

ILS Social Compliance Audit

Audit Reference #: (audit firm internal)	LRQA-CN-DIS-339692	Audit ID #: (Disney's ID)	N/A
Date Audit Started:	2026/02/06	Date Audit Completed:	2026/02/06
Code Conducted to:	Disney (Licensee)	Audit Report Date:	2026/02/11
Audit Type:	Initial Audit	Special Program: (only required if applicable to NDDA)	None

Facility Information

Facility ID No.:	N/A		
Facility Name:	Chongyang Wenchang Printing Co., Ltd		
Address Line 1:	Tiancheng Town Industrial Park, Chongyang County, Xianning City, Hubei Province, China.		
Address Line 2:	Nil		
City:	Xianning	State/Province:	Hubei
Town:	Tiancheng	Country:	China
Zip Code:	437599	GPS Location:	29°31'34" N 114°2'27" E
Facility Contact: (First and Last)	Mr. Zhihao Liao	Facility Phone Number: Country code – area code / phone number	86-13477796066
Facility Contact Primary Email:	778633335@qq.com	Facility Contact Job Title:	Management Representative
Facility Contact Phone Number:	86-13477796066	Facility Contact Preferred Language:	Mandarin

Name/Address/Ownership Updates

Facility Name:	N/A
Facility Address:	N/A
Facility Ownership Update:	N/A
Upcoming Relocation or Expansion:	N/A

Audit Team

Audit Firm:	LRQA (formerly Elevate)
Number of Auditors:	2

	Full Name	APSCA Membership Number (8 digits)	APSCA CSCA Auditor
Audit Team Member 1: (Lead/Exclusive Auditor)	Judy Ling	21700022	Yes
Audit Team Member 2:	Maggie Wu	21702610	Yes
Audit Team Member 3:	N/A	N/A	No
Audit Team Member 4:	N/A	N/A	No
Audit Team Member 5:	N/A	N/A	No
Audit Team Member 6:	N/A	N/A	No
Audit Team Member 7:	N/A	N/A	No
Audit Team Member 8:	N/A	N/A	No
Audit Team Member 9:	N/A	N/A	No
Audit Team Member 10:	N/A	N/A	No

Audit Details & Assessment

Facility Details

Access to Facility:	Accepted		
Access to Facility - Predetermined Comments	☒ Acceptable ☐ Auditors attempted to conduct an audit and were denied access. ☐ Other		
Access to Facility - Additional Comments:	The factory had a good understanding of social compliance assessment process requirements.		
Current % Capacity Devoted to Disney:	0%	Past % Capacity Devoted to Disney:	0%
Products Produced:	Paper printing products (e.g., books)	Disney Products Observed:	No. As per onsite observation, documents review, and interview with factory management and employees, the factory did not produce any products of Disney for the past 12 months.
Production Processes:	Slitting, printing, UV varnishing, laminating, die-cutting, adhesive binding, manual folding, inspection and packing.		
# Total Employees:	83	# Production Employees:	68
# Buildings:	7		
# Buildings by Purpose:	The factory consisted of one block of 4-storey and one block of 1-storey production building, one block of 1-storey warehouse building, one block of 3-storey office building, one block of 1-storey and one block of 2-storey canteen building, one block of 4-storey dormitory building. Total area was about 36102.8 m². The factory provided the kitchen and canteen to employees, but no dormitory was provided for employees. The dormitory building was idle currently. #1 (4-storey production building): 1/F: Printing section, raw materials warehouse, finished goods warehouse. 2/F: Adhesive binding section. 3/F: Adhesive binding section. 4/F: Manual folding, inspection and packing section, finished goods warehouse. #2 (1-storey production building): 1/F: Sample making, slitting, printing, UV varnishing, laminating, and die-cutting section, office.		

	#3 (1-storey warehouse building): 1/F: Materials and chemicals warehouse. #4 (3-storey office building): 1/F: Office. 2/F and 3/F: Idle currently. #5 (1-storey canteen building): 1/F: Canteen. #6 (2-storey canteen building): 1/F: Kitchen and canteen. 2/F: Idle currently. #7 (4-storey Dormitory building): 1/F to 4/F: Idle currently.		
Peak Production Months:	☐ Unknown ☒ None ☐ January ☐ February ☐ March	☐ April ☐ May ☐ June ☐ July ☐ August	☐ September ☐ October ☐ November ☐ December
Low Production Months:	☐ Unknown ☒ None ☐ January ☐ February ☐ March	☐ April ☐ May ☐ June ☐ July ☐ August	☐ September ☐ October ☐ November ☐ December
Facility Regular Hours:	8 hours per day and 40 hours per week	Facility # of Shifts/Hours	1 shift: 08:00-12:00, 13:30-17:30
Other Brands Present?	Wanwei 50% etc.		
Establishment Date:	2004/09/15		
Nationality of Management:	Chinese		
Nationality of owner/owner entity:	Chinese		
Nationality of Workers: (Top 5 Countries)		Approx. % of Total Workforce:	
China		100%	

N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
List ALL other nationalities in the facility:	N/A

Audit Details

Attendance Records Tested:	☐ Unknown ☒ April ☐ September ☐ None ☐ May ☐ October ☐ January ☐ June ☐ November ☐ February ☐ July ☒ December ☐ March ☒ August		
Payroll Ledgers Tested:	☐ Unknown ☒ April ☐ September ☐ None ☐ May ☐ October ☐ January ☐ June ☐ November ☐ February ☐ July ☒ December ☐ March ☒ August		
Last Pay Date:	2026/01/30	Number of Records Sampled:	31
# Individual Employee Interviews:	11	# Employee Group Interviews:	0
Numbers per Group:	N/A		
Additional Locations Audited?	No		
Explain Additional Location Details:	N/A		
Comments/Observations:	Violations Categories: 1) Compensation 2) Health and Safety		
Communicated Findings With:	Mr. Zhihao Liao/ Management Representative		

Agreed to and Signed CAPAR?	Yes
Audit Entered by: (Full Name)	Judy Ling

Comments Details

Comments: Factory conducted 2 fire drills on May 30, 2025 and November 28, 2025 respectively.
Name and Title of Others Present (ex. translators, observers, trainees): Nil
Attendance Records Provided: 14 months from January 2025 to February 6, 2026
Payroll Records Provided: 12 months from January 2025 to December 2025
of Records Sampled (description): 31 (Recent month- December 2025: 11, random month-August 2025: 10, random month-April 2025: 10)
Resources Received from Facility (e.g., transportation, meals): Nil
Factory Representative in opening meeting (name/title): Mr. Zhihao Liao/ Management Representative
Factory Representative in closing meeting (name/title): Mr. Zhihao Liao/ Management Representative
<i>(Note: comments may include but not be limited to: details about why "Agreed to and Signed CAPAR?" may be indicated as "No", further details regarding audit scope, special observations or comments on the audit process, etc.)</i>

Audit Violations

Disney ILS will provide a PDC list with ID numbers that is regularly updated.

For every PDC with **an asterisk (*)** that is selected, please provide the following additional information and report the PDC under the appropriate sub-category:

- Do the auditors believe there is potential forced labor at the facility?
- Are there other indicators of forced labor?
- How long has the cited violation existed at the facility?
- Which processes (management/worker interview, document review) were used to collect and corroborate evidence to support the finding and establish the timing of the violation?

<u>Age Requirement:</u>	Child Labor: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Other: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Young Persons: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations.
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<u>Association:</u>	Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations.
<u>Coercion and Harassment:</u>	Other: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Physical Abuse or Sexual Harassment: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations.

<u>Compensation:</u>	Minimum Wage: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. <i>Remarks:</i> Local minimum wage standard: (wage per hour or per month): RMB 1970 Per month / RMB 11.32 per hour since December 1, 2025, RMB 1800 Per month / RMB 10.34 per hour before December 1, 2025. Overtime Hours: Needs Improvement <i>Predetermined Comments:</i> 118-Employees work in excess of the legal overtime limit. Law / Code: PRC Labor Law article 41, the employer 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 a month shall not exceed thirty-six hours. Additional Comments: Auditors noted that the monthly overtime hours of 11 out of 11 randomly selected workers exceeded 36 hours in December 2025 (recent month) with the highest of 58 hours; 10 out of 10 workers exceeded 36 hours in August 2025 (random month) with the highest of 60 hours; 10 out of 10 workers exceeded 36 hours in April 2025 (random month) with the highest of 42 hours. <i>Remarks:</i> Attendance Recorded by: (automated/electronic, timecard, manual, no recording, etc.): Electronic (Finger printing/face scanning). Hours of Work (Based on provided records): 14 months (from January 2025 to February 6, 2026) of attendance records were provided for review. A sampling of these records for the months of December 2025 (corresponding with the most recent payroll records), August 2025 (random month) and April 2025 (random month) were reviewed. Hours of work were 8-10 hours per day, and 56 hours per week at most, with the average being 52.8 hours per week. The most continuous days without rest were 6, with the average continuous days without rest being 6. No OT extension waiver approved by the local labor bureau was provided. Overtime Wage: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Social Benefits and Other Compensation: Needs Improvement
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	<i>Predetermined Comments:</i> 90-Employees are not provided with legally mandated benefits. Law / Code: Social Insurance Act of the People's Republic of China, article 2, the state establishes basic pension insurance, basic medical insurance, occupational injury insurance, unemployment insurance, maternity insurance to form the social security system, to protect citizens' right to receive material assistance from the state and society in accordance with the law from old age, illness, work injury, unemployment, childbirth, etc. Article 4. Employers and employees within the territory of the People's Republic of China should pay social insurance premiums in accordance with the law. Additional Comments: Auditors noted that a total of 80 employees (excluding 3 retired employees) were eligible to receive five types of social insurance in January 2026 according to the law. However, through review of social insurance enrolment list, 79 employees were enrolled in pension insurance, occupational injury insurance, medical insurance, unemployment insurance and child-bearing insurance. In addition, the factory had purchased group commercial injury insurance for 83 employees with the valid period from January 1, 2026 to December 31, 2026. <i>Remarks:</i> Regular Pay Date: At the end of each month. Wage paid in/by (cash, check, direct deposit, etc.): In Cash. Wages and Benefits (Based on provided records): Twelve months (from January 2025 to December 2025) of payroll records were provided for review. A sampling of these records for the months of December 2025 (most recent payroll records), August 2025 (random month) and April 2025 (random month) were reviewed. Wages for all workers were calculated on hourly rate basis and paid at the end of each month by cash. The workers earned a total take-home monthly wage between RMB 3010 -RMB 4413, with the average being RMB 3,682.85. The calculated hourly wage was RMB 16.5- RMB 20.7 since December 1, 2025 and RMB 15.52- RMB 20.7 before December 1, 2025, which was higher than the local minimum wage standard of RMB 11.32 per hour since December 1, 2025 and RMB 10.34 per hour before December 2025 respectively. The overtime wages were paid at 150% of normal rate for overtime hours on normal working days; 200% of normal rate for overtime hours on Saturday and Sunday; 300% of normal rate for overtime hours on public holidays. The gap between reported wages and legal requirements was nil and the percentage of workers being paid below the minimum wage was nil. For social insurance, a total of 80 employees (excluding 3 retired employees) were eligible to receive five types of social insurance in January 2026 according to the law. However, through review of social insurance enrolment list, 79 employees were enrolled in pension insurance, occupational injury insurance, medical insurance, unemployment insurance and child-bearing insurance. In addition, the factory had purchased group commercial injury insurance for 83 employees with the valid period from January 1, 2026 to December 31, 2026. The wage slip included: working hours, normal wage and overtime wage and gross wage etc.
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<u>Health and Safety:</u>	When three (3) or more violations are selected from the PDCs with double asterisks (**), the following reporting format applies to each violation under the appropriate sub-category: <i>Predetermined Comments:</i> Law / Code: <i>Applicable local laws and regulations, The Walt Disney Supply Chain Code of Conduct, or specific benchmark requirements from the Disney ILS Health & Safety Supplemental Guide.</i> Additional Comments: Additional Questions: 1) Does this violation meet the definition of Systemic (C)? – Yes / No 2) Do the following violations meet the definition of Systemic (B)? - Yes. (Please list the eligible ID and PDCs.) - PDC ID1 – PDC - PDC ID2 – PDC... - No. No other violations meet the definition of Systemic (B). Worker Housing: N/A <i>Predetermined Comments:</i> N/A Law / Code: N/A Additional Comments: No dormitory provided for employees in the factory. Fire & Emergency Safety: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Hazardous Materials: Needs Improvement Predetermined Comments: 1238-Secondary containment is not provided for chemicals (**). Law / Code: Regulation for Safety of Dangerous Chemical article 20, entities that produce, store, and use the dangerous chemical should install related safety facilities in workshop or warehouse for monitor, ventilation, sun proof, air-condition, fire prevention, firefighting, explosive prevention, pressure release, gas defense, antiseptis, counteract, anti-moisture, lighting proof, anti-static, anti-leakage, safeguard, and isolation. According to the national laws and requirements of dangerous chemical material, the above facilities and equipment should be kept and maintained safely. Additional Comments: Auditors noted that no secondary containment was equipped for 65% of hazardous chemicals such as printing ink in the chemical warehouse and printing section at 1/F of the 1 block of 4-storey production building. (Please refer to appendix photo 1) Additional Questions:
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	1) Does this violation meet the definition of Systemic (C)? –No 2) Do the following violations meet the definition of Systemic (B)? - No. No other violations meet the definition of Systemic (B). Machine & Electrical Safety: Needs Improvement <i>Predetermined Comments:</i> 1258-Electrical safety warning signs are not posted properly or are not in the local language/languages understood by workers. Law / Code: National Technical Specification for the Safety of Electric Equipment (GB19517-2023), Article 5.7.2, factors related to electrical safety information include but are not limited to: a) Rated values; b) Safety warnings; c) Manufacturer information; d) Safety graphical symbols; e) Wiring diagram; f) Safety colors; g) Safety signs. Warning Sign in the Guidelines for Safety Signs and Usage GB 2894-2008, article 4.2.3, warning sign, form 2, 2-7, electric shock warning sign set up scope and location: electricity devices and circuit where electric shock may happen. Additional Comments: Auditors noted that no warning sign was marked on 1 out of 5 switch boxes in the printing section at 1/F of the 1 block of 4-storey production building. (Please refer to appendix photo 2) Medical & First Aid: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. General Health and Safety: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Personal Protective Equipment (PPE): Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Sanitation: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations.
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<u>Forced Labor:</u>	Mandatory Overtime: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Other: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Prison, Bonded, Indentured, Forced Labor: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations.
<u>Monitoring and Compliance:</u>	Ethics: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Insufficient or Inadequate Records: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Other: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Transparency: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations.

<u>Non-Discrimination:</u>	Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations.
<u>Other Laws (if applicable):</u>	Labor Contract: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations. Other: Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: Factory business license number: 91421200773912677A
<u>Protection of the Environment:</u>	Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations.
<u>Publication:</u>	Acceptable <i>Predetermined Comments:</i> Acceptable Law / Code: N/A Additional Comments: No apparent violations.
<u>Subcontracting:</u>	N/A <i>Predetermined Comments:</i> N/A Law / Code: N/A Additional Comments: Auditors confirmed that Chongyang Wenchang Printing Co., Ltd. does not subcontract or receive Disney-branded production from any facility or other sources for past 12 months.

Appendix: Violation Photo

1	2	3
		N/A

Enhanced Forced Labor Testing Record

Audit ID #: (or audit firm internal #)	LRQA-CN-DIS-339692	Audit Report Date:	2026/02/11
Facility ID #: (leave blank if unknown)	N/A	Date Audit Completed:	2026/02/06

INTRODUCTION

This Supplemental Report - Enhanced Forced Labor Requirements (Supplemental Report) provides guidance on the information and procedures needed to assess Disney's Forced Labor requirements. The Supplemental Report should be referenced prior to and during each Disney-style audit and must be completed before completing the Audit Report. Every Disney-style audit should complete one Supplemental Report, and the completed Supplemental Report should be submitted to the audit commissioner with the completed Audit Report.

ADDITIONAL FACILITY PROFILE

- 1) How are workers recruited? (Please describe the Facility's recruitment requirements and procedures.) The facility had established full recruitment procedures. No special or unreasonable requirement was stipulated on the recruitment procedures. Workers were directly recruited by the facility. They got the job by themselves or introduced by their relatives or friends.
- 2) Does the facility utilize a Recruitment/Labor Agency to provide/hire workers? ☐ Yes ☒ No
If yes, please specify the information in the [Appendix A](#).
- 3) Does the facility have foreign (temporary visa) migrant workers present? ☐ Yes ☒ No
If yes, please specify the countries and % of workforce per country
- 4) How long have the foreign migrant workers been in the country, excluding the long-term permanent (foreign) residents? N/A, no foreign migrant worker in the factory.
- 5) Does the facility have domestic migrant workers from other parts of the Country?
☒ Yes ☐ No
If yes, please specify the domestic migrant worker's state or province of origin
Only 3 domestic migrant workers from other province of China (Anhui, and Henan Province) hired in the factory.

- 6) Does the facility utilize Outsourced Service Providers, also referred to as contractors or internal subcontractors (Security, Canteen, Transportation, Warehouse, Human Resource, IT Management, Other)? ☐ Yes ☒ No

If yes, please specify the information in Appendix B

SUBSTANTIVE TESTING AND VERIFICATION

➤ ASSOCIATION

Substantive Testing:

Select 11 employees and compare the observations, testing, management's assertions, and employee interviews to verify:

- a. Employees have copies of the legally binding collective bargaining agreement (CBA), if applicable.
- b. The facility complies with CBA's work provisions.

Verification:

Is there any evidence that the facility does not comply with CBA's work provisions?

☐ Yes ☒ No If yes, explain in detail:

Additional Remarks:

N/A, no CBA in the factory. Not required by local law.

➤ **FORCED LABOR**

Substantive Testing:

Select 11 employees and compare the observations, testing, management's assertions, and employee interviews to verify:

- a. Employees do not pay fees directly or indirectly to an employer, their subsidiaries, labor agents, or other third parties providing services.
- b. If employees pay any recruitment fees, please test Recruitment Fees/Cost and Reimbursement.
 - 1) Applies only to employees working/worked at the facility on or after November 1, 2020.
 - 2) Date of employee paid/paying non-permissible recruitment fees is on or after November 1, 2020.
 - 3) The amount is paid by the employee directly or via payroll deduction.
 - 4) The evidence of recruitment fees payment provided by employee.
If available, calculate the total amount based on the evidence.
If none, average the amount based on fees paid by other employees from the same country of origin.
 - 5) The date and the amount that is reimbursed to employee.
- c. Please complete the table in the [Appendix C](#).

Verification:

1. Is there any evidence that the facility has not fully reimbursed employees the costs associated with obtaining or maintaining continued employment as required?
☐ Yes ☒ No If yes, explain in detail:
2. Is there any evidence that the facility charges employees for resignation in excess of what is allowed by law, or 60% of the gross monthly wage, whichever is lesser?
☐ Yes ☒ No If yes, explain in detail:
3. Is there any evidence that the employees are not paid all wages as required by law?
☐ Yes ☒ No If yes, explain in detail:

Additional Remarks:

No apparent violations.

➤ **MONITORING AND COMPLIANCE**

Substantive Testing:

Select 11 employees and compare the observations, testing, management's assertions, and employee interviews to verify:

- a. Consequences for providing employment practices information to the auditor in the employee interviews.

Verification:

Is there any evidence that employees have been subject to some form of retaliation for disclosing non-permissible fees/expenses information during interviews?

☐ Yes ☒ No If yes, explain in detail:

Additional Remarks:

No apparent violations.

➤ **OTHER LAWS**

Substantive Testing:

Select 11 employees and compare the observations, testing, management's assertions, and employee interviews to verify:

- a. All terms and conditions of the employment contract are voluntarily agreed by the employees prior to employment, or prior to migrant employees' departure from their points of origin.
- b. The deduction of living expenses (such as food, housing, utilities, equipment, or transport) are described in employment contract.
- c. The employment contracts are not unilaterally changed to benefit the employer.

Verification:

1. Did the employment contract terms change to be less favorable to employees without employee's agreement?

☐ Yes

☒ No

If yes, explain in detail:

2. Is there any evidence that the terms and conditions of employment are not defined, communicated and voluntarily agreed to by the employees prior to employment or departure from their point of origin?

☐ Yes

☒ No

If yes, explain in detail:

3. Is there any evidence that the facility deducts living expenses from wages without defining deductions in a contract as required by law or other requirements?

☐ Yes

☒ No

If yes, explain in detail:

Additional Remarks:

No apparent violations.

APPENDIX A

Recruitment/Labor Agency List (Please insert rows if needed)

Name	Full Address (including country)	Website	Contact Name/Title /Phone Number	Responsible for employee contract management and/or payroll (Y/N)	Providin g/Hiring Migrant Workers for Facility (Y/N)
Nil	Nil	Nil	Nil	Nil	Nil

APPENDIX B**Outsourced Service Providers List (Please insert rows if needed)**

Service Type	Name of the Service Provider	Contact Name / Title / Phone Number	Number of the Service Provider's Workers at the Facility
Nil	Nil	Nil	Nil

APPENDIX C

Recruitment Fees & Expenses and Reimbursement Table

No.	Type of fee and/or expenses	Fees or Expenses Charged?	Fully reimbursed later than the hire date ¹ ?	Describe details if applicable
1. Recruitment & Related Services				
a.	Application, recommendation, recruiting, interviewing, hiring, placement, and processing fees of any kind at any stage in the recruitment and hiring process	☐ Yes ☒ No	☐ Yes ☐ No	Nil
b.	Fees of labor agents, attorneys, notaries, or other legal fees	☐ Yes ☒ No	☐ Yes ☐ No	Nil
c.	Other fee requirements to access the job opportunity	☐ Yes ☒ No	☐ Yes ☐ No	Nil
2. Documentation & Permits (including renewals)				
a.	Passport/identity documents needed for the purposes of obtaining employment	☐ Yes ☒ No	☐ Yes ☐ No	Nil
b.	Visas	☐ Yes ☒ No	☐ Yes ☐ No	Nil
c.	Photos for passports or visas	☐ Yes ☒ No	☐ Yes ☐ No	Nil
d.	Temporary work or residence permits	☐ Yes ☒ No	☐ Yes ☐ No	Nil
e.	Police clearance fee	☐ Yes ☒ No	☐ Yes ☐ No	Nil
f.	Birth certificate fee	☐ Yes ☒ No	☐ Yes ☐ No	Nil
g.	Certificate of good behavior fee	☐ Yes ☒ No	☐ Yes ☐ No	Nil
3. Medical				
a.	Medical exams and screenings if required by the employer or law	☐ Yes ☒ No	☐ Yes ☐ No	Nil
b.	Immunizations if required by the employer or law	☐ Yes ☒ No	☐ Yes ☐ No	Nil

¹ A worker's hire date refers to the day a worker commences work at the facility. Work is inclusive of onsite trainings and orientations at the facility, including probation periods if applicable.

4. Skills & Qualifications				
a.	Background and reference checks	☐ Yes ☒ No	☐ Yes ☐ No	Nil
b.	Additional certifications after the employment offer has been made and accepted	☐ Yes ☒ No	☐ Yes ☐ No	Nil
5. Training & Orientation				
a.	Pre-departure training or orientation	☐ Yes ☒ No	☐ Yes ☐ No	Nil
b.	New hire training or orientation	☐ Yes ☒ No	☐ Yes ☐ No	Nil
6. Transportation & In-Transit Lodging (including all taxes and fees)				
a.	For foreign migrant workers:			
i.	Transportation and in-transit lodging after the employment offer has been made and accepted, from the worker's habitual place of residence in his/her country of origin to the port of departure	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker.
ii.	Transportation from the port of departure in the worker's country of origin to the receiving country port of entry including but not limited to airfare, expenses of other modes of transportation, terminal fees and travel taxes	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker.
iii.	Transportation from the receiving country port of entry to the employer's facility or provided accommodations	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker.
iv.	Border-crossing fees	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker.
v.	Relocation expenses, if asked to relocate once employment has begun	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker.
vi.	Transportation for the worker to return to his/her habitual place of residence in his/her country of origin at the end of employment	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker.
b.	For internal migrant workers:			
i.	Transportation and in-transit lodging expenses after the employment offer has been made and accepted, from his/her habitual place of residence to the place of work	☐ Yes ☒ No	☐ Yes ☐ No	Nil
ii.	Relocation expenses if the worker is asked to relocate once employment has begun	☐ Yes ☒ No	☐ Yes ☐ No	Nil

7. Other Legally Required Expenses				
a.	Deposits and/or bonds (including non-legislated)	☐ Yes ☒ No	☐ Yes ☐ No	Nil
b.	Government-mandated migrant levies and worker welfare funds related to the employment of foreign migrant workers	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker.
c.	Fees or related expenses associated with regularizing undocumented migrant workers for the purpose of employment through government-authorized programs	☐ Yes ☒ No	☐ Yes ☐ No	Nil
d.	Obtaining permanent or temporary labor certifications	☐ Yes ☒ No	☐ Yes ☐ No	Nil