

# Social Audit Report

Client	SHENZHEN BEEST PROMOTION LIMITED	AI Service No	R-cn5-1313549
Supplier	SHENZHEN BEST PROMOTION LTD.COM	Auditor	Cooper Li
Factory	SHENZHEN BEST PROMOTION LTD.COM	Audit Date	09/Oct/2013

Scoring Summary				
Criteria	Amount Score	Theoretical Max	Score /10	Weight (%)
Safety*	97	145	6.69	15%
Health and hygiene	50	70	7.14	15%
Child labour*	15	15	15	15%
Forced labour*	15	15	10	15%
Association*	10	10	10	5%
Discrimination*	50	50	10	10%
Disciplinary practices*	25	25	10	5%
Working time*	0	25	0	10%
Wages and compensation*	30	30	10	10%
<b>Result</b>				<b>100%</b>
<b>Overall Score</b>	8.07	/ 10		

\* Parts marked with an asterisk depend on the Part B, if during the interview there is a law violation, the whole section concerned will be rated as 0.



## Important remarks

1. Factory could not provide the machine maintenance records to review.
2. Factory could not provide work incident records to review.
3. Factory could not provide the fire drill records to review.
4. Extinguisher was placed in ground.
5. Factory did not post "Fire extinguisher" mark above extinguisher.
6. Chemicals were stored at the raw material warehouse, and factory did not use second container to store them.
7. Factory did not post any mark in the chemicals area.
8. Factory could not provide the accidents and injuries log to review.
9. No worker could provide the medical service.
10. No register of training was available in the factory.
11. Workers had worked overtime hours more than 3 hours a day and 60 hours per month through review of payroll journal and attendance records. And The workers had consecutively worked more than 7 days.



**Content :**

<b>A. OBSERVATION &amp; QUESTIONS.....</b>	<b>8</b>
PART 1 BASIC FACTORY PROFILE .....	8
PART 2 SAFETY .....	9
1. General.....	9
2. Machinery and heavy equipment.....	10
3. Fire equipment.....	12
4. Toxic Products.....	15
5. Electrical installation .....	17
PART 3 HEALTH & HYGIENE .....	18
1. General.....	18
2. Medical care.....	19
3. Sanitation .....	20
PART 4 CHILD LABOUR, FORCED AND COMPULSORY LABOUR .....	23
1. General*.....	23
PART 5 ASSOCIATIONS, DISCRIMINATION AND DISCIPLINARY PRACTICES .....	25
1. Associations* .....	25
2. Discrimination* .....	25
3. Disciplinary practices*.....	25
PART 6 WORKING TIME AND WAGES .....	27
1. Working time*.....	27
2. Wages*.....	28
<b>B. SOCIAL AUDIT EMPLOYEE QUESTIONNAIRE .....</b>	<b>33</b>
1. Employee’s interview: .....	34
3. Increased Interview.....	35
<b>C. CORRECTIVE ACTION PLAN .....</b>	<b>47</b>
<b>SA 8000 GUIDELINES.....</b>	<b>48</b>
<b>D. GLOSSARY:术语.....</b>	<b>52</b>

Number of days spent: 1



Auditor 1: Cooper Li

Supervisor: Diane Dai

Departure time from home / office

Arrival time at Factory

Departure time from Factory

07:30

09:20

17:00



Map



Factory building







Production Line



Production Line



Production Line



Production Line



Production Line



Production Line







Production Line



Production Line



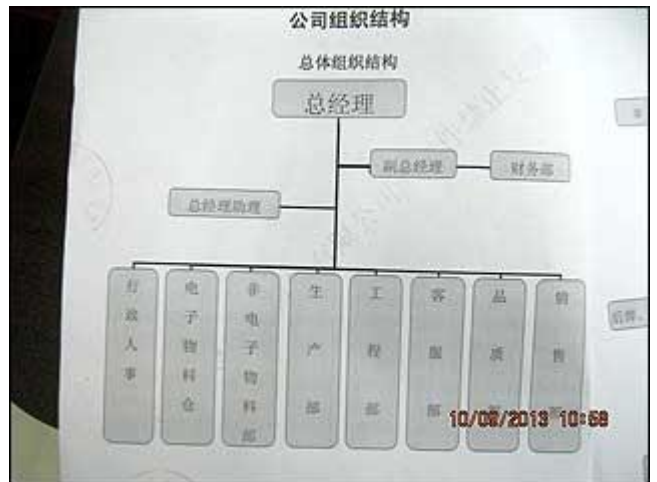
Sample Room



Office



Time card machine

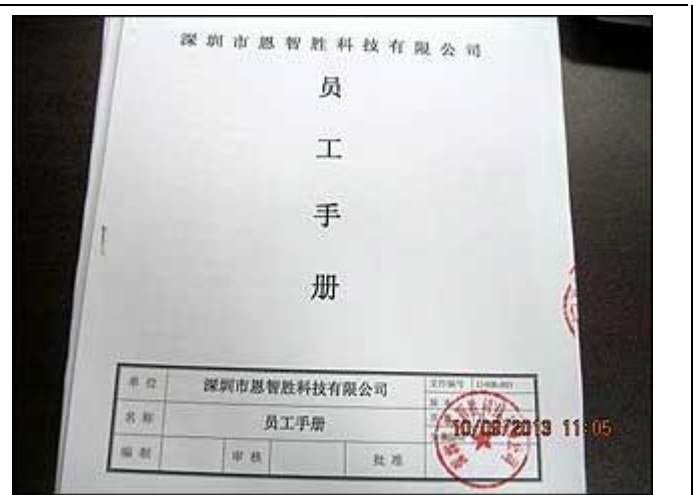


Organization chart





Dormitory rules



Employee manual



Environment impact report



Environment impact report



Leave records



Disposal certificate



# A. Observation & Questions

## Part 1 Basic Factory Profile

Item		Finding	Comments
1	Date of formation	N/A	
2	Legal status	Private	
3	Location	Shenzhen City, Guangdong Province, China	
4	Area	703 Square meter	
5	Owner	Qiu Xinyuan	
6	Total staff in the factory	43	
7	Total office staff	14	
8	Total Management staff	2	
9	Number of workers	27	
10	Factory Manager	Qiu Xinyuan	
11	Main products	U Disk,	
12	Main markets	USA, Europe	
13	Annual turnover	N/A	
14	Business license	Date of issue: N/A	
		Expiry date: N/A	
15	Payroll records of all employees	Factory provided last 12month`s payroll records to review.	
16	Time cards for all employees	Factory provided last 12month`s attendance records to review.	
17	Subcontractors	- No	
18	Communication equipment	Telephone	N/A
		Fax	N/A
		Computer	18PCS
		Internet	ADSL
		Homepage	N/A
		Digital camera	1pc





## Part 2 Safety

### 1. General

Item		Findings	Comments / Justifications	Score	
General	Materials stacked stably and at a safe height to prevent materials from falling * (refer to local law)	Materials were stacked stably.		5	/5
	The dormitory is not in the same building with workshop or warehouse. *	The dormitory is not in the same building with workshop or warehouse.		5	/5
	Empty pallets stored in a specific area	No pallet in factory.		N/A	N/A
	All work areas are illuminated and background lighting is bright enough for each task	Work areas are illuminated.		5	/5
<b>Result</b>			<b>Total found</b>	15	
			<b>Theoretical Max</b>	15	



Materials stacked stably and at a safe height to prevent materials from falling



Areas illuminated



**2. Machinery and heavy equipment**

Item	Finding	Comment / Justification		
	Machines operated (Model and number)	Packing machine:1pc Oven:1pc Printing machine:4pcs Test computer:34pcs		
Item	Findings	Comments / Justifications	Score	
Machinery and heavy equipment	Security instructions present (for all machines)	Machines have security instructions <b>Factory could not provide machine maintenance records to review.</b>	2	/5
	Double-switched operating system (when relevant)	There is not double-switched machine in factory.	N/A	N/A
	Training /certification provided to workers for the machine they are using	Training records are available.	4	/5
	Work incident records present	<b>Factory could not provide work incident records to review.</b>	0	/5
	Does the condition of Machine present a risk for employees?*	Machines are safety.	5	/5
	Elevators/electrical systems inspected by qualified licensed personnel/ sub contractor	Electrician with qualified certificate available.	4	5
	Personal Protective Equipment (PPE, refer to local laws)	Relevant PPE was provided to workers.	4	/5
	Do all the workers have a social insurance?*	All workers have a social insurance.	5	/5
	<b>Result</b>		<b>Total found</b>	24
		<b>Theoretical Max</b>	35	





Security instructions (for all machines)



Number of employees operating machines



Qualified certificate



Protection equipment



编号: 430370 月: 2013年8月		单位正常缴费明细		单位正常缴费明细		单位正常缴费明细		单位正常缴费明细		单位正常缴费明细		单位正常缴费明细		单位正常缴费明细		单位正常缴费明细			
序号	个人编号	姓名	身份证号	应缴金额	个人应缴	单位应缴	缴费基数	个人应缴	单位应缴	缴费基数	个人应缴	单位应缴	缴费基数	个人应缴	单位应缴	缴费基数	个人应缴		
1	004070524	云新成	441481811120334	744.14	231.14	513	2000	160	260	2757	35.14	179.21	2000	6	1600	16	32	2757	13.79
2	613010133	谭作忠	430224197607207334	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
3	614112798	黄飞龙	441481198804171881	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
4	620731484	胡敏	302329198501093563	436.35	153.19	283.16	1600	128	208	4595	9.19	27.57	1600	6.4	1600	16	32	4595	9.19
5	624900782	郑良丰	810623198512248812	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
6	626139341	谷运治	610194199103194526	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
7	629427850	邓广川	511602199407010954	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
8	630107907	张卫清	430125198910083729	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
9	630111232	郑新	430703199205104655	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
10	630111454	曾小燕	360481199001070629	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
11	632111239	曹海刚	441481198010211404	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
12	632114399	彭海刚	441481199401025700	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
13	632115001	阮成	360481198112270818	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
14	632282521	夏明斌	43090319811106381X	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
15	632282525	曾康康	441481198211191382	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
16	633019691	陈旭艳	441481198506283384	436.35	153.19	283.16	1600	128	208	4595	9.19	27.57	1600	6.4	1600	16	32	4595	9.19
17	633073036	张博博	610114198603263321	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
18	633150105	陈小曼	450022198207053508	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
19	633120806	何军	420804198605222012	436.35	153.19	283.16	1600	128	208	4595	9.19	27.57	1600	6.4	1600	16	32	4595	9.19
20	633257183	于金鑫	411123199608129949	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
21	633273276	阮廷廷	452622199406103491	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
22	633380967	王安平	441481199402247917	436.35	153.19	283.16	1600	128	208	4595	9.19	27.57	1600	6.4	1600	16	32	4595	9.19
23	633473214	黎文静	441481198501021680	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
24	634634186	阮廷方	433127198910162898	436.35	153.19	283.16	1600	128	208	4595	9.19	27.57	1600	6.4	1600	16	32	4595	9.19
25	635104764	阮志杰	441481198606023431	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
26	635164785	阮旭华	441481198204027015	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
27	635164821	李庆	31130319961024457X	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
28	635164917	梁土星	440804198209292822	54.4	16	38.4	0	0	0	0	0	0	1600	6.4	1600	16	32	0	0
29	635203527	李海宁	441421198605240435	436.35	153.19	283.16	1600	128	208	4595	9.19	27.57	1600	6.4	1600	16	32	4595	9.19
30	635203548	杨忠	430421198901284718	436.35	153.19	283.16	1600	128	208	4595	9.19	27.57	1600	6.4	1600	16	32	4595	9.19
31	635203822	黄成宝	36220319880113611X	436.35	153.19	283.16	1600	128	208	4595	9.19	27.57	1600	6.4	1600	16	32	4595	9.19
合计:				5431.74	1808.66	3623.08		1184	1944		128.00	392.77		200	490	982		87.31	
当月正常缴费人数: 31				参保人数: 1				非参保人数: 30											
当月正常缴费合计: 5431.74				个人正常缴费合计: 1808.66				单位正常缴费合计: 3623.08											
当月失业保险缴费总额: 1488.0																			
单位补缴明细																			
序号	个人编号	姓名	缴费年月	补缴金额	个人应缴	单位应缴	个人应缴	单位应缴	缴费基数	个人应缴	单位应缴	缴费基数	个人应缴	单位应缴	缴费基数	个人应缴	单位应缴		
合计: 0.0				个人补缴合计: 0.0				单位补缴合计: 0.0											
单位缴费明细																			
当月补缴合计: 5431.74				个人应缴合计: 1808.66				单位应缴合计: 3623.08											

10/09/2013 11:11

DOCUMENT HEALTH INSURANCE FOR WORKERS

3. Fire equipment

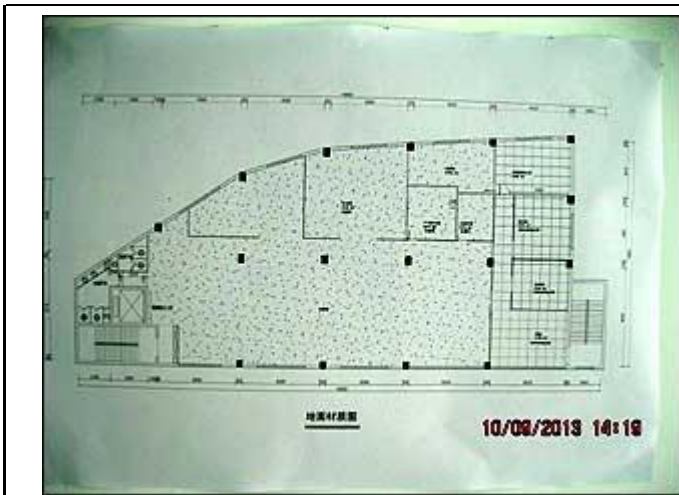
Item	Findings	Comments / Justifications	Score
Fire Equipment	Fire Detection	Factory performed inspection to fire equipment, but factory could not provide the fire drill records to review.	1 /5
	Evacuation instructions sheet ( local language)*	Evacuation instructions sheet in factory.	5 /5
	Evacuation exits *	Emergency light and safety exit was installed in the proper position.	5 /5





Number of fire hoses*	4pcs	4	/5
Number of extinguishers*	22pcs	4	/5
Position and location of extinguishers and fire hoses (refer to local laws)	<b>Extinguisher was placed on the ground.</b>	0	/5
Fire alarm audible and distinctive from any other alarm	Fire alarm is available.	4	/5
Visual notification system	<b>No visual notification system in factory.</b>	0	/5
"Fire extinguisher" sign above each fire extinguisher	<b>Factory did not post "Fire extinguisher" mark above extinguisher.</b>	0	/5
Building Fire Inspection Certificate by local bureau	Building fire inspection certificate is available.	5	/5
<b>Result</b>		<b>Total found</b>	28
		<b>Theoretical Max</b>	50





Evacuation instructions sheet



Building Fire Inspection Certificate by local bureau



Extinguisher in factory,

1. Extinguisher was placed on the ground.
2. Factory did not post "Fire extinguisher" mark above extinguisher.



Extinguisher in office,

1. Extinguisher was placed on the ground.
2. Factory did not post "Fire extinguisher" mark above extinguisher.



Extinguisher instruction	Expiration date passed
	
Fire alarm	Extinguisher in factory

#### 4. Toxic Products

Item		Findings	Comments /Justifications	Score	
Toxic Products	Employees shall receive training corresponding to the products manipulated (MSDS, refer to local law)*	Factory provided relevant training records to review.		5	/5
	Written procedures to use chemicals and hazardous material available to employees and written in their own language	Written procedures are available.		4	/5
	Chemicals and hazardous material stored in areas that are well -ventilated and dedicated to storage of such substances	<b>Chemicals were stored at the raw material warehouse, and factory did not use second container to store them.</b>		0	/5
	"No smoking", "Specific chemical product" signs posted in all areas where chemicals are stored and used	<b>Factory did not post any mark in the chemicals area.</b>		0	/5
Chemicals	Acid /Soda	Yes/No		N/A	N/A
	Handling conditions				
	Gas	Yes/No		N/A	N/A





Handling conditions				
Paints / Inks	Yes/No		3	/5
Handling conditions				
Petrol	Yes/No		N/A	N/A
Handling conditions				
Solvents	Yes/No		3	/5
Handling conditions				
Others	Yes/No		N/A	N/A
Handling conditions				
<b>Result</b>			<b>Total found</b>	
			15	
			<b>Theoretical Max</b>	
			30	



Procedures written to use chemicals and hazardous material



Register of training






<p>Chemicals and hazardous material stored in well ventilated areas</p> <ol style="list-style-type: none"> <li>1. <b>Factory did not post any mark in the chemicals area.</b></li> <li>2. <b>Chemicals were stored at the raw material warehouse, and factory did not use second container to store them.</b></li> </ol>	<p>" No smoking " signs</p>
--	-----------------------------

**5. Electrical installation**

Item	Finding	Comment / Justification			
Electricity	Date of installation	2011.3.14			
	Date of last review				
	Item	Findings	Comments / Justifications	Score	
	Isolation*	YES		5	/5
	Exposed electrical device / Wiring. (refer to local law)*	There is not exposed electrical device in factory.		5	/5
Circuit breaker shall be installed and maintained in satisfactory condition*	Circuit breaker was installed and maintained in satisfactory condition.		5	/5	
<b>Result</b>			<b>Total found</b>		15
			<b>Theoretical Max</b>		15

	
<p>General Circuit-breaker</p>	

### Part 3 Health & hygiene

#### 1. General

Item		Findings	Comments / Justifications	Score	
General	Clean drinking water accessible to all employees	Clean drinking water can access to all employees, factory provided the water quality test report to review.		5	/5
	Grounds and facilities cleared of rubbish regularly	The ground and facilities is clean.		4	/5
	Food preparation facilities kept clean and disinfected	There is not kitchen and canteen.		N/A	N/A
	Food stocked in sanitary manner	There is not kitchen and canteen.		N/A	N/A
	Kitchen	There is not kitchen and canteen.		N/A	N/A
	Hygiene Permit Canteen / Physical Certificate for each canteen stuff	There is not kitchen and canteen.		N/A	N/A
	Adequate seating/tables and lighting provided during the lunch	There is not kitchen and canteen.		N/A	N/A
	Bedrooms	5-6workers lived in a bedroom which about 24square meter.		5	/5
	Bathrooms	Each bedroom has a bathroom, the bathroom is clean.		4	/5
	Exhaust fans kept clear of dust and debris	Exhaust fans are clean.		4	/5
<b>Result</b>			<b>Total found</b>		22
			<b>Theoretical Max</b>		25





Water quality test report



Drinking water



Bathrooms



Bedroom

**2. Medical care**

Item		Findings	Comments / Justifications	Score	
Medical care	Accidents and injuries log (daily / detailed)	Factory could not provide the accidents and injuries log to review.		0	/5
	Emergency equipments (first aid kit)	First aid kit was installed in factory.		5	/5
	Medical service	No medical service available.		0	/5
	Register of training / Licence of training (obtained by the local hospital)	Factory could not provide the relevant training records to review.		0	/5



<b>Result</b>	<b>Total found</b>	5
	<b>Theoretical Max</b>	20

**\*First aid kit must be contain:**

- |   |  |
|---|--|
| <input type="checkbox"/> Adhesive bandages        | <input type="checkbox"/> Cotton balls      |
| <input type="checkbox"/> Flexible fabric bandages | <input type="checkbox"/> Adhesive tape     |
| <input type="checkbox"/> Instant cold packs       | <input type="checkbox"/> Antiseptic wipes  |
| <input type="checkbox"/> Ammonia inhalants        | <input type="checkbox"/> Disposable gloves |
| <input type="checkbox"/> Eyes wash                | <input type="checkbox"/> Burn cream        |
| <input type="checkbox"/> Antibacterial ointment   | <input type="checkbox"/> Pain relieves     |
| <input type="checkbox"/> Tweezers                 | <input type="checkbox"/> Scissors          |

	
First aid kit	First aid kit

**3. Sanitation**

Item		Findings	Comments / Justifications	Score	
Sanitation	Number of toilets and washbasins	Female: 3 Male: 3		5	/5
	Toilets separated by gender	Toilets are separated by gender.		5	/5
	Toilets accessible to employees	Toilets can access to all employees.		5	/5



Toilet areas cleaned and ventilated	Toilet areas are clean.		3	/5
Toilets provide appropriate privacy	Toilets are appropriate privacy.		5	/5
<b>Result</b>		<b>Total found</b>	23	
		<b>Theoretical Max</b>	25	

Number of toilets and washbasins for mixed use (or women only):

Number of people at work	Number of toilets	Number of washbasins
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

Toilets used by men only:

Number of men at work	Number of toilets	Number of urinals
1-15	1	1
16-30	2	1
31-45	2	2
46-60	3	2
61-75	3	3
76-90	4	3
91-100	4	4

**\*Recommended:**

For each additional 25 employees above 100, one additional water closet and one additional washing station should be provided. A urinal may either be an individual urinal or a section of urinal space which is at least 600mm long.





Toilets



Toilets separated by gender



Toilets provided with appropriate privacy



## Part 4 Child Labour, Forced and compulsory Labour

### 1. General\*

Item		Findings	Comments / Justifications	Score	
Child labour	Minimum legal age*	16years old		5	/5
	Workers under legal age*	There is not worker under legal age.		5	/5
	Young worker management	18years old		5	/5
<b>Result</b>			<b>Total found</b>	15	
			<b>Theoretical Max</b>	15	
Forced and compulsory labour	Prisoners at work: Forbidden according to SA 8000*	No violation.		5	/5
	ID Papers Deposit: Forbidden according to SA 8000*	No violation.		5	/5
	Do all the workers have a labor contract?*	All workers have a labor contract.		5	/5
<b>Result</b>			<b>Total found</b>	15	
			<b>Theoretical Max</b>	15	





Employees personal file



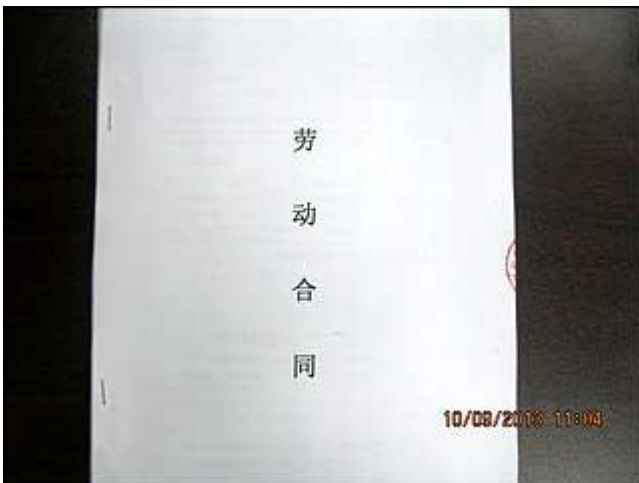
Employees ID copy



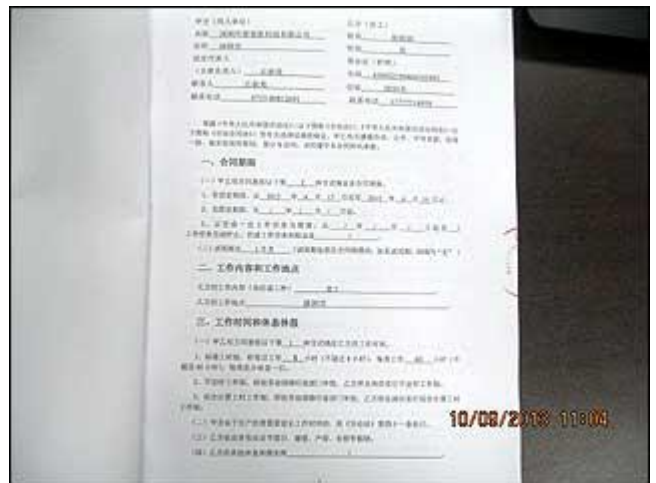
Employee roster



Employee roster



Labor contract



Labor contract





## Part 5 Associations, discrimination and disciplinary practices

### 1. Associations\*

Item		Findings	Comments / Justifications	Score	
Associations	Freedom of association*	No violation.		5	/5
	Collective bargaining*	No violation.		5	/5
<b>Result</b>			<b>Total found</b>	10	
			<b>Theoretical Max</b>	10	

### 2. Discrimination\*

Item		Findings	Comments / Justifications	Score	
Discrimination	Gender*	No violation.		5	/5
	Race*	No violation.		5	/5
	Age*	No violation.		5	/5
	National or social origin*	No violation.		5	/5
	Religion*	No violation.		5	/5
	Disability*	No violation.		5	/5
	Sexual orientation*	No violation.		5	/5
	Family responsibilities*	No violation.		5	/5
	Union membership*	No violation.		5	/5
	Political opinions*	No violation.		5	/5
<b>Result</b>			<b>Total found</b>	50	
			<b>Theoretical Max</b>	50	

### 3. Disciplinary practices\*

Item		Findings	Comments / Justifications	Score	
Disciplinary practices	Sexual harassment*	No violation.		5	/5
	Corporal punishment*	No violation.		5	/5
	Mental coercion*	No violation.		5	/5
	Physical coercion*	No violation.		5	/5
	Verbal abuses*	No violation.		5	/5



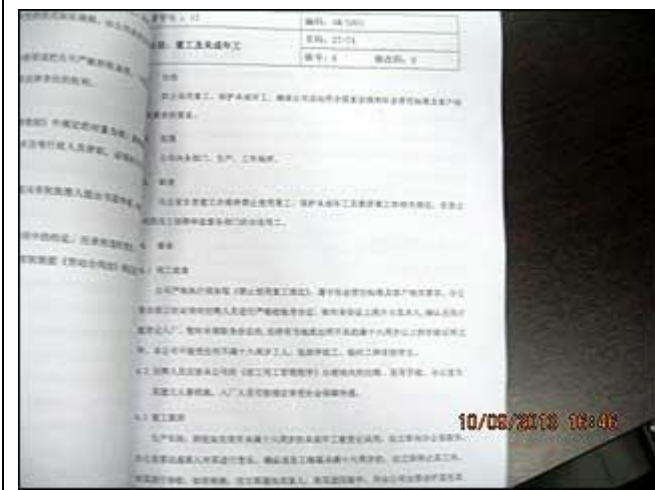
<b>Result</b>	<b>Total found</b>	25
	<b>Theoretical Max</b>	25



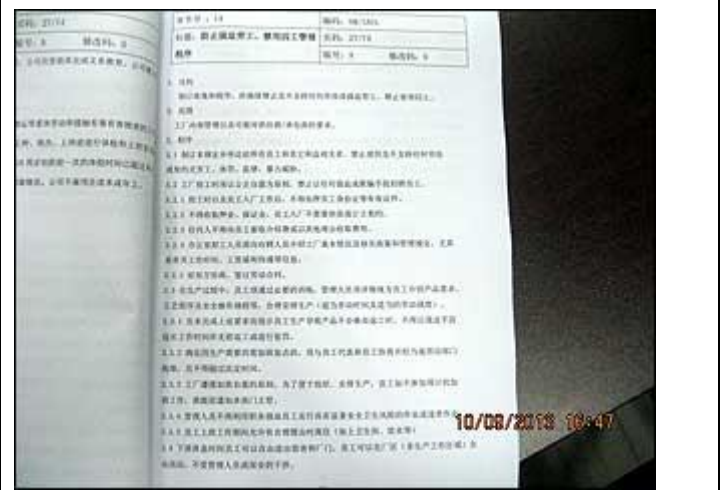
SA file



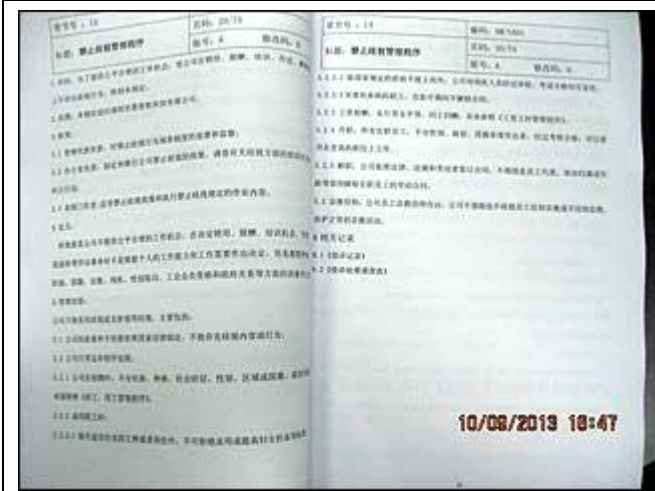
SA file



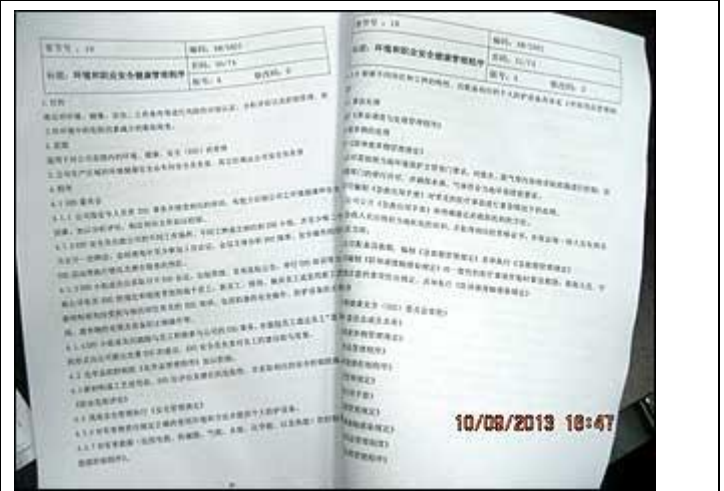
SA file



SA file



SA file



SA file



## Part 6 Working time and Wages

### 1. Working time\*

Item		Findings	Comments / Justifications	Score	
Working time	Local Standard*	1, Employees shall work for 8 hours one day and 40 hours a week; 2, Overtime shall not exceed 3 hours per day and 36 hours per month; 3, The factory shall make sure that the employee can take at least one and half rest day each week.		5	/5
	Factory working hours*	8 hours one day and 40 hours a week		5	/5
	Day off / Holiday*	No holiday work.		5	/5
	Work at night	No night work.		5	/5
	Overtime*	1. workers had worked overtime hours more than 3 hours a day and 60 hours per month through review of payroll journal and timecard 2. The workers had consecutively worked more than 7 days		0	/5
<b>Result</b>			<b>Total found</b>	0	
			<b>Theoretical Max</b>	25	



## 2. Wages\*

Item		Findings	Comments / Justifications	Score	
Wages	Local Standard (refer to local law)*	The wages paid by the factory shall not be less than the local minimum wage standard: The factory shall pay all employees' wage remunerations higher than those for normal working hours according to the following standards: (1) Payment of wage remuneration of no less than 150% of the normal wage if the working time of employee is arranged to extend; (2) Payment of wage remuneration of no less than 200% of the normal wage if employee is arranged to work on rest days without deferred rest arrangement; (3) Payment of wage remuneration of no less than 300% of the normal wage if employee is arranged to work on statutory holidays		5	/5
	Wages*	RMB1600 from 1-Mar-2013 to now, RMB1500 before 1-Mar-2013.		5	/5
	Night work	No night work.		5	/5
	Overtime*	The overtime wage was paid according to the local law.		5	/5
	Disciplinary deductions*	No disciplinary deductions.		5	/5
	Sufficiency to meet basic need of workers and their families	Yes		5	/5
<b>Result</b>			<b>Total found</b>	30	
			<b>Theoretical Max</b>	30	





姓名	日期	时间	地点	结果
117	李陈	2013-6-2 7:57	上班签到	无效记录
117	李陈	2013-6-2 11:30	上班签到	无效记录
117	李陈	2013-6-3 12:00	上班签到	无效记录
117	李陈	2013-6-3 17:31	上班签到	无效记录
117	李陈	2013-6-3 18:29	上班签到	无效记录
117	李陈	2013-6-3 18:20	上班签到	无效记录
117	李陈	2013-6-3 21:37	上班签到	无效记录
117	李陈	2013-6-4 7:57	上班签到	无效记录
117	李陈	2013-6-4 11:32	上班签到	无效记录
117	李陈	2013-6-4 12:36	上班签到	无效记录
117	李陈	2013-6-4 17:32	上班签到	无效记录
117	李陈	2013-6-4 18:28	上班签到	无效记录
117	李陈	2013-6-4 18:29	上班签到	无效记录
117	李陈	2013-6-4 22:02	上班签到	无效记录
117	李陈	2013-6-5 7:57	上班签到	无效记录
117	李陈	2013-6-5 11:31	上班签到	无效记录
117	李陈	2013-6-5 12:36	上班签到	无效记录
117	李陈	2013-6-5 17:30	上班签到	无效记录
117	李陈	2013-6-5 18:26	上班签到	无效记录
117	李陈	2013-6-5 23:00	上班签到	无效记录
117	李陈	2013-6-6 7:57	上班签到	无效记录
117	李陈	2013-6-6 11:30	上班签到	无效记录
117	李陈	2013-6-6 12:47	上班签到	无效记录
117	李陈	2013-6-6 12:52	上班签到	无效记录
117	李陈	2013-6-6 17:31	上班签到	无效记录
117	李陈	2013-6-6 18:18	上班签到	无效记录
117	李陈	2013-6-7 0:04	上班签到	无效记录
117	李陈	2013-6-7 7:54	上班签到	无效记录
117	李陈	2013-6-7 11:30	上班签到	无效记录
117	李陈	2013-6-7 12:49	上班签到	无效记录
117	李陈	2013-6-7 17:30	上班签到	无效记录
117	李陈	2013-6-7 18:23	上班签到	无效记录
117	李陈	2013-6-8 12:00	上班签到	无效记录
117	李陈	2013-6-8 7:49	上班签到	无效记录
117	李陈	2013-6-9 11:30	上班签到	无效记录
117	李陈	2013-6-9 12:51	上班签到	无效记录
117	李陈	2013-6-9 12:52	上班签到	无效记录
117	李陈	2013-6-9 17:30	上班签到	无效记录
117	李陈	2013-6-9 18:19	上班签到	无效记录
117	李陈	2013-6-9 18:22	上班签到	无效记录
117	李陈	2013-6-10 0:34	上班签到	无效记录
117	李陈	2013-6-13 7:50	上班签到	无效记录
117	李陈	2013-6-13 11:31	上班签到	无效记录
117	李陈	2013-6-13 12:51	上班签到	无效记录
117	李陈	2013-6-13 17:31	上班签到	无效记录
117	李陈	2013-6-13 18:20	上班签到	无效记录
117	李陈	2013-6-14 0:31	上班签到	无效记录
117	李陈	2013-6-14 7:50	上班签到	无效记录
117	李陈	2013-6-14 8:18	上班签到	无效记录
117	李陈	2013-6-14 12:55	上班签到	无效记录
117	李陈	2013-6-14 17:30	上班签到	无效记录
117	李陈	2013-6-14 18:22	上班签到	无效记录
117	李陈	2013-6-15 8:01	上班签到	无效记录
117	李陈	2013-6-17 7:50	上班签到	无效记录
117	李陈	2013-6-17 11:31	上班签到	无效记录
117	李陈	2013-6-17 12:50	上班签到	无效记录
117	李陈	2013-6-17 17:31	上班签到	无效记录
117	李陈	2013-6-17 18:18	上班签到	无效记录
117	李陈	2013-6-17 21:38	上班签到	无效记录
117	李陈	2013-6-18 7:49	上班签到	无效记录
117	李陈	2013-6-18 11:31	上班签到	无效记录
117	李陈	2013-6-18 12:54	上班签到	无效记录
117	李陈	2013-6-18 17:30	上班签到	无效记录
117	李陈	2013-6-18 17:40	上班签到	无效记录

10/09/2013 16:08



117	李陈	2013-8-20 11:30	上班签到	无效记录
117	李陈	2013-8-20 12:57	上班签到	无效记录
117	李陈	2013-8-20 17:30	上班签到	无效记录
117	李陈	2013-8-21 7:53	上班签到	无效记录
117	李陈	2013-8-21 11:30	上班签到	无效记录
117	李陈	2013-8-21 12:54	上班签到	无效记录
117	李陈	2013-8-21 17:31	上班签到	无效记录
117	李陈	2013-8-22 7:54	上班签到	无效记录
117	李陈	2013-8-22 11:30	上班签到	无效记录
117	李陈	2013-8-22 12:53	上班签到	无效记录
117	李陈	2013-8-22 17:30	上班签到	无效记录
117	李陈	2013-8-22 18:23	上班签到	无效记录
117	李陈	2013-8-22 22:31	上班签到	无效记录
117	李陈	2013-8-23 7:56	上班签到	无效记录
117	李陈	2013-8-23 11:32	上班签到	无效记录
117	李陈	2013-8-23 12:51	上班签到	无效记录
117	李陈	2013-8-23 17:30	上班签到	无效记录
117	李陈	2013-8-23 18:23	上班签到	无效记录
117	李陈	2013-8-24 0:33	上班签到	重复记录
117	李陈	2013-8-24 0:34	上班签到	无效记录
117	李陈	2013-8-24 8:57	上班签到	无效记录
117	李陈	2013-8-24 11:31	上班签到	无效记录
117	李陈	2013-8-24 12:52	上班签到	无效记录
117	李陈	2013-8-24 17:33	上班签到	无效记录
117	李陈	2013-8-25 7:55	上班签到	无效记录
117	李陈	2013-8-25 11:33	上班签到	无效记录
117	李陈	2013-8-25 12:56	上班签到	无效记录
117	李陈	2013-8-25 17:40	上班签到	无效记录
117	李陈	2013-8-26 7:53	上班签到	无效记录
117	李陈	2013-8-26 11:31	上班签到	无效记录
117	李陈	2013-8-26 12:53	上班签到	无效记录
117	李陈	2013-8-26 17:30	上班签到	重复记录
117	李陈	2013-8-26 17:30	上班签到	无效记录
117	李陈	2013-8-26 18:20	上班签到	无效记录
117	李陈	2013-8-26 22:36	上班签到	无效记录
117	李陈	2013-8-27 7:52	上班签到	无效记录
117	李陈	2013-8-27 11:30	上班签到	无效记录
117	李陈	2013-8-27 12:53	上班签到	无效记录
117	李陈	2013-8-27 17:31	上班签到	无效记录
117	李陈	2013-8-27 18:24	上班签到	无效记录
117	李陈	2013-8-27 22:31	上班签到	无效记录
117	李陈	2013-8-28 7:56	上班签到	无效记录
117	李陈	2013-8-28 11:31	上班签到	无效记录
117	李陈	2013-8-28 12:53	上班签到	无效记录
117	李陈	2013-8-28 17:30	上班签到	无效记录
117	李陈	2013-8-28 18:23	上班签到	无效记录
117	李陈	2013-8-28 22:32	上班签到	无效记录
117	李陈	2013-8-29 7:53	上班签到	无效记录

10/09/2013 16:31

Page 2 of 3

### Attendance record

1. workers had worked overtime hours more than 3 hours a day and 60 hours per month through review of payroll journal and timecard
2. The workers had consecutively worked more than 7 days



深圳市恩智胜科技有限公司2013年8月份员工工资表

注意：请认真核对工资表，确认出勤时间、加班费、工资核算等无误后请签收，如有疑问请在三日内反馈，逾期视为公司已足额支付所有工资及加班费等。发放时间：2013年9月17日。

序号	姓名	职务	基本工资	技能工资	出勤天数	出勤工资	加班费	补贴			应发工资	扣款						实发工资	
								工龄津贴	全勤奖金	其他		乐捐	住宿费	水电费	社保费	所得税	个人所得税		其他
6	王凯平	助理	1000	700	22	2300.00	1377.3	100	0	0	3777.30	10	0	54.30	151.84	0	200	0	3473.16
7	周秋旭	助理	1000	600	22	2200.00	1294.8	100	0	0	3594.80	0	0	31.46	153.84	24.3	0	0	3286.20
14	李强	助理	1000	50	22	1550.00	1514.2	0	0	0	3164.20	0	0	0.00	0	2.4	0	0	3161.80
17	罗健	助理	1000	150	22	1750.00	1954.8	100	0	0	3254.80	0	0	0.00	0	0	0	0	3254.80

深圳市恩智胜科技有限公司2013年8月份员工工资表

注意：请认真核对工资表，确认出勤时间、加班费、工资核算等无误后请签收，如有疑问请在三日内反馈，逾期视为公司已足额支付所有工资及加班费等。发放时间：2013年9月17日。

序号	姓名	职务	基本工资	岗位工资	加班费	补贴			应发工资	扣款						实发工资		
						工龄津贴	全勤奖金	绩效奖金		其他	乐捐	住宿费	水电费	社保费	所得税		个人所得税	其他
8	谭建奇	助理	1800	2300	0	100	0	0	3900.00	0.00	0.00	0	0.00	0	0	0	0	3900.00

10/09/2013 16:33



2013年4月份员工工资表

注意：请认真核对工资条，确认出勤时间。加班费、工资核算等无误后请签收，如有疑问请在三日内反馈，逾期视为公司已足额支付所有的工资及加班费等。发放时间：2013年5月17日。

序号	姓名	职务	基本工资	技能工资	出勤工资	加班费	补贴			应发工资	扣款					实发工资	
							工龄津贴	全勤奖金	其他		住宿费	水电费	社保费	应承担损失	扣已预支工资		其他
4	王翠平	操作工	1600	300	2249.15	691.2	0	50	0	2990.35	0	29.46	153.19	5.5	500	0	2302.20
7	周秋艳	测试	1600	400	2051.14	588.8	100	0	0	2739.94	0	62.20	153.19	7.4	0	0	2517.15
15	李国	质检	1600	0	1080.00	512	0	0	0	1512.00	0	0.00	0.00	0	0	0	1512.00
18	罗耀	打粉	1600	100	1757.95	550.4	0	0	0	2308.35	0	0.00	0.00	0	0	0	2308.35

2013年4月份员工工资表

注意：请认真核对工资条，确认出勤时间。加班费、工资核算等无误后请签收，如有疑问请在三日内反馈，逾期视为公司已足额支付所有的工资及加班费等。发放时间：2013年5月17日。

序号	姓名	职务	基本工资	岗位工资	出勤工资	加班费	补贴				应发工资	扣款					实发工资
							工龄津贴	全勤奖金	绩效提成	其它		住宿费	水电费	社保费	应承担损失	扣已预支工资	
12	谭作奇	质检主管	1600	2200	3800.00	0	100	0	0	3900.00	0	0.00	0	0	0	0	3900.00

10/09/2013 16:33

Payroll





## B. Social Audit Employee Questionnaire

**Instructions:**

说明:

Randomly select workers to interview. The employee interviews should be conducted at the onset of the Social Audit, and the primary language spoken by the workers must be used during the interview.

Start the interview by explaining who you are and the purpose of the interview. Assure the worker that you are interviewing that you do not represent management, and that any information they share with you will not be attributed to them.

During the interview process make notes so that you can corroborate, supplement or invalidate factory tour and document review findings.

Choose 5 workers to perform interviews

Before starting interviews, please read the parts concerning "coercion, discrimination, work time", as you have to get a global view about many points.

Were you allowed to interview the worker in private?	YES
Did you select the employee to be interviewed?	YES



### 1. Employee's interview:

Job Jumber	Dept.	Birth date per certificate	Birth date per interview	Date of hire	Comments*
Mr tan	Printing	1978,07,20	1978,07,20	2011,08,31	In average condition
Mr Wang	Welding	1994,02,04	1994,02,04	2012,05,19	In average condition
Mrs Zhang	Checking	1989,10,08	1989,10,08	2013,05,11	In average condition
Mr Gu	Assembly	1991,03,15	1991,03,15	2012,04,06	In average condition
Mrs Luo	Packing	1992,07,05	1992,07,05	2012,04,23	In average condition

**\* Comments:**

During the interviews, if you find problems data (fake birth date or fake date of hire) which does not confirm the findings of Part A; you must mark a score of **0** for the whole section concerned. The section is indicated by the question in the interview.



### 3. Increased Interview

First Employee

	Questions	Results	Comments
	<b>General</b>		
1	Name of the employee :	Mr Tang	
2	Documented age and sex (according to ID / Photo )	35years old/male	
3	Name of the Company/Factory you work for?		
4	How long have you worked here? Are you satisfied with your job?	26month	
5	What specific manufacture process/component are you working on? What is your job?	Printing	
6	Are you happy in your job?	Yes	
	<b>SAFETY</b>		
7	Have you had first aid training?	No	
8	Does the factory provide security instructions to all employees?	Yes	
9	Have all employees been trained in case of fire emergency?	Yes	
10	Has the factory trained you to use the fire equipment?	Yes	
11	Has the factory trained you to use the heavy equipment and machinery?	Yes	
12	Have all workers concerned been trained about machines operating?	Yes	
13	Have the workers been trained to use the corrosive products?	Yes	
14	Does the factory provide you with protection for use with corrosive products?	Yes	
	<b>CHILD LABOUR</b>		
15	Have you seen children at work in the factory?	No	



16	Does the factory management check age before hiring employees?	Yes	
17	If child labour is used, does the factory participate in programs which allow the child to access to quality education while working until he/she is no longer a child?	No	
18	Have you seen children at night or in hazardous conditions work in the factory?	No	
<b>FORCED LABOUR</b>			
19	Have you seen prisoners at work in the factory?	No	
20	Have you seen people asked to deposit their ID paper to work?	No	
21	Are employees allowed to assemble in order to bargain with management?	Yes	
<b>DISCIPLINARY PRACTICES</b>			
22	Are some employees sexually threatened by people from the factory?	/ No	
23	Are there employees that are physically punished in case of mistakes?	No	
24	Does the factory put some mental OR physical pressure on the employees to oblige them to make what they want?	/ No	
25	Does the factory management threaten the workers?	No	
<b>ASSOCIATION</b>			
26	Are the employees able to create or join any union as they want?	Yes	
27	Does the factory let you play games or practise sport?	Yes	
28	Does a Suggestion Box exist for employees to give anonymous messages to the manager?	Yes	





	<b>DISCRIMINATION</b>		
29	Does the factory use pregnancy test as a condition of hiring?	No	
30	Does a difference of wages exist between men and women?	No	
	<b>WAGES</b>		
31	Are employees able to meet their basic needs with their wages?	Yes	
	<b>HOURS OF WORK</b>		
32	Have you ever worked during 7 days without interruption?	Yes	Workers need work more than 7days without interruption when factory is in a peak season.
<b>Result</b>		<b>In average condition</b>	

Second Employee

	Questions	Results	Comments
	<b>General</b>		
1	Name of the employee :	Mr Wang	
2	Documented age and sex (according to ID / Photo )	18years old/male	
3	Name of the Company/Factory you work for?		
4	How long have you worked here? Are you satisfied with your job?	17month	
5	What specific manufacture process/component are you working on? What is your job?	Welding	
6	Are you happy in your job?	Yes	
	<b>SAFETY</b>		
7	Have you had first aid training?	No	
8	Does the factory provide security instructions to all employees?	Yes	
9	Have all employees been trained in case of fire emergency?	Yes	



10	Has the factory trained you to use the fire equipment?	Yes	
11	Has the factory trained you to use the heavy equipment and machinery?	Yes	
12	Have all workers concerned been trained about machines operating?	Yes	
13	Have the workers been trained to use the corrosive products?	No	
14	Does the factory provide you with protection for use with corrosive products?	No	
	<b>CHILD LABOUR</b>		
15	Have you seen children at work in the factory?	No	
16	Does the factory management check age before hiring employees?	Yes	
17	If child labour is used, does the factory participate in programs which allow the child to access to quality education while working until he/she is no longer a child?	No	
18	Have you seen children at night or in hazardous conditions work in the factory?	No	
	<b>FORCED LABOUR</b>		
19	Have you seen prisoners at work in the factory?	No	
20	Have you seen people asked to deposit their ID paper to work?	No	
21	Are employees allowed to assemble in order to bargain with management?	Yes	
	<b>DISCIPLINARY PRACTICES</b>		
22	Are some employees sexually threatened by people from the factory?	No	



23	Are there employees that are physically punished in case of mistakes?	No	
24	Does the factory put some mental OR physical pressure on the employees to oblige them to make what they want?	No	
25	Does the factory management threaten the workers?	No	
	<b>ASSOCIATION</b>		
26	Are the employees able to create or join any union as they want?	Yes	
27	Does the factory let you play games or practise sport?	Yes	
28	Does a Suggestion Box exist for employees to give anonymous messages to the manager?	Yes	
	<b>DISCRIMINATION</b>		
29	Does the factory use pregnancy test as a condition of hiring?	No	
30	Does a difference of wages exist between men and women?	No	
	<b>WAGES</b>		
31	Are employees able to meet their basic needs with their wages?	Yes	
	<b>HOURS OF WORK</b>		
32	Have you ever worked during 7 days without interruption?	Yes	Workers need work more than 7days without interruption when factory is in a peak season.
<b>Result</b>		<b>In poor condition</b>	

Third Employee

	Questions	Results	Comments
	<b>General</b>		
1	Name of the employee :	<b>Mrs Zhang</b>	



2	Documented age and sex (according to ID / Photo )	24years old/male	
3	Name of the Company/Factory you work for?		
4	How long have you worked here? Are you satisfied with your job?	5month	
5	What specific manufacture process/component are you working on? What is your job?	Testing	
6	Are you happy in your job?	Yes	
	<b>SAFETY</b>		
7	Have you had first aid training?	No	
8	Does the factory provide security instructions to all employees?	Yes	
9	Have all employees been trained in case of fire emergency?	Yes	
10	Has the factory trained you to use the fire equipment?	Yes	
11	Has the factory trained you to use the heavy equipment and machinery?	Yes	
12	Have all workers concerned been trained about machines operating?	Yes	
13	Have the workers been trained to use the corrosive products?	Yes	
14	Does the factory provide you with protection for use with corrosive products?	Yes	
	<b>CHILD LABOUR</b>		
15	Have you seen children at work in the factory?	No	
16	Does the factory management check age before hiring employees?	Yes	
17	If child labour is used, does the factory participate in programs which allow the child to access to quality education while working until he/she is no longer a child?	No	



18	Have you seen children at night or in hazardous conditions work in the factory?	No	
	<b>FORCED LABOUR</b>		
19	Have you seen prisoners at work in the factory?	No	
20	Have you seen people asked to deposit their ID paper to work?	No	
21	Are employees allowed to assemble in order to bargain with management?	Yes	
	<b>DISCIPLINARY PRACTICES</b>		
22	Are some employees sexually threatened by people from the factory?	No	
23	Are there employees that are physically punished in case of mistakes?	No	
24	Does the factory put some mental OR physical pressure on the employees to oblige them to make what they want?	No	
25	Does the factory management threaten the workers?	No	
	<b>ASSOCIATION</b>		
26	Are the employees able to create or join any union as they want?	Yes	
27	Does the factory let you play games or practise sport?	Yes	
28	Does a Suggestion Box exist for employees to give anonymous messages to the manager?	Yes	
	<b>DISCRIMINATION</b>		
29	Does the factory use pregnancy test as a condition of hiring?	No	
30	Does a difference of wages exist between men and women?	No	
	<b>WAGES</b>		





31	Are employees able to meet their basic needs with their wages?	Yes	
	<b>HOURS OF WORK</b>		
32	Have you ever worked during 7 days without interruption?	Yes	Workers need work more than 7days without interruption when factory is in a peak season.
<b>Result</b>		<b>In average condition</b>	

Fourth Employee

	Questions	Results	Comments
	<b>General</b>		
1	Name of the employee :	Mr Gu	
2	Documented age and sex (according to ID / Photo )	22years old/male	
3	Name of the Company/Factory you work for?		
4	How long have you worked here? Are you satisfied with your job?	18month	
5	What specific manufacture process/component are you working on? What is your job?	Assembly	
6	Are you happy in your job?	Yes	
	<b>SAFETY</b>		
7	Have you had first aid training?	No	
8	Does the factory provide security instructions to all employees?	Yes	
9	Have all employees been trained in case of fire emergency?	Yes	
10	Has the factory trained you to use the fire equipment?	Yes	
11	Has the factory trained you to use the heavy equipment and machinery?	Yes	
12	Have all workers concerned been trained about machines operating?	Yes	



13	Have the workers been trained to use the corrosive products?	Yes	
14	Does the factory provide you with protection for use with corrosive products?	Yes	
	<b>CHILD LABOUR</b>		
15	Have you seen children at work in the factory?	No	
16	Does the factory management check age before hiring employees?	Yes	
17	If child labour is used, does the factory participate in programs which allow the child to access to quality education while working until he/she is no longer a child?	No	
18	Have you seen children at night or in hazardous conditions work in the factory?	No	
	<b>FORCED LABOUR</b>		
19	Have you seen prisoners at work in the factory?	No	
20	Have you seen people asked to deposit their ID paper to work?	No	
21	Are employees allowed to assemble in order to bargain with management?	Yes	
	<b>DISCIPLINARY PRACTICES</b>		
22	Are some employees sexually threatened by people from the factory?	No	
23	Are there employees that are physically punished in case of mistakes?	No	
24	Does the factory put some mental OR physical pressure on the employees to oblige them to make what they want?	No	
25	Does the factory management threaten the workers?	No	



	<b>ASSOCIATION</b>		
26	Are the employees able to create or join any union as they want?	Yes	
27	Does the factory let you play games or practise sport?	Yes	
28	Does a Suggestion Box exist for employees to give anonymous messages to the manager?	Yes	
	<b>DISCRIMINATION</b>		
29	Does the factory use pregnancy test as a condition of hiring?	No	
30	Does a difference of wages exist between men and women?	No	
	<b>WAGES</b>		
31	Are employees able to meet their basic needs with their wages?	Yes	
	<b>HOURS OF WORK</b>		
32	Have you ever worked during 7 days without interruption?	Yes	Workers need work more than 7days without interruption when factory is in a peak season.
<b>Result</b>		<b>In average condition</b>	

FifthEmployee

	Questions	Results	Comments
	<b>General</b>		
1	Name of the employee :	Mrs Luo	
2	Documented age and sex (according to ID / Photo )	21years old/female	
3	Name of the Company/Factory you work for?		
4	How long have you worked here? Are you satisfied with your job?	18month	
5	What specific manufacture process/component are you working on? What is your job?	Packing	
6	Are you happy in your job?	Yes	
	<b>SAFETY</b>		



7	Have you had first aid training?	No	
8	Does the factory provide security instructions to all employees?	Yes	
9	Have all employees been trained in case of fire emergency?	Yes	
10	Has the factory trained you to use the fire equipment?	Yes	
11	Has the factory trained you to use the heavy equipment and machinery?	Yes	
12	Have all workers concerned been trained about machines operating?	Yes	
13	Have the workers been trained to use the corrosive products?	Yes	
14	Does the factory provide you with protection for use with corrosive products?	Yes	
	<b>CHILD LABOUR</b>		
15	Have you seen children at work in the factory?	/ No	
16	Does the factory management check age before hiring employees?	Yes /	
17	If child labour is used, does the factory participate in programs which allow the child to access to quality education while working until he/she is no longer a child?	No	
18	Have you seen children at night or in hazardous conditions work in the factory?	No	
	<b>FORCED LABOUR</b>		
19	Have you seen prisoners at work in the factory?	No	
20	Have you seen people asked to deposit their ID paper to work?	No	
21	Are employees allowed to assemble in order to bargain with management?	Yes	



	<b>DISCIPLINARY PRACTICES</b>		
22	Are some employees sexually threatened by people from the factory?	No	
23	Are there employees that are physically punished in case of mistakes?	No	
24	Does the factory put some mental OR physical pressure on the employees to oblige them to make what they want?	No	
25	Does the factory management threaten the workers?	No	
	<b>ASSOCIATION</b>		
26	Are the employees able to create or join any union as they want?	Yes	
27	Does the factory let you play games or practise sport?	Yes	
28	Does a Suggestion Box exist for employees to give anonymous messages to the manager?	Yes	
	<b>DISCRIMINATION</b>		
29	Does the factory use pregnancy test as a condition of hiring?	No	
30	Does a difference of wages exist between men and women?	No	
	<b>WAGES</b>		
31	Are employees able to meet their basic needs with their wages?	Yes	
	<b>HOURS OF WORK</b>		
32	Have you ever worked during 7 days without interruption?	Yes	Workers need work more than 7days without interruption when factory is in a peak season.
<b>Result</b>		<b>In average condition</b>	





## C. Corrective Action Plan

No.	Findings / Violations	Corrective Action	Target Completion Date
1	Factory could not provide the machine maintenance records to review.	Factory should perform the regular maintenance to all machines and keep the records.	1 month
2	Factory could not provide work incident records to review.	Need to have detailed incident records to ensure the safety of the workers.	2 months
3	Factory could not provide the fire drill records to review.	Factory should perform the fire drill and keep the records.	2 months
4	Extinguisher was placed in ground.	Extinguisher should be installed in a proper position.	1 month
5	Factory did not post "Fire extinguisher" mark above extinguisher	Factory Should sign the mark above each fire extinguisher.	1 month
6	Chemicals were stored at the raw material warehouse, and factory did not use second container to store them.	All chemicals should be stored in a special position, and use the second container to protect it to leakage out at ground.	3 months
7	Factory did not post any mark in the chemicals area.	Factory should post relevant mark in the chemicals area.	3 months
8	Factory could not provide the accidents and injuries log to review.	Should record accident of daily.	2 months
9	No worker could provide the medical service.	The factory assign at least one person on each shift to be trained in basic first aid.	3 months
10	No register of training was available in the factory.	At least one person on each shift shall be trained in basic first aid .	3 months
11	Workers had worked overtime hours more than 3 hours a day and 60 hours per month through review of payroll journal and attendance records. And The workers had consecutively worked more than 7 days.	Overtime shall not exceed 3 hours per day and 60 hours per month. And workers must work with 1 day off per week	2 months



# SA 8000 guidelines

## 1. CHILD LABOUR

Criteria:

1.1 The company shall not engage in or support the use of child labour as defined above.

1.2 The company shall establish, document, maintain, and effectively communicate to personnel and other interested parties, policies and written procedures for remediation of children found to be working in situations which fit the definition of child labour above, and shall provide adequate financial and other support to enable such children to attend and remain in school until no longer a child as defined above.

1.3 The company may employ young workers, but such young workers are subject to compulsory education laws, they may work only outside of school hours. Under no circumstances shall any young worker's school, work, and transportation time exceed a combined total of 10 hours per day, and in no case shall young workers work more than 8 hours a day. Young workers may not work during night hours.

1.4 The company shall not expose children or young workers to any situations in or outside the workplace that are hazardous or unsafe to their physical and mental health and development.

## 2. FORCED AND COMPULSORY LABOUR

Criteria:

2.1 The company shall not engage in or support the use of forced or compulsory labour as defined in ILO Convention 29, nor shall personnel be required to pay 'deposits' or lodge identification papers with the company upon commencing employment.

2.2 Neither the company nor any supplying labour to the company shall withhold any part of any personnel's salary, benefits, property, or documents in order to force such personnel to continue working for the company.

2.3 Personnel shall have the right to leave the workplace premises after completing the standard workday, and be free to terminate their employment provided that they give reasonable notice to their employer.

2.4 Neither the company nor any entity supplying labour to company shall engage in or support trafficking in human beings

## 3. HEALTH AND SAFETY

Criteria:

3.1 The company shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential accidents and injuries to workers' arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent to the work environment, and bearing in mind the prevailing knowledge of the industry and of any specific hazards.

3.2 The company shall appoint a senior management representative to be responsible for ensuring a safe and healthy work environment for all personnel, and for implementing the Health and Safety elements of this standard.



3.3 The company shall provide effective health and safety instructions to personnel on a regular basis, including on-site instructions and, where needed, job-specific instructions. Such instructions shall be repeated for new and reassigned personnel and in case accidents have occurred.

3.4 The company shall establish systems to detect, avoid, or respond to potential threats to the health and safety of personnel. The company shall maintain written records of all accidents that occur in the workplace and in company-controlled residences and property.

3.5 The company shall provide at its expense appropriate personal protective equipment to personnel. In the event of a work related injury the company shall provide first aid and assist the worker in obtaining follow-up medical treatment.

3.6 The company shall undertake to assess all the risks to new and expectant mothers arising out of their work activity and to ensure that all reasonable steps are taken to remove or reduce any risks to their health and safety.

3.7 The company shall provide, for use by all personnel, access to clean toilet facilities, access to potable water, and, where applicable, sanitary facilities for food storage.

3.8 The company shall ensure that any dormitory facilities provided for personnel are clean, safe, and meet the basic needs of the personnel.

3.9 All personnel shall have the right to remove themselves from imminent serious danger without seeking permission from the company

#### **4. FREEDOM OF ASSOCIATION & RIGHT TO COLLECTIVE BARGAINING**

Criteria:

4.1 All personnel shall have the right to form, join, and organize trade unions of their choice and to bargain collectively on their behalf with the company. The company shall respect this right, and shall effectively inform personnel that they are free to join an organization of their choice and that their doing so will not result in any negative consequences to them, or retaliation, from the company. The company shall not in any way interfere with the establishment, functioning, or administration of such workers' organizations or collective bargaining.

4.2 In situations where the right to freedom of association and collective bargaining is restricted under law, the company shall allow workers to freely elect their own representatives.

4.3 The company shall ensure that representatives of workers and any personnel engaged in organizing workers are not subjected to discrimination, harassment, intimidation, or retaliation for reason of their being members of a union or participating in trade union activities, and that such representatives have access to their members in the workplace.

#### **5. DISCRIMINATION**

Criteria:

5.1 The company shall not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on race, national or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.

5.2 The Company shall not interfere with the exercise of personnel's rights to observe tenets or practices, or to meet needs relating to race, national or social origin, religion, disability, gender, sexual orientation,



family responsibilities, union membership, or political opinions, or any other condition that could give rise to discrimination.

5.3 The company shall not allow any behaviour that is threatening, abusive, exploitative, or sexually coercive, including gestures, language, and physical contact, in the workplace and, where applicable, in residences and other facilities provided by the company for use by personnel.

5.4 The company shall not subject personnel to pregnancy or virginity tests under any circumstances

## 6. DISCIPLINARY PRACTICES

Criterion:

6.1 The company shall treat all personnel with dignity and respect. The company shall not engage in or tolerate the use of corporal punishment, mental or physical coercion\* or verbal abuse of personnel.

No harsh or inhumane treatment is allowed.

## 7. WORKING HOURS

Criteria:

7.1 The company shall comply with applicable laws and industry standards on working hours and public holidays. The normal work week, not including overtime, shall be defined by law but shall not exceed 48 hours.

7.2 Personnel shall be provided with at least one day off following every six consecutive days of work.

Exceptions to this rule apply only where both following conditions exist:

- a) National law allows work time exceeding this limit; and
- b) A freely negotiated collective bargaining agreement is in force that allows work time averaging, including adequate rest periods.

7.3 All overtime work shall be voluntary, except as provided in 7.4 below, shall not exceed 12 hours per week, nor be requested on a regular basis.

7.4 In cases where overtime work is needed in order to meet short-term business demand and the company is party to a collective bargaining agreement freely negotiated with worker organizations (as defined above) representing a significant portion of its workforce, the company may require such overtime work in accordance with such agreements. Any such agreement must comply with the requirements above.

## 8. REMUNERATION

Criteria

8.1 The company shall respect the right of personnel to a living wage and ensure that wages paid for a normal working week shall always meet at least legal or industry minimum standards and shall be sufficient to meet basic needs of personnel and to provide some discretionary income.

8.2 The company shall ensure that deductions from wages are not made for disciplinary purposes.

Exceptions to this rule apply only when both conditions exist:

- a) Deductions from wages for disciplinary purposes are permitted by national law; and
- b) A freely negotiated collective bargaining agreement is in force.

8.3 The company shall ensure that personnel's wages and benefits composition are detailed clearly and regularly in writing for them for each pay period. The company shall also ensure that wages and benefits are rendered in full compliance with all applicable laws and that remuneration is rendered either in cash or check form, in a manner convenient to workers.



8.4 All overtime shall be reimbursed at a premium rate as defined by national law. In countries where a premium rate for overtime is not regulated by law or a collective bargaining agreement, personnel shall be compensated for overtime at a premium rate or equal to prevailing industry standards, whichever is more favourable to workers' interests.

8.5 The company shall not use labour-only contracting arrangements, consecutive short-term contracts, and/or false apprenticeship schemes to avoid fulfilling its obligations to personnel under applicable laws pertaining to labour and social security legislation and regulations.





## D. Glossary: 术语

### Home worker 家庭工作者:

A person who carries out work for a company under direct or indirect contract, other than on a company's premises, for remuneration, which results in the provision of a product or service as specified by the employer, irrespective of who supplies the equipment, materials or other inputs used.

指为一个公司在直接或间接合同下工作的员工，但公司不支付直接的工资，而是以提供某种特定的产品或服务来代替，不管是设备，原料或其他需要的东西。

### Child 童工

Any person found to be of less than the minimum age for admission to employment or work.

In China, the minimum age for admission to employment or work in the Private Sector is 16 years old. The employment of persons under 16 years of age but no less than 14 is exceptionally authorized by law if the minor's physical capacity required for the exercise of the work is previously attested by ILO Convention No. 138 (Concerning the minimum age for admission to employment.) 低于法定最低工作年龄的人。

在中国，最低工作年龄为 16 周岁。14-16 周岁的属未成年工，经国际劳工组织检查后如该未成年工体力能超过工作的需要，则公司/企业可以雇佣该员工（国际劳工组织协议第 138 条规定：未成年工年龄界定）

#### The following countries have ratified this Convention:

以下国家已经同意该协议:

Country	Date	Minimum age (years)
Cambodia 柬埔寨	23-Aug-99	14
China 中国	28-Apr-99	16
Indonesia 印尼	7-Jun-99	15
Japan 日本	5-Jun-00	15
Republic of Korea 朝鲜	28-Jan-99	15
Lao People's Democratic Republic 老挝	13-Jun-05	14
Malaysia 马来西亚	9-Sep-97	15
Mongolia 外蒙古	16-Dec-02	15
Nepal 尼泊尔	30-May-97	14
Pakistan 巴基斯坦	6-Jul-06	14
Philippines 菲律宾	4-Jun-98	15
Singapore 新加坡	7-Nov-05	15
Sri Lanka 斯里兰卡	11-Feb-00	14
Thailand 泰国	11-May-04	15
Turkey 土耳其	30-Oct-98	15
Vietnam 越南	24-Jun-03	15

**Child labour 童工**

Any work performed by a child younger than the age(s) specified in the above definition of a child, except as provided by ILO Recommendation 146- (Recognizing that the effective abolition of child labour)

不满以上未成年工规定年龄的工作者，有国际劳工组织出具的146推荐函除外。

**Young Worker 未成年工**

Any worker over the age of a child, as defined above, and under the age of 18  
年龄在 16-18 周岁的员工。

**Forced labour 强迫性劳动**

Any work or service that is extracted from a person under the menace of a penalty for which said person has not offered him/herself voluntarily or for which such work or service is demanded as a means of repayment of debt.

任何在威胁或处罚下的，工作者不是自愿的工作或服务。

**Coercion 高压政治**

Practice of compelling a person to behave in an involuntary way (whether through action or inaction) by use of threats, intimidation.

通过威胁，恐吓等来强迫员工以使其服从。

**Association 组织**

Organize of people who have an interest, activity, or purpose in common (a society).

一个有共同目标并有正式组织的群体。



## IMPORTANT NOTES

THE ABOVE RESULT(S) REFLECT(S) ASIAINSPECTION 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

**FACTORY ACKNOWLEDGEMENT**

请阅读此中文版本工厂中文版本表格并用于在中国地区进行的审核。

亚洲品质检测中心是 SHENZHEN BEEST PROMOTION LIMITED 指定的检测机构。将于 2013-10-09 (日期编号 P-005-1212549) 根据 SA8000 或 ETI 或 Clients' COC 标准对贵厂的审核进行。

进行此次审核工作的审核员是 SHARON CHANG (Inspector), 10003002517

请仔细阅读并确认以下 ASIAINSPECTION 的规定文件:

**1. 工厂审核范围**  
此次审核符合 Social Audit (SA)  
任何差异将会以报告形式通知 Sharon Chang.

**2. 审核结果**  
审核的结果将在 AsiaInspection 管理部门审查后交于 SHENZHEN BEEST PROMOTION LIMITED  
对以上任何事项如有疑问, 请联系深圳办事处: +86 755 2323 9809

**3. 设备提供**  
我已通知审核时所需的信息和设备并准备之, 对于工厂无法提供的设备我方会提前至少 48 小时通知 ASIAINSPECTION:  
\* 一台可上网的电脑  
我们的审核员在审核过程中需要对工厂的大门, 生产线, 办公室和建筑物等拍照。

我们的审核员在审核过程中需要查看工厂的相关文件, 如工商执照, 工人出勤记录, 工人工资表等。

我们的审核员在审核过程中需要从生产线上随机挑选工人进行员工访谈。

**4. 付款**  
我们在此提醒贵工厂我们的审核员不是决定人, 且 AsiaInspection 会支付一定的审核费用。  
如果审核员向工厂要求礼物, 餐饮, 请立即与我们联系 [claim@asiainspection.com](mailto:claim@asiainspection.com), Tel: +86 755 2323 9803, SHENZHEN BEEST PROMOTION LTD. COM 应有义务向审核员提供任何餐饮, 礼物和金钱。任何违规将会立即通知 SHENZHEN BEEST PROMOTION LIMITED.

On behalf of: SHENZHEN BEEST PROMOTION LTD.COM (Authorized signature only)  
受益人: SHENZHEN BEEST PROMOTION LTD.COM (授权人)

Name of Factory Representative: 工厂代表姓名	Signature: 签名	Audit date: 审核日期	Arrival Time: 到达时间: 2013.10.09
Name of Auditor(s): 审核员姓名	Signature: 签名	Audit date: 审核日期	Arrival Time: 到达时间: 2013.10.09

10/09/2013 09:59

This document is strictly confidential and is for AsiaInspection internal use only - it can not be used as an authorization for shipment.  
©1997-2013 AsiaInspection Limited. All right reserved

1/1

Original signature of the Factory Manager accepting AsiaInspection policy including bribery issues.



# END

