

RECAP

Supplier Name:	Mamiye Bros	Supplier Contact Name:	Gabrielle Gozo		
Facility Name:	Anyang Jinghong Garment Co.,Ltd	Assessment Date(s):	May 15th-16th, 2018		
Facility Contact Name:	Mr. Tony Yu	Assessment Type:	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Re-Audit <input type="checkbox"/> Annual		
Facility Address:	Xinglong Rd,Tangyin Country,Industrial Area, Anyang City, Henan Province		Assessment Team:	ELEVATE	
Facility Contact Telephone:	15261555006	Time in:	9:30	Time out:	4:00
Product Category:	Non-Foods	Report Number:	EVT-CN-COST-89731		
FACILITY PROFILE (Sampling from Audit)					
Peak Season reviewed:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Peak Season month(s):	Nil	Number of Production Employees on Payroll:	159
Category	# Total Employees	# Employees Present	# Records Reviewed		# Employees Interviewed
Direct	170	170	30		10
Contracted	0	0	0		0
Minimum Wage	Average Regular Wage	Average Overtime Wage	Average Regular Hours	Average Overtime Hours	% of Facility Tour Coverage
RMB 9.02 per hour / RMB 72.18 per day / RMB 1570 per month (since October 1, 2017)	RMB 1700	RMB 2217	168 hours	116 hours	100%
ASSESSMENT FINDINGS OVERVIEW					
Category	# of Findings		Category	# of Findings	
Labor	4		Facility Profile	0	
Health, Safety & Employee Housing	2		Facility Supply Chain Profile	0	
Environmental Management	0		Management Systems	0	
Audit Ethics	0		Other	0	
FACILITY RISK RATING					
74	High Performance (90-100)		Previous Assessment Rating:	Unable to Determine	
	Intermediate Performance (70-89)				
	Low Performance (40-69)		Previous Assessment Date:	Not Provide	
	Critical (0-39)				

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WORKSHEET						
NON-COMPLIANCES				To be completed by Facility Management		
Category	Code	Non-Compliance(s)	Reference (Legal or Code of Conduct)	Correction to Prevent Recurrence of Finding	Target Completion Date	Personnel Responsible
Labor	LAB-33.01	<p>It was noted that a total of 170 employees were eligible to receive five types of social insurances according to the law. However, through review of social insurance enrollment list and payroll records, no employees were enrolled in pension insurance, medical insurance, occupational injury insurance, unemployment insurance and child-bearing insurance. Remark: The facotry bought business insurance for all workers.</p> <p>PRC Labor Law article 72&73</p> <p>It is recommended that the factory should ensure all eligible employees are entitled with all five types of social insurance schemes and therefore receive all of their statutory welfare to comply with the Law. Under situations, some employees might be reluctant to be enrolled and contribute to such social insurances schemes, the factory should host training sessions to help them understand the importance of contributing toward social insurance schemes.</p>	Law			

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Labor	LAB-44.01	<p>It was noted that the monthly overtime hours of 10 out of 10 randomly selected workers were 140-144 hours in April 2018 (Recent month), 10 out of 10 were 112 hours in March 2018 (Random month). Workers had worked overtime ranging from 2-4 hours per day for around 3-5 weekdays in a week.</p> <p>PRC Labor Law article 41</p> <p>It is recommended that the factory should reduce the overtime hours to ensure it is within 3 hours per day and 36 hours per month.</p>	Law			
Labor	LAB-44.02	<p>It was noted that the weekly working hours of 10 out of 10 randomly selected workers were 64-78 hours in April 2018 (Most current month), 10 out of 10 were 62-72 hours in March 2018 (Random month).</p> <p>Code of Conduct</p> <p>It is recommended that factory should arrange reasonable production plan, increase productivity using positive means (such as bonuses) and limit the working hours to comply with the client' s requirement.</p>	Code of Conduct			

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Labor	LAB-53.01	<p>It was noted that 20 out of 30 randomly selected workers have worked more than 6 consecutive days without 1 day off during February 2018 to May 2018, the maximum consecutive working days were 17 days from March 19, 2018 to April 4, 2018.</p> <p>PRC Labor Law article 38</p> <p>It is recommended that the factory should arrange reasonable production plan, increase productivity using positive means (such as bonuses) and ensure every worker enjoy at least 1 day off in a week. Develop a work schedule that limits overtime and does not encourage employees to work on their rest days. Employees should be educated on the health/safety impact of excessive overtime.</p>	Law			
Health & Safety	HS-11.09	<p>It was noted that two fire extinguishers in pressing section on the 1/F of the production building were partially blocked by goods.</p> <p>PRC Fire Prevention Law article 28</p> <p>It is recommended that the factory should relocate adequate fire extinguishers immediately, provide proper fire safety training to workers, conduct regular health & safety inspection, ensure all the fire extinguishers are accessible at all time.</p>	Law			
Health & Safety	HS-14.11	<p>It was noted that 2 out of 2 doors of evacuation exit on 1/F of production building were pulling and pushing doors.</p> <p>Fire Safety of Building Design Regulation (GB50016-2014) article 6.4.11</p> <p>It is recommended that the factory should identify the requirements related to the emergency doors, provide proper fire safety training to workers, conduct regular health & safety inspection, re-install all factory doors to be open in the direction of evacuation.</p>	Law			

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Above and Beyond

Nil

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A signature on this RECAP signifies your agreement and understanding of the above non-compliances and the WORKSHEET.		
Accepted By:	Facility (Signature)	Auditor (Signature)
Print Name/Title:		
Date Signed:		
Audit results reviewed with Facility Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain)
Audit results and Worksheet agreed with and signed	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain)
Facility Management Comments (no paraphrasing; provide exact wording): Nil		

Code of Conduct Audit Report

Assessment Date(s): May 15th-16th, 2018

Supplier Profile

Client Supplier ID:	Not Provided
Supplier Name (Local Language):	Mamiye Bros
Supplier Phone:	212-279-4150
Supplier Fax:	Not Provided
Supplier Email:	Gabrielle.gozo@mambro.com

Current Assessment Profile

Assessment Rating and Numerical Grade:	Intermediate Performance (74)	Other Parties Involved in Assessment:	N/A
Is this assessment date announced or not?	Announced with window	Report Author:	Hannah Xian

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1. Assessment Overview

1.1 Summary of Activities

Opening Meeting:

Upon arrival to the facility, the auditor (Hannah Xian) was greeted by Mr. Tony Yu/ Factory Director and escorted to main conference room where an opening meeting was conducted with Mr. Tony Yu/ Factory Director and other managements. The assessment procedures, grading criteria and Statement of Integrity were explained, and ELEVATE Statement of Integrity as well as client expectations for suppliers were explained, and the ELEVATE Statement of Integrity was signed by a facility representative and the original copy is located in the audit file for reference. Access to employees, facility and documentation was fully granted. Facility management allowed the auditors (Hannah Xian) to take photos during the assessment.

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Facility Walkthrough:

A health and safety walkthrough was facilitated by Mr. Tony Yu/ Factory Director which provided an overview of the facility work floor and employee interaction with each other and with the management team.

The auditor (Hannah Xian) assessed the following facility areas:

- The factory occupied 1 block of 2-storey production building, 1 block of 1-storey building was used as an office area and a Canteen/kitchen.
- The facility also had a water treatment system in place, which was visited by the auditor.
- There was no dormitory provided to employees, but kitchen was provided, canteen and kitchen were located on 1 block of 1-storey building.

The auditor (Hannah Xian) sampled:

- During the assessment the auditor was able to visit all areas of the facility, all areas in facility were fully granted.
- A total of 76 fire extinguishers, 13 fire hydrants, 2 emergency exits, 2 emergency pathways with emergency lighting along them,

Approximate percentage of facility visited: 100%.

Documentation Review:

After the walkthrough, facility management provided access to facility Environmental, Health and Safety (EHS) documentation. The following EHS documentation was reviewed:

- Environmental License provided by the EPA (Environmental Protection Agency)
- Operation permit authorized by the government
- Policy and procedures in place for Health and Safety Committee
- Health and Safety Committee meeting notes
- Machine maintenance and inspection records
- Health and safety training materials and attendance records for employees
- Evacuation drill documents
- Emergency plan
- Fire extinguisher servicing records.

Furthermore, a payroll assessment was conducted and three months (this was a new factory which started its real operation since February 2018, only had three months' payroll and time records for review. And the factory paid the April's wage in advance on May 11, 2018 for cooperating this assessment.) of payroll and time records were made available for the review and facilitated by Mr. Tony Yu/ Factory Director. As part of the payroll review, auditors (Hannah Xian) requested and was provided with the all three months payroll periods as the sample for the payroll assessment. In each period, 10 employee records were sampled.

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The reviewed payroll records consisted of 3 sampled pay periods and were comprised of time cards printed (the facility uses Electronic IC card system to track work hours), payroll registers including all deductions and final pay. The 3 pay periods consisted of 3 months (April 2018, March 2018 and February 2018) as the employees were paid on a monthly basis. The payroll documents listed payroll records issued to 170 monthly rate employees. Payroll register displayed employee name, weekending date, all regular and overtime hours worked, hourly rates, earnings, additions/deductions, net and gross earnings.

In addition to payroll and time records, the following records were also reviewed:

- Employee Handbooks in Chinese.
- Employee files for the 10 employees selected that contained age documentation and labor contracts, as well as
- disciplinary documentation history,
- HR monthly meeting notes addressing employee comments from suggestion box with action plans decided upon.

Employee Interviews:

A sample of 10 employees (10 female) were selected from different departments including cutting, sewing, pressing, Inspection and Packing sections. All employee interviews were conducted in a confidential manner and away from the work floor and management offices. 3 workers were interviewed individual in the factory workshops and 7 workers were interviewed individual in meeting room in order to make them feel comfortable. Employee selection occurred from a printed report of attendance for the day and auditor selected employees to be interviewed. The employees selected were used for payroll sample and employee age documentation review.

Closing Meeting:

At a conclusion of the assessment a closing meeting was conducted with Mr. Tony Yu/ Factory Director. The assessment outcome was communicated and reviewed in detail through presenting the Summary of Findings. The Summary of Findings was signed by Mr. Tony Yu/ Factory Director. Assessment team thanked the meeting participants for their time, cooperation and assistance with the assessment process. The assessment was concluded at 4:00pm on May 16th, 2018.

2. Labor

2.1 Postings

Are labor-related notices posted in language(s) understood by employees and in accordance with other applicable standards?

Yes

2.2 Privacy

Does the facility maintain privacy of employee's records in accordance with other applicable standards?

Yes

2.3 Terms of Employment

Are employees aware of their employment terms in accordance with applicable standards?

Yes

Does the facility provide employees with a document that outlines the employment terms in accordance with applicable standards?

Yes

Does the facility keep and maintain the written employment terms in accordance with applicable standards?

Yes
Employees are provided with a copy of the documentation within one month of hire.

Does the content of the document that outlines the employment terms correspond to employee testimony and meet applicable standards?

Yes

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2. Labor

Is the written document that outlines the employment terms in a language understood by each respective employee?	Yes
Are employee probation periods in accordance with applicable standards?	Yes
Does the facility maintain documentation that indicates employees' eligibility to work in accordance with applicable standards?	Yes
Is birth control forbidden as a condition for hiring and maintaining employment?	Yes
Is termination of employment and maintenance of termination records executed in accordance with applicable standards?	Yes

2.4 Wages and Benefits

Does the facility maintain payroll records?	Yes
Payroll period(s) reviewed for assessment sample:	Yes April 2018, March 2018 and February 2018
Are reviewed payroll records maintained in accordance with applicable standards?	Yes
Does the facility maintain records on production output for employees who are e.g. paid by piece or task in accordance with applicable standards?	Yes
Does the information in reviewed payroll records, records on production output and interviews correspond?	Yes
Is the legal minimum wage guaranteed to employees in accordance with applicable standards?	Yes
Lowest legal regular hourly rate (USD conversion)	RMB 9.02(1.37 USD)
Highest regular hourly rate paid by the facility (USD conversion)	RMB 10.63(1.61 USD)
Lowest regular hourly rate paid by the facility (USD conversion)	RMB 9.6(1.46 USD)
Average regular hourly rate paid by the facility (USD conversion)	RMB 9.7 (1.47 USD)
Average rate of pay (regular and overtime) per legal pay period paid by the facility (USD conversion)	RMB 3917 (595.3USD) per month
Are employees compensated at the rate dictated by the applicable standard based on their classification (e.g. salaried employee, temporary, apprentice)?	Yes
Are employees paid for "down time" in accordance with applicable standards?	Yes
Is the payment method in accordance with applicable standards?	Yes
Are wages paid directly to the employee or an employee-controlled account?	Yes April 2018, March 2018 and February 2018
Is the pay frequency in accordance with applicable standards?	Yes
Is the time of payment in accordance with applicable standards?	Yes

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2. Labor

Is overtime paid in accordance with applicable standards?	Yes
Does the facility provide employees with an understandable wage statement that, at minimum, includes pay period, wages earned for pay period, rate of pay, regular and overtime hours worked, deductions, and benefits in accordance with applicable standards?	Yes
Are deductions from employee wages in accordance with applicable standards?	Yes
Do employees receive additional remuneration (e.g. bonuses, incentives, allowances)?	Yes Such as allowance for high temperature.
Do employees receive applicable benefits in accordance with applicable standards?	<p>No</p> <p>It was noted that a total of 170 employees were eligible to receive five types of social insurances according to the law. However, through review of social insurance enrollment list and payroll records, no employees were enrolled in pension insurance, medical insurance, occupational injury insurance, unemployment insurance and child-bearing insurance. Remark: The factory bought business insurance for all worker.</p> <p>PRC Labor Law article 72&73</p> <p>It is recommended that the factory should ensure all eligible employees are entitled with all five types of social insurance schemes and therefore receive all of their statutory welfare to comply with the Law. Under situations, some employees might be reluctant to be enrolled and contribute to such social insurances schemes, the factory should host training sessions to help them understand the importance of contributing toward social insurance schemes.</p>
2.5 Working Hours	
Standard hours of operation	From 8:00 am to 4:30pm with half hour of lunch break
Number and duration of breaks during work day	1 break; half hour
Does the facility maintain time records?	Yes
Time record period(s) reviewed for assessment sample:	Yes 4 months from February 2018 to May 2018; Sample months: April 2018(Most current month), March 2018(Random month) and February 2018(Random month)
Are time records maintained in accordance with applicable standards?	Yes
Are employees working regular working hours (daily, weekly, monthly, other) in accordance with applicable standards?	Yes
Highest number of regular hours per week permitted under law	40 hours per week
Highest number of regular hours per week worked at the facility	40 hours per week
Lowest number of regular hours per week worked at the facility	40 hours per week

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2. Labor

Average number of regular hours per week worked at the facility	40 hours per week
Are employees working overtime hours (daily, weekly, monthly, other) in accordance with applicable standards?	<p>No</p> <p>1. It was noted that the monthly overtime hours of 10 out of 10 randomly selected workers were 140-144 hours in April 2018 (Recent month), 10 out of 10 were 112 hours in March 2018 (Random month). Workers had worked overtime ranging from 2-4 hours per day for around 3-5 weekdays in a week.</p> <p>PRC Labor Law article 41</p> <p>It is recommended that the factory should reduce the overtime hours to ensure it is within 3 hours per day and 36 hours per month.</p> <p>2. It was noted that the weekly working hours of 10 out of 10 randomly selected workers were 64-78 hours in April 2018 (Most current month), 10 out of 10 were 62-72 hours in March 2018 (Random month).</p> <p>Code of Conduct</p> <p>It is recommended that factory should arrange reasonable production plan, increase productivity using positive means (such as bonuses) and limit the working hours to comply with the client's requirement.</p>
Does the facility have an overtime waiver in accordance with applicable standards?	N/A
Highest number of overtime hours per week permitted under law:	N/A
Highest number of overtime hours per week worked at the facility:	38 hours per week
Lowest number of overtime hours per week worked at the facility:	8 hours per week
Average number of overtime hours per week worked at the facility:	28 hours per week
Are employees informed about and understand overtime obligations prior to employment and prior to working the overtime shift?	Yes Employees are provided with a written document on overtime policies at the facility upon hire.
Do employees receive rest breaks during the day in accordance with applicable standards?	Yes
Do employees receive daily rest in accordance with applicable standards?	Yes
Do employees receive weekly rest in accordance with applicable standards?	<p>No</p> <p>It was noted that 20 out of 30 randomly selected workers have worked more than 6 consecutive days without 1 day off during February 2018 to May 2018, the maximum consecutive working days were 17 days from March 19, 2018 to April 4, 2018.</p>

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2. Labor

	<p>PRC Labor Law article 38</p> <p>It is recommended that the factory should arrange reasonable production plan, increase productivity using positive means (such as bonuses) and ensure every worker enjoy at least 1 day off in a week. Develop a work schedule that limits overtime and does not encourage employees to work on their rest days. Employees should be educated on the health/safety impact of excessive overtime.</p>
Maximum number of consecutive days worked permitted by law:	6 days
Maximum number of consecutive days worked at the facility:	17 days
Does the facility prevent employees from taking work home to finish the task or quota?	Yes
Does the facility follow provisions on the number of women's working hours in accordance with applicable standards?	Yes
2.6 Forced, Bonded, Indentured, Slave, Prison Labor and Human Trafficking	
If applicable, does the facility only use legally-recognized employment agencies with a valid and current license?	Not applicable. Labor agent / dispatch company were not used by the facility.
Do actual employment terms meet the job expectations promised at time of recruitment?	Yes
Are employees free from paying charges for the purpose of recruitment or employment, including fees (e.g. recruitment, transportation), taxes, deposits or bonds (e.g. training bond)?	Yes
Are employees free of debt due to recruitment or employment?	Yes
Do employees maintain custody of their original documents (e.g. passport, work permit, birth certification, official ID card, driver's license, family record book)?	Yes
Are employees free from pressure, coercion, or threats by any means to maintain them in employment?	Yes
Were employees free from pressure, coercion, or threats by any means during recruitment?	Yes
Are employees free to resign employment in accordance with applicable standards?	Yes
Are employees free from threats of illegal terminations (e.g. threats of repatriation for foreign workers)?	Yes
Are employees guaranteed freedom of movement during and after working hours?	Yes
Does the facility avoid withholding wages or requiring deposits of any kind during the employment relationship in accordance with applicable standards?	Yes

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2. Labor

Are employees free from daily production quota requirements prior to leaving the facility?	Yes
Do employees voluntarily agree to overtime and is mandatory overtime administered in accordance with applicable standards?	Yes
Is mandatory overtime permitted by law?	3 hours per day and 36 hours per month
Does the facility avoid the use of illegal convict labor?	Yes

2.7 Child Labor and Young Workers

Facility minimum hiring age standard (yrs):	16 years old
Are employees currently employed at an age in accordance with applicable standards?	Yes
At the time of hire, was the age in accordance with applicable standards?	Yes
Are working conditions (e.g. task, hours) for employees under the age of 18 in accordance with applicable standards?	Yes
Are required medical tests before and during employment conducted for employees under the age of 18 in accordance with applicable standards?	N/A
Does the facility maintain permits, licenses, parental consent forms and other documents related to the employment of apprentices, trainees and employees under the age of 18 in accordance with applicable standards?	Yes
Are identified apprenticeship/ traineeships administered by the facility in accordance with applicable standards?	Yes
Does the facility request original, legal documentation to verify the employee's age at the time of hire?	Yes
Are copies of legal documentation kept and maintained in accordance with applicable standards?	Yes

2.8 Abuse, Harassment and Disciplinary Action

Are employees free from any form of abuse, harassment, coercion or corporal punishment?	Yes
Does the facility maintain procedures on disciplinary action?	Yes Disciplinary procedures are part of the employee handbook which was provided to the auditor for review.
Are disciplinary practices administered in accordance with applicable standards?	Yes
Are security practices administered in accordance with applicable standards?	Yes

2.9 Discrimination

Are employees free from discrimination in accordance with applicable standards?	Yes
Are tests (e.g. medical, aptitude) executed for hire/ recruitment in accordance with applicable standards?	Yes

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2. Labor

Does the facility maintain procedures to prohibit and prevent discriminatory practices?	Yes
Are employees hired and maintained in employment regardless of pregnancy status or marital status?	Yes
Does the facility follow provisions on women's employment terms during pregnancy, maternity leave and return from maternity leave in accordance with applicable standards?	Yes
2.10 Freedom of Association and Collective Bargaining	
Are employees free to associate and collectively bargain in accordance with applicable standards	N/A
Where the ability to associate and collectively bargain are legally restricted, do employees have access to alternative means in accordance with applicable standards?	N/A
Are employees members of a union?	No
Are employees subject to a collective bargaining agreement?	No
Are employees members of a workers' organization?	No
Do employees have any worker representation apart from unions or workers' organizations?	N/A
Are activities (e.g. elections, meetings) associated with workers' representation (union, workers' organization and other representation) permitted by the facility in accordance with applicable standards?	Yes The facility provides a recreation room where the health and safety representative meets with employees every quarter.

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3. Health, Safety and Employee Housing

3.1 Licenses/Permits/Certifications

Is the facility in possession of H&S permits, licenses and/or certifications that are current and in accordance with applicable standards?

Yes

Is the facility in possession of forklift, boiler, generator, lift (elevator), compressor, pressure vessel, crane, and industrial refrigerator permits, licenses and/or certifications that are current and in accordance with applicable standards?

Yes

Does the facility maintain forklift driver, boiler, lift (elevator), crane, pressure vessel operator licenses in accordance with applicable standards?

Yes

3.2 Postings

Are H&S notices kept on file, posted in the facility and in language(s) understood by majority of employees in accordance with applicable standards?

Yes

3.3 Risk Assessment

Does the facility conduct H&S risk assessments in accordance with applicable standards?

Yes

3.4 Risk Management

Does the facility maintain management plans to mitigate or respond to H&S risks in accordance with applicable standards?

Yes

3.5 Governance

Does the facility have personnel responsible for management of H&S policies and procedures in accordance with applicable standards?

Yes

Does the facility have an H&S committee that operates and documents activities in accordance with applicable standards?

Yes
The facility has a committee that meets on a quarterly basis and the documentation, including meeting minutes, were provided to the auditor for review.

3.6 Education

What health and safety trainings does the facility provide its employees and how often are they conducted?

The facility conducts H&S trainings on a monthly and quarterly basis, with employees depending on their roles. The trainings cover fire safety and emergency procedures, evacuation drills, use of PPE and first aid measures.

3.7 Fire Safety and Emergency Evacuation

Types of firefighting equipment used by facility:

- ☐ Fire extinguishers
- ☐ Fire hydrants

Number of firefighting equipment by type reported by facility in assessed areas:

Fire extinguishers: total 76 in production building
Fire hydrants: total 13 in production building

Are fire extinguishers present and maintained in accordance with applicable standards?

No

It was noted that two fire extinguishers in pressing section on the 1/F of the production building were partially blocked by goods.

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ASSESSMENT REPORT

Facility Name: Anyang Jinghong Garment Co.,Ltd

Audited On: May 15th-16th, 2018

3. Health, Safety and Employee Housing

	<p>PRC Fire Prevention Law article 28</p> <p>It is recommended that the factory should relocate adequate fire extinguishers immediately, provide proper fire safety training to workers, conduct regular health & safety inspection, to ensure all the fire extinguishers are accessible at all time.</p>
Are emergency alarms present, maintained and detectable by employees in accordance with applicable standards?	Yes
Are secondary emergency exits present and located in accordance with applicable standards?	Yes
Are emergency exits maintained in accordance with applicable standards?	<p>No</p> <p>It was noted that 2 out of 2 doors of evacuation exit on 1/F of production building were pulling and pushing doors.</p> <p>Fire Safety of Building Design Regulation (GB50016-2014) article 6.4.11</p> <p>It is recommended that the factory should identify the requirements related to the emergency doors, provide proper fire safety training to workers, conduct regular health & safety inspection, re-install all factory doors to be open in the direction of evacuation.</p>
Are emergency exit pathways present and maintained in accordance with applicable standards?	Yes
Are evacuation plans present, posted and maintained in accordance with applicable standards?	Yes
Are emergency assembly points in present and maintained in accordance with applicable standards?	Yes
Is emergency lighting present and maintained in accordance with applicable standards?	Yes
Are evacuation drills conducted and documented in accordance with applicable standards?	Yes
3.8 First Aid and Emergency Care	
Does the facility provide first aid equipment and is the observed equipment, designated, accessible and maintained in accordance with applicable standards?	Yes
Are employees trained and available to administer first aid procedures in accordance with applicable standards?	Yes
Does the facility have staff available to administer medical care in accordance with applicable standards?	Yes
Does the facility provide a clinic and maintain medical records in accordance with applicable standards?	Yes

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3. Health, Safety and Employee Housing

Does the facility provide medical treatment at no cost to employees for injuries related to employment, unless employees have medical insurance?

Yes

Do employees undergo medical tests related to the job function and are records of medical tests maintained in accordance with applicable standards?

Yes

Does the facility manage medical waste in accordance with applicable standards?

Yes

Does the facility maintain records of employee accidents (e.g. injury, death) and facility accidents (e.g. equipment malfunction) in accordance with applicable standards?

Yes

Does the facility investigate, address and report employee and facility accidents in accordance with applicable standards?

Yes

Has the facility been free of fatalities and accidents that have resulted in loss of a body part in the past 12 months?

Yes

3.9 Personal Protective Equipment

Has the facility established a policy/ code governing personal protective equipment identification, use, maintenance and training?

Yes

Does the facility communicate and train employees (all levels) on the facility's personal protective equipment policy in accordance with applicable standards?

Yes

Are employees using the designated personal protective equipment in accordance with applicable standards?

Yes

Does the facility maintain the designated personal protective equipment in accordance with applicable standards?

Yes

Are employees provided equipment used in the process of employment (e.g. tools, uniforms, PPE) paid for by the facility in accordance with applicable standards?

Yes

3.10 Chemicals and Hazardous Materials

The facility does not use or maintain (store) chemicals or hazardous materials on site.

Yes

3.11 Equipment Safety

Has the facility established a policy/ code governing equipment safety identification and maintenance in accordance with applicable standards?

Yes

Does the facility communicate and train employees (all levels) on the facility's equipment safety policy in accordance with applicable standards?

Yes

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Facility Name: Anyang Jinghong Garment Co.,Ltd

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3. Health, Safety and Employee Housing

Does the facility maintain the designated equipment safety mechanisms in accordance with applicable standards?	Yes
----------------------------------------------------------------------------------------------------------------	-----

Does the facility maintain inspection records for forklifts, boilers, generators, lifts (elevators), compressors, pressure vessels, cranes, and industrial refrigerators in accordance with applicable standards?	Yes
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

Is observed equipment at the facility operating and equipped with safety mechanisms in accordance with applicable standards?	Yes
------------------------------------------------------------------------------------------------------------------------------	-----

3.12 Electrical Safety

Are electrical panels, wiring and outlets maintained in accordance with applicable standards?	Yes
-----------------------------------------------------------------------------------------------	-----

3.13 Noise

Are noise levels monitored in accordance with applicable standards?	Yes
---------------------------------------------------------------------	-----

3.14 Ventilation and Lighting

Does the facility provide access to and maintain workplace illumination in accordance with applicable standards?	Yes
------------------------------------------------------------------------------------------------------------------	-----

Does the facility maintain windows or ventilation systems in the work environment in accordance with applicable standards?	Yes
----------------------------------------------------------------------------------------------------------------------------	-----

3.15 Drinking Water

Do employees have unlimited and free access to potable water?	Yes
---------------------------------------------------------------	-----

3.16 Sanitation

Is general housekeeping maintained in accordance with applicable standards?	Yes
-----------------------------------------------------------------------------	-----

Do employees have unlimited and free access to toilet facilities?	Yes
-------------------------------------------------------------------	-----

In observed areas, does the facility have sanitary and maintained restroom/ shower facilities in accordance with applicable standards?	Yes
----------------------------------------------------------------------------------------------------------------------------------------	-----

3.17 Food Preparation Areas and Meals

Is the food preparation area/ canteen operated and maintained in accordance with applicable standards?	Yes
--------------------------------------------------------------------------------------------------------	-----

If applicable, does the facility provide meals in accordance with applicable standards?	Yes
-----------------------------------------------------------------------------------------	-----

3.18 Child Care

Is child care facility located and maintained in accordance with applicable standards?	N/A
----------------------------------------------------------------------------------------	-----

Is the facility work floor free of individuals under the age of 18 who are not employed by the facility?	N/A
----------------------------------------------------------------------------------------------------------	-----

3.19 Services

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3. Health, Safety and Employee Housing

If applicable, does the facility provide personal items at cost to the employees in accordance with applicable standards?

Yes

3.20 Employee Housing

The facility does not provide accommodation for employees.

Yes

ASSESSMENT REPORT

Facility Name: Anyang Jinghong Garment Co.,Ltd

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4. Environmental Management**4.1 Licenses/ Permits/Certifications**

Does the facility have a policy or system in place to identify and maintain applicable environmental permits/ licenses/ certifications?

Yes

4.2 Risk Assessment

Does the facility conduct assessments on environmental risks in accordance with applicable standards?

Yes

4.3 Risk Management

Does the facility maintain management plans related to those environmental risks to reduce or respond to environmental impacts to land, water, and air in accordance with applicable standards?

Yes

If applicable, can the facility demonstrate corrective action and remediation in response to a polluting materials discharge?

Yes

4.4 Education

What environmental trainings does the facility provide its employees and how often are they conducted?

Environmental trainings occur quarterly for employees working directly with chemical materials and at least yearly for the general staff. These include chemical handling and storage, hazardous waste procedures, and PPE use.

4.5 General Waste

Main types of waste produced at the facility:

Fabric, general waste

Is the facility in possession of permits and licenses for onsite waste disposal that are current and in accordance with applicable standards?

Yes

Does the facility maintain an outdoor environment free of uncontrolled refuse?

Yes

Does the facility maintain a waste inventory and tracking system in accordance with applicable standards?

Yes

4.6 Hazardous Waste

The facility does not appear to generate, report any generation, or attest to any generation of hazardous waste.

Yes

4.7 Waste Water

The facility does not appear to generate, report any generation, or attest to any generation of waste water.

Yes

ASSESSMENT REPORT

Facility Name: Anyang Jinghong Garment Co.,Ltd

Audited On: May 15th-16th, 2018

5. Audit Ethics**5.1 Bribery Attempt**

Was the assessment free of any bribery attempt?	Yes
-------------------------------------------------	-----

5.2 Bribery and Facilitation Payments

Has the facility established a policy/ code governing bribery and facilitation payments in accordance with applicable standards?	Yes
----------------------------------------------------------------------------------------------------------------------------------	-----

Are employees who refuse to participate in bribery and facilitation payments not adversely affected (e.g. demotion, termination)?	Yes
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5.3 Employee Interviews

Was the assessment free of employee coaching for the purpose of the facility audit?	Yes
-------------------------------------------------------------------------------------	-----

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ASSESSMENT REPORT

Facility Name: Anyang Jinghong Garment Co.,Ltd

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6. Facility Profile

Facility Name in Local Language:	安阳景虹服饰有限公司
Facility Address in Local Language:	河南省安阳市汤阴县兴隆路
Facility Contact Name:	Mr. Tony Yu
Facility Phone:	15261555006
Facility Fax:	Not provided
Facility Email:	tonyyu@msintl-cn.com

6.1 Facility Access

Can you access the facility?	Yes Full access granted.
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6.2 Certifications

Valid certifications or stakeholder initiative participation:	NA
---------------------------------------------------------------	----

6.3 Production Profile

Industry sector:	Apparel
Principal products:	Garments
Production capacity per month:	60000 pieces
% of total production for Client:	0%
% of total production for other current clients:	Little me (80%)
Labels viewed on production floor:	None
Is the facility operating at full capacity?	Yes

6.4 Personnel Profile

Total number of employees (excl. contracted employees):	170
total male	9
total female	161
permanent	170
temporary (facility direct hire)	0
part-time (facility direct hire)	0
night	0
pregnant	0
on maternity leave	0
piece-rate	0
salaried	170
hourly paid	0
homeworkers	0
apprentice / trainees	0
employees under the age of 18	0
foreign imported/ foreign migrant	0
hired by the facility through labor brokers	0
contracted employees working in production	159
contracted employees indirectly related to production (e.g. security, maintenance)	11

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ASSESSMENT REPORT**Facility Name:** Anyang Jinghong Garment Co.,Ltd**Audited On:** May 15th-16th, 2018**6. Facility Profile**

age youngest employee:	18 years old
nationalities of the employees:	Chinese
employee turnover rate of facility direct hires:	0.6%
employee absenteeism by gender of facility direct hires:	During 2/23/2018-5/15/2018 Male 1% Female 1%

6.5 License

Does the facility possess a business license?	Yes
Is the business license maintained and posted in accordance with applicable standards?	Yes Facility provided a valid Business License issued by China Administrative Bureau for Industry and Commerce which was also posted on the office.

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ASSESSMENT REPORT

Facility Name: Anyang Jinghong Garment Co.,Ltd

Audited On: May 15th-16th, 2018

7. Facility Supply Chain Profile**7.1 Subcontracting**

The facility does not use subcontractors.	No
Is Client informed of subcontractor use?	N/A
Subcontract Facility name (1):	Anyang City Haijing Apparel Co., Ltd.
Subcontract Facility production specialty:	Printing
Contact person(s):	Mr. Tie Jianliang
Address:	Northeast of Wenchang Street Intersection and Tiexi Load, Anyang City, Henan Province, China
Phone:	13613723777
Email:	N/A
Fax:	N/A
Subcontract Facility name (2):	Anyang City Yuhe Embroidery Co., Ltd.
Subcontract Facility production specialty:	Embroidery
Contact person(s):	Mr. Liu Zhen
Address:	No.132, West of West Sudu Village, Baizhuang Town, Anyang County, Anyang City, Henan Province, China
Phone:	N/A
Email:	N/A
Fax:	N/A

7.2 Contractors

The facility does not use contractors.	Yes
----------------------------------------	-----

7.3 Homeworkers

The facility does not use homeworkers.	Yes
----------------------------------------	-----

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ASSESSMENT REPORT

Facility Name: Anyang Jinghong Garment Co.,Ltd

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8. Management Systems**8.1 Certifications**

Does the facility have valid management systems certifications?

No

8.2 Governance

Has the facility established policies/ codes governing labor, grievances, health and safety, environment, and ethics and business integrity?

Yes

8.3 Compliance

Has the facility implemented a mechanism that identifies, keeps up to date and alerts applicable personnel of all standards (e.g. legal, client) that the facility must comply with?

Yes

8.4 Responsibility

Does the facility have in place management personnel to implement the facility's policies, client specific requirements and legal requirements in the areas of labor, grievances, health and safety, environment, and ethics and business integrity?

Yes

8.5 Grievance Mechanism

Does the facility maintain a grievance procedure by which employees can confidentially raise issues of concern to management without fear of reprisal or negative repercussions?

Yes
The facility has developed a grievance procedure. Employees are informed about it upon hire and in case of updates by HR department. Employees can use an employee hotline and suggestion boxes available at the facility.

Has the facility implemented a procedure to record, track, and communicate progress and individuals responsible for each grievance item reported to the facility?

Yes

ASSESSMENT REPORT

Facility Name: Anyang Jinghong Garment Co.,Ltd

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8.Other

8.1 Other Code of Conduct Findings

Are other labor, health and safety, environmental, ethics, supply chain, and management systems practices in compliance with the Supplier Code of Conduct?

Yes

ASSESSMENT REPORT

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9. Pictures

Labor

N/A

Health, Safety and Employee Housing



Finding: Pulling and pushing door



Finding: Blocked fire extinguishers

Environmental Management

N/A

Audit Ethics

N/A

Facility Profile



Factory name



Factory gate

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9. Pictures



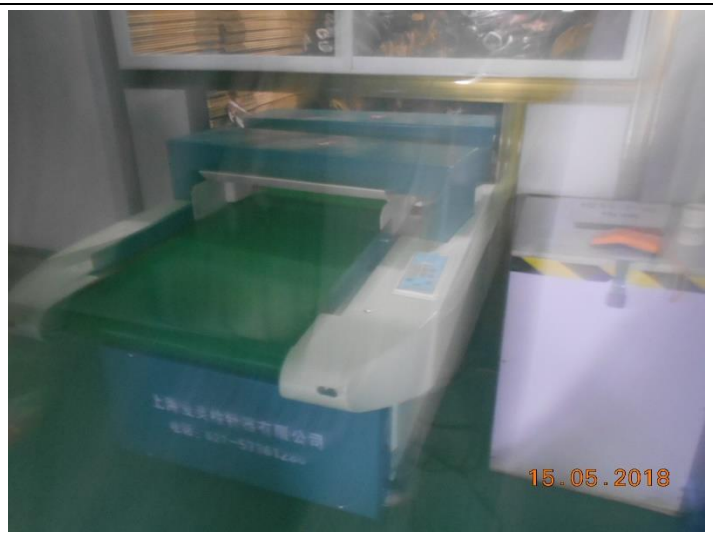
Production building



Fire facilities



Evacuation plan



Needle detector

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9. Pictures



Clean water



First aid kit



Safety exit



Machine protective

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9. Pictures



Eye shield



Suggestion box



Attendance system



Canteen

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9. Pictures



Raw material area



Finished goods warehouse



Cutting section



Sewing section

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9. Pictures



Pressing section



Inspection & Packing section

Facility Supply Chain Profile

N/A

Management Systems

N/A

Other

N/A

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