
Auditee :	Wenzhou Tianrui Chemical Fibre Co.,Ltd
Audit Date From :	25/05/2020
Audit Date To :	26/05/2020
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	APCER
Auditor's Name(s) :	Aries He(Lead)
Auditing Branch (if applicable) :	



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Rating Definitions



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

Main Auditee Information



Name of producer :	Wenzhou Tianrui Chemical Fibre Co.,Ltd		
DBID number :	401022		
Audit ID :	181121		
Address :	No.62 Shunfa Road, Lupu Longgang Wenzhou		
Province :	Zhejiang	Country :	China
Management Representative :	Hu Hongdong		
Contact person:	Hongdong Hu	Sector :	Non-Food
Industry Type :	Textiles, clothing, leather	Product group :	other soft goods (please specify)
Product Type :	NON WOVEN ITEMS,FACE MASK,HEAD REST		

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 : 26/05/2021

Rating per Performance Area (PA)

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

Executive summary of audit report

WENZHOUI TIANRUI CHEMICAL FIBRE CO., LTD is located at "No.62 Shunfa Road, Lupu Longgang, Wenzhou, Zhejiang Province, China" based on the Business License. The legal registration address was in line with the actual production site based on the interview with management & workers and on-site observation. The company started their operations in March 28, 2007 at the current location. The factory's local name is "温州天瑞化纤有限公司 (91330327660555810E)".

The factory consisted of two flat building for production area and warehouse and 1F of one 6-storey building for office. The total land area occupied by the auditee is about 3,150 square meters.

Besides, there was other company in same boundary, through document review and facility tour and employee interview, these two companies did not share staff, equipment or management system. The auditee manages and monitor the health and safety issues in public area such as assembling area and evacuation passage. Joint fire drill with other companies was arranged and conducted.

There is no kitchen, canteen or dormitory available to employees.

Employees rent apartment nearby the factory for living by themselves. Also, employees have meals in restaurants outside of the factory premise. The expense for meal is about RMB8-10 per meal and the expense for renting house is about RMB210-380 per month for each employee respectively.

There was no Trade Union or worker committee available in the factory, but there were 2 worker's representatives elected by workers.

The main product manufactured by the factory was NON-WOVEN ITEMS, FACE MASK, HEAD REST.

The main production processes include mixing, non-woven making, spot welding, assembling and packing.

There was no evidence showing that orders are subcontracted to other factories.

The main production machines or equipment includes 4 non-woven molding lines, 8 spot welding machines.

There was no peak month in the factory, except in February which is Chinese Spring festival and the factory will be closed for about 15 days.

Concerning the fire safety management, the factory did not obtain valid Fire Inspection Certificate from local Fire Brigade with the document number.

Based on documents checked, site observation and employee interview, fire safety was managed effectively. The auditee has established health and safety committee and conducted risk assessment. The relevant policy and procedures were available for review. The training included fire drill & evacuation exercise provided to workers regularly. Emergency exits fulfill the legal requirements and are marked legibly for easy evacuation during emergencies, and they were kept open during the audit. Evacuation plans were posted inside plant and emergency lights were installed at all of the designated places of the production floor and staircase. Enough firefighting equipment such as fire extinguishers, hydrants and alarms were installed in place, maintained by regular checks and kept in good condition, which were also confirmed by on site check and test randomly during the audit.

Attendance records from April 2019 to the audit day and payroll records since April 2019 to March 2020 were reviewed in this audit. By cross check those records, production records and interview with the management, workers and worker representative; no inconsistency on working hours was identified during the audit. The regular working time was 8 hours per day and 5 days per week.

There were 2 shift productions for employees in non-woven making section; the first shift was from 7:30 to 19:30 with 1.0 hours break, the second shift was from 19:30 to 7:30 with 1.0 hours paid break; workers generally had overtime work at night on Saturday for 11 hours, but they always had one day off per week.

There was 1 shift production for other employees from 8:00 to 16:30 with 0.5 hour lunch break from 11:00 to 11:30. Workers generally had overtime work at night for 3 hours from 17:30 to 20:30 for 1 to 3 nights per week and on Saturday for 8 hours from 8:00 to 16:30, but they always had one day off per week.

Time scanner was used for recording check in/out time and every employee should scan their working time when they entered and exited the facility.

All employees' wages were calculated by hourly-rate and the lowest basic wage was RMB14.94 (2600/21.75/8) per hour equivalent to RMB 2600 per month which exceed local legal minimum payment requirement RMB1660 per month equivalent to RMB9.54 (1660/21.75/8) since December 1, 2017.

For overtime premium, 150% and 200% of basic wages were paid to employees for their overtime hours on workdays and rest days respectively, and no overtime was arranged on public holidays. The auditee did not provide the information on fair remuneration scan or living wage prior to the audit because they did not know how to finish it. Based on the payrolls provided by factory, the lowest normal wage (excluded OT premium) for workers was RMB2600/month, which was less than the local living wage (RMB2672.81 /month) calculated by the auditor.

There were total 69 employees including 44 males and 25 females in the factory according to worker roster, site tour and the interview with management and workers. There were 56 production employees (included mixing, non-woven making, spot welding etc.) and 13 non-production employees (including finance and management person etc.). The youngest employee who was born in February 2001 and started the work in the factory in December 2019. 39 employees were migrants.

There was no subcontracted worker or service provider (such as security guard) working in the factory. All employees were hired by the factory directly.

10 employees were interviewed, including 7 males and 3 females. Interviewees were satisfied with the working condition and management system in the facility.

The facility management and workers (representative) showed a positive attitude to this audit during the whole process. The audit was basically fulfilled

according to the audit plan sent prior to the audit. At the end of the audit, all the findings were accepted by the auditee. The performance areas needed improvements were as follows: PA1, PA5-7, PA12.
No other serious issue was noted in this audit.

Remark:

1. There are no agencies used by the auditee, which makes the agency labour contract not applicable.
2. The facility did not get relevant document, so no government waiver was attached.
3. The facility did not sign collective bargaining agreement, so no collective bargaining agreements was attached.
4. This is full audit, so no remediation of previous findings/areas of improvement was attached.
5. No inconsistencies were found in this audit, so no inconsistencies between time and production records was attached.
6. APSCA registration number: RA 21703908
7. #COVID19: In COVID-19 period, wage was paid as local law such as wage was paid as normal in February 2020; body temperature was tested every day, all employees were provided by mask every day.

Ratings Summary



Auditee's background information			
Auditee's name :	Wenzhou Tianrui Chemical Fibre Co.,Ltd	Legal status :	Private Limited
Local Name :	温州天瑞化纤有限公司 (91330237660555810E)	Year in which the auditee was founded :	2007
Address :	No.62 Shunfa Road, Lupu Longgang	Contact person (please select) :	Hongdong Hu
Province :	Zhejiang	Contact's Email :	81397243@qq.com
City :	Wenzhou	Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	None
Country :	China	Website of auditee (if applicable) :	None
GPS coordinates :	E 27°30'9.6012",N120°35'46.4028"	Total turnover (in Euros) :	8900000.00
Sector :	Non-Food	Of which exports % :	43.00
Industry :	Textiles, clothing, leather	Of which domestic market % :	57.00
If other, please specify :		Production volume :	180 ton non-woven fabric per month, 3500000 pieces mask per month and so on
Product Group :	other soft goods (please specify)	Production cost calculation :	No
If other, please specify :	NON WOVEN ITEMS,FACE MASK,HEAD REST	Lost time injury calculation cost :	No
Product Type :	NON WOVEN ITEMS,FACE MASK,HEAD REST		

Auditee's employment structure at the time of the audit		
Total number of workers :	69	Total number of workers in the production unit to be monitored (if applicable) :
		0
	MALE WORKERS	FEMALE WORKERS
Permanent workers	44	25
Temporary workers	0	0
In management positions	2	1
Apprentices	0	0
On probation	0	0
With disabilities	0	0
Migrants (national citizens)	27	12
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	44	25
Production based workers	37	19
With shifts at night	9	5
Unionised	0	0
Pregnant	-	0
On maternity leave	-	0

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: D

Deadline date:25/12/2020

GOOD PRACTICES:

Nil

AREAS OF IMPROVEMENT:

The main auditee partially respects this principle. The auditee has established a management system to implement the BSCI Code of Conduct. The organization structure was established and Mr. Hu Hongdong / Vice General Manager was appointed as management representative to be responsible for the implementation of BSCI values and principles in the operation of the company. There were total 10 social policies, 1 manual and 51 main procedures based on BSCI values and principles for review. The auditee has established a system to select and monitor its significant business partner's social accountability, which included passing BSCI COC & TOI to them to sign and conducting internal social audits regularly, and the latest internal social audits for the main business partners were conducted in April 2020. However, gaps were identified in implementation:

被审核方部分尊重BSCI的本条原则。受审核方建立了一套管理系统去执行BSCI行为守则。受审核方建立了组织架构且任命了高阶管理人员胡宏东（副总经理）负责BSCI的价值和条款的执行。工厂共建立了10个社会责任政策、1本手册以及51个主要的程序文件供查阅。工厂建立了系统去选择和监控其重要的商业合作伙伴的社会责任表现，包括传递BSCI的COC和TOI给他们签署并实施定期的内部社会责任审核。工厂对其重要的商业合作伙伴进行了最近1次的社会责任评估发生在2020年4月。在实际执行中存在以下差距：

1.1 - It was noted that the facility established a Social Management System, but in some areas, the system was not run effective, for example, the workforce capacity in the factory was not assessed, overtime hours exceeded legal limit(the monthly overtime was 136 hours)

审核发现BSCI有管理体系文件，但是没有得到充分的执行，比如：没有进行合理产能规划，加班时间超时到136小时每月。

1.4 - In this audit, it was noted that the workforce capacity in the auditee was not assessed and properly planned to match contracts vis-a-vis delivery order requirements to avoid the excessive overtime working hour and the maximum monthly overtime was 136 hours.

审核工厂没有进行合理产能规划，以确保按时完成订单同时不要求员工超时加班，加班时间超时最高到136小时每月。

Remarks from Auditee:

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: A

Deadline date:

GOOD PRACTICES:

Nil

AREAS OF IMPROVEMENT:

The main auditee respects this principle. The factory has established communication structure and procedures to genuinely involving workers and their representatives. The long-term goals according to BSCI COC were established to protect workers. The annual trainings on factory's policies and procedures were planed and implemented for management and workers. According to interviewees, provided procedures and records, workers' representatives were elected by workers without any interference from factory management. The latest meeting between management and worker representatives was conducted on 20 March 2020 and the topics included fire safety, first aid training and production order etc. The grievance mechanism procedure for internal individuals has been established, and workers could lodge grievances through worker representative, suggestion box and management directly etc.

被审核方尊重BSCI的本条原则。工厂建立了沟通渠道和程序来切实确保员工及员工代表的参与。基于BSCI的长期目标计划有建立以保护工人。工厂给管理层和员工制定并实施了年度培训。受访人员均了解其主要的权利及义务。根据员工访谈，管理程序文件及记录显示，员工代表由员工自由选举而不受管理层干涉。员工代表与管理层之间的最近一次会议于2020年3月20号举行，会议主题涉及消防安全、急救培训和生产订单等。工厂建立了内部员工的申诉机制，员工可以通过员工代表、意见箱或直接向管理层等方式表达诉求。

Remarks from Auditee:

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

Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: A

Deadline date:

GOOD PRACTICES:

Nil

AREAS OF IMPROVEMENT:

The main auditee respects this principle. The auditee has set up procedure to protect the right of workers to form and join organizations of their own choosing. Workers' representatives were allowed to carry out their duties within working hours without losing pay or other negative repercussions. The election of worker representative was conducted on 24 March 2020 and there were 2 worker representatives elected by workers. Workers' representative could hold collective bargain with factory management though no collective bargain was ever held. Also, representatives could hold negotiation with factory management regarding issues of health and safety, welfare and work condition. According to interview with workers' representative, there was no discriminatory treatment from facility management. Also, there was no any restriction of workers' representatives' interaction with workers according to employee manual and testimony of interviewees.

被审核方有尊重BSCI的本条原则。被审核方制定了相应的程序文件来确保员工可以自由成立或者参与各种组织。员工代表可以在工作时间内使其职责而不会被克扣工资或者产生任何负面影响。新一轮员工代表的选举于2020年3月24日进行，并由工人选出了2名员工代表。员工代表能够代表员工与管理层进行集体谈判，虽然目前尚未举办过类似的谈判。员工代表可以与管理层就健康安全，员工福利及工作条件等方面进行谈判。员工代表表示从未受到过管理层的差别待遇。根据员工手册及受访者口述，工厂没有设置任何制止员工与员工代表接触的措施。

Remarks from Auditee:

Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: A	Deadline date:
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: <p>The main auditee respects this principle. The overall observation showed that the auditee had established related non-discrimination policy and effectively cascade to all employees. Trainings are provided to new hires upon hiring and refresh training are provided annually. The latest training was arranged in March 6, 2020. The auditee has set up procedure to prevent any kind of discrimination and management were trained and promised to obey this principle. The auditee paid particular attention to avoid discrimination against vulnerable groups like disabled workers, pregnant women or migrant workers through employee manual and normal training. The auditee did not use health conditions for discrimination such as medical testing, virginity tests, use of contraception or equivalent. All interview employees, especially the female interviewees told auditors there was no discrimination within the factory.</p> <p>被审核方有尊重BSCI的本条原则。被审核方建立了明确的反歧视政策并且清楚地通过培训，员工手册告知员工。此外新入职员工在入职新员工培训和每年的更新培训会涉及非歧视政策。最近一次培训是2020年3月6日。被审核方建立了禁止歧视的管理程序文件，所有管理人员接受了相应培训并承诺遵守该原则。公司对弱势群体如残疾员工，怀孕女工和外地工人给予了特别关注，并通过员工手册，日常培训来保障其权益。公司管理不以身体条件比如医学体检，贞操检查，避孕节育等类似手段来设置歧视条款。所有受访员工，包括女性都向审核员反映没有歧视。</p>	
Remarks from Auditee:	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: C	Deadline date:25/12/2020
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: <p>The main auditee partially respects this principle. All employees' wages were calculated by hourly-rate and the lowest basic wage was RMB14.94 (2600/21.75/8) per hour equivalent to RMB 2600 per month which exceed local legal minimum payment requirement RMB1660 per month equivalent to RMB9.54 (1660/21.75/8) since December 1, 2017. For overtime premium, 150% and 200% of basic wages were paid to employees for their overtime hours on workdays and rest days respectively, and no overtime was arranged on public holidays. The auditee did not provide the information on fair remuneration scan or living wage prior to the audit because they did not know how to finish it. Based on the payrolls provided by factory, the lowest normal wage (excluded OT premium) for workers was RMB2600/month, which was less than the local living wage (RMB2672.81 /month) calculated by the auditor. The factory provided leave according to employees' application and legal requirement on paid basis. Maternity benefit was provided to female employee who was legally entitled to this welfare as per legal requirements. No illegal or unreasonable deduction had been identified through document review or reported by the interviewed workers. However, gaps were identified in implementation:</p> <p>被审核方部分尊重BSCI的本条原则。所有员工的工资均基于小时工资。当地法定最低工资标准是2600元/月合14.94元/小时（从2017年12月开始）。工厂支付给工人的最低基本工资是2600元/月合14.94元/时，符合法律要求。加班费支付符合法律规定，即工作日加班付正常工资的1.5倍，周末加班付正常工资的2.0倍，工厂不安排法定假日加班。工厂没有计算生活工资；因为工厂不知道如何计算。通过查阅工厂提供的工资表，工厂支付给员工月最低基本薪酬（扣除加班费）为2600元/月，低于审核员计算出的生活工资2672.81元每月。工厂按照法律要求并根据员工申请提供了带薪年假并给符合要求的女性员工提供了产假。通过员工访谈及记录查询没有发现任何形式的不合理扣款。但仍有需要改进的地方：</p> <p>5.4 - The main auditee did not get information from relevant organization and analyzed possible gaps between the actual remuneration and fair remuneration figures. Based on the payrolls provided by factory, the lowest normal wage (excluded OT premium) for workers was RMB2600/Month, which was lower than the local living wage (RMB2672.81 /month) calculated by the auditor and exceed the local minimum wage.</p> <p>工厂没有获取生活水平标准的数据，也没有分析真实工资与公平工资之间可能存在的差距，通过查阅工厂提供的工资表，工厂支付给员工月最低基本薪酬（扣除加班费）为2600元/月，低于审核员计算出的生活工资2672.81元每月，但是超出了本地的最低工资标准。</p> <p>5.5 - Insufficient social insurance was provided in the facility. It was noted that there were 69 employees in the facility, 0 employees were retiree, 0 employee was temporary, 0 employee was dispatch, 0 employee was newly joined, so 69 employees should be covered in social insurance in this audit. Social insurance receipt from April 2019 to March 2020 were provided for review, as the social insurance receipt of most recent month (March 2020), the factory only provided 48 out of 69 employees (69.6%) with maternity insurance, medical insurance, pension insurance, unemployment insurance, accident insurance. The facility did not provide commercial injury insurance to any workers who are not covered by social insurance scheme. The facility did not obtained waiver about social insurance from the local government. The reason that most employees did not purchase social insurance was that they wanted to make more money and were not willing to take part of their wage to purchase social insurance. (Article 72 and 73 of the Labor Law of the People's Republic of China.)</p> <p>工厂的社会保险覆盖不足。工厂有69名员工，有0名员工出于退休状态，有0名临时工，0名派遣工，0名新员工，在本次审核中69名员工应参保社会保险。工厂提供了2019年4月到2020年3月的社保收据以供审核。根据2020年3月份的社保收据显示，工厂仅为69名员工中的48名提供了生育保险，医疗、养老，失业保险。也没有给无社保的员工提供商业意外险。工厂没有取得当地政府颁发的有关社保的批文。大部分员工不参加社会保险的原因是他们不想拿出一部分工资购买社会保险以取得更多的当期收入(中华人民共和国劳动法第七十二条和七十三条)</p>	
Remarks from Auditee:	

Performance Area 6 : Decent Working Hours

Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: D

Deadline date:25/12/2020

GOOD PRACTICES:

Nil

AREAS OF IMPROVEMENT:

The main auditee partially respects this principle. Attendance records from April 2019 to the audit day and payroll records since April 2019 to March 2020 were reviewed in this audit. By cross check those records, production records and interview with the management, workers and worker representative; no inconsistency on working hours was identified during the audit. The regular working time was 8 hours per day and 5 days per week. There were 2 shift productions for employees in non-woven making section; the first shift was from 7:30 to 19:30 with 1.0 hours break, the second shift was from 19:30 to 7:30 with 1.0 hours paid break; workers generally had overtime work at night on Saturday, but they always had one day off per week. There was 1 shift production for other employees from 8:00 to 16:30 with 0.5 hour lunch break from 11:00 to 11:30. Workers generally had overtime work at night for 3 hours from 17:30 to 20:30 for 1 to 3 nights per week and on Saturday for 8 hours from 8:00 to 16:30, but they always had one day off per week. Time scanner was used for recording check in/out time and every employee should scan their working time when they entered and exited the facility. There was no any kind of negative repercussions of refusing overtime work. However, gaps were identified in implementation:

被审核方部分尊重BSCI的本条原则。工厂提供了自2019年4月以来的考勤记录供查阅和2019年4月-2020年3月的工资记录以供查阅。根据交叉审核工厂提供的考勤数据、生产记录和员工访谈，没有发现关于工时方面不一致。工厂无淡旺季。日常工作时间是每周5天，每天8小时。工厂无纺布制造车间实行两班制，第一班是7:30-19:30，中间有1.0小时休息时间，第二班是19:30-7:30，中间有1小时休息时间。工人通常在平时和周六有加班，但每周至少休息一天。工厂其他岗位实行长白班工作制：工作时间从早上8:00至下午16:30，中午休息时间为11:00至11:30；工人通常从17:30-20:30加班3小时及每周加班1-3个晚上，周六从8:00至下午16:30加班8小时，但每周至少休息1天。工厂使用电子考勤系统记录工作时间。员工可以拒绝加班而不会有任何负面后果。在实际执行中存在以下差距：

- 6.2 -** Based on 10 sample workers' overtime records and payroll from three sampled months (March 2020, August 2019, October 2019) provided by the factory, it was noted that 10 out of 10 selected workers' monthly overtime were 53-136 hours in August 2020, 10 out of 10 randomly selected workers' monthly overtime were 50-128 hours in October 2019, , 10 out of 10 randomly selected workers' monthly overtime were 50-136 hours in March 2020 exceeded legal overtime limit: 36 hours per month, the maximum monthly overtime was 136 hours. (The PRC Labor Law article 41)
- 基于抽样10名员工2020年3月，2019年8月，2019年10月的考勤记录发现，10名员工中的10人在2019年8月加班时间为53-136小时,10名员工中的10人在2019年10月加班时间为50-128小时,10名员工中的10人在2020年3月加班时间为50-136小时。最大月加班时间为136小时/月。(《中华人民共和国劳动法》第四十一条)

Remarks from Auditee:

Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: B

Deadline date:25/12/2020

GOOD PRACTICES:

Nil

AREAS OF IMPROVEMENT:

The main auditee partially respects this principle. The auditee basically complied with occupational health and safety (OHS) regulations. The auditee has collected the applicable occupational health and safety regulations and laws. The risk assessments for safe, healthy and hygienic working conditions have been conducted. The factory has documented health and safety management procedures and manuals. Relevant implementation records including risk assessment document, health and safety training evidence, fire and evacuation drill log, fire device check records were provided for review. During onsite walk through, it was noted that the facility premise was structurally safe as there was no visible defect found during the audit. Factory floor were found organized and clean during the audit. One health and safety committee were established to implement and maintain the health and safety management system, and the latest meeting for the committee was conducted on 21 April 2019. Emergency exits were provided and marked legibly for easy evacuation during emergencies. Fire alarms were installed. Drinking water was provided free of charge, the facility installed at least one drinking site every floor. During site tour it was noted that working environment with respect to lighting of the factory was acceptable. Firefighting equipment were provided and maintained through regular checks. Evacuation plans were posted inside plant and emergency lights were installed at all of the designated places of the production floor and staircase. The factory had 2 trained first aid personnel. First aid kits were provided in case if it was required by any employee in-side the production floor. Sufficient number of toilets was provided separately for male and female workers. N/A note: 7.21 There is no canteen in the factory. Workers take meals near the factory by themselves. 7.23 The auditee did not provide transportation to workers. Workers walked, rode or took bus for work by themselves, which was confirmed by factory tour, management and employee interview. 7.24 There is no dormitory. If needed, workers have to rent houses near factory by themselves.

被审核方部分尊重BSCI的本条原则。被审核方基本遵守了适合其业务活动的职业健康与安全法规。被审核方有收集健康环境安全方面的法律法规，针对健康安全风险评估有进行。工厂建立了健康安全程序文件和执行手册。岗位风险评估，健康安全培训，消防和疏散演习，消防器材点检等相关记录均提供并进行了查阅。工厂建立了健康安全委员会去执行和维护工厂的健康安全管理系统。最近的1次健康安全会议于2020年4月21日举行。在生产现场发现工厂厂房结构安全，无明显缺陷。生产车间干净整洁。有足够的安全出口且进行了标识。在现场安装了火警警报铃。现场有免费的饮用水。工厂给员工免费提供了必须的劳保用品，消防设施齐全，消防逃生平面图有张贴在现场，在车间和楼梯间必要的位置均安装了应急灯。工厂共有2名合格的急救人员。现场有足够数量的男女厕所。但在实际执行中存在以下差距： NA Note: 7.21 被审核方未提供食堂，工人自己在工厂附近就餐。7.23被审核方没有提供交通给工人。通过现场走访，管理层和员工访谈，工人通过步行，骑车或者通过乘公共汽车到达工厂。7.24 被审核方没有提供宿舍，如果需要，工人需在工厂附近自行租房。

7.1 - It was noted that the health & safety management system was not operated effectively, which resulted in some findings on PA7 regarding violations on health and safety regulations were identified during the audit.

1.工厂的健康安全管理体系没有有效运行，导致在PA7发现关于违反法定的健康安全健康问题。

7.2 - Insufficient social insurance was provided in the facility. It was noted that there were 69 employees in the facility, 0 employees were retiree, 0 employee was temporary, 0 employee was dispatch, 0 employee was newly joined, so 69 employees should be covered in social insurance in this audit. Social insurance receipt from April 2019 to March 2020 were provided for review, as the social insurance receipt of most recent month (March 2020), the factory only provided 48 out of 69 employees (69.6%) with accident insurance. The facility did not provide commercial injury insurance to any workers who are not covered by social insurance scheme. The facility did not obtained waiver about social insurance from the local government. The reason that most employees did not purchase social insurance was that they wanted to make more money and were not willing to take part of their wage to purchase social insurance.

工厂的社会保险覆盖不足。工厂有69名员工，有0名员工出于退休状态，有0名临时工，0名派遣工，0名新员工，在本次审核中69名员工应参保社会保险。工厂提供了2019年4月到2020年3月的社保收据以供审核。根据2020年3月份的社保收据显示，工厂仅为69名员工中的48名提供了工伤保险。也没有给无社保的员工提供商业意外险。工厂没有取得当地政府颁发的有关社保的批文。大部分员工不参加社会保险的原因是他们不想拿出一部分工资购买社会保险以取得更多的当期收入。

7.3 - 1.It was noted that no on-service occupational health examination , pre-job and post-service occupational health examination was provided to 35 out of 35 workers in contact with occupational health hazards, such as volatile organic gases and noise. (PRC Law of Prevention and Control of Occupational Diseases Article 35) 2.It was noted that there was volatile organic gas and noise in molding section and injection section, the auditee didn't conduct the occupational hazards factors testing in 2020 and 2019. (Supervision and Administration of Workplace Occupational Health Article 20)

1.工厂有提供在岗职业病体检，但是没有提供岗前，离岗职业健康体检给接触有害岗位的员工，比如接触接触噪音,挥发性气体的35/35员工。

(《中华人民共和国职业病防治法》第三十五条) 2. 审核中发现工厂成型车间有挥发性有机气体和噪音，但是被审核方没有委托进行2020和2019年度的职业危害因素检测。(《工作场所职业卫生监督管理规定》第二十条)

7.6 - Although the factory had established the personal protective equipment procedure, provided the personal protective equipment and relevant training to employees. However, it was noted that non-woven making workshop exposing in volatile organic gas and noise, 7/18 molding employees did not wear masks and earplugs provided by the facility. (Law of the PRC on Work Safety Article 42.)

尽管工厂建立了个人防护用品程序，提供了相关劳保用品及培训，但是现场观察到无纺布成型车间有噪音和挥发性有机气体，但是18位机加工中的7位成型员工没有佩戴工厂提供的耳塞，口罩。(《中华人民共和国安全生产法》第42条)

7.11 - Through document review, it was noted that the fire safety certificate and building structure safety certificate for all factory buildings were not provided during this audit. (PRC Fire Prevention Law Article 11 & Article 13, PRC Construction Law Article 61)

通过文件审核，工厂未能提供所有建筑的消防验收报告和建筑结构竣工验收报告在本次审核中。(《中华人民共和国消防法》第十一条和第十三条、《中华人民共和国建筑法》(2011年修订)第61条)

Remarks from Auditee:

Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: A	Deadline date:
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: <p>The main auditee respects this principle. The overall observation showed that the auditee established its child labor forbidden policy. It was noted that the HR related officer had to check the ID and age during the hiring process. Through management interview, worker representative interview and employee interview, all knew the child labor forbidden policy and confirmed no child labor in the factory. There was no child labor identified during document review, plant tour and worker interviews. No historical child labor was reported by the interviewed workers. The youngest employee who was born in February 2001 and started the work in the factory in December 2019.</p> <p>被审核方有尊重BSCI的本条原则。工厂建立了禁止童工政策。负责招聘的相关HR人员知道他们必须严格核实新近员工的年龄。员工面谈，员工代表面谈和管理层面谈都证实清楚的知晓禁止童工政策并且确定工厂没有童工。在工厂现场查看，员工访谈及文件查阅中均没有发现工厂有使用过童工。没有发现任何历史性童工的证据。工厂年龄最小的员工生于2001年2月，于2019年12月份开始在被审核方工作。</p>	
Remarks from Auditee:	
Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: A	Deadline date:
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: <p>The main auditee respects this principle. The auditee had established related policies to ensure young workers' working time and not to contact with hazardous materials. There was no young worker hired. N/A Note(9.1/9.2/9.4/9.5/9.6): There was no juvenile worker found in this factory during this audit through document review, worker interview, management review and onsite observation. The youngest employee who was born in February 2001 and started the work in the factory in December 2019.</p> <p>被审核方有尊重BSCI的本条原则。整体观察表明，受审核方基本满足这个执行领域的要求。受审核方建立了完整的未成年工保护政策，包括工作时间和禁止未成年工接触有毒化学品等等。受审核方没有未成年工。备注：通过文件查看，员工访谈和现场观察均没有发现在工厂发现未成年工。工厂年龄最小的员工生于2001年2月，于2019年12月份开始在被审核方工作。</p>	
Remarks from Auditee:	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: A	Deadline date:
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: <p>The main auditee respects this principle. The facility established policy to ensure that the employment relationship is not precarious for workers. Through management interview, the person in charge understand relevant most of the requirement and she indicated that she will update all requirement such as local law regular as requirement of the procedure, and internal assessment for this part is conducted and the latest assessment was conducted on May 2020. Confirmed through employee and employee representative interview, they needed to sign standard labor contracts with factory and they kept one labor contract. The factory established human resource management procedures which regulated the standard of recruitment, remuneration, hours of work, disciplinary measures, promotion, training, termination of employment. As per interviewed workers, they all stated that they had understandable information of the factory before entering into employment. The factory signed labour contracts with employees within one month of recruitment according to legal requirement and the worker kept one labor contract. The auditee did not use temporary job arrangements to cover workloads that lack pre-determined end dates. No agency was used by main auditee.</p> <p>被审核方有尊重BSCI的本条原则。工厂建立了程序以保证雇佣关系合适而且合法。工厂规定此区域有专人负责，相关要求需要定期更新，并进行定期内审，最近一次内审时间是2020年5月。通过员工和员工代表面谈，确认所有员工进厂时必须签标准的劳动合同，并且他们自己都留有一份合同。工厂建立了人力资源管理程序，涵盖了人员招聘，薪资，工时，奖惩，晋升，培训，解除合同等各方面的规定。根据员工访谈，工人在应聘进入工厂前就对工厂各方面信息有了了解。工厂在员工入职一个月内与员工签订了劳动合同并且他们自己都留有一份合同。没有采取雇佣临时工来完成长期任务的情况。被审核方未使用人事代理机构。</p>	
Remarks from Auditee:	

Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: A	Deadline date:
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: <p>The main auditee respects this principle. The auditee had established a written policy and procedure against prevention of bonded labor, and the latest training on "no bonded labor" was conducted for management and employees on 6 March 2019. No movement restriction was implemented in the facility. Workers could access to toilets or drink facility freely without any restriction and workers could leave the facility during the meal break or after the shift freely. All work was done on voluntary basis. All workers kept their original ID cards and labor contracts by themselves and the factory did not collect any deposit upon hiring. The disciplinary procedure stipulated that employees would be warned, gigged or fired if they violated factory rules. No any disciplinary deduction was charged as a disciplinary practice. According to interview with management, they were all aware of the procedures regarding anti-bonded labour. Workers were not subject to inhumane or degrading treatment, corporal punishment, mental or physical coercion and/or verbal abuse according to interview with workers.</p> <p>受审核方已经针对禁止非自愿劳动建立了书面的政策和程序，且最近1次关于非自愿劳动的培训于2019年3月6日举行。在工厂设施内无移动限制。员工在上班期间可自由使用卫生间和饮水，在餐休和下班之后可以自由离开工厂无任何限制。所有的工作都是基于员工的自愿行为。员工身份证件原件和劳动合同都由其自行保管，且工厂未收取任何形式的押金。纪律程序指明如果员工在违反纪律会被警告、记过和开除。无任何纪律性罚款行为存在。管理人员均表示知晓反强迫劳工的相关管理规定。</p>	
Remarks from Auditee:	
Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: B	Deadline date:25/12/2020
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: <p>The main auditee partially respects this principle. It was noted that the facility had established environmental protection management procedure. Supplier control policy regarding environmental protection was defined and implemented. The facility had set up procedures to improve the environmental and work condition according to BSCI code of conduct. The factory did not conducted Environmental Impact Assessment. The factory used tap water supplied by local water plant which was under the supervision of local government. However, gaps were identified in implementation:</p> <p>被审核方部分尊重BSCI的本条原则。审核发现工厂建立了环境保护相关管理制度以及供应商环境保护管理制度。同时根据BSCI行为准则制定了改进环境和工作条件的规定。发现工厂没有进行了环境影响评价。工厂使用市政自来水，其水质在当地政府监管之下。但在实际执行中存在以下差距：</p> <p>12.3 - It was noted that the factory did not provided EIA and EIA approval and the approval document for on-site inspection and acceptance of completed environmental protection facilities for review in the audit. (Article 16 & 22 of PRC Environmental Impact Assessment Law and Law of the People's Republic of China on the Environmental Impact Assessment (2002), Article 9 of the Regulations on Environmental Protection Check and Acceptance for Completed Construction Project)</p> <p>审核工厂未提供环评以及环评批复在本次审核中。（三同时验收报告本次也无法提供）《中华人民共和国环境影响评价法》第16条，第22条，《建设项目竣工环境保护验收管理办法》第9条</p>	
Remarks from Auditee:	
Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 181121] Audit Date: 25/05/2020 PA Score: A	Deadline date:
GOOD PRACTICES: Nil	
AREAS OF IMPROVEMENT: <p>The main auditee respects this principle. The auitee has established the policies and procedures on Ethical Behavior, which included risk assessment or prohibition of corruption, extortion, or any form of bribery and fraud, investigation of unethical behaviors, and privacy protection and information security, etc. The factory provided the regular training on anti-bribery and anti-corruption for employees on 15 June 2019. No falsifying information related to factory's activities, structure and performance was provided and identified during the audit. The facility also established the grievance mechanism for employees to report unethical business behaviors, and the procedure for investigation and discouragement to follow.</p> <p>被审核方尊重BSCI的本条原则。被核方已经建立了书面化的商业道德程序，其中包括对于贪污、勒索、贿赂和欺诈的风险评估和预防，不道德商业行为的调查以及个人隐私保护和信息安全等。工厂于2019年6月15号给员工提供了反腐败和反贿赂的定期培训。本次审核中未发现工厂有提供关于其运作的伪造或虚假信息。工厂也建立了适当的投诉机制以便工人举报不道德的行为并建立了相应的调查管理程序以进行跟进。</p>	
Remarks from Auditee:	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	25/05/2020	181121	D	A	A	A	C	D	B	A	A	A	A	B	A	C

Producer Photos



External photo(s) of the production unit(s)
1-1 Photo of facility name.jpg



External photo(s) of the production unit(s)
1-2 External photos of the office and production units.jpg



Photo first aid facilities
2. Photo of first aid facilities.jpg



Photo of chemical storage room (if applicable)
3-1 Photo of secondary container for chemical.jpg



Photo of chemical storage room (if applicable)
3-2 Photo of MSDS for chemical.jpg



Photo of fire safety equipment
4-1 Photo of fire extinguishers.jpg



Photo of fire safety equipment
4-2 Photo of fire hydrant.jpg



Photo of fire safety equipment
4-3 Photo of emergency lights exit indicator.jpg



Photo of fire safety equipment
4-4 Photo of fire evacuation plan.jpg



Photo of fire safety equipment
4-5 Photo of exit route with marking.jpg



Photo of fire safety equipment
4-6 Photo of fire alarm.jpg



Photo of non-conformity
5-1 Photo of no earplug for molding worker.jpg



Photo of the code of conduct on display
7. Photo of the CDC on display.jpg



Photo of the inside of the main production hall
8-1 Photo of mixing section.jpg



Photo of the inside of the main production hall
8-2 Photo of non-woven cloth producing section.jpg



Photo of the inside of the main production hall
9-3 Photo of mask welding section.jpg



Photo of the inside of the main production hall
9-4 Photo of mask packing section.jpg



Photo of the inside of the main production hall
9-5 Photo of warehouse.jpg



Photo of the personal protection equipments (if applicable)
11-1 Photo of the personal protection equipment.jpg



Photo of the personal protection equipments (if applicable)
11-2 Photo of PPE Signaling.jpg



Photo of the sanitary facilities
13-1 Photo of toilet.jpg



Photo of the sanitary facilities
13-2 Photo of washing facility.jpg



Photo of the inside of the main production hall
13-2 Photo of washing facility.jpg



Photo of the inside of the main production hall
14-3 Photo of potable water.jpg



Photo of the inside of the main production hall
14-4 Photo of attendance recorder.jpg