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Auditee :	<b>Dongguan Runhee Paper Products Co., LTD</b>
Audit Date From :	<b>30/10/2018</b>
Audit Date To :	<b>30/10/2018</b>
Expiry Date of the Audit :	<b>Please refer to the producer profile in the amfori BSCI platform</b>
Auditing Company :	<b>Intertek</b>
Auditor's Name(s) :	<b>Spark Li(Lead)</b>
Auditing Branch (if applicable) :	<b>Intertek South China - Shenzhen</b>

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



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<p style="text-align: center;"><b>A</b></p> <p style="text-align: center;"><b>Very Good</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated A</li> <li>• No Performance Areas rated C, D or E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
A	A	A	A	A	A	A	A	A	A	A	A	A																													
A	A	A	A	A	A	A	A	A	A	B	B	B																													
A	A	A	A	A	A	A	B	B	B	B	B	B																													
<p style="text-align: center;"><b>B</b></p> <p style="text-align: center;"><b>Good</b></p>	<ul style="list-style-type: none"> <li>• Maximum 3 Performance Areas rated C</li> <li>• No Performance Areas rated D or E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr> <tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
A	A	A	A	A	A	B	B	B	B	B	B	B																													
A	A	A	A	A	B	B	B	B	B	B	B	C																													
B	B	B	B	B	B	B	B	B	B	C	C	C																													
<p style="text-align: center;"><b>C</b></p> <p style="text-align: center;"><b>Acceptable</b></p>	<ul style="list-style-type: none"> <li>• Maximum 2 Performance Areas rated D</li> <li>• No Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr> <tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
A	A	A	A	A	A	A	A	A	C	C	C	C																													
A	A	A	A	A	B	B	B	B	C	C	C	D																													
C	C	C	C	C	C	C	C	C	C	C	D	D																													
<p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>Insufficient</b></p>	<ul style="list-style-type: none"> <li>• Maximum 6 Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr> <tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	E	E	E	E	E	E	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
A	A	A	A	A	A	A	A	A	A	D	D	D																													
A	A	A	B	B	B	C	C	C	D	D	D	E																													
D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>Unacceptable</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	<p>amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.</p>
A	A	A	A	A	A	E	E	E	E	E	E	E																													
A	A	B	B	C	D	E	E	E	E	E	E	E																													
E	E	E	E	E	E	E	E	E	E	E	E	E																													
<p style="text-align: center;"><b>Zero Tolerance</b></p>	<p>A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)</p>	<p>Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.</p>																																							

**Main Auditee Information**



Name of producer :	Dongguan Runhee Paper Products Co., LTD		
DBID number :	384364		
Audit ID :	136598		
Address :	No.1-3, Chuangye New street, Xiangxi, Liaobu Town, Dongguan City, Dongguan, Guangdong, China. Dongguan		
Province :	Guangdong	Country :	China
Management Representative :	Mr. Zedong Zeng / Manager		
Contact person:	Zedong Zeng	Sector :	Non-Food
Industry Type :	Others	Product group :	Others
Product Type :	Paper hangers, hang tags, boxes, paper bags		

**Audit Details**



Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit	
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms	
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No		
Audit extent (if applicable) :	none		
Audit interferences or contingencies (if applicable) :	none		
Overall rating :	C		
Need of follow-up :	Yes	If YES, by : 30/10/2019	

**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
C	B	A	A	C	D	B	A	A	A	A	A	A

**Executive summary of audit report**

**Producer Background**

Dongguan Runhee Paper Products Co., LTD was located at No.1-3, Chuangye New street, Xiangxi, Liaobu Town, Dongguan City, Dongguan, Guangdong, China. This was a private company. The total land area occupied by the facility was about 700 square meters. They had started their operation at the existing location since 2010.

A total of 11 employees include 5 female employees and 6 male employees. The ages ranged from 26-54 years old and currently there was no juvenile employee working in the facility. There are 6 production employees and 5 non-production employees. There are 5 local employees from Guangdong province and 6 migrant employees come from other provinces in China, such as Sichuan and Henan. There are 11 employees present on the day of audit. In view of the facilities, the facility consist of whole 1/F of one 4-storey building as production floor and warehouse; part of 2/F of one 4-storey building as office, no dormitory, canteen or kitchen was available in the facility. The main product manufactured by the facility was paper coat hanger. The main production processes were listed as follows: Cutting, Gluing, Die-cutting and Packaging.

The production capacity was 5000000 pieces /month. Main used machines per type were cutting machines, die-cutting machines and gluing machines.  
Remark:

- The attendance records from October 1, 2017 to October 30, 2018 were provided for review at this audit. Based on the provided attendance records, employees worked in one shift. The normal working hour was from 08:00 to 18:00 with 2 hours' lunch break from 12:00 to 14:00. Employees generally worked from Monday to Saturday and worked 2 hours overtime a day for 5 days a week. Finger scan attendance system was used for time keeping and employees should scan their fingers when they went in and out the workshop. The peak season was not obvious every year as per facility management.
- The payroll records from October 2017 to September 2018 were reviewed at this audit. Based on the provided payroll records, employees' wages were calculated on an hourly-rated basis. The lowest basic wages were RMB1800 per month, which was higher than local legal requirement. For overtime wages, the facility paid employees overtime wage at 150% and 200% of basic wages when employees worked overtime hours on weekdays and rest days. As per the regulation, the facility would pay 300% of basic wages when employees worked overtime hours on statutory holidays, but no employee worked on statutory holidays. Employees were paid by cash on or before 25th of each month after the previous wage calculation cycle.
- The business license information as following: local facility name: 东莞市润和纸品有限公司, license number: 91441900699781292A.
- There was no nonconformance observed in below Performance areas: PA3, PA4, PA8, PA9, PA10, PA11, PA12 and PA13.
  - Performance areas 3: The facility had written policies that recognize and respect the right of employees to exercise their lawful rights of free association. All employees had right to organize and participated in trade union in accordance with local law. One employee committee with elected employee representative existed in the facility. The free election was held without restriction from facility management. Employees could report concerns through suggestion box and employee representative communication. Through the employee interview, the facility enters into discussions with the workers representatives in an open manner and within the terms of local law. The minutes were available for review.
  - Performance areas 4: There was no discrimination in hiring, compensation and benefits, access to training, promotion, termination, etc, and the facility provided the same pay to male/female employees.
  - Performance areas 8: Child Labor policies and procedures were communicated to Human Resources personnel through formal awareness session by the HR Director. Training includes brain storming and case sharing of recruitment personnel to further strengthen their ability of cross checking of age documentations. The facility would collect, check and retain the proof age document-Identification Card from all potential employees. And the facility would authenticate ID cards through document review, interview and physical appearance comparison. The regular information such as birthdates, recruitment date, education background and working experiences, background of family, emergency contact number were fully filled in personnel files.
  - Performance areas 9: There was no juvenile worker in the facility. Furthermore, the facility had also established procedures for protection of juvenile workers, such as registration, regular health examination, did not arrange juvenile worker to hazard work position, etc.
  - Performance areas 10: The facility signed labor contracts with all normal employees within 30 days after employment. All of them had a copy of the contract in their own language. The facility had taken relevant orientation training when hiring. No temporary employee was noted in the facility.
  - Performance areas 11: There was no forced, bonded or involuntary prison labour in the facility. Employees were not required to pay any deposits or leave their ID cards to the employer. Employees could free to leave their working stations once their shifts end, and were free to leave their employer if they notified in writing 30 days in advance after probation period or 3 days in advance within probation period.
  - Performance areas 12: The facility had established a written environmental policy. One senior management was responsible for continuous improvements in their environmental performance. Furthermore, the facility had provided EIA (Environmental Impact Assessment), EIA approval for review.
  - Performance areas 13: The facility had established procedure to actively oppose any act of corruption, extortion or embezzlement, or in any form of

bribery in its activities, had kept accurate information regarding its own activities, structure and performance, and had collected, used and processed personal information with reasonable care in accordance with privacy and information security laws and regulatory requirements.

5. There are no agencies used by the auditee, which makes the agency labour contract and contractor license not applicable.

6. There are no government waivers used by the auditee, which makes the waivers not applicable.

7. The auditee was shared the same building with the other one facility. There was facility B named Dongguan Liaobu Maixin Handbag Factory with the main product was handbag. As per the auditee management, the facility B had separate business license and management. The facility B allowed auditor to view the business license and conduct site tour. During onsite observation, auditor found facility B had separate business scope, facility name, attendance recorder and management. According to employees' interview, they said that they did not go to the facility B to work and did not see the employees from facility B working in the audited facility.

**Ratings Summary**



<b>Auditee's background information</b>			
Auditee's name :	<b>Dongguan Runhee Paper Products Co., LTD</b>	Legal status :	<b>Limited Company</b>
Local Name :	<b>东莞市润和纸品有限公司(统一社会信用代码:91441900699781292A)</b>	Year in which the auditee was founded :	<b>2010</b>
Address :	<b>No.1-3, Chuangye New street, Xiangxi, Liaobu Town, Dongguan City, Dongguan, Guangdong, China.</b>	Contact person (please select) :	<b>Zedong Zeng</b>
Province :	<b>Guangdong</b>	Contact's Email :	<b>dong.tsang@runhee.com</b>
City :	<b>Dongguan</b>	Auditee's official language(s) for written communications :	<b>Chinese</b>
Region :	<b>North East Asia</b>	Other relevant languages for the auditee :	<b>None</b>
Country :	<b>China</b>	Website of auditee (if applicable) :	<b>www.Runhee.com</b>
GPS coordinates :	<b>N23°1'47"; E113°50'59"</b>	Total turnover (in Euros) :	<b>2000000.00</b>
Sector :	<b>Non-Food</b>	Of which exports % :	<b>100.00</b>
Industry :	<b>Others</b>	Of which domestic market % :	<b>0.00</b>
If other, please specify :		Production volume :	<b>5000000 pieces per month</b>
Product Group :	<b>Others</b>	Production cost calculation :	<b>Yes</b>
If other, please specify :		Lost time injury calculation cost :	<b>No</b>
Product Type :	<b>Paper hangers, hang tags, boxes, paper bags</b>		

<b>Auditee's employment structure at the time of the audit</b>			
Total number of workers :	<b>11</b>	Total number of workers in the production unit to be monitored (if applicable) :	<b>0</b>
	<b>MALE WORKERS</b>	<b>FEMALE WORKERS</b>	
Permanent workers	<b>6</b>	<b>5</b>	
Temporary workers	<b>0</b>	<b>0</b>	
In management positions	<b>1</b>	<b>0</b>	
Apprentices	<b>0</b>	<b>0</b>	
On probation	<b>0</b>	<b>0</b>	
With disabilities	<b>0</b>	<b>0</b>	
Migrants (national citizens)	<b>5</b>	<b>1</b>	
Migrants (foreign citizens)	<b>0</b>	<b>0</b>	
Workers on the permanent payroll	<b>6</b>	<b>5</b>	
Production based workers	<b>0</b>	<b>0</b>	
With shifts at night	<b>0</b>	<b>0</b>	
Unionised	<b>0</b>	<b>0</b>	
Pregnant	<b>-</b>	<b>0</b>	
On maternity leave	<b>-</b>	<b>0</b>	

**Finding Report**



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

Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: C

Deadline date:30/04/2019

**GOOD PRACTICES:**  
Nil

**AREAS OF IMPROVEMENT:**

The overall observation shows that the auditee partially fulfills the requirements of this performance area. The BSCI management system was established in facility. The facility had established policies and procedures of 13 performance areas according to BSCI Code, One senior management representative (Zedong Zeng / Manager) had been appointed in charging of implement of BSCI management system. Based on management interview, BSCI management representative knew clear about BSCI new Code. The facility had established supplier social performance management system including establishing supplier management policy on BSCI, selecting the supplier according to the audit result, monitoring the social performance of supplier periodically. Monitoring records for suppliers were provided during the audit. The facility had realistically calculated the costs of production and delivery times. The working hour management system has been established in facility. However, one finding was identified in this performance area, please refer to relevant checkpoint for details.

整体观察显示被审核方部分遵循该绩效区域的要求。工厂已建立BSCI管理系统，工厂根据BSCI行为准则的要求制定了13个绩效区域的政策和程序的文件。曾泽东经理被指定为BSCI管理者代表，根据管理层访谈，BSCI管理者代表清楚了解新的BSCI行为准则。工厂已建立了供应链社会责任管理系统包括建立供应商管理政策，按照BSCI要求筛选并监控供应商社会责任绩效，审核过程中提供了供应商监控记录。工厂了解如何计算生产产能和订单周期，工厂已建立工时管理系统。但是，在此部分有发现1个问题点，具体参考相关的检查点。

- 1.4 - The auditee's workforce capacity was not properly organized to meet the expectations of the delivery order and/or contracts due to the overtime hours exceeding the local law requirement. Please refer to checkpoint #6.2 for details. Law/COC: In accordance with BSCI Social Requirements, the auditee's workforce capacity should be properly organized to meet the expectations of the delivery order and/or contracts.  
受审核方的劳动力没有被正确安排以满足客人订单的期望，因为员工加班时间超出了法律的规定，具体参考检查点6.2。法规/行为准则：根据BSCI社会责任要求，受审核方的劳动力需要被正确安排以满足客人订单的期望。

**Remarks from Auditee:**  
Nil

**Performance Area 2 : Workers Involvement and Protection**

Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: B

Deadline date:30/04/2019

**GOOD PRACTICES:**  
Nil

**AREAS OF IMPROVEMENT:**

The main auditee provided BSCI relevant trainings for all employees and posted BSCI COC in public; the auditee established effective grievance mechanism for individuals and communities, and communicated with employees; workers understood the grievance mechanism based on the interviews. Interviewed employees understood their right and responsibilities. However, based on satisfactory evidence, the main auditee partially respected this principle, 1 finding was identified in this performance area and please refer to relevant checkpoint for details.

被审核方给全体员工提供了BSCI相关的培训，并张贴BSCI行为准则在现场；被审核方建立了有效的针对个人和利益相关方的申诉机制，并传达给员工；访谈中工人理解申诉机制。受访员工理解他们的权利和职责。但是基于令人满意的证据，被审核方部分尊重BSCI的本条原则，在此部分有发现1个问题点，具体参考相关的检查点。

- 2.4 - As per document review, management and employee interview, the facility did not provide BSCI specific training to new hired employees. Law/COC: In accordance with BSCI Social Requirements, the facility should provide BSCI training to managers, workers and workers representatives regularly.  
通过文件审核和管理层以及员工面谈发现，企业没有为新进员工提供BSCI培训。法规/行为准则：根据BSCI社会责任要求，企业应该为管理层，员工代表，员工提供定期的BSCI培训。

**Remarks from Auditee:**  
Nil

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

Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: A

Deadline date:

**GOOD PRACTICES:**  
Nil

**AREAS OF IMPROVEMENT:**

No nonconformance was observed.  
没有发现不符合项。

**Remarks from Auditee:**  
Nil

<b>Performance Area 4 : No Discrimination</b>	
Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> Nil	
<b>AREAS OF IMPROVEMENT:</b> No nonconformance was observed. 没有发现不符合项。	
<b>Remarks from Auditee:</b> Nil	
<b>Performance Area 5 : Fair Remuneration</b>	
Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: C	Deadline date:30/04/2019
<b>GOOD PRACTICES:</b> Nil	
<b>AREAS OF IMPROVEMENT:</b> Based on the provided payroll records, auditor found that all employees' wages were calculated on hourly-rated basis. The lowest basic wages were RMB1800 per month that was higher than local law's requirement. For overtime wages, 150%, 200% and 300% of basic wages were paid to employees for their overtime hours on workdays, rest days and public holidays respectively. Employees were paid by cash on or before the 25th of each month after the previous wage calculation cycle. The facility had provided social benefits such as marriage leave and child-bearing leave, etc to eligible employees. However, 2 findings were identified in this performance area, please refer to relevant checkpoints for details. 根据企业提供的工资表,发现所有员工工资按计时方式计算。员工最低基本工资为每月人民币1800元,高于当地法规标准。工作日加班,周末以及法定假加班分别按1.5倍,2倍以及3倍基本工资计算。员工工资按月在次月25日前以现金方式发放。工厂有提供婚假和产假等法律规定的福利给相关人员。但是,在此部分有发现2个问题点,具体参考相关的检查点。	
5.4 -	The facility did not calculate local basic needs wage and was not aware of basic needs wage for decent standard of living. Law/COC: In accordance with the requirement of BSCI 5.4, the auditee should provide sufficient remuneration that allows workers to meet a decent standard of living. 企业未计算当地员工过上体面生活的基本需求工资,也不了解当地过上体面生活的基本需求工资。法规/行为准则:根据BSCI审核清单B5.4要求,企业应该提供足够的福利待遇让员工过上体面的生活。
5.5 -	Insufficient social insurance participated. Through document review the social insurance receipt from October 2017 to October 2018 and social insurance account of October 2018, auditor found that only 7 out of 11 hired directly employees (63%) had participated in employment injury insurance, basic medical insurance, maternity insurance, unemployment insurance and basic endowment insurance. Law/COC: In accordance with the Social Insurance Law of the People's Republic of China, Article 10 Employees shall participate in the basic endowment insurance, and the basic endowment insurance premiums shall be jointly paid by employers and employees. Article 23 Employees shall participate in the basic medical insurance for employees, and the basic medical insurance premiums shall be jointly paid by employers and employees in accordance with the relevant provisions of the state. Article 33 Employees shall participate in the employment injury insurance, and the employment injury insurance premiums shall be paid by their employers rather than the employees. Article 44 Employees shall participate in unemployment insurance, and the unemployment insurance premiums shall be jointly paid by employers and employees in accordance with the relevant provisions of the state. Article 53 Employees shall participate in maternity insurance, and the maternity insurance premiums shall be paid by employers rather than employees in accordance with the relevant provisions of the state. 社会保险参保不足。通过文件审核2017年10月到2018年10月的社会保险收据和2018年10月的社保台帐,审核员发现企业的11名直接招聘员工中,7人(63%)参加了工伤保险,医疗保险,生育保险,失业保险和养老保险。法规/行为准则:依据《中华人民共和国社会保险法》第十条,职工应当参加基本养老保险,由用人单位和职工共同缴纳基本养老保险费。第二十三条 职工应当参加职工基本医疗保险,由用人单位和职工按照国家规定共同缴纳基本医疗保险费。第三十三条 职工应当参加工伤保险,由用人单位缴纳工伤保险费,职工不缴纳工伤保险费。第四十四条 职工应当参加失业保险,由用人单位和职工按照国家规定共同缴纳失业保险费。第五十三条 职工应当参加生育保险,由用人单位按照国家规定缴纳生育保险费,职工不缴纳生育保险费。
<b>Remarks from Auditee:</b> Nil	



**Performance Area 6 : Decent Working Hours**

Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: D

Deadline date:30/04/2019

**GOOD PRACTICES:**

Nil

**AREAS OF IMPROVEMENT:**

Based on the provided attendance records, auditor found that finger scan attendance recording systems were used for time keeping and every employee should scan their fingers when they went in and out the facility. The peak season was not obvious every year in the facility. Workers worked overtime voluntarily. The employees could enjoy at least one day off after six consecutive working days. However, one finding was identified in this performance area, please refer to relevant checkpoint for details.

根据企业提供的考勤表, 审核员发现工厂采用指模考勤系统来记录考勤, 所有员工在上下班均需扫描指模。每年生产旺季不明显。员工按个人意愿加班。并且每连续工作6天至少休息1天。但是, 在此部分有发现一个问题点, 具体参考相关的检查点。

**6.2 -** Overtime hours exceeded the legal requirement. Through document review, auditor found that the monthly overtime hours of 8 out of 8 employees were 80 hours in September 2018 (current month), the monthly overtime hours of 8 out of 8 employees were 80 hours in May 2018 (random month), the monthly overtime hours of 8 out of 8 employees were 68 hours in October 2017 (random month). Law/COC: In accordance with the PRC Labour Law article 41 The employing unit may extend working hours due to the requirements of its production or business after consultation with the trade union and labourers, but the extended working hour for a day shall generally not exceed one hour; if such extension is called for due to special reasons, the extended hours shall not exceed three hours a day under the condition that the health of labourers is guaranteed. However, the total extension in a month shall not exceed thirty-six hours.

加班时间超过法规要求。通过文件审核, 审核员发现在抽取的2018年9月(当前月)的考勤中, 8名随机抽取的员工中8人的月加班时间为80小时; 2018年5月(随机月)的考勤中, 8名随机抽取的员工中8人的月加班时间为80小时, 2017年10月(随机月)的考勤中, 8名随机抽取的员工中8人的月加班时间为68小时。法规/行为准则: 依据《中华人民共和国劳动法》第41条, 用人单位由于生产经营需要, 经与工会和劳动者协商后可以延长工作时间, 一般每日不得超过一小时; 因特殊原因需要延长工作时间的, 在保障劳动者身体健康的条件下延长工作时间每日不得超过三小时, 但是每月不得超过三十六小时。

**Remarks from Auditee:**

Nil

**Performance Area 7 : Occupational Health and Safety**

Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: B

Deadline date:30/04/2019

**GOOD PRACTICES:**

Nil

**AREAS OF IMPROVEMENT:**

During documents review found that most relevant health, safety and fire safety certificates were provided for review in this audit. The facility routinely assesses their H&S system, policies and procedures to see whether any areas should be updated to meet the requirement of local law and BSCI principles. The facility maintained a comfortable temperature throughout the work floor. The electrical system was in a good condition. All switches in the electrical control panels have been labeled with warning sign. All safety exits were affixed both exit signs and emergency lights, the work floor was installed with fire alarm system, and all fire fighting equipments were inspected once a month. All safety exits were kept unblocked. Sufficient first aid kits stocked with necessary supplies were provided in workshop. Drinkable water was available in workshop. Employees had received regular and recorded health & safety training such as fire drill etc. However, 9 findings were identified in this performance area and please refer to relevant checkpoints for details. Remark for 7.21: No kitchen or canteen was provided by the facility. Remark for 7.23: No transportation was provided by the facility.

通过文件审核发现企业提供了大部分必要的健康、安全、消防方面的文件记录供审核。企业会常规的评估所有健康安全体系、方针、程序来确保所有可能更新的体系内容符合法律法规和体系标准的要求。企业有保持舒适的工作环境。电力系统良好，所有电箱开关有张贴警示标示。所有安全出口有安装出口标识和应急灯，车间有安装消防警铃，所有消防设施每月点检一次。所有安全出口都是保持畅通无阻的状态。车间配有急救箱和饮用水台。工人有定期接受健康安全培训如消防演习等。但是，在此部分有发现9个问题点，具体参考相关的检查点。针对7.21的备注：工厂未提供食堂和餐厅给员工。针对7.23的备注：工厂未提供交通给员工。

7.1 - 1. The facility did not effectively implemented health and safety system and law requirement, detailed as the findings of PA7. Law/COC: In accordance with BSCI Social Requirement 7.1, the facility should be in observance of occupational health and safety regulations applicable for its activities and set up an effective management system to implement the BSCI Code of Conduct. 2. No occupational health examination was provided to employees engaged in post with occupational disease hazards. Through management interview and employees interview, it was noted that there were 6 employees worked with hazardous factor such as chemical and powder dust in workshops, but no employee had participated in the periodic occupational health examination which required by law. Law/COC: In accordance with the PRC Law of Prevention and Control of Occupational Diseases Article 35, the employer shall conduct regular occupational health examination for those labourers who are engaged in works with occupational hazard(s) as required by production safety supervision and administration department and public health administrative department under the State Council. The occupational health examination shall be conducted before labourers start to take the post, in the course of the work and after leave the post and the employer shall provide the results of the occupational health examinations to labourers in written. The expenses of the occupational health examination shall be borne by employers. The employer shall not arrange labourers to engage in the work with occupational hazard(s) prior to the pre-post occupational health examination, or labourers with any occupational prohibition to engage in the prohibited work from them. Once the occupational health examination indicates that employee is suffering from the occupational damage in relation to his or her occupation, the employer shall transfer such a labourer out of his or her original post, and allocate him or her in a proper way. The employer shall not rescind or terminate the labour contracts signed with those employees without the occupational health examination at time of leaving the post. The occupational health examination shall be undertaken by the Medical and Health Institutions with Practicing Licence of Medical Institution. The Health Administrative Department shall strengthen the standardization management of occupational health examination. The specific administrative measures shall be formulated by the Health Administrative Department of State Council. 3. No training certificate of safety production knowledge and management skill for the principal in charge and persons for the management of work safety in the facility. During document review, auditor found that the facility could not provide the training certificate of safety production knowledge and management skill of the principal in charge and persons for the management of work safety for review. Law/COC: In accordance with the Law of the PRC on Work Safety Article 24, The principal in charge and persons for the management of work safety in production and business entities have to have the knowledge about work safety and the competence for the management, which are commensurate with the production and business activities of these entities. The principal in charge and persons for the management of work safety in production and business entities that produce, trade or store hazardous articles, and mines, metal smelting, building construction, and road transport shall only be appointed to the posts after they pass the examinations in their knowledge about work safety and their competence in the management conducted by the competent departments for work safety supervision and administration. No fees shall be charged for taking such examinations. Entities that produce or store hazardous articles, and mines, metal smelting shall have certified safety engineer to work on the management of work safety.

1. 企业未有效的执行法规的要求和健康安全体系，详情请见PA7的发现点。法规/行为准则：依据BSCI社会责任要求7.1，企业应遵守适用于该企业的职业健康和安全的相守则，建立有效的管理系统来满足BSCI行为守则。2. 企业没有提供职业健康检查为从事职业性危害作业的员工。通过管理层面谈和员工面谈，发现企业共有6名员工在车间会接触粉尘和胶水，但是没有员工按法规要求参加定期职业健康检查。法规/行为守则：依据《中华人民共和国职业病防治法》第三十五条，对从事接触职业病危害的作业的劳动者，用人单位应当按照国务院安全生产监督管理部门、卫生行政部门的规定组织上岗前、在岗期间和离岗时的职业健康检查，并将检查结果书面告知劳动者。职业健康检查费用由用人单位承担。用人单位不得安排未经上岗前职业健康检查的劳动者从事接触职业病危害的作业；不得安排有职业禁忌的劳动者从事其所禁忌的作业；对在职业健康检查中发现有与所从事的职业相关的健康损害的劳动者，应当调离原工作岗位，并妥善安置；对未进行离岗前职业健康检查的劳动者不得解除或者终止与其订立的劳动合同。职业健康检查应当由取得《医疗机构执业许可证》的医疗卫生机构承担。卫生行政部门应当加强对职业健康检查工作的规范管理，具体管理办法由国务院卫生行政部门制定。3. 企业主要负责人和安全生产管理人员未取得安全生产知识和管理能力培训证书。在文件审核时，企业无法提供该企业主要负责人和安全生产管理人员的安全生产知识和管理能力培训证书供审阅。法规/行为准则：依据《中华人民共和国安全生产法》第24条，生产经营单位的主要负责人和安全生产管理人员必须具备与本单位所从事的生产经营活动相应的安全生产知识和管理能力。危险物品的生产、经营、储存单位以及矿山、金属冶炼、建筑施工、道路运输单位的主要负责人和安全生产管理人员，应当由主管的负有安全生产监督管理职责的部门对其安全生产知识和管理能力考核合格。考核不得收费。危险物品的生产、储存单位以及矿山、金属冶炼单位应当有注册安全工程师从事安全生产管理工作。

7.2 - Insufficient employment injury insurance participated. Through document review, auditor found that the facility had not purchased any injury insurance for 4 employees. Law/COC: In accordance with BSCI Social Requirement 7.2, the facility should improve workers' protection in case of accident, including through compulsory insurance schemes to implement the BSCI Code of Conduct.

工伤保险参保不足。通过文件审核，企业没有为4名员工购买任何工伤保险。法规/行为准则：依据BSCI社会责任要求7.2，企业应提高员工的保护措施来应对可能出现的工作，包括执行强制工伤保险的计划来满足BSCI行为守则。

7.7 - Safety facilities for hazardous chemicals were not compliant with legal requirement. During facility tour, auditor found that no secondary containment was installed for glue used in workshop. Law/COC: In accordance with Regulations on the Safety Management of Dangerous Chemicals article 20, The units producing, storing dangerous chemicals shall, according to the categories and hazardous characteristics of the dangerous chemicals they producing, storing, set up the corresponding safety facilities and equipments for monitoring, aeration, protection against exposure to sun, temperature adjusting, fireproof, fire fighting, flameproof, pressure discharging, prevention of toxicants, neutralization, moistureproof, protection against thunder, protection against static, antiseptis, prevention of leakage, protection dams or segregated operations, etc.. In addition, the units shall carry out maintenance and caring regularly according to the national standards, industrial standards or the relevant provisions of the State, thus to guarantee the safety operations of facilities and equipments.

危险化学品储存的安全设施不符合要求。在现场巡查时，审核员发现车间用到的胶水没有安装二次容器。法规/行为准则：根据危险化学品安全管理条例第二十条，生产、储存危险化学品的单位，应当根据其生产、储存的危险化学品的种类和危险特性，在作业场所设置相应的监测、监控、通风、防晒、

	<p>调温、防火、灭火、防爆、泄压、防毒、中和、防潮、防雷、防静电、防腐、防泄漏以及防护围堤或者隔离操作等安全设施、设备，并按照国家标准、行业标准或者国家有关规定对安全设施、设备进行经常性维护、保养，保证安全设施、设备的正常使用。生产、储存危险化学品的单位，应当在其作业场所和安全设施、设备上设置明显的安全警示标志。</p>
7.8 -	<p>It was noted that accident procedures were not visually displayed to exposed workers and first-aid personnel. Law/COC: In accordance with BSCI Social Requirement 7.8, the facility should document an emergency procedure, which is widely understood by workers; particularly by those who play a more relevant role in case of accidents. 审核发现工厂的事故应急处理程序没有张贴以供员工和急救人员使用。法规/行为准则: 依据BSCI社会责任要求7.8, 企业应保证工人全面了解急救步骤, 尤其是与意外关联性更大的工人。</p>
7.11 -	<p>No original construction safety certificate. During facility tour and document review, auditor found that the facility did not provide original construction safety certificate for review. Law/COC: In accordance with the PRC Construction Law Article 61, a construction project handed over for acceptance checks for completion must conform to the prescribed construction project quality standards, be provided with complete project technical and economic data and signed project warranty, and be provided with other qualified conditions for completion as prescribed by the state. A construction project may only be handed over for use upon passing the acceptance checks for completion; no construction project shall be handed over for use without going through the acceptance checks for completion or passing the acceptance checks for completion. 没有提供建筑竣工验收报告的原件。在现场巡查和文件审核时, 审核员发现企业没有提供建筑竣工验收报告的原件供审核。法规/行为准则: 依据《中华人民共和国建筑法》第六十一条, 交付竣工验收的建筑工程, 必须符合规定的建筑工程质量标准, 有完整的工程技术经济资料 and 经签署的工程保修书, 并具备国家规定的其他竣工条件。建筑工程竣工验收合格后, 方可交付使用; 未经验收或者验收不合格的, 不得交付使用。</p>
7.22 -	<p>Lack of suppliers in the toilet. During the facility tour, auditor found that toilets in the production area did not have soap or paper supplies. Law/COC: In accordance with BSCI Social Requirement 7.22, toilets should be equipped with necessary supplies such as soap and paper and working locks. 厕所缺少物品。通过现场走访, 审核员发现企业在厕所中没有提供肥皂和厕纸。法规/行为准则: 依据BSCI社会责任要求7.22, 被审核方应在卫生间配置足够物品如肥皂和厕纸以及锁具。</p>
7.24 -	<p>The facility did not conduct evaluation on occupational hazard factors. During facility tour, auditor found that hazardous factors existed in workshops. However, the facility could not provide evaluation report of occupational hazardous factors for review. Law/COC: In accordance with Provisions on the Supervision and Administration of Workplace Occupational Health Article 20, An employing entity with occupational hazards shall entrust an occupational health technical service agency with corresponding qualification to conduct evaluation on occupational hazard factors at least once every year. An employing entity with severe occupational hazards shall, in addition to the above requirement, entrusts an occupational health technical service agency with corresponding qualification to conduct assessment on occupational hazard status at least once every three years. The results of the evaluation and assessment shall be kept in archive, reported to local administration department of work safety, and announced to the workers. 企业没有按要求进行职业危害因素检测。在现场巡查时, 审核员发现在生产车间存在职业危害因素。但是, 企业未能提供该作业场所的职业危害因素监测报告供审阅。法规/行为准则: 依据《工作场所职业卫生监督管理规定》第二十条, 存在职业病危害的用人单位, 应当委托具有相应资质的职业卫生技术服务机构, 每年至少进行一次职业危害因素检测。职业病危害严重的用人单位, 除遵守前款规定外, 应当委托具有相应资质的职业卫生技术服务机构, 每三年至少进行一次职业危害现状评价。检测、评价结果应当存入本单位职业卫生档案, 并向安全生产监督管理部门报告和劳动者公布。</p>
<b>Remarks from Auditee:</b>	
Nil	
<b>Performance Area 8 : No Child Labour</b>	
Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: A <span style="float: right;">Deadline date:</span>	
<b>GOOD PRACTICES:</b>	
Nil	
<b>AREAS OF IMPROVEMENT:</b>	
No nonconformance was observed. 没有发现不符合项。	
<b>Remarks from Auditee:</b>	
Nil	
<b>Performance Area 9 : Special protection for young workers</b>	
Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: A <span style="float: right;">Deadline date:</span>	
<b>GOOD PRACTICES:</b>	
Nil	
<b>AREAS OF IMPROVEMENT:</b>	
No nonconformance was observed. 没有发现不符合项。	
<b>Remarks from Auditee:</b>	
Nil	

<b>Performance Area 10 : No Precarious Employment</b>	
Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> Nil	
<b>AREAS OF IMPROVEMENT:</b> No nonconformance was observed. 没有发现不符合项。	
<b>Remarks from Auditee:</b> Nil	
<b>Performance Area 11 : No Bonded Labour</b>	
Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> Nil	
<b>AREAS OF IMPROVEMENT:</b> No nonconformance was observed. 没有发现不符合项。	
<b>Remarks from Auditee:</b> Nil	
<b>Performance Area 12 : Protection of the Environment</b>	
Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> Nil	
<b>AREAS OF IMPROVEMENT:</b> No nonconformance was observed. 没有发现不符合项。	
<b>Remarks from Auditee:</b> Nil	
<b>Performance Area 13 : Ethical Business Behaviour</b>	
Full Audit [Audit Id - 136598] Audit Date: 30/10/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> Nil	
<b>AREAS OF IMPROVEMENT:</b> No nonconformance was observed. 没有发现不符合项。	
<b>Remarks from Auditee:</b> Nil	

**Summary**



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	30/10/2018	136598	C	B	A	A	C	D	B	A	A	A	A	A	A	C

Producer Photos



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

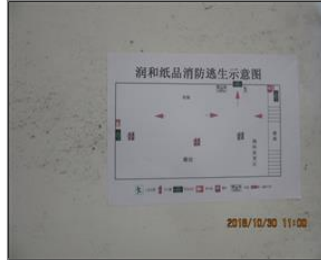


Photo of fire safety equipment  
Evacuation plan.JPG



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



External photo(s) of the production unit(s)  
Main entrance of facility.JPG



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



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



External photo(s) of the production unit(s)  
Outside entrance.JPG



Photo of fire safety equipment  
Fire extinguishers.JPG



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



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



Photo of non-conformity  
NC no secondary container for glue.JPG



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



Photo first aid facilities  
Eye washing station.JPG



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



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



Photo first aid facilities  
First aid box.JPG



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



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



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



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



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



Photo of fire safety equipment  
Evacuation direction sign.JPG



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



Photo of the sanitary facilities  
Toilet.JPG