Factory Representative agreeing with the Audit Findings and Corrective Action Plan defined.

END