

Sedex Members Ethical Trade Audit Report

Version 7



Contents

[Audit content](#)

[Audit and site details](#)

[Audit parameters](#)

[Audit attendance](#)

[SMETA declaration](#)

[Summary of findings](#)

[Management systems](#)

[Site details and data points](#)

[Site details](#)

[Worker analysis](#)

[Worker interviews](#)

[Measure workplace impact](#)

[0. Enabling accurate assessment](#)

[1. Employment is freely chosen](#)

[1.A. Responsible recruitment and entitlement to work](#)

[2. Freedom of association and right to collective bargaining are respected](#)

[3. Working conditions are safe and hygienic](#)

[4. Child labour shall not be used](#)

[5. Legal wages are paid](#)

[5.A. Living wages are paid](#)

[6. Working hours are not excessive](#)

[7. No discrimination is practiced](#)

[8. Regular employment is provided](#)

[8.A. Sub-contracting and homeworkers are used responsibly](#)

[9. No harsh or inhumane treatment is allowed](#)

[10.A. Environment 2-Pillar](#)

[Attachments](#)

Audit content

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Minimum Requirements were applied and the SMETA Auditor Manual was followed. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers and workers provided by other contractors. Any deviations from the SMETA Methodology are stated (with reasons for deviation) in the SMETA Declaration.

The audit scope includes an assessment of the Workplace Requirements and the Management Systems Assessment against the following Code Areas:

Included in a 2-Pillar audit:

1. Labour Standards Code Areas:
 - 0: Enabling accurate Assessment
 - 1: Employment is Freely Chosen
 - 1.A: Responsible Recruitment & Entitlement to Work
 - 2: Freedom of Association and Right to Collective Bargaining are Respected
 - 4: Child Labour Shall Not be Used
 - 5: Legal Wages are Paid
 - 5.A: Living Wages are Paid
 - 6: Working Hours are Not Excessive
 - 7: No Discrimination is Practiced
 - 8: Regular Employment is Provided
 - 8.A: Sub-contracting and Homeworkers are Used Responsibly
 - 9: No Harsh or Inhumane Treatment is Allowed
2. Health & Safety Code Area:
 - 3: Working Conditions are Safe and Hygienic
3. Environment Code Area:
 - 10.A: Environment 2-Pillar

Included in a 4-Pillar audit:

1. Labour Standards Code Areas
 - As 2-pillar
2. Health & Safety Code Area
 - As 2-pillar
3. Environment Code Area:
 - 10.A: Environment 2-Pillar
 - 10.B: Environment 4-Pillar
4. Business Ethics Code Area:
 - 10.C: Business Ethics

- (2) Where appropriate, non-compliances or non-conformances were raised where either local law or the Base Code were not met, and recorded as non-compliances on both the audit report, CAPR and on the Sedex Platform.
- (3) Any non-conformance against customer code shall not be uploaded to Sedex, but sent directly to the customer in question.

Audit and site details

Audit details

Sedex company reference	ZC5000024274	Auditor company name	BUREAU VERITAS CPS - ASIA
Date of audit	2025-02-25	Audit conducted by	Sedex member
Audit pillars	Labour Standards Health and safety		

Site details

Sedex site reference	ZS1000028102	Site name	Zhangzhou Xiahao Furniture Co Ltd
Business name	Zhangzhou Xiahao Furniture Co Ltd	Site address	363000 32 Longchi Avenue, Taishang Investment Zone, Zhangzhou City, Fujian Province 福建省漳州台商投资区龙池大道32号, Zhangzhou, CN
Site phone	18159737957	Site email	zhiffy@qq.com

Audit parameters

Time in and out	Day 1	
	In	09:15
	Out	17:18
Audit type	Periodic	
Was the audit announced?	Semi announced	
Was the Sedex SAQ available for review?	Yes	
Who signed and agreed CAPR?	Zeng Lijun / HR	
Any conflicting information SAQ/Pre-Audit Info	No	
Is further information available?	No	

Audit attendance

	Senior management	Worker representative	Union representative
A: Present at the opening meeting?	Yes	Yes	No
B: Present at the audit?	Yes	Yes	No
C: Present at the closing meeting?	Yes	Yes	No
Reason for absence at the opening meeting	N/A. No Union in site.		
Reason for absence during the audit	N/A. No Union in site.		
Reason for absence at the closing meeting	N/A. No Union in site.		

SMETA declaration

Auditor team

SMETA declaration	I declare that the audit underpinning the following report was conducted in accordance with SMETA Minimum Requirements and the SMETA Auditor Manual.		
	<ol style="list-style-type: none"> 1. Where appropriate non-compliances/ non-conformances were raised against the Base Code and local law and recorded as non-compliances/ non-conformances on both the audit report, CAPR and on the Sedex Platform. 2. Any non-conformance against customer code alone shall not be uploaded to Sedex, and will be shared directly with the customer in question. 		
	<p>This report provides a summary of the findings and other applicable information found/gathered during the social audit conducted on the above date only and does not officially confirm or certify compliance with any legal regulations or industry standards. The social audit process requires that information be gathered and considered from records review, worker interviews, management interviews and visual observation. More information is gathered during the social audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited site prior, during or post-audit, are in full compliance with the Code being audited against. The provisions of this Code constitute minimum and not maximum standards and this Code should not be used to prevent companies from exceeding these standards. Companies applying this Code are expected to comply with national and other applicable laws and where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit. Release permission must be provided by the owner prior to release to any third parties.</p>		
Any exceptions to the SMETA Methodology must be recorded here (e.g. different sample size)	<p>This audit was a semi-announced audit, the audit windows were 3 weeks from FEB 21 to MAR 13, 2025. "This audit includes elements beyond the scope of a Social Compliance Audit as defined by the APSCA Competency Framework. The association of the auditor's APSCA number with this report is limited to those elements outlined in the APSCA Competency Framework. APSCA makes no representations with respect to the auditor's competency to professionally evaluate compliance with any other audit elements."</p>		
Lead auditor	Lincoln Wu	APSCA Number	21701322
Additional auditor			
Date of declaration	2025-02-25		

Site representation

Declaration	I acknowledge that details from this report can change during the review process and that I will be given the opportunity to dispute the content once the review has been published.
Full name	Zeng Lijun
Title	HR
Date of declaration	2025-02-25

Summary of findings





































Code area	Workplace requirement	Local law	Finding
5. Legal wages are paid	5.B Ensure that workers receive the insurance...	§1	NC ZAF600818354
6. Working hours are not excessive	6.F Ensure that where overtime is used, it is...	§2	NC ZAF600818355
10.B. Environment 4-Pillar	10.B.E Identify and monitor potential negativ...	§3	NC ZAF600818356
3. Working conditions are safe and hygienic	3.N Maintain a log of all hazardous substance...	§4	NC ZAF600828522
	3.N Maintain a log of all hazardous substance...	§5	NC ZAF600828523
	3.M Ensure all machinery is installed, mainta...	§6	NC ZAF600828524
	3.H Where identified as necessary to reduce r...	§7	NC ZAF600828525
	3.N Maintain a log of all hazardous substance...	§8	NC ZAF600828526
10.A. Environment 2-Pillar	10.A.A Remain aware of the local, regional an...		GE ZAF600828527


Local law issues


§1	<p>In accordance with article 20 of Regulation for Safety of Hazardous Chemical, an entity producing or storing hazardous chemicals shall, according to the category and dangerous properties of the hazardous chemicals it produces or stores, set up monitoring, controlling, ventilation, sun-proof, temperature-controlled, fireproof, firefighting, blast-proof, pressure discharging, poison-proof, neutralizing, moisture-proof, lightening-proof, static-proof, antiseptis, and anti-leakage safety facilities or equipment, such as protection dams and segregated operations, etc. at the work places, and maintain them on a routine basis according to the national standards, industrial standards or relevant state provisions so as to guarantee the normal functioning thereof.</p> <p>根据《危险化学品安全管理条例》第20条 生产、储存危险化学品的单位,应当根据其生产、储存的危险化学品的种类和危险特性,在作业场所设置相应的监测、监控、通风、防晒、调温、防火、灭火、防爆、泄压、防毒、中和、防潮、防雷、防静电、防腐、防泄漏以及防护围堤或者隔离操作等安全设施、设备,并按照国家标准、行业标准或者国家有关规定对安全设施、设备进行经常性维护、保养,保证安全设施、设备的正常使用。</p>
§2	<p>In accordance with Article 14 of the Regulation For Chemical Usage Safety in Work Place: (1) In case of transferring or loading the chemicals purchased into a new container, it is required to mark clearly the descriptions of these chemicals on the newly adopted container. As to those hazardous chemicals that have been transferred or loaded into a new container, it is necessary to stick a safety precautions mark on the new container. (2) The original safety precautions mark upon those containers that contain hazardous chemicals shall not be replaced before these containers have been cleansed.</p> <p>根据《工作场所安全使用化学品规定》第14条: (1)使用单位购进的化学品需要转移或分装到其他容器时,应标明其内容。对于危险化学品,在转移或分装后的容器上应贴安全标签; (2)盛装危险化学品的容器在未净化处理前,不得更换原安全标签。</p>
§3	<p>In accordance with Article 6.1.6 of Code of Design of Manufacturing Equipment Safety and Hygiene, the exposed dangerous components or part of any transmission belts, rotational axis, transmission chain, coupling, belt wheel, gear, flying wheels, chain wheels, electric saw and others, which is within 2 meters height of the plane where the operator is operating such devices shall be equipped with safety devices.</p> <p>Article 6.3 of Code of Design of Manufacturing Equipment Safety and Hygiene, for supercooling and overheating, if the hot or supercooled parts of the production equipment may cause danger, they must be equipped with anti-contact shielding.</p> <p>根据《生产设备安全卫生设计总则(GB5083-1999)》第6.1.6条:以操作人员的操作位置所在平面为基准,凡高度在2m之内的所有传动带、转轴、传动链、联轴节、带轮、齿轮、飞轮、链轮、电锯等外露危险零部件及危险部位,都必须设置安全防护装置。</p> <p>根据《生产设备安全卫生设计总则(GB5083-1999)》第6.3 过冷与过热,若生产设备的灼热或过冷部位可能造成危险,则必须配置防接触屏蔽。</p>
§4	<p>In accordance with Article 45 of Law of the People's Republic of China on Production Safety, business entities must provide their employees with labor protection products meeting the national or industry standards, and supervise and educate their employees on wearing or using such products in accordance with the rules of use.</p> <p>根据《中华人民共和国安全生产法》第45条:生产经营单位必须为从业人员提供符合国家标准或者行业标准的劳动防护用品,并监督、教育从业人员按照使用规则佩戴、使用。</p>

- S5 In accordance with Article 8.3 of Hygiene standards for the design of Industrial enterprises (GBZ1-2010), in case there is possibility of chemical burn through the skin and mucosa absorption of acute poisoning caused by workplace or workshop, facility should set up on-site emergency treatment facilities based on the possible occupation or of harmful factors and hazard characteristics, in the nearest place of work. First aid facilities should include: shower and eye wash facilities with continual water supply; gas protection cabinet; personal protective equipment; first aid kit or emergency and first-aid medicine box; a stretcher and device for transporting patient; emergency treatment facilities and emergency rescue communication equipment.
《工业企业卫生设计标准(GBZ1-2010)》8.3: 有可能发生化学性灼伤及经皮肤粘膜吸收引起急性中毒的工作地点或车间, 应根据可能产生或存在的职业性有害因素及其危害特点, 在工作地点就近设置现场应急处理设施。急救设施应包括: 不断水的冲淋、洗眼设施; 气体防护柜; 个人防护用品; 急救包或急救箱以及急救药品; 转运病人的担架和装置; 急救处理的设施以及应急救援通讯设备等。
- S6 In accordance with Article 73 of the Labor Law of the People's Republic of China, employees shall, in accordance with the law, be entitled to social insurance benefits under the following circumstances: (1) retirements; (2) illness or injury; (3) disability caused by work-related injury or occupational disease; (4) unemployment; and (5) maternity. The survivors of the insured laborers shall be entitled to subsidies for survivors in accordance with the law. The conditions and standards for laborers to enjoy social insurance benefits shall be stipulated by laws, rules and regulations. The social insurance amount that laborers and entitled to, must be timely paid in full amount. 根据《中华人民共和国劳动法》第73条: 劳动者在下列情形下, 依法享受社会保险待遇: (一)退休; (二)患病、负伤; (三)因工伤残或者患职业病; (四)失业; (五)生育。劳动者死亡后, 其遗属依法享受遗属津贴。劳动者享受社会保险待遇的条件和标准由法律、法规规定。劳动者享受的社会保险金必须按时足额支付。
- S7 In accordance with Article 41 of the Labor Law of the PRC, after consultation with the trade union and employees, the employer may extend working hours due to its production or business needs, but the extended working hours shall not generally exceed one hour a day; in special circumstances that require an extension of working hours, the extended working hours shall not exceed 3 hours a day and 36 hours a month on condition that the health of employees is guaranteed. 根据《中华人民共和国劳动法》第41条: 用人单位由于生产经营需要, 经与工会和劳动者协商后可以延长工作时间, 一般每日不得超过一小时; 因特殊原因需要延长工作时间的, 在保障劳动者身体健康的条件下延长工作时间每日不得超过三小时, 但是每月不得超过三十六小时。
- S8 Legal Requirement: In accordance with Article 17 of the Regulations on Environmental Protection Check and Acceptance for Completed Construction Project, the construction unit who requires for prepare environment impact assessment report book or form should, upon completion of a construction project, shall check and prepare the report on completion of matching construction of environmental protection facilities required for the said construction project in accordance with the standards and procedures required by the administrative department for environmental protection under the State Council During the inspection and acceptance process, the construction unit shall accurately examine, monitor and record the construction and adjustment status of the environmental protection facilities, and no falsification is allowed. The construction unit shall publicize its environmental protection facilities inspection and acceptance report to the public, unless there is any situation that should be remained confidential as required by the State. 根据《建设项目竣工环境保护验收管理办法》第17条, 编制环境影响报告书、环境影响报告表的建设项目竣工后, 建设单位应当按照国务院环境保护行政主管部门规定的标准和程序, 对配套建设的环境保护设施进行验收, 编制验收报告。建设单位在环境保护设施验收过程中, 应当如实查验、监测、记载建设项目环境保护设施的建设和调试情况, 不得弄虚作假。除按照国家规定需要保密的情形外, 建设单位应当依法向社会公开验收报告。


Management systems













	Policies and procedures	Resources	Communication and training	Monitoring
1. Employment is freely chosen				
1.A. Responsible recruitment and entitlement to work				
2. Freedom of association and right to collective bargaining are respected				
3. Working conditions are safe and hygienic				
4. Child labour shall not be used				
5. Legal wages are paid				
6. Working hours are not excessive				
7. No discrimination is practiced				
8. Regular employment is provided				


 Not addressed


 Fundamental improvements required

 Some improvements recommended


 Robust management systems

	Policies and procedures	Resources	Communication and training	Monitoring
8.A. Sub-contracting and homeworkers are used responsibly				
9. No harsh or inhumane treatment is allowed				
10.A. Environment 2-Pillar				

 Not addressed

 Fundamental improvements required

 Some improvements recommended

 Robust management systems

Site details

Company and site details

Sedex company reference	ZC5000024274	
Sedex site reference	ZS1000028102	
Company name	Zhangzhou Xiahao Furniture Co Ltd	
Business ownership type	GOODS	
Site name	Zhangzhou Xiahao Furniture Co Ltd	
Site name in local language	漳州厦豪家具有限公司	
GPS location	GPS address	32 Longchi Avenue, Taishang Investment Zone, Zhangzhou City, Fujian Province, 福建省漳州台商投资区龙池大道32号 Remark: There was another 2 buildings in this address which was building during audit day by audit factory which was not in audit scope.
	Coordinates	Latitude: 24°29'10" Longitude: 117° 55' 6"
Is the worksite in a remote location, far from habitation?	No	
Site contact	Contact name	Jia Zhifei
	Job title	Sales
	Phone number	18159737957
	Email	zhiffy@qq.com
Applicable business and other legally required business license numbers and documents	Business License Number: 91350681MAD0DBD396, Valid since September 28, 2023.	

Site activities

Site function	Factory Processing/Manufacturer
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Site activities

Site activities	Primary Secondary Other	Manufacture of furniture
Product type	Furniture	
Process overview	The main products were furniture (main bed). The production processes were including cutting, sewing, gluing, covering and packing. There were 2 production lines. The main equipment were cutting machines, sewing machines, air pressure machine, etc.	
What level of mechanization best describes the work at this site?	Fair mechanisation / manual Labour	

Site scope

Is the audited site a physically continuous area?	Yes	
What is the area of audited site to its boundary?	25796m ²	
Building 1	Last construction works on site	2011
	If building is shared, provide details	The 2/F was stores like restaurant outside, which were not belong to auditee and the stores were open for community, which was out of audit scope.
	Number of floors	5
	Description of floor activities	1/F: Stores outside 2-3/F: Office, sample show room 4-5/F: Dormitory
Building 2	Last construction works on site	2011
	If building is shared, provide details	N/A
	Number of floors	5
	Description of floor activities	1F: Material warehouse 2F: Covering workshop 3F: Covering, packing workshop 4-5F: Warehouse

Site scope

Building 3	Last construction works on site	2011
	If building is shared, provide details	N/A
	Number of floors	5
	Description of floor activities	1F: Material warehouse 2F: Covering workshop 3F: Sewing workshop, warehouse 4F: Sewing workshop 5F: Cutting workshop
Building 4	Last construction works on site	2011
	If building is shared, provide details	N/A
	Number of floors	5
	Description of floor activities	1F: Gluing workshop 2-3F: Covering workshop 4-5: Warehouse
Is there any difference between the site scope of the audit and the Sedex site profile?	No	
Does the scope of the audit subdivide any building or is limited to particular processes, products or businesses within the physical site?	No	
Is any activity conducted onsite not included within the scope of the audit?	No	

Worker accommodation and transport

Are there any site-provided worker accommodation buildings?	Yes
Is the accommodation within the perimeter of the site audited?	Onsite
Is the accommodation contractually mandated for workers?	Optional
Who provides the accommodation?	Site

Worker accommodation and transport

Was all accommodation (whether directly or via third parties, off or onsite) included in this audit?	All The 5-storey complex building (4 and 5 floor) were dormitory and under audit scope.
Do children also live in the accommodation?	No
Does the site organise worker transport to the worksite?	Not applicable Not applicable as all employees live near the site, or in dormitories.

Work patterns

Approximate workers on site per month (% of peak)	January	95-100%	February	95-100%
	March	95-100%	April	95-100%
	May	95-100%	June	95-100%
	July	95-100%	August	95-100%
	September	95-100%	October	95-100%
	November	95-100%	December	95-100%

Is there any night or back shift work at the site? No

Site assessments

Does this site hold any certifications that address labour standards, human rights, corruption or environmental impact? No

Has the site assessed for negative impacts on the human rights, lands, resources, territories, livelihoods or food security of indigenous peoples or the local community? No
Site did not assess for negative impacts of indigenous peoples or the local community and there were no legal requirements.

Has there been a Human Rights Impact Assessment (HRIA) conducted within the last three years at this site? No
Site did not conduct HRIA and there were no legal requirements.

Worker analysis

Gender disaggregated data available

Men and women

Worker totals

	Men	Women	Other	Total
Number of workers	46 (57.5%)	34 (42.5%)	- -	80 (100%)

Workers by type

	Men	Women	Other	Total
Permanent workers (employees)	46 (57.5%)	34 (42.5%)	- -	80 (100%)
Temporary or fixed term employees	- -	- -	- -	0 (0%)
Agency or subcontracted workers	- -	- -	- -	0 (0%)
Seasonal workers	- -	- -	- -	0 (0%)
Self-employed workers	- -	- -	- -	0 (0%)
Informal workers including home workers	- -	- -	- -	0 (0%)
Apprentices, trainees or interns	- -	- -	- -	0 (0%)

* % of total workforce

Migrant workers

	Men	Women	Other	Total
Domestic migrant workers	37 (55.2%)	30 (44.8%)	- -	67 (83.8%)
International migrant workers	- -	- -	- -	0 (0%)
Total migrant workers	37 (55.2%)	30 (44.8%)	- -	67 (83.8%)

* % of total workforce

Where workers have migrated internally, list the most common internal states workers have moved from

Hubei, Henan, Yunnan, Hunan, Guizhou, Anhui, Jiangxi, Guangxi

Workers by age

	Men	Women	Other	Total
18 - 24 years old	4 (80%)	1 (20%)	- -	5 (6.3%)
15 - 17 years old	- -	- -	- -	0 (0%)
Under 15 years old	- -	- -	- -	0 (0%)

* % of total workforce

Is the worker analysis data relevant for peak season and current to the audit? No

Describe how this may vary during peak periods N/A. No obvious peak season in site.

Please list the nationalities of all workers, with the three most common nationalities listed first Chinese

Most common nationalities as approximate % of workforce

	Men	Women	Other	Total
Chinese	58%	42%	-	100%

Workers by remuneration type

	Men	Women	Other	Total
Workers paid per unit (piece rate)	- -	- -	- -	0 (0%)
Workers paid based on a mix of 'piece work' and hourly rate	- -	- -	- -	0 (0%)
Workers paid hourly / daily rate	46 (57.5%)	34 (42.5%)	- -	80 (100%)
Salaried workers	- -	- -	- -	0 (0%)

* % of total workforce

Workers by payment cycle

	Men	Women	Other	Total
Paid daily	- -	- -	- -	0 (0%)
Paid weekly	- -	- -	- -	0 (0%)
Paid monthly	46 (57.5%)	34 (42.5%)	- -	80 (100%)
Other	0 -	0 -	- -	0 (0%)

* % of total workforce

If other payment cycle entered, please provide details

N/A. No other payment cycle noted.

People in managerial, supervisory and administrative roles

	Men	Women	Other	Total
Employees in management positions	3 (100%)	- -	- -	3
Supervisors or team leaders	3 (50%)	3 (50%)	- -	6
Administrative staff	3 (33.3%)	6 (66.7%)	- -	9

Worker interview summary

Gender disaggregated data available Men and women

Which methods of worker engagement were used? Individual interviews
Group interviews

Digital worker survey participants

	Men	Women	Other	Total
Number of workers	-	-	-	-

Were any of the audit findings attributable to the survey?

Was the interview sample representative of all types of nationality and employment types of workers? Yes

Was the interview sample representative of the gender composition of the workforce? Yes

Number and size of group interviews 1 group of 5

Did workers understand the purpose of the audit? Yes

Were interviews conducted in circumstances to ensure privacy, with the confidentiality of the interview process communicated to the workers? Yes

Was there any indication that workers had been 'coached' in how they should respond to questions? No

What was the general attitude of the workers towards their workplace? Favorable

Attitude of workers

In which areas did workers raise significant concerns or complaints?	Other (provide details) No significant concerns or complaints noted during the interview.
What did the workers like the most about working at this site?	Freedom of movement Accommodation standards Contracts Job security Equal opportunities
Additional comments	In the interview process, they were frank; no hint of coaching by management was noted. All workers stated they could go to toilet and or drink water during working hours. They also stated that they were voluntary to work overtime, the working condition in workshops was good. Most workers enjoyed working at this factory, they felt they had sufficient work and had a good relationship with management in general.
Attitude of workers' committee/union representatives	The worker representatives had a positive attitude to management, workplace, and the interview process.
Attitude of managers	At the opening meeting, auditor explained to the factory representative that the audit was to develop the partnership between the client and suppliers, scope of audit and the audit standard. After the opening meeting, factory tour, document review, interviews with management members and workers were conducted as scheduled in the audit programs, a full audit was finished under the co-operation of the factory representative. At the closing meeting, auditor provided the factory representative a general overview and then explained the strengths, weaknesses and findings in factory. Also, auditor left a copy of filled & signed SMETA Corrective Action Plan Report to factory. The factory representative agreed with all the findings and promised to make corrective actions as soon as possible.

Workers interviewed by type

	Total
Permanent workers	10
Temporary or fixed-term employees	0
Agency or subcontracted workers	0
Seasonal workers	0
Other workers	0
Total number of workers interviewed	10

Workers interviewed by group/individual

	Men	Women	Other	Total
Workers interviewed in groups	2	3	-	5
Workers interviewed individually	3	2	-	5

Migrant workers interviewed

	Men	Women	Other	Total
Domestic migrant workers interviewed	4	4	-	8
International migrant workers interviewed	0	0	-	0
Total migrant workers interviewed	4	4	-	8

Measuring workplace impact

Gender disaggregated data available Men and women

Annual worker turnover (%)*

	Men	Women	Other	Total
Last full quarter (90 days)	2.0%	3.0%	-	5.0%
Last full calendar year (2024)	3.0%	2.0%	-	5.0%
Previous full calendar year (2023)	1.0%	0.0%	-	1.0%

* Number of workers leaving in last 12 months as a % of average total number of workers on site over the year.

Rate of absenteeism (%)*

	Men	Women	Other	Total
Last full quarter (90 days)	0.0%	0.0%	-	0.0%
Last full calendar year (2024)	0.0%	0.0%	-	0.0%
Previous full calendar year (2023)	0.0%	0.0%	-	0.0%

* Number of days lost through job absence in the year, calculated as (the number of employees on 1st day of the year + number employees on the last day of the year) / 2)* number available workdays in the year*100

Are accidents recorded? Yes
 The accident records provided for review.

Annual number of work related accidents and injuries (per 100 workers)*

	Men	Women	Other	Total
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Annual number of work related accidents and injuries (per 100 workers)*

Last full quarter (90 days)	0.0%	0.0%	-	0.0%
Last full calendar year (2024)	0.0%	0.0%	-	0.0%
Previous full calendar year (2023)	0.0%	0.0%	-	0.0%

* Calculated as (number of work related accidents and injuries * 100) / number of total workers.

Lost day work cases (per 100 workers)*

	Men	Women	Other	Total
Last full quarter (90 days)	0.0%	0.0%	-	0.0%
Last full calendar year (2024)	0.0%	0.0%	-	0.0%
Previous full calendar year (2023)	0.0%	0.0%	-	0.0%

* Calculated as (number of lost days due to work accidents and work related injuries * 100) / number of total workers.

Percentage of workers that work on average more than 48 standard hours in a given week

	Men	Women	Other	Total
Last full quarter (90 days)	0.0%	0.0%	-	0.0%
Last full calendar year (2024)	0.0%	0.0%	-	0.0%
Previous full calendar year (2023)	0.0%	0.0%	-	0.0%

Percentage of workers that work on average more than 60 standard hours in a given week

	Men	Women	Other	Total
Last full quarter (90 days)	0.0%	0.0%	-	0.0%

Percentage of workers that work on average more than 60 standard hours in a given week

Last full calendar year (2024)	0.0%	0.0%	-	0.0%
Previous full calendar year (2023)	0.0%	0.0%	-	0.0%

0. Enabling accurate assessment

Summary of findings

Code area	Workplace requirement	Local law	Finding
No findings			
Systems and evidence examined to validate this code section	<p>Current systems: Auditor conduct and complete the audit without obstruction to all requested documents, interviewees and areas, the documents provided were actual, and did not offer anything to auditor, no bribery or threat situation happened. the audit was conducted under the co-operation of the factory representative. Factory have a written human rights policy statement and provided for review. Per document review, it was noted that the factory had a social compliance/ethical trade policy and written procedures which meet the Code and International Labour Standards. Specific policies and procedures which ensure the site meet freedom of association, discrimination and general human rights standards were available on site.</p> <p>Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):</p> <ol style="list-style-type: none"> 1. Factory tour 2. Management and worker interview. 3. Policies of social responsibility. 		

0. Enabling accurate assessment

Data points

Has the site received an official notice, fine, prosecution, or withhold release order (WRO) for non-compliance with legislation, regulation, consent, or permits within the last three years, relating to Health and Safety, labour rights or the environment? No

Did any workers selected by the auditor decline to be interviewed? No

Were sufficient documents for non-employee (e.g. agency or other subcontracted) workers available for review? No

1. Employment is freely chosen

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	<p>1) Policies & Procedures: Grade: Robust The factory established anti-force labor policy and procedure to make sure no force labor in site. The policy and procedure states that all force labor situation like prison labor, withhold certificate shall be prohibited.</p> <p>2) Resource: Grade: Robust Through the factory management and workers' interview, it was noted that HR department responsible was assigned to responsible for this part.</p> <p>3) Communication & Training: Grade: Robust Social responsible requirement policies and procedures (which included Employment freely chosen) were communicated to all employees, and training about social responsibility was provided to all employees. Sampled employees represented that they know this requirements.</p> <p>4) Monitoring: Grade: Robust Internal audit and management review conducted in site to make sure to compliance those polices. And there was no related finding being found during this audit.</p>

Summary of findings

Code area	Workplace requirement	Local law	Finding
			No findings

Systems and evidence examined to validate this code section

Current systems: Per on site confirm. The factory did not require deposit or withhold employees' ID cards. The factory did not limit the employees' freedom. There was no forced, bonded or involuntary prison labour. Employees were free to leave their employer after reasonable notice. No forced labor issue found. Workers represented that they worked in here voluntary. The factory established a policy to ensure employment was freely chosen. The policy included the following clause: 1. The factory did not require deposit or withhold employees' ID cards. 2. The factory did not restrict the employees' freedom. 3. There was no forced, bonded or involuntary prison labour. 4. Employees were free to leave their employer after reasonable notice.

Evidence examined - to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Personnel files and labour contract review.
 2. Management interview.
 3. Worker interview.
-

1. Employment is freely chosen

Data points

If required under local law, is there a published 'modern slavery' or similar statement?	Not Applicable
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Does the site utilise any workers who are prisoners?	No
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Does the site use the labour of persons required to work under any government scheme?	No
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1.A. Responsible recruitment and entitlement to work

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	<p>1) Policies & Procedures: Grade: Robust The factory established recruitment policy and human rights policy and procedure to protect the employees' human rights. The policy states the recruitment process should not disturb human rights issue.</p> <p>2) Resource: Grade: Robust Through the factory management and workers' interview, it was noted that the HR department responsible was assigned to responsible for this part.</p> <p>3) Communication & Training: Grade: Robust Social responsible requirements issues and policies were communicated to all employees, and training was provided to all employees. Which included Responsible recruitment issues. Sampled employees represented that they know this requirements.</p> <p>4) Monitoring: Grade: Robust Internal audit and management review conducted in site to make sure to compliance those polices. And there was no related finding being found during this audit.</p>

Summary of findings

Code area	Workplace requirement	Local law	Finding
			No findings

Systems and evidence examined to validate this code section

Current systems: Work performed was on the basis of recognized employment relationship established through national law and practice. It was noted that the factory had signed the labour contracts with all sampled workers, which was confirmed through the employee interview, personal files kept in site. workers did not need to pay any fee during recruitment process. No agency worker, contractor worker, homeworker used in site. All workers in the factory were Chinese.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Management interview.
 2. Worker interview.
 3. Records of contract and personal file
-

1.A. Responsible recruitment and entitlement to work

Data points

Labour hire

Does the site use labour providers and/or formal, temporary, seasonal or guest worker programmes?	Workers are recruited, selected, and hired directly by our company
How do the labour providers recruit and hire workers?	N/A - Recruitment providers not used
Where labour providers were used to recruit, what was the highest number of tiers identified in a workers recruitment journey?	0
Are there any subcontracted workers (including dispatched labour) on site?	No
Were all non-employee (e.g. agency or subcontracted) workers included within the scope of this audit for the purpose of document review and (if onsite on date of audit) interview?	Not Applicable
Were sufficient documents for non-employee (e.g. agency or other subcontracted) workers available for review?	Not Applicable

Migrant workers

Do any workers migrate across international borders to work at this site?	No
Percentage of workers that are migrant	84%
Do any workers migrate from other states, provinces or regions within the country to work at this site?	Yes
List the sending states/provinces/regions	Hubei, Henan, Yunnan, Hunan, Guizhou, Anhui, Jiangxi, Guangxi

Recruitment fees

Were you able to detect recruitment fees and costs paid by workers during the recruitment and employment process? Not Applicable

Were recruitment fees or costs identified during worker interviews? No

N/A. Workers represented that they did not need to pay any fees or costs during recruitment process.

2. Freedom of association and right to collective bargaining are respected

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	<p>1) Policies & Procedures: Grade: Robust The factory established Freedom of association policy and procedure, no CBA signed between workers and managements on site. The policy states that workers have freedom of association and the right to collective bargaining.</p> <p>2) Resource: Grade: Robust Through the factory management and workers' interview, it was noted that the General manager was assigned to responsible for this part.</p> <p>3) Communication & Training: Grade: Robust Social responsible requirements issues and policies were communicated to all employees, and trainings were provided to all employees. Which included Freedom of association and right to collective bargaining issues. Sampled employees represented that they know this requirements.</p> <p>4) Monitoring: Grade: Robust Internal audit and management review conducted in site to make sure to compliance those polices. And there was no related finding being found during this audit.</p>

Summary of findings

Code area	Workplace requirement	Local law	Finding
			No findings

Systems and evidence examined to validate this code section

Current systems: There was worker committee in the factory. Suggestion box was used for employees to put forward any idea. The right to freedom of association and collective bargaining was only restricted under law. According to workers interview, they were free to join organizations of their own choice, the factory management recognized and respected their rights to freedom of association and collective bargaining, and employees were not subject to intimidation or harassment in the exercise of their right to join or to refrain from joining any organization.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Management interview.
 2. Worker interview.
 3. Records from the worker committee.
 4. Suggestions from the suggestion box and actions taken.
-

2. Freedom of association and right to collective bargaining are respected

Data points

Are trade unions allowed by law in the national context?	Yes
Are there any registered trade unions in the workplace?	No
Are they active?	
Does the employer recognise the trade union?	Not Applicable
Are the worker representative bodies, trade union or otherwise, accessible to all workers, including more vulnerable workers (such as female, migrant, agency, and seasonal workers)?	Yes
Are the worker representatives freely elected by the workforce as a whole?	Yes
Does union/worker committee membership reflect the gender composition of the workforce?	Not Applicable
Does the membership reflect the nationality composition of the workforce?	Not Applicable
Has there been any industrial action (e.g. strikes, unrest, or cases raised to formal tribunals or labour courts) in the past two years?	No

3. Working conditions are safe and hygienic

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Fundamental Improvements Required
Explanation for management systems grades	<p>1) Policies & Procedures: Grade: Robust The factory established Health and safety policies and procedures in site like machine safety, PPE using, emergency procedure, fire safety etc. The policies and procedure required factory to make sure workers health and safety were suitable in site.</p> <p>2) Resource: Grade: Robust Through the factory management and workers' interview, it was noted that safety manager was assigned to responsible for this part.</p> <p>3) Communication & Training: Grade: Robust Social responsible requirements issues and policies were communicated to all employees, and trainings were provided to all employees, safety training also provided to all employees like PPE using, machines safety, electrical safety, etc. Sampled employees represented that they know those safety issue requirements.</p> <p>4) Monitoring: Grade: Fundamental improvements required Internal audit and management review conducted in site to make sure to compliance those polices. But there was major finding found in this section, auditor judge this issue as Fundamental Improvements Required.</p>

Summary of findings

Code area	Workplace requirement	Local law	Finding
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3. Working conditions are safe and hygienic	3.N Maintain a log of all hazardous substance...	§1	NC	ZAF600828522
	3.N Maintain a log of all hazardous substance...	§2	NC	ZAF600828523
	3.M Ensure all machinery is installed, mainta...	§3	NC	ZAF600828524
	3.H Where identified as necessary to reduce r...	§4	NC	ZAF600828525
	3.N Maintain a log of all hazardous substance...	§5	NC	ZAF600828526

Systems and evidence examined to validate this code section

Current systems:
 The factory was well ventilated.
 The factory maintained a comfortable temperature throughout work floors.
 Sufficient first aid kits stocked with necessary supplies are provided in workshops.
 Drinkable water was available in workshops.
 Fire drill records were provided for review.
 Fire-fighting equipment, safety exits and evacuation routes were in compliance with laws and regulations.
 General working condition is safe, and management is to improve a safer and healthier working environment.
 Pre-job training and PPE training are provided regularly.
 HS management checks HS issue regularly.
 Legal construction safety document was provided for review and 3rd party structural engineer evaluation was not provided and it was not required by local law.
 Fire drill conducted in the audit period were in 2024/5/23 and 2024/11/20.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Factory tour.
2. Document review (O-chart of safety committee, safety procedures, emergency preparedness, first aid responder certificates, fire drill records, safety training records, special operation certificate, safety inspection documents for special equipment etc.).
3. Worker interview.
4. Management interview.

Findings: non-compliances

ZAF600828522

Non-compliance

Due 2025-04-03

Code area

3 Working conditions are safe and hygienic

Status

Open*

Workplace requirement

3.N Maintain a log of all hazardous substances (e.g. chemicals and pesticides) on site. Ensure that these are managed appropriately at all times in line with safety instructions, including storage, use and disposal.

Time given to resolve

30 days

Issue title

240 - No/inadequate safety measures/anti-explosion measures for chemicals (e.g. no anti-leaking system/secondary container/unbunded)

Verification method

Desktop audit

Area of non-compliance/non-conformance

Local law

Base code

Description

It was noted that there was no anti-leakage facility (e.g. secondary container) in the gluing workshops for 20% hazardous chemicals (glue).

审核发现工厂没有为存放在喷胶车间的20%的危险化学品（胶水）设置防渗漏设施/二次容器。

Corrective and preventative actions

It is recommended that management adopt practices and controls to ensure that the anti-leakage facility (e.g. secondary container) is used for chemicals in workshops.

建议工厂为存放在车间的化学品设置防渗漏设施/二次容器。

Local law reference

In accordance with article 20 of Regulation for Safety of Hazardous Chemical, an entity producing or storing hazardous chemicals shall, according to the category and dangerous properties of the hazardous chemicals it produces or stores, set up monitoring, controlling, ventilation, sun-proof, temperature-controlled, fireproof, firefighting, blast-proof, pressure discharging, poison-proof, neutralizing, moisture-proof, lightening-proof, static-proof, antiseptis, and anti-leakage safety facilities or equipment, such as protection dams and segregated operations, etc. at the work places, and maintain them on a routine basis according to the national standards, industrial standards or relevant state provisions so as to guarantee the normal functioning thereof.

根据《危险化学品安全管理条例》第20条 生产、储存危险化学品的单位，应当根据其生产、储存的危险化学品的种类和危险特性，在作业场所设置相应的监测、监控、通风、防晒、调温、防火、灭火、防爆、泄压、防毒、中和、防潮、防雷、防静电、防腐、防泄漏以及防护围堤或者隔离操作等安全设施、设备，并按照国家标准、行业标准或者国家有关规定对安全设施、设备进行经常性维护、保养，保证安全设施、设备的正常使用。

Evidence



[Finding No safety label and secondary container.JPG](#)



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ZAF600828523

Non-compliance

Due 2025-04-03

Code area

3 Working conditions are safe and hygienic

Status

Open*

Workplace requirement

3.N Maintain a log of all hazardous substances (e.g. chemicals and pesticides) on site. Ensure that these are managed appropriately at all times in line with safety instructions, including storage, use and disposal.

Time given to resolve

30 days

Issue title

233 - Hazardous substances (e.g. chemicals and pesticides) are stored unlabelled or labelling is incorrect

Verification method

Desktop audit

Description

It was noted that 20% of chemicals (glue) containers being used in the gluing workshops were not posted with safety labels.

审核发现工厂喷胶车间正在使用的20%盛装化学品（胶水）的容器没有张贴安全标签。

Area of non-compliance/non-conformance

Local law
Base code

Corrective and preventative actions

It is recommended that management adopt practices and controls to ensure that all hazardous chemicals stored or being used in the factory is posted with safety labels.

建议所有在工厂内储存和使用的危险化学品都有张贴安全标签, 标签的内容要完整。

Local law reference

In accordance with Article 14 of the Regulation For Chemical Usage Safety in Work Place: (1) In case of transferring or loading the chemicals purchased into a new container, it is required to mark clearly the descriptions of these chemicals on the newly adopted container. As to those hazardous chemicals that have been transferred or loaded into a new container, it is necessary to stick a safety precautions mark on the new container. (2) The original safety precautions mark upon those containers that contain hazardous chemicals shall not be replaced before these containers have been cleansed.

根据《工作场所安全使用化学品规定》第14条：(1)使用单位购进的化学品需要转移或分装到其他容器时，应标明其内容。对于危险化学品，在转移或分装后的容器上应贴安全标签；(2)盛装危险化学品的容器在未净化处理前，不得更换原安全标签。

Evidence



[Finding No safety label and secondary container.JPG](#)

* PDF generated at 03:53 (UTC) on 04 Mar 2025. [View this finding on the Sedex platform](#) for live updates and closure details.

ZAF600828524

Non-compliance

Due 2025-04-03

Code area

3 Working conditions are safe and hygienic

Status

Open*

Workplace requirement

3.M Ensure all machinery is installed, maintained, and used in a safe manner.

Time given to resolve

30 days

Issue title

264 - Machines lack appropriate safety guards (e.g. eye or needle guards on sewing machines, belt/hand guards on other machines)

Verification method

Desktop audit

Description

It was noted that 5 out of 30 sewing machine in workshop of factory was not installed with needle guard.
审核发现工厂车间5/30台针车没有安装针挡。

Area of non-compliance/non-conformance

Local law
Base code

Corrective and preventative actions

It is recommended that management adopt practices and controls to ensure that all sewing machines are equipped with needle guards.
建议工厂为所有的针车安装针挡。

Local law reference

In accordance with Article 6.1.6 of Code of Design of Manufacturing Equipment Safety and Hygiene, the exposed dangerous components or part of any transmission belts, rotational axis, transmission chain, coupling, belt wheel, gear, flying wheels, chain wheels, electric saw and others, which is within 2 meters height of the plane where the operator is operating such devices shall be equipped with safety devices.
Article 6.3 of Code of Design of Manufacturing Equipment Safety and Hygiene, for supercooling and overheating, if the hot or supercooled parts of the production equipment may cause danger, they must be equipped with anti-contact shielding.
根据《生产设备安全卫生设计总则(GB5083-1999)》第6.1.6条：以操作人员的操作位置所在平面为基准，凡高度在2m之内的所有传动带、转轴、传动链、联轴节、带轮、齿轮、飞轮、链轮、电锯等外露危险零部件及危险部位，都必须设置安全防护装置。
根据《生产设备安全卫生设计总则(GB5083-1999)》第6.3 过冷与过热，若生产设备的灼热或过冷部位可能造成危险，则必须配置防接触屏蔽。

Evidence



[Finding No needle guard.JPG](#)



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ZAF600828525

Non-compliance

Due 2025-04-03

Code area

3 Working conditions are safe and hygienic

Status

Open*

Workplace requirement

3.H Where identified as necessary to reduce residual risk, provide (without charge to workers) and ensure the use of appropriate personal protective equipment (PPE).

Time given to resolve

30 days

Issue title

278 - Personal Protective Equipment (PPE) provided but incidents of workers not using PPE where appropriate

Verification method

Desktop audit

Description

It was noted that 1 out of 20 workers in covering workshop who contract with noise was not wear earplugs provided by factory.
审核发现工厂扞皮车间1/20名接触噪声的员工没有佩戴工厂提供的耳塞。

Area of non-compliance/non-conformance

Local law
Base code

Corrective and preventative actions

It is recommended that management adopt practices and controls to ensure that necessary personal protective equipment are provided to relevant employees and measures are taken to ensure that employees use such personal protective equipment appropriately.
建议工厂为相关的员工提供必要的个人防护用品，并确保他们正确佩戴。

Local law reference

In accordance with Article 45 of Law of the People's Republic of China on Production Safety, business entities must provide their employees with labor protection products meeting the national or industry standards, and supervise and educate their employees on wearing or using such products in accordance with the rules of use.
根据《中华人民共和国安全生产法》第45条：生产经营单位必须为从业人员提供符合国家标准或者行业标准的劳动防护用品，并监督、教育从业人员按照使用规则佩戴、使用。

Evidence



[Finding No earplugs.JPG](#)



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ZAF600828526

Non-compliance

Due 2025-04-03

Code area

3 Working conditions are safe and hygienic

Status

Open*

Workplace requirement

3.N Maintain a log of all hazardous substances (e.g. chemicals and pesticides) on site. Ensure that these are managed appropriately at all times in line with safety instructions, including storage, use and disposal.

Time given to resolve

30 days

Issue title

242 - No/inadequate eye wash/shower station in hazardous environments including chemical areas

Verification method

Desktop audit

Description

It was noted that no eye washing facilities were available in 4/F workshop of building 3# where glue used.

审核发现3号厂房4楼车间（使用胶水）没有配备洗眼设施。

Area of non-compliance/non-conformance

Local law
Base code

Corrective and preventative actions

It is recommended that management adopt practices and controls to ensure that effective / functional eye washing facilities are available in workshops.

建议工厂在车间安装洗眼设施。

Local law reference

In accordance with Article 8.3 of Hygiene standards for the design of Industrial enterprises (GBZ1-2010), in case there is possibility of chemical burn through the skin and mucosa absorption of acute poisoning caused by workplace or workshop, facility should set up on-site emergency treatment facilities based on the possible occupation or of harmful factors and hazard characteristics, in the nearest place of work. First aid facilities should include: shower and eye wash facilities with continual water supply; gas protection cabinet; personal protective equipment; first aid kit or emergency and first-aid medicine box; a stretcher and device for transporting patient; emergency treatment facilities and emergency rescue communication equipment.

《工业企业卫生设计标准(GBZ1-2010)》8.3: 有可能发生化学性灼伤及经皮肤粘膜吸收引起急性中毒的工作地点或车间, 应根据可能产生或存在的职业性有害因素及其危害特点, 在工作地点就近设置现场应急处理设施。急救设施应包括: 不断水的冲淋、洗眼设施; 气体防护柜; 个人防护用品; 急救包或急救箱以及急救药品; 转运病人的担架和装置; 急救处理的设施以及应急救援通讯设备等。

* PDF generated at 03:53 (UTC) on 04 Mar 2025. [View this finding on the Sedex platform](#) for live updates and closure details.

3. Working conditions are safe and hygienic

Data points

Is someone within the company responsible for health and safety?	Yes, senior manager or business owner Yes, qualified safety officer
Do workers operate high risk or heavy machinery or vehicles as part of their jobs?	No
Do workers handle or have access to hazardous substances (e.g. chemicals or pesticides)?	Yes Factory used hazardous substances (e.g. glues) in site.
Who organises accommodation for workers?	The company owns or operates worker accommodation (onsite) Workers independently arrange their own accommodation
Who organises worker transportation between accommodation and worksite?	Not applicable
Who organises worker transportation while at work?	Not applicable
Do all structural additions (e.g. added floors) have a valid permit/inspection report as per local law?	Not Applicable N/A. There was no structural additional in the audit factory's building.
Does the visual appearance of the building give you any immediate concerns about the structural integrity of the building?	No
Are there any cracks observed in the walls, floors, ceilings or other areas of the facility, both internally or externally?	No
Does the site have a structural engineer evaluation?	Yes

4. Child labour shall not be used

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	<p>1) Policies & Procedures: Grade: Robust The factory established anti child labor and young worker protection policies and procedures in site. The policies and procedure required the factory to make sure no child used in site and protect young workers even there was no actual young worker in site. HR would check the IDs of applicants to make sure no child been employed.</p> <p>2) Resource: Grade: Robust Through the factory management and workers' interview, it was noted that HR department responsible was assigned to responsible for this part.</p> <p>3) Communication & Training: Grade: Robust Social responsible requirements issues and policies were communicated to all employees, and trainings were provided to all employees. Which included child labor issues. Sampled employees represented that they know this requirements.</p> <p>4) Monitoring: Grade: Robust Internal audit and management review conducted in site to make sure to compliance those polices. And there was no related finding being found during this audit.</p>

Summary of findings

Code area	Workplace requirement	Local law	Finding
			No findings

Systems and evidence examined to validate this code section

Current systems:

1. The factory establishes a policy that will never employ and use any child labour under the age of 16 years old.
2. The factory will verify all workers' original ID cards at the time of recruitment and keep the photocopies of workers' ID cards in the personnel files.
3. Sufficient numbers of employees' personal files were provided for review. Each employee file includes a bio-data sheet, a recent photo and the age documentation, which is in the form of photocopied national identification card. The card lists the employee's name, household address and the date of birth.
4. The employees between 16 to 18 years old would be registered to the Department of Labour if there have.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Policy review.
 2. Document review (personal files etc.).
 3. Management interview.
 4. Worker interview.
-

4. Child labour shall not be used

Data points

Percentage of workers that are age 24 or younger	6%
Enter the legal age of employment	16
Enter the age of the youngest worker identified	19
Enter the number of workers under local legal minimum age	0
Enter the number of workers under 15 years old	0
Percentage of workers that are apprentices, trainees or interns	0%
Were there children present on the work floor but not working at the time of audit?	No
Do children live at the accommodation provided to workers?	No

5. Legal wages are paid

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Fundamental Improvements Required
Explanation for management systems grades	<p>1) Policies & Procedures: Grade: Robust The factory established wage related policies and procedures in site. The policies and procedures required factory to make sure workers' wage should be compliance with legal requirements and provided benefits as legal requirement.</p> <p>2) Resource: Grade: Robust Through the factory management and workers' interview, it was noted that that HR department responsible was assigned to responsible for this part.</p> <p>3) Communication & Training: Grade: Robust Social responsible requirements issues and policies were communicated to all employees, and training was provided to all employees. Which included benefit and wage issues. Sampled employees represented that they know this requirements.</p> <p>4) Monitoring: Grade: Fundamental improvements required Internal audit and management review conducted in site to make sure to compliance those police. But the monitor of social insurance was judge as Fundamental Improvements Required as this was a major finding, they represented that many workers was unwilling to take part in social insurance, because workers need to pay part of the social insurance fee.</p>

Summary of findings

Code area	Workplace requirement	Local law	Finding
5. Legal wages are paid	5.B Ensure that workers receive the insurance...	§1	NC ZAF600818354

Systems and evidence examined to validate this code section

Current systems:

Wage paid as legal requirements. Auditors reviewed the attendance records and payroll records of 10 samples from June 2024, 10 samples from October 2024 and 10 samples from current paid month January 2025. Employees were paid 150% of normal wage for overtime wage worked on weekdays, 200% of normal wage for overtime wage worked on rest days. And no one worked on statutory holidays. All sampled employees minimum wages were paid at least CNY 12.07 per hour which was not less than the local minimum wage standard of CNY 1810 per month (CNY 10.41 per hour) since April 1, 2022.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Document review (Payroll records, attendance records, social insurance, payment receipt, etc.)
 2. Worker interview
-

Findings: non-compliances

ZAF600818354

Non-compliance

Due 2024-05-22

Code area

5 Legal wages are paid

Status

Open*

Workplace requirement

5.B Ensure that workers receive the insurances and benefits (including leave entitlements) they are legally or contractually entitled to.

Time given to resolve

60 days

Issue title

423 - Compulsory insurance (e.g. social insurance, accident insurance etc.) not paid - systemic

Verification method

Follow up audit

Description

It was noted that the factory's social insurance coverage was insufficient. According to the social insurance payment receipt provided by factory management, it was noted that 47 out of 96 employees were provided with pension, unemployment, accident insurance, and 41 out of 96 employees were provided with medical, maternity insurance in January 2025. Factory provided 64 employees with commercial insurance valid from Aug 20, 2024 to Aug 19, 2025.
 审核发现工厂的社会保险覆盖不足。根据厂方提供的[2025年, 1月]社会保险缴费单据显示工厂为47/96名员工提供养老、失业、工伤保险, 为41/96名员工提供医疗、生育保险。工厂为64名员工提供商业保险, 有效期为2024年8月20日到2025年8月19日。

Area of non-compliance/non-conformance

Local law

Description (carried over)

It was noted that the factory's social insurance coverage was insufficient. According to the social insurance payment receipt provided by factory management, it was noted that 31 out of 96 employees were provided with pension, unemployment, accident, medical, maternity insurance in February 2024. 审核发现工厂的社会保险覆盖不足。根据厂方提供的[2024年, 2月]社会保险缴费单据显示工厂为31/96名员工提供养老、失业、工伤、医疗、生育保险。

Corrective and preventative actions

It is recommended that factory management adopt practices and controls to ensure that employees receive all of their statutory welfare entitlements. 建议工厂为员工提供所有法定的社会保险福利。

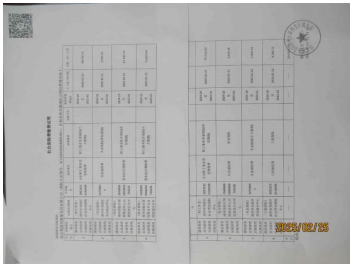
Corrective and preventative actions (carried over)

It is recommended that factory management adopt practices and controls to ensure that employees receive all of their statutory welfare entitlements. 建议工厂为员工提供所有法定的社会保险福利。

Local law reference

In accordance with Article 73 of the Labor Law of the People's Republic of China, employees shall, in accordance with the law, be entitled to social insurance benefits under the following circumstances: (1) retirements; (2) illness or injury; (3) disability caused by work-related injury or occupational disease; (4) unemployment; and (5) maternity. The survivors of the insured laborers shall be entitled to subsidies for survivors in accordance with the law. The conditions and standards for laborers to enjoy social insurance benefits shall be stipulated by laws, rules and regulations. The social insurance amount that laborers and entitled to, must be timely paid in full amount. 根据《中华人民共和国劳动法》第73条: 劳动者在下列情形下, 依法享受社会保险待遇: (一)退休; (二)患病、负伤; (三)因工伤残或者患职业病; (四)失业; (五)生育。劳动者死亡后, 其遗属依法享受遗属津贴。劳动者享受社会保险待遇的条件和标准由法律、法规规定。劳动者享受的社会保险金必须按时足额支付。

Evidence



[Finding Social insurance insufficient.JPG](#)



* PDF generated at 03:53 (UTC) on 04 Mar 2025. [View this finding on the Sedex platform](#) for live updates and closure details.

5. Legal wages are paid

Data points

What is the basic wage paid to workers?	Wages meet a living wage The legal minimum wage Wages are based on job skills and experience
Does the site use digital payment methods (i.e. money paid directly into a bank account) to pay workers?	Only digital payments
How much as a percentage of their pay does a worker receive as 'payment-in-kind' benefits?	None

Worker remuneration

Which benefits are provided to permanent or full-time workers that are not provided to temporary or part-time workers?	Not applicable
--	----------------

Summary information

Is legal wage/legally recognised CBAs data available for any of these options?	Monthly	
Is actual wage data available on site for any of these options?	Monthly	
Maximum legal working hours	Max hours per day	8.0
	Max hours per week	40.0
	Max hours per month	Non applicable
Actual required working hours	Required hours per day	8.0
	Required hours per week	40.0
	Required hours per month	Non applicable

Maximum legal overtime hours	Max hours per day	3.0
	Max hours per week	Non applicable
	Max hours per month	36.0
Actual overtime hours	Max hours per day	2.0
	Max hours per week	14.0
	Max hours per month	50.0
Minimum legal wage	Min per hour	Non applicable
	Min per day	Non applicable
	Min per week	Non applicable
	Min per month	1810.0
Actual minimum wage	Actual per hour	12.07
	Actual per day	Non applicable
	Actual per week	Non applicable
	Actual per month	2100.0
Minimum legal overtime wage	Min per hour	Non applicable
	Min per day	Non applicable
	Min per week	Non applicable
	Min per month	Non applicable
Actual minimum overtime wage	Actual per hour	Non applicable
	Actual per day	Non applicable
	Actual per week	Non applicable
	Actual per month	Non applicable

Wage analysis

Number of workers' records checked	30
Provide the date and details of the records	10 samples from June 2024, 10 samples from October 2024 and 10 samples from current month January 2025

Are there different legal minimum/ legally recognised CBAs wage grades?	No
For the lowest paid workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum/ legally recognised CBAs?	Above legal minimum
Indicate the breakdown of workforce per earnings	All 100% employees paid at least CNY 12.07 per hour, which was no less than the local legal minimum wage standard.
Are there any bonus schemes used?	Yes Full attendance bonus
Were accurate records shown at the first request?	Yes
Were any inconsistencies found?	No

5.A. Living wages are paid

Summary of findings

Code area	Workplace requirement	Local law	Finding
No findings			
Systems and evidence examined to validate this code section	<p>Current systems: The Factory has collected cost of living (cloth, food, living, transportation, education, medical, etc.) in the district where they located, and used Full-fledged Anker Methodology to calculated a basic living wage in 2024, provided the living wage analysis records for review, factory also conduct living wage gap analysis to make sure worker have enough wage to have a better life. The auditor review the wage of employees and noted that all employees' wage has over this calculated living wage.</p> <p>Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): Details: 1. Document review (Payroll records, attendance records, living wage document of 2024, etc.) 2. List of workers. 3. Living wage calculation source documents of 2024. 3. Worker interview and management interview.</p>		

6. Working hours are not excessive

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Fundamental Improvements Required
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Fundamental Improvements Required
Explanation for management systems grades	<p>1) Policies & Procedures: Grade: Robust The factory established working hour management policies and procedures in site. The policies and procedures required factory to make sure workers' attendance should be compliance with legal requirements, each working hours need records.</p> <p>2) Resource: Grade: Fundamental improvements required Through the factory management and workers' interview, it was noted that HR department responsible was assigned to responsible for this part. but they represented it was hard to control it as order needed. Auditor judge as FIR.</p> <p>3) Communication & Training: Grade: Robust Social responsible requirements issues and policies were communicated to all employees, and trainings were provided to all employees. Which included working hours issues. Sampled employees represented that they know this requirements.</p> <p>4) Monitoring: Grade: Fundamental improvements required Internal audit and management review conducted in site to make sure to compliance those polices. But the monitor of procedure in overtime issue was Fundamental Improvements Required as this was a major finding and factory represented that there was enough order to make workers overtime work and they were hard to follow the procedure to control it. There is a risk of monthly overtime hours exceeding the limit in garment factories within this area. Even most factories were unable to ensure that the workers' monthly overtime hours are kept within 36 hours.</p>

Summary of findings

Code area	Workplace requirement	Local law	Finding
6. Working hours are not excessive	6.F Ensure that where overtime is used, it is...	§1	NC ZAF600818355

Systems and evidence examined to validate this code section

Current systems:

Through employees' interview, overtime is voluntary.

Auditors reviewed the attendance records of 10 samples from June 2024, 10 samples from October 2024 and 10 samples from current month January 2025. It was noted that the maximum overtime working hours for sampled employees were 2 hours on the normal working day, 14 hours per week and 50 hours per month. Further, the maximum weekly working hours for sampled employees were 54 hours and the maximum consecutive days for them were 6 days.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Time records.
 2. Employee interview.
 3. Management interview.
-

Findings: non-compliances

ZAF600818355

Non-compliance

Due 2024-05-22

Code area

6 Working hours are not excessive

Status

Open*

Workplace requirement

6.F Ensure that where overtime is used, it is in order to manage changes in demand or in exceptional circumstances and not used to replace regular employment.

Time given to resolve

60 days

Issue title

480 - Overtime is not used responsibly (i.e. extent, frequency and level of hours worked by individual workers and/or whole workforce are excessive)

Verification method

Follow up audit

Description

It was noted that sample population employees worked in excess of the statutory overtime hour limits.

A review of 30 sample population employees' time records (10 samples from June 2024, 10 samples from October 2024 and 10 samples from current month January 2025) yielded the following:

- 2 out of 10 sample population employees worked in excess of 36 overtime hours per month (i.e. 50 hours) in June 2024, which was not in compliance with the legal requirement;
- 3 out of 10 sample population employees worked in excess of 36 overtime hours per month (i.e. 42 to 50 hours) in October 2024, which was not in compliance with the legal requirement.

Area of non-compliance/non-conformance

Local law

根据厂方提供的工时记录，审核发现员工加班时间超出了法定标准。

审核员从厂方提供的工资记录中抽取30个样本(其中从2024年6月抽取10个，从2024年10月抽取10个，从最近月份2025年1月抽取10个)，发现有员工加班时间超出了法定标准，具体为：

- 2/10名员工在2024年6月的加班时间为50小时，超过每月加班时间不能超过36小时的法律规定；
- 3/10名员工在2024年10月的加班时间为42到50小时，超过每月加班时间不能超过36小时的法律规定。

Description (carried over)

It was noted that sample population employees worked in excess of the statutory overtime hour limits. A review of 30 sample population employees' time records (10 samples from November 2023, 10 samples from December 2023 and 10 samples from current month January 2024) yielded the following: • 4 out of 10 sample population employees worked in excess of 36 overtime hours per month (i.e. 58 to 76 hours) in November 2023, which was not in compliance with the legal requirement; • 2 out of 10 sample population employees worked in excess of 36 overtime hours per month (i.e. 82 hours) in December 2023, which was not in compliance with the legal requirement; • 2 out of 10 sample population employees worked in excess of 36 overtime hours per month (i.e. 76 hours) in January 2024, which was not in compliance with the legal requirement. 根据厂方提供的工时记录，审核发现员工加班时间超出了法定标准。审核员从厂方提供的工资记录中抽取30个样本(其中从2023年11月抽取10个，从2023年12月抽取10个，从最近月份2024年1月抽取10个)，发现有员工加班时间超出了法定标准，具体为：• 4/10名员工在2023年11月的加班时间为58到76小时，超过每月加班时间不能超过36小时的法律规定；• 2/10名员工在2023年12月的加班时间为82小时，超过每月加班时间不能超过36小时的法律规定；• 2/10名员工在2024年1月的加班时间为76小时，超过每月加班时间不能超过36小时的法律规定。

Corrective and preventative actions

It is recommended that factory management adopt practices and controls to ensure that employee overtime hours do not exceed the statutory limits. 建议工厂确保员工的加班时间符合法律要求。

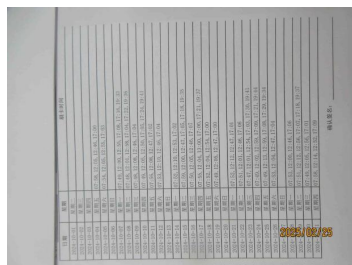
Corrective and preventative actions (carried over)

It is recommended that factory management adopt practices and controls to ensure that employee overtime hours do not exceed the statutory limits. 建议工厂确保员工的加班时间符合法律要求。

Local law reference

In accordance with Article 41 of the Labor Law of the PRC, after consultation with the trade union and employees, the employer may extend working hours due to its production or business needs, but the extended working hours shall not generally exceed one hour a day; in special circumstances that require an extension of working hours, the extended working hours shall not exceed 3 hours a day and 36 hours a month on condition that the health of employees is guaranteed. 根据《中华人民共和国劳动法》第41条：用人单位由于生产经营需要，经与工会和劳动者协商后可以延长工作时间，一般每日不得超过一小时；因特殊原因需要延长工作时间的，在保障劳动者身体健康的条件下延长工作时间每日不得超过三小时，但是每月不得超过三十六小时。

Evidence



[Finding Overtime exceed legal requirement.JPG](#)



* PDF generated at 03:53 (UTC) on 04 Mar 2025. [View this finding on the Sedex platform](#) for live updates and closure details.

6. Working hours are not excessive

Data points

Is the sample size the same as in the wages section?	Yes
Normal day overtime premium as a percentage of standard wages	150%
If the site pays an overtime premium of less than 125% and this is allowed under local law, are there other considerations?	N/A. Employees were paid 150% of normal wage for overtime wage worked on weekdays
Excluding overtime, what are the regular working hours per week for workers at this site?	40.0
Including overtime, what is the average number of working hours per week for full-time workers at this site?	52.0
In the sample, what was the maximum number of hours worked in a single week, including overtime, for any worker at this site?	54.0
Maximum number of days worked without a day off in sample	6

7. No discrimination is practiced

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	<p>1) Policies & Procedures: Grade: Robust The factory established anti-discrimination policies and procedures on site. The policies and procedures stated what they could do to make sure there was no discrimination and factory would not discriminate workers.</p> <p>2) Resource: Grade: Robust Through the factory management and workers' interview, it was noted that the General Manager was assigned to responsible for this part.</p> <p>3) Communication & Training: Grade: Robust Social responsible requirements issues and policies were communicated to all employees, and trainings were provided to all employees. Which included discrimination issues. Sampled employees represented that they know this requirements.</p> <p>4) Monitoring: Grade: Robust Internal audit and management review conducted in site to make sure to compliance those polices. And there was no related finding being found during this audit.</p>

Summary of findings

Code area	Workplace requirement	Local law	Finding
			No findings

Systems and evidence examined to validate this code section

Current systems:

1. According to management and workers interview, the factory did not discriminate against workers based on their birth, gender, age, religion, race, marital status, ethnical beliefs and political background etc.; female workers and male workers had the same pay and working conditions; promotion was based on workers' ability and skill; training was based on working requirement.
2. There was no negative evidence of discrimination in employment, promotion, compensation, welfare, dismissal and retirement found. All sampled employees interviewed stated that they were treated fairly and compensated the same wage for the same job.
3. Per management interview. The management knew the requirement of non-discrimination.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Employee interview.
 2. Management interview.
 3. Factory regulation.
-

7. No discrimination is practiced

Data points

Percentage of women workers in skilled or technical roles (e.g. where specific qualifications are needed, such as engineer/laboratory analyst)? 50%

Representation of women in managerial roles (ratio of women workers to women managers)

Representation of women in supervisory roles (ratio of women workers to women supervisors) 8%

Three most common nationalities in managerial and supervisory roles All managements and supervisors in the site were Chinese

8. Regular employment is provided

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	<p>1) Policies & Procedures: Grade: Robust The factory established fair employment policy and procedure in site. The policy and procedure stated that factory would employ and treat employees unprejudiced.</p> <p>2) Resource: Grade: Robust Through the factory management and workers' interview, it was noted that the General Manager was assigned to responsible for this part.</p> <p>3) Communication & Training: Grade: Robust Social responsible requirements issues and policies were communicated to all employees, and trainings were provided to all employees. Which included Regular employment issues. Sampled employees represented that they know this requirements.</p> <p>4) Monitoring: Grade: Robust Internal audit and management review conducted in site to make sure to compliance those polices. And there was no related finding being found during this audit.</p>

Summary of findings

Code area	Workplace requirement	Local law	Finding
			No findings

Systems and evidence examined to validate this code section

Current systems:

1. Work performed is on the basis of recognized employment relationship established through national law and practice.
2. It was noted that the factory had signed the labour contracts with all sampled workers, which was confirmed through the employee interview. all employees had one copy of contract.
3. All employees were recruited by the factory directly. No labour agency was used to hire workers. No apprenticeship schemes or home worker was identified by the auditor.
5. Per interview with management and worker, no recruitment fee was paid by the workers.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Personnel files and labour contract review.
 2. Management interview.
 3. Worker interview.
-

8. Regular employment is provided

Data points

Percentage of workers that are permanently or temporarily employed	100.0%
--	--------

Percentage of workers that have been engaged via irregular, sub-contracted or non-employment models of labour, rather than permanent or temporary contracts of employment	0.0%
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Percentage of workers employed as apprentices, trainees or interns	0.0%
--	------

8.A. Sub-contracting and homeworkers are used responsibly

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	<p>1) Policies & Procedures: Grade: Robust The factory established supplier management policy and procedure in site. The policy and procedure stated that factory check the suppliers' social responsible performance, and how to choose suppliers, no subcontractor and homemaker noted during this audit.</p> <p>2) Resource: Grade: Robust Through the factory management and workers' interview, it was noted that responsible person of purchasing department was assigned to responsible for this part.</p> <p>3) Communication & Training: Grade: Robust Social responsible requirements issues and policies were communicated to all employees, and trainings were provided to all employees. Which included supply management issues. Sampled employees represented that they know this requirements.</p> <p>4) Monitoring: Grade: Robust Internal audit and management review conducted in site to make sure to compliance those polices. And there was no related finding being found during this audit.</p>

Summary of findings

Code area	Workplace requirement	Local law	Finding
			No findings

Systems and evidence examined to validate this code section

Current systems:

Per factory tour, it was noted that the production processes in the factory were complete, and this was also verified through production processes overview provided by factory, no subcontracting was found. Management represented that they would not use any subcontractor unless agreed by their client. Per factory tour, employee interview and document review, no homeworking was noted.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Site tour
 - Materials in/out records
 - Production process overview
 - Management interview
 - Worker interview
-

8.A. Sub-contracting and homeworkers are used responsibly

Data points

Are homeworkers employed directly or engaged through an agent? Not applicable

Gender disaggregated data available

Number of homeworkers used

	Men	Women	Other	Total
Number of workers	-	-	-	-

What processes are carried out by homemaker?

Are full records of homeworkers available at the site?

Does the supplier buy products or services from suppliers that use homeworkers?

Information not available

Factory have conducted quick assessments on their suppliers but the assessment did not included homemaker situation. there was no information about homemaker issues.

Sub-contracting

Are there any concerns about unrecorded work or undeclared sub-contracting on site, giving considerations to the workers' capacity?

No

No related concerns being found during this audit. factory did not use subcontractor.

Are any sub-contractors used?

No

9. No harsh or inhumane treatment is allowed

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	<p>1) Policies & Procedures: Grade: Robust The factory established No harsh or inhumane treatment policy and procedure in site. The policy and procedure stated that factory would not harsh or abuse workers.</p> <p>2) Resource: Grade: Robust Through the factory management and workers' interview, it was noted that general manager was assigned to responsible for this part.</p> <p>3) Communication & Training: Grade: Robust Social responsible requirements issues and policies were communicated to all employees, and trainings were provided to all employees. Which included harsh or inhumane treatment issues. Sampled employees represented that they know this requirements.</p> <p>4) Monitoring: Grade: Robust Internal audit and management review conducted in site to make sure to compliance those polices. And there was no related finding being found during this audit.</p>

Summary of findings

Code area	Workplace requirement	Local law	Finding
			No findings

Systems and evidence examined to validate this code section

Current systems:

- 1.The factory management established a disciplinary procedure for workers' misbehaviour which included oral warning, written warning and finally termination.
- 2.The site had developed a training program for all employees on the procedure. Confirmed by workers interview, they were aware of the disciplinary procedure.
- 3.The factory established a policy on Harsh Treatment. Confirmed by workers interview, there was no such negative evidence happened in the past.
- 4.There was an internal process for grievance, which is an anonymous suggestion box, where workers can report any grievances (harassment, bullying, discrimination etc.). Any received complaint will be handled by management, without any reprisal for the worker in question.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Policy review.
 2. Worker interview.
 3. Management interview.
-

9. No harsh or inhumane treatment is allowed

Data points

Is there a formal process for workers to report concerns, complaints, or problems ('grievance mechanism')?

Yes, there is a formal grievance process
The grievance process is available to all workers

What type of grievance mechanism(s) are available?

Suggestion box installed in factory for workers to complaint as a grievance mechanism.

Number of grievances raised in the last 12 months 0

Number of grievances resolved in the last 12 months 0

10.A. Environment 2-Pillar

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	<p>1) Policies & Procedures: Grade: Robust The factory established environment protection policies and procedures in site. The policies and procedures stated that factory would follow the local environment law and requirements and client's requirement.</p> <p>2) Resource: Grade: Robust Through the factory management and workers' interview, it was noted that EHS supervisor was assigned to responsible for this part.</p> <p>3) Communication & Training: Grade: Robust Social responsible requirements issues and policies were communicated to all employees, and trainings were provided to all employees. Which included environment protection issues. Sampled employees represented that they know this requirements.</p> <p>4) Monitoring: Grade: Robust Internal audit and management review conducted in site to make sure to compliance those polices. And there was no related finding being found during this audit.</p>

Summary of findings

Code area	Workplace requirement	Local law	Finding
10.A. Environment 2-Pillar	10.A.A Remain aware of the local, regional an...		GE ZAF600828527

Systems and evidence examined to validate this code section

Current systems:

The factory had obtained all environment certificates was in compliance with the related environmental regulations. Most of the legally required certificates from local government such as Environmental impact appraisal documents, Environmental check and acceptance report etc.; Further, factory had set up the environment protection procedure and policy. And there was no violation legal requirement found during this audit. Based on worker's interview, they were trained on environmental protection.

Evidence examined - to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

All legally required environmental documents and certificates, and the factory's policy and procedure were checked

Findings: good examples

ZAF600828527

Good example

Code area

10.A Environment 2-Pillar

Workplace requirement

10.A.A Remain aware of the local, regional and national environmental laws relating to the site, and have clear processes around how these laws are updated and communicated.

Description

工厂提供了FSC证书，有效期至2029年3月28日。
FSC certificate provided for review which valid to 28/03/2029.

Evidence



[FSC Certificate.JPG](#)



10.A. Environment 2-Pillar

Data points

<p>Has the site received an official notice, fine or prosecution for any non-compliances with environmental legislation, regulation, consent or permits (within the last three years)?</p>	<p>No</p>
<p>Does the site have any valid environmental or energy management certificates?</p>	<p>The factory had obtained all environment certificates from local government such as Environmental impact appraisal documents, Environmental check and acceptance report etc.</p>
<p>Are there any other sustainability certifications present (e.g. Forest Stewardship Council (FSC), Marine Stewardship Council (MSC)?</p>	<p>Yes FSC certificate provided for review which valid to 28/03/2029.</p>
<p>Has the site implemented or made plans to implement any adaptive measures to protect workers from the impact of climate change?</p>	<p>No</p>

Attachments



[Factory name & address.JPG](#)



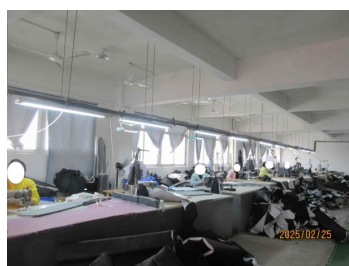
[Entrance.JPG](#)



[Production building.JPG](#)



[Complex building.JPG](#)



[Material warehouse.JPG](#)



[Packing.JPG](#)



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[Cutting.JPG](#)



[Covering.JPG](#)



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[Fire extinguishers.JPG](#)



[Exit sign & emergency light.JPG](#)



[Fire hydrant.JPG](#)



[Evacuation plan.JPG](#)





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[Drinkable water.JPG](#)



[Eye washing facility.JPG](#)



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