

# Workplace Conditions Assessment Report

Measured Results — Improved Performance



## ZHEJIANG HONGTAI KITCHENWARE CO.,LTD

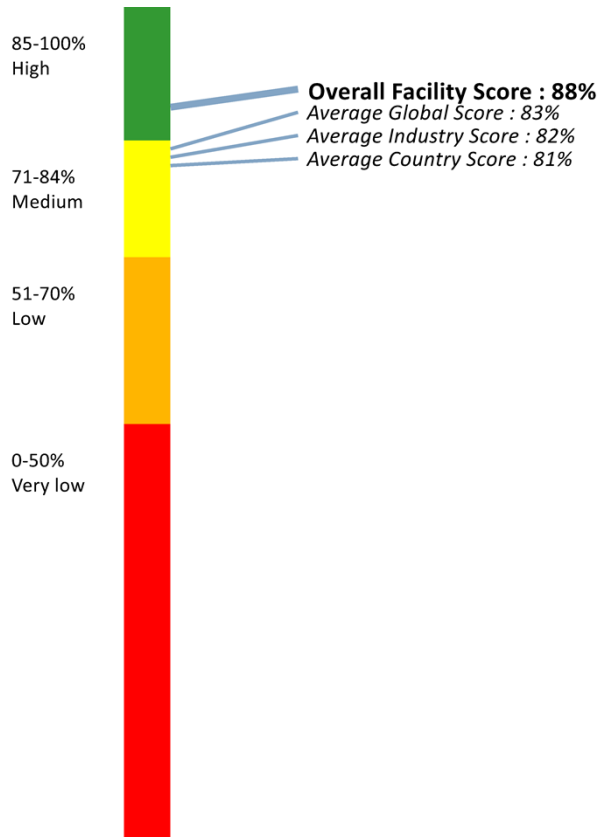
### GENERAL INFORMATION

**Overall Facility Score: 88%**

|             |              |                   |           |
|-------------|--------------|-------------------|-----------|
| Reg No:     | F_IAR_187787 | Country:          | China     |
| Audit Date: | 26-Jul-2023  | Assessment Stage: | Initial   |
| Last Audit: | NA           | Schedule Type:    | Announced |
| Mandays:    | 1            | Audit Firm:       | Intertek  |

### WORKPLACE PERFORMANCE INDEX AND SUMMARY

Participating facilities: 11596



| Assessment area    | Score results | Number of non-compliances by rating |       |          |       |          |
|--------------------|---------------|-------------------------------------|-------|----------|-------|----------|
|                    |               | Zero Tolerance                      | Major | Moderate | Minor | No Score |
| <b>Overall</b>     | <b>88%</b>    | -                                   | -     | 5        | 4     | -        |
| Labor              | 100%          | -                                   | -     | -        | -     | -        |
| Wages & Hours      | 73%           | -                                   | -     | 2        | -     | -        |
| Health & Safety    | 86%           | -                                   | -     | 3        | -     | -        |
| Management Systems | 85%           | -                                   | -     | -        | 4     | -        |
| Environment        | 100%          | -                                   | -     | -        | -     | -        |

The Performance Index Bar is used to measure and benchmark the facility's score against the other population of audit results in the database using a common scoring algorithm

## A. FACILITY PROFILE

### A1. FACILITY INFORMATION

|                            |  |  |                                    |
|----------------------------|--|--|------------------------------------|
| Facility Name:             | ZHEJIANG HONGTAI KITCHENWARE CO.,LTD   | Facility Legal Status:   | Private                            |
| Facility Legal Name:       | ZHEJIANG HONGTAI KITCHENWARE CO., LTD  | Year facility began operations:                                | 2017                               |
| Audit Location:            | QUANER VILLAGE, QUANXI TOWN, WUYI CITY, JINHUA ,ZHEJIANG, CHINA  | Located in special economic zone:                              | No                                 |
| City:                      | Jinhua   | Person responsible for overall social compliance issues:       | Mr. Zhang Jianfei/Admin Manager    |
| Country:                   | China  | Valid certificate for social compliance certification program: | Not Applicable                     |
| Contact Name:              | Mr. Zhang Jianfei  | Vendor Name:   | There was no information provided. |
| Contact Title:             | Admin Manager  |  |                                    |
| Industry:                  | Other  |  |                                    |
| Service Providers:         | Not Applicable   |  |                                    |
| Security systems in place: | There was a facility gate with 4 security guard in this facility. The facility set up CCTV in the facility. Security guard, CCTV system and management employees would control physical access to the facility.  |  |                                    |
| Building Description:      | The facility consisted of whole 1/F and 3/F of one 5-storey building as office, 2/F and 3/F of one 4-storey building as production workshop and warehouse, one flat building as warehouse, office and production workshop, 3/F and 4/F of one 5-storey building as dormitory. There was no canteen or kitchen was available for employee. The building was made up of reinforced concrete. The total land area occupied by audited facility was about 22298 square meters and total floor area was about 36470 square meters. Remark: Through on-site observation and management interview, it was noted that there were other facilities in the same building with independent business licenses, products, wage and attendance systems and management system. The remaining floors of production building were used by Zhejiang Yingnaiwei household supplies Co., Ltd. as production workshop and warehouse, 1/F of the dormitory building was used as canteen and kitchen by Zhejiang zhongbao Food and Beverage Management Co., Ltd. No co-mingling or sharing case was noted during this audit. This audit scope did not include other facilities. |  |                                    |
| Special building type:     | Building is shared with multiple owners or leaseholders  |  |                                    |

### A2. PRODUCTION INFORMATION

|  |   |   |   |
|--|---|---|---|
| Products manufactured / Services provided: | Stainless steel net basket  | Time record system(s) used:               | Others: Facial ID   |
| Production process/ Service elements:      | Punching, Welding, Metalworking, Polishing, Washing, Inspection and Packing | Chemicals or hazardous materials on-site: | Yes The facility used chemical included cleaning agent, oxalate, detergent and etc. |
| Production capacity a week:                | 300000 pcs  | Current production/Services for client:   | N/A, this audit was requested by the facility.                                      |
| Total number of                            | 227 sets  |   |   |

**ZHEJIANG HONGTAI KITCHENWARE CO.,LTD**

machines:

Main machine types: **Punching machines, welding machines, polishing machines, washing machines and etc.**

Shifts and Operating hours: **1 shift All employees worked in 1 shift per day: 7:00-11:00, 13:30-17:30 from May to September, 07:30-11:30, 13:00-17:00 from October to April of next year. And the normal working day was Monday to Friday.**

**A3. EMPLOYEE INFORMATION**

Employee nationalities/provinces : **There were 197 employees working in the audited facility at present. 22 (11.17%) employee was local workers from Zhejiang, 175 (88.83%) employees were domestic migrant workers from Anhui, Fujian, Guizhou, Hubei, Hunan, Heilongjiang, Henan, Jiangxi, Shandong, Sichuan, Yunnan and Chongqing. No foreign migrant workers.**

Languages spoken in the facility : **Chinese**

Management and employees speak same language : **Yes**

Union/Worker committee : **Not Applicable**

Hires through employment agent : **No**

Recruitment and hiring process : **The facility recruited employees directly by posting job advertisements or encouraging employees to introduce their relatives or friends. The facility had established Human Resource Recruitment Procedure, which stipulates that all applicants must be at least 16 years old, and the original valid ID certificate shall be provided for the facility verification, the original ID card would be returned to the employee once verification done, no original ID card would be detained by the facility and the facility would keep the photocopy of the ID card for future reference. Employees did not have to bear any recruitment fee. Furthermore, there would be no restrictions on sex, ethnicity, race, gender or religion, etc. when hiring.**

| Range   | Female | Male | Homeworkers | Juveniles |
|---------|--------|------|-------------|-----------|
| 101-300 | 108    | 89   | 0           | 0         |

|         | Permanent | Temporary | Agency | Total |
|---------|-----------|-----------|--------|-------|
| Local   | 22        | 0         | 0      | 22    |
| Migrant | 175       | 0         | 0      | 175   |
| Foreign | 0         | 0         | 0      | 0     |
| Total   | 197       | 0         | 0      | 197   |

## A4. SUBCONTRACTOR INFORMATION

No subcontractor information given

## A5. GENERAL INFORMATION

This is an announced initial audit. At 09:10 am on 26th July 2023, one auditor entered the facility then held an opening meeting according to WCA Program. The facility management Mr. Zhang Jianfei/Admin Manager and other representatives were present in the meeting. The facility management stated that the facility would be cooperative with this audit. Most of interviewees were comfortable during interview and no negative information was raised. Attitude of managers: The facility representatives were cooperative during the whole process. At the end of the audit, all the findings were accepted by the facility management. A signed CIR report was left to the facility management and all findings were confirmed with responsible personnel. No ZT finding or major finding was raised during this audit. Current status: 1. Labour: the facility had established a system to management the labor program and had a formal procedure for checking ages of employees at application stage, the youngest employees in the facility was 19 years old. 2. Management system: the facility appointed one top management representative to be responsible for the establishment and maintenance of CSR system. Overall responsibility for meeting the standards was taken by Mr. Zhang Jianfei/Admin Manager. 3. Environment: The facility management maintained all legally required environmental documents in place. Best Practices Observed: Nil.

## A6. AUDIT PROCESS

### Auditor Information

Auditors APSCA ID : **Primary: Kevin Deng**  
**ID#: 21700242**

Auditors APSCA ID : **Secondary: NA**  
**ID#: NA**

### Audit pay period provided for review

| Records | From        | To          |
|---------|-------------|-------------|
| 12      | 01-Jun-2022 | 31-May-2023 |
| 13      | 01-Jun-2022 | 25-Jul-2023 |

### Employee interview sampling

|                   |    |
|-------------------|----|
| Individual        | 10 |
| Group             | 0  |
| Total interviewed | 10 |

Special Comments: N/A

### Payroll and attendance records sampling

| Period | From | To | Peak Season | Records Reviewed |
|--------|------|----|-------------|------------------|
|--------|------|----|-------------|------------------|

|                |             |             |    |           |
|----------------|-------------|-------------|----|-----------|
| Current Period | 01-May-2023 | 31-May-2023 | No | 10        |
| Period 2       | 01-Dec-2022 | 31-Dec-2022 | No | 3         |
| Period 3       | 01-Sep-2022 | 30-Sep-2022 | No | 3         |
| <b>Total</b>   |             |             |    | <b>16</b> |

**Other records reviewed**

Personnel records

Non-Production records

Legal Permits

Employee leave register

Machine maintenance records

Production records

Employment contracts

Social insurance documentation

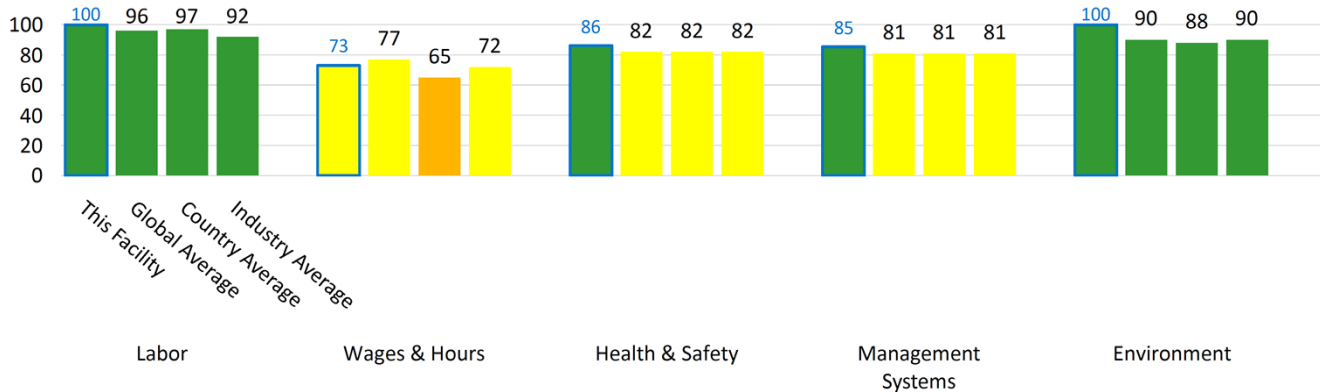
Health examination records

Security log book

## B. KEY PERFORMANCE METRICS

### B1. COMPARISON BENCHMARK

Current performance — Global average, China average, Other average



The Comparison Benchmark shows at a glance how this facility is performing in each category in comparison to all other facilities in the database globally, by country and/or industry using the same scoring algorithm.

### B2. PERFORMANCE TREND ANALYSIS

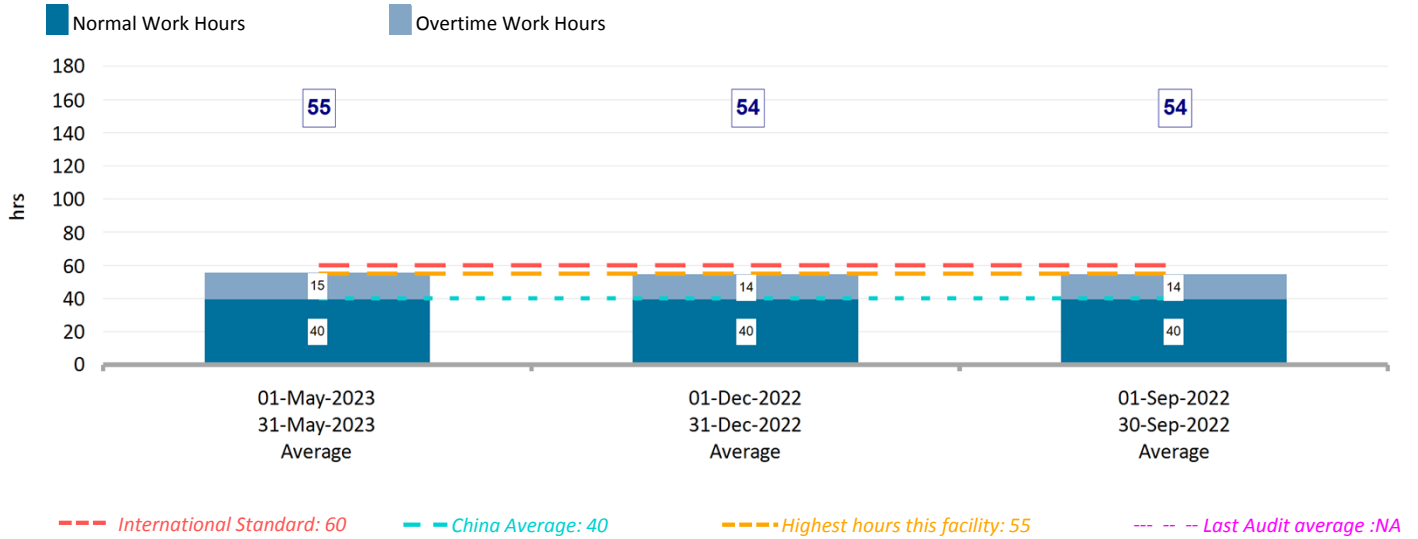
| Section Name         | Current<br>(26-Jul-2023) | Last<br>(NA) | First<br>(NA) | Change<br>(Current-Last) | Change<br>(Current-First) |
|----------------------|--------------------------|--------------|---------------|--------------------------|---------------------------|
| Labor                | 100                      | NA           | NA            | NA                       | NA                        |
| Wages & Hours        | 73                       | NA           | NA            | NA                       | NA                        |
| Health & Safety      | 86                       | NA           | NA            | NA                       | NA                        |
| Management Systems   | 85                       | NA           | NA            | NA                       | NA                        |
| Environment          | 100                      | NA           | NA            | NA                       | NA                        |
| <b>Overall Score</b> | <b>88</b>                | <b>NA</b>    | <b>NA</b>     | <b>NA</b>                | <b>NA</b>                 |

▲ Advancers    ■ Constant    ▼ Decliner

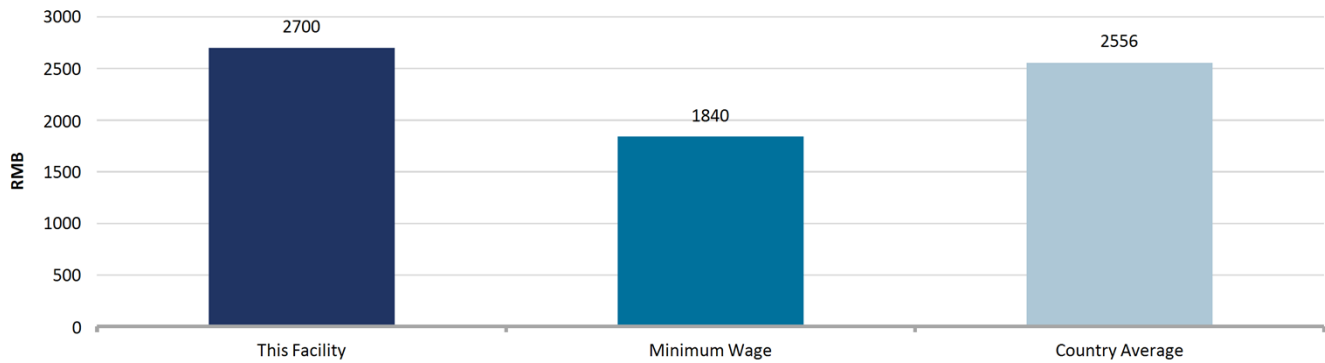
Showcase of the percentage of improvement (or decline) in performance over time for this facility. The current audit result is compared against the last audit completed at this same facility which is subsequently compared to the very first audit done at the facility.

### B3. WORKING HOURS AND WAGES

#### Average total hours worked Weekly



#### Average wages paid in local currency (RMB)



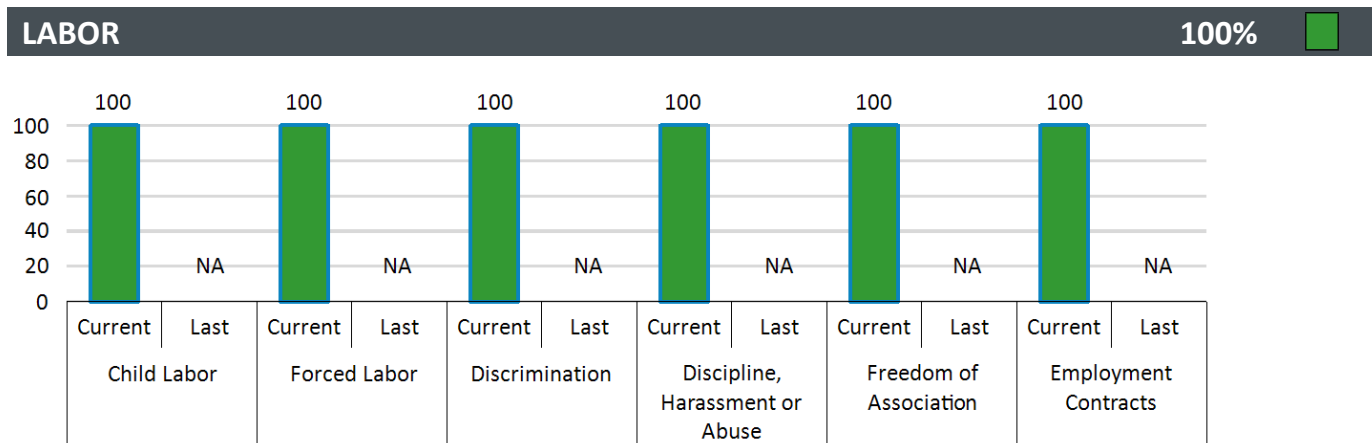
Provincial and country averages are based on average wages paid since past two years.

Special wage circumstances: NA

## C. PERFORMANCE DETAILS

Current (26-Jul-2023) Last (NA)

### C1. LABOR



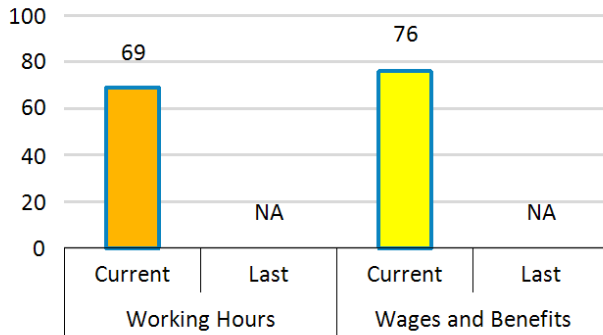
**Labor Summary:** 1. Relevant policies on child labor, force labor, discrimination, discipline, harassment, freedom of association etc. were established in place, no child labor or force labor was noted. No juvenile employees or foreign employees were employed in the facility. 2. The employees could express grievance freely. The facility has a written policy of freedom of association and right to collective bargaining. The policy states that the employees are free to form or join trade union or workers' organization and enjoy the right to collective bargaining, and nobody will be treated differently if they are members of the trade union or workers' organization, etc. 3. No ZT or Major finding was found during labor section.



## C2. WAGES & HOURS

### WAGES & HOURS

73%



**Wages and Hours Summary:** The local minimum wage standard was set at RMB 1840 per month as equivalent to RMB 10.57(1840/21.75/8) per hour since 1st August 2021. The minimum wages paid by the facility were RMB 2600 per month during the reviewed period as per the provided payroll records. The facility paid the employees' overtime at the rates of 150%, and 200% of normal wages for the overtime hours on the normal working days, and the rest days respectively. There was no overtime hour on statutory holiday in the facility. All employees worked in 1 shift per day: 7:00-11:00, 13:30-17:30 from May to September, 07:30-11:30, 13:00-17:00 from October to April of next year. And the normal working day was Monday to Friday. Facial ID attendance system was used for time keeping and each employee should scan face when went in and out the workshop. Based on the provided attendance records and payroll records, the monthly overtime hours were 58 hours (10 out of 10 samples) in May 2023(current month); the monthly overtime hours were 50 hours (3 out of 3 samples) in December 2022(random month); the monthly overtime hours were 64 hours (3 out of 3 samples) in September 2022(random month). Partial employee had participated in any social insurance, other benefits such as statutory holidays, sick leave, perfect attendance bonus and work-related injury leave, etc. were provided to eligible employees. Wages were calculated on an hourly rated basis and paid at last day of month after each working period by bank transfer, and the last wages (May 2023) were paid on 30th June 2023. Moreover, production related records such as Daily Production Records, Warehouse In/out Records, Material Incoming Inspection Reports and etc. from June 2022 to July 2023 were provided and reviewed and no inconsistencies were noted.

### Sub Section: Working Hours

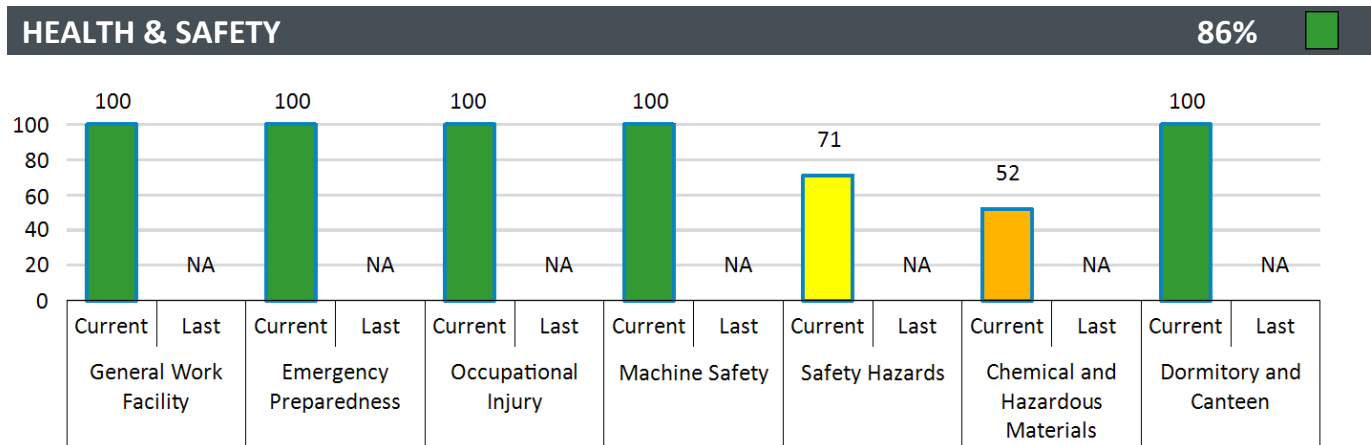
| Status     | Findings  | % Global freq of compliance |
|------------|---|-----------------------------|
| ● Moderate | <p><b>O0626: Total overtime hours exceeds allowable limits under applicable law or agreement.</b></p> <p>Past occurrences at this facility: NA</p> <p><b>Auditor's comment</b> Overtime hours exceeded the legal requirement. Through document review, auditor found that the monthly overtime hours of 10 out of 10 randomly selected employees were 58 hours in May 2023(current month), the monthly overtime hours of 3 out of 3 randomly selected employees were 50 hours in December 2022(random month) and the monthly overtime hours of 3 out of 3 randomly selected</p> | 46%                         |

| Status | Findings  | % Global freq of compliance |
|--------|---|-----------------------------|
|        | <p>employees were 64 hours in September 2022(random month).</p> <p><b>Legal Regulation</b><br/>                     People’s Republic of China Labor Law Article 41, The employing unit may extend working hours due to the requirements of its production or business after consultation with the trade union and laborers, but the extended working hour for a day shall generally not exceed one hour; if such extension is called for due to special reasons, the extended hours shall not exceed three hours a day under the condition that the health of laborers is guaranteed. However, the total extension in month shall not exceed 36 hours.</p> |                             |

**Sub Section: Wages and Benefits**

| Status     | Findings  | % Global freq of compliance |
|------------|---|-----------------------------|
| ● Moderate | <p><b>O0717: The facility does not provide social security, pensions, healthcare and/ or other insurance to employees as per legal requirement.</b></p> <p>Past occurrences at this facility: <b>NA</b></p> <p><b>Auditor’s comment</b> Insufficient social insurance participated. Through document review, auditor found that there were 197 employees (including 27 retirees hired to work again) in facility in June 2023, only 39 (22.94%) out of 170 eligible employees had participated in basic endowment insurance, basic medical insurance (maternity insurance), unemployment insurance and employment injury insurance. Moreover, the facility had provided a group injury insurance for 27 employees and valid date was from 3rd December 2022 to 2nd December 2023.</p> <p><b>Legal Regulation</b><br/>                     Social Insurance Law of the People’s Republic of China Article 10, Employees shall participate in the basic endowment insurance, and the basic endowment insurance premiums shall be jointly paid by employers and employees. Article 23, Employees shall participate in the basic medical insurance for employees, and the basic medical insurance premiums shall be jointly paid by employers and employees in accordance with the relevant provisions of the state. Article 33, Employees shall participate in employment injury insurance, and the employment injury insurance premiums shall be paid by their employers rather than the employees. Article 44, Employees shall participate in unemployment insurance, and the unemployment insurance premiums shall be jointly paid by employers and employees in accordance with the relevant provisions of the state. Article 53, Employees shall participate in maternity insurance, and the maternity insurance premiums shall be paid by employers rather than employees in accordance with the relevant provisions of the state.</p> | 60%                         |

### C3. HEALTH & SAFETY



**Health & Safety Summary:** 1. Fire safety: The facility has established one written emergency preparedness procedure and appointed one top management representative to be responsible for emergency preparedness. Each production workshop was installed with at least 2 emergency exits and sufficient fire facilities such as fire extinguishers, fire hydrants and fire alarms were installed in the facility. Such fire facilities were inspected once per month and all tested firefighting facilities were kept workable. Evacuation plans were posted at each emergency exit in the facility and marked “where you are” clearly, all evacuation routes and safety exits observed were clear. Newly coming employees were trained for fire safety during orientation training and refresh training. Fire drills were conducted twice per year, the last two fire drills were conducted on 22nd April 2023 and 16th November 2022. 2. Electrical safety: All electrical equipment was maintained in good condition such as sockets, plugs, switches and main fuse boards. Valid electrician license was provided. The warning signs were posted on the electrical panels. 3. Chemical Safety: Eye-wash stations were available at the places where chemicals were used and stored. Workers exposed to chemicals confirmed that they had been trained on chemical safety. The hazardous chemical emergency response drill was conducted once per year. The drill records were available for review. 4. Medical services: There were adequate first aid kits with sufficient supplies on each floor. There were 4 first aiders in the facility. Through review injury records, no injury case was occurred in the past. 5. Machine Safety: Production machines were maintained and inspected regularly. 6. Brief of production areas: Potable water was freely available on each facility floor. Sufficient clean toilets segregated by gender were available at all times to employees. Ventilation, temperature and lighting were adequate for each area. 7. Employee safety awareness: Written Health and Safety Policies were established and implemented. The facility had a program to provide EHS training to all employees. The assigned person was responsible for the facility health and safety regular checking, regular meeting minutes of proceedings were provided for review.

#### Sub Section: Safety Hazards

| Status     | Findings   | % Global freq of compliance |
|------------|--|-----------------------------|
| ● Moderate | <p><b>00406: Special appliances such as boilers, unfired pressure vessels, and furnaces have not been registered and affixed with a registration certification.</b></p> <p>Past occurrences at this facility: NA</p> <p><i>Auditor's comment</i> No registration for special appliances. During facility tour, auditor</p> | 90%                         |

| Status | Findings  | % Global freq of compliance |
|--------|---|-----------------------------|
|        | <p>found that there was forklift for goods transferring in the facility. However, the facility could not provide the registered certificate of this forklift.</p> <p><b>Legal Regulation</b><br/>                     Regulations on Safety Supervision of Special Appliance Article 25, The operating unit with special appliance shall apply the registration for the special appliance from the Special Appliance Quality Safety Monitoring Department of the municipality city or above, before they are used or after they have been used for 30 days. The approved registration certificate/letter for special appliance should be affixed at the relevant special appliance.</p> |                             |

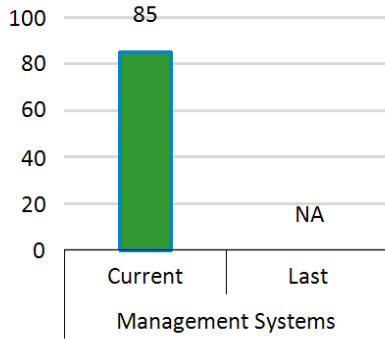
**Sub Section: Chemical and Hazardous Materials**

| Status     | Findings  | % Global freq of compliance |
|------------|---|-----------------------------|
| ● Moderate | <p><b>O0458: Chemicals or materials are not labeled as per label instructions/ MSDS.</b></p> <p>Past occurrences at this facility: <b>NA</b></p> <p><b>Auditor's comment</b> No safety label for hazardous chemical. During facility tour, auditor found that there was no label for hazardous chemical (such as cleaning agent) using in washing workshop at flat production building.</p> <p><b>Legal Regulation</b><br/>                     Regulation of Chemical Safety Usage in Workplace Article 12, The unit, which uses chemical, shall set up identification label for all chemicals in using. For dangerous chemical, a safety label shall be applied and MSDS be provided for worker.</p>  | 90%                         |
| ● Moderate | <p><b>O0473: Preventative measures are not in place to prevent chemical leakage.</b></p> <p>Past occurrences at this facility: <b>NA</b></p> <p><b>Auditor's comment</b> Safety facilities for hazardous chemicals were not compliant with legal requirement. During facility tour, auditor found that hazardous chemicals such as cleaning agent (Total volume was around 300L) was using in washing workshop at flat production building, but there was no secondary containment.</p> <p><b>Legal Regulation</b><br/>                     Regulations on the Safety Management of Dangerous Chemicals Article 20, The units producing, storing dangerous chemicals shall, according to the categories and hazardous characteristics of the dangerous chemicals they producing, storing, set up the corresponding safety facilities and equipments for monitoring, aeration, protection against exposure to sun, temperature adjusting, fireproof, fire fighting, flameproof, pressure discharging, prevention of toxicants, neutralization, moistureproof, protection against thunder, protection against static, antiseptis, prevention of leakage, protection dams or segregated operations, etc.. In addition, the units shall carry out maintenance and caring regularly according to the national standards, industrial standards or the relevant provisions of the State, thus to guarantee the safety operations of facilities and equipments.</p> | 80%                         |

## C4. MANAGEMENT SYSTEMS

### MANAGEMENT SYSTEMS

85%



**Management System Summary:** The facility had established social compliance policy and communicated the policy to employees and management through training. The training records were provided for review. Moreover, the facility had conducted internal assessment and management review for its social compliance program. The system has been implemented properly.

### Sub Section: Management Systems

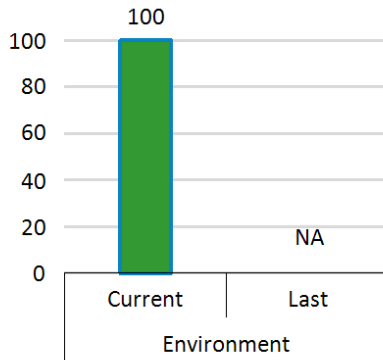
| Status  | Findings  | % Global freq of compliance |
|---------|---|-----------------------------|
| ● Minor | <p><b>O0817: The facility has comprehensive working hour and wages management processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented.</b></p> <p>Past occurrences at this facility: <b>NA</b></p> <p><i>Auditor's comment</i> As per WCA requirements. Findings about working hour and wages management procedures were found, please refer to related sections for details.</p> | 38%                         |
| ● Minor | <p><b>O0833: The facility's written manual for processes and procedures includes a machine safety procedure but they are not all being properly implemented.</b></p> <p>Past occurrences at this facility: <b>NA</b></p> <p><i>Auditor's comment</i> As per WCA requirements. Finding about machines safety section was found, please refer to related section for details.</p>   | 84%                         |
| ● Minor | <p><b>O0837: The facility has comprehensive chemicals management processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented.</b></p> <p>Past occurrences at this facility: <b>NA</b></p>   | 70%                         |

| Status         | Findings  | % Global freq of compliance |
|----------------|---|-----------------------------|
|                | <p><i>Auditor's comment</i> As per WCA requirements. Findings about chemicals safety section were found during this audit, please refer to related section for details.</p>   |                             |
| <p>● Minor</p> | <p><b>O0862: The facility has not implemented any internal accountability standards and procedures for migrant employees (domestically and/ or internationally) at the facility and within suppliers/ sub-contractors that evaluate and address the risks of human trafficking and slavery.</b></p> <p>Past occurrences at this facility: <b>NA</b></p> <p><i>Auditor's comment</i> Through document review, auditor found that the facility did not implement related procedure for migrant employees at the facility or supplies to evaluate or address the risk of human trafficking or slavery.</p> | <p>85%</p>                  |

## C5. ENVIRONMENT

ENVIRONMENT

100%



**Environment Summary:** 1. The facility established the environmental protection policy for review. 2. The facility had compiled one written significant environmental factors of their site and its processes. 3. Mr. Zhang Jianfei/Admin Manager was appointed responsible for environmental issues. 4. The facility had not been subject to (or pending) any fines/prosecutions for noncompliance to environmental regulations. 5. The facility provided all legally required environmental permits/licenses. 6. The wastewater was discharged into the municipal pipeline after being treated to meet the standards. 7. Environmental pollution emergency plan was established.

**% Global Frequency of Compliance:** Represents the implementation percentage performance of all suppliers participating in the WCA Community globally for each issue

**Identification numbers:** Represents the finding ID associated with each checklist question

### RECOMMENDATION FOR IMPROVEMENT PLAN TIMELINE

- Minor: Take action within 0 ~ 6 months to make necessary improvements.
- Moderate: Take action within 0 ~ 3 months to make necessary improvements.
- Major: Take action within 0 ~ 1 month to make necessary improvements.
- Zero Tolerance: Take immediate action to make necessary improvements.

## D. STRENGTHS AND CHALLENGES

| Facility Strengths: Facility performance ranks in the top percentile of the population and/or has implemented a best practice process  | Rating    | Global Freq. of Compliance% |
|--|-----------|-----------------------------|
| The facility has comprehensive employee safety processes and procedures in a written manual that support adherence to social compliance requirements and are being properly implemented.   | Compliant | 41%                         |
| The facility has comprehensive emergency preparedness processes and procedures in a written manual that support adherence to social compliance requirements and are being properly implemented.  | Compliant | 55%                         |
| The facility provides appropriate training for managers on how to implement its social compliance policies and procedures.   | Compliant | 76%                         |
| The facility (including construction projects) have the building permits and/or fire safety permits as per the legal requirements.   | Compliant | 77%                         |
| The facility conducts and/or pays for regular occupational health examinations for employees when applicable.  | Compliant | 78%                         |
| The facility has implemented an mechanism/program to identify, evaluate and control employee exposure to physically demanding work, such as manual handling, heavy lifting, highly repetitive tasks, and other physically demanding jobs to prevent work-related injuries.           | Compliant | 78%                         |
| The total weekly working hours (normal & overtime) are 60 or less than 60 hours.   | Compliant | 78%                         |
| Employment practice procedures (forced labor, freedom of association, employment contracts, discipline, harassment & abuse) are in place.  | Compliant | 78%                         |
| The facility has comprehensive processes and procedures in the area of general facility, dormitory (if any) and/ or canteen (if any) management (e.g. cleanliness, ventilation, noise, lighting, toilets) in written manual that support adherence to social compliance requirement. | Compliant | 79%                         |
| Employees are provided with at least one day off following six consecutive days worked.  | Compliant | 82%                         |

| Challenges: Facility performance ranks in the bottom percentile of the population  | Rating   | Global Freq. of Compliance% |
|--|----------|-----------------------------|
| Special appliances such as boilers, unfired pressure vessels, and furnaces have not been registered and affixed with a registration certification.   | Moderate | 90%                         |
| Chemicals or materials are not labeled as per label instructions/ MSDS.  | Moderate | 90%                         |
| The facility has not implemented any internal accountability standards and procedures for migrant employees (domestically and/ or internationally) at the facility and within suppliers/ sub-contractors that evaluate and address the risks of human trafficking and slavery. | Minor    | 85%                         |
| The facility's written manual for processes and procedures includes a machine safety procedure but they are not all being properly implemented.  | Minor    | 84%                         |
| Preventative measures are not in place to prevent chemical leakage.  | Moderate | 80%                         |
| The facility has comprehensive chemicals management processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented.   | Minor    | 70%                         |
| The facility does not provide social security, pensions, healthcare and/ or other insurance to employees as per legal requirement.   | Moderate | 60%                         |





|   |          |     |
|---|----------|-----|
| Total overtime hours exceeds allowable limits under applicable law or agreement.  | Moderate | 46% |
| The facility has comprehensive working hour and wages management processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented. | Minor    | 38% |

**Best Practices:**

|  |   |
|--|---|
| The facility can demonstrate an environmental certification such as ISO14000 or equivalent.          | The facility has written procedures in place to determine, manage and control overtime.                   |
| The facility has made progress in reducing or eliminating pollution, waste and conserving resources. | The facility implements an auditing program and audits all suppliers, subcontractors and labor providers. |

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