

Monitored Party xxxxxxxxxxxxxxxxxxxxx xxx	amfori ID 156-037729-000	Address xxxxxxx, China  Monitoring Partner TUV Rheinland
Monitoring Activity amfori Social Audit - Manufacturing	Monitoring Type Follow-up Monitoring	Submission Date 01/08/2024
Monitoring Start Date 29/07/2024	Closing Meeting Finished Date 29/07/2024	
Expiration Date 31/07/2025	Announcement Type Fully Announced	
Site xxxxxxxxxxxxxxxxxxxxx xxx	Site amfori ID 156-037729-001	

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## OVERALL RATING



## SECTION RATING

PA1: Social Management System	C	
PA 2: Workers Involvement and Protection	B	
PA 3: The Rights of Freedom of Association and Collective Bargaining	A	
PA 4: No Discrimination	A	
PA 5: Fair Remuneration	C	
PA 6: Decent Working Hours	D	

PA 7: Occupational Health and Safety	<b>A</b>	
PA 8: No Child Labour	<b>A</b>	
PA 9: Special Protection for Young Workers	<b>A</b>	
PA 10: No Precarious Employment	<b>A</b>	
PA 11: No Bonded Labour	<b>A</b>	
PA 12: Protection of the Environment	<b>B</b>	
PA 13: Ethical Business Behaviour	<b>A</b>	

## GENERAL DESCRIPTION

Lead Auditor: Lewis Ye; APSCA membership number: CSCA 21701875

Monitoring partner: TUV Rheinland

Audit schedule details: The audit is planned for 1 auditor x 1 day

Announcement type: Fully-Announced

Monitoring type: This follow-up audit only covered PA1, PA2, PA5, PA6, PA7, PA12 and PA13, other PAs were not audited and the evidence & rating were kept same as before.

Business partner information: The auditee was located at "xxxxxxx". The auditee was established on 2 November 1999. The main products manufactured by the auditee are ballpen and marking pen. The main production processes are listed as follow: injection molding (including mixing, smashing), filling, assembling, inspection and packing.

Audited location information: There were a total of 4 blocks of buildings within the boundaries and all buildings were owned by the auditee. The detailed distribution of these buildings were listed as follow:

One U-shaped 3-storey building: half 1F (at north side) was used as raw materials warehouse and injection molding workshop by the auditee; the rest 1F (at south side) was rented out to Factory A as production and warehouse; most 2F was used as filling, assembling and packing workshop by the auditee; the rest 2F (at south side) was rented out to Factory A as office and laboratory; 3F was used as semi-finished goods warehouse and finished goods warehouse by the auditee.

One 4-storey building: 1F was used as office by the auditee; 2F~4F were idle.

One 4-storey building: the whole building was rented out to Factory B as office, production and warehouse.

One 3-storey building: the whole building was rented out to Factory B as office, production and warehouse.

Factory A mainly manufactured paint, Factory B mainly manufactured pen. No worker or workshop was shared and there was no business relationship between the auditee and other units, the auditee provided the tenants' business licenses and lease contracts for review, so this audit scope just focused on the used area of the auditee. No canteen or dormitory was provided by the auditee.

Operating shifts and hours: Electronic fingerprint & face scanning attendance machine was used to record the time in/out. Normal working hour was 8 hours per day and 5 days per week (from Monday to Friday). Working on weekend was treated as overtime. One shift (08:00-11:30, 12:30-17:00) was arranged for all workers and overtime on working days was 2 hours from 18:00 to 20:00 if needed. Workers were guaranteed at least one day rest per week. No apparent peak season or low season existed.

Salary payment details: The calendar month was counted as a wage calculation cycle, and the wage was paid on the 25th day of next month through bank transfer. All workers were paid by monthly rate and at least CNY3200 per month. Workers' total wages consisted of normal working hours wage, overtime wage and other benefits (high temperature allowance, paid statutory holidays /annual leave wages). Overtime wages were paid 150%, 200% and 300% of the normal wage rate for overtime on weekdays, weekends and statutory holidays respectively.

Worker number information: Total 38 employees (8 males and 30 females) were hired by the factory, there were 6 non-production employees and 32 production employees (6 males and 26 females). 9 workers (1 male and 8 females) were domestic migrant workers. There were no seasonal, temporary, young, disabled, apprentices and other special group workers.

Worker organization details: There was no labor union in the factory. Workers freely elected one worker representative in January 2024. The management held meetings with worker representative regularly.

Summary of findings: PA1: insufficient management system, insufficient capacity planning; PA 2: incomplete long-term goals, no regular satisfaction survey on grievance mechanism; PA5: insufficient decent living wage, insufficient social insurance; PA6: excessive OT; PA7: no occupational hazards factors testing, no occupational diseases examination, insufficient work-related injury insurance, no fire qualification certificate or report /no building structure safety certificate or report; PA12: no environmental protection acceptance checks report for completed construction project, no waste air treatment facility, no waste air /boundary noise monitoring.

Good practices: The factory obtained municipal Work Safety Standardization certificate.

Circumstances: The factory management and sampled workers were cooperative during the audit. There was no special circumstance during the audit.

Attachment: The Personal Information Protection Law of the People's Republic of China was effective as of 1 November 2021, the producer signed General Terms and Conditions of Business of TUV Rheinland in China before the audit and ensured that relevant personal data and information provided to TUV Rheinland auditor had been obtained the individual's consent during the audit.

Remark:

a)No contractor was used by the auditee, which makes the contractor license/permit not applicable; b)No agency was used by the auditee, which makes the agency labour contract not applicable; c)No government waiver such as Comprehensive Working Hours System waiver or social insurance waiver was obtained by the auditee, which makes the government waiver not applicable; d)No collective bargain agreements existed in the factory, which makes the collective bargain agreements not applicable.

SITE DETAILS

Site

XXXXXXXXXXXXXXXXXXXXX  
xxx

Site amfori ID

156-037729-001

GICS Classification

Sector	Industry Group	Industry
Industrials	Commercial & Professional Services	Commercial Services & Supplies
Sub Industry		
Office Services & Supplies		

amfori Process Classifications

N.A.

NACE Classification

N.A.

GS1 Classifications

N.A.

Water Stress Situation

This site is not located in a water stressed region

## METRICS

### Key Metrics

Total workforce	38	Workers
Legal minimum wage in local currency	2,260	Monthly
Lowest wage paid for regular work at the site	3,200	Monthly
Calculated living wage in local currency	5,030	Monthly
Total sample	8	Workers

### Other Metrics

Male workers	8	Workers
Female workers	30	Workers
Permanent workers - Male	8	Workers
Permanent workers - Female	30	Workers
Temporary workers - Male	0	Workers
Temporary workers - Female	0	Workers
Seasonal workers - Male	0	Workers
Seasonal workers - Female	0	Workers
Management - Male	1	Workers
Management - Female	2	Workers
Apprentices - Male	0	Workers
Apprentices - Female	0	Workers
Workers on probation - Male	0	Workers
Workers on probation - Female	0	Workers
Workers with night shift - Male	0	Workers
Workers with night shift - Female	0	Workers
Workers with disabilities - Male	0	Workers
Workers with disabilities - Female	0	Workers
Domestic migrant workers - Male	1	Workers
Domestic migrant workers - Female	8	Workers
Foreign migrant workers - Male	0	Workers
Foreign migrant workers - Female	0	Workers
Workers hired directly - Male	8	Workers
Workers hired directly - Female	30	Workers
Workers hired indirectly - Male	0	Workers
Workers hired indirectly - Female	0	Workers
Unionised workers - Male	0	Workers
Unionised workers - Female	0	Workers
Workers under CBA - Male	0	Workers
Workers under CBA - Female	0	Workers
Pregnant workers	0	Workers

Workers on parental leave - Male	0	Workers
Workers on parental leave - Female	0	Workers
Sample - Male	3	Workers
Sample - Female	5	Workers

## FINDINGS

### PA1: Social Management System

Site: xxxxxxxxxxxxxxxxxxxxxx | Site amfori ID: 156-037729-001

**Question:** 1.1 Is there satisfactory evidence that the auditee has set up an effective management system to implement the amfori BSCI Code of Conduct?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
The factory partially respects this principle. According to document review, onsite observation, management and employee interview, the factory had established management procedures to implement the amfori BSCI COC, but not all the procedures had been implemented systematically. Such as insufficient social insurance, excessive overtime and inadequate EHS management. The management stated that the operation on social responsibility was mainly based on past experiences, they knew the gaps between the requirements of amfori BSCI COC and their performance, but it was difficult to implement these procedures effectively in practical work due to limited manpower and cost budget. (It violated the requirement of amfori BSCI system manual)	工厂部分遵循该准则。根据文件审阅、现场观察、管理层和员工访谈，工厂建立了管理程序来实施 amfori BSCI 行为准则，但不是所有程序都有效实施。例如社保不足、加班超时以及不足的环境健康安全。管理层表示工厂社会责任的运作主要通过以往经验学习，他们清楚 amfori BSCI 行为准则的要求与他们目前表现的差距，但是由于有限的人力和成本预算，在实际工作中难以有效实施这些程序。（违反了 amfori BSCI 系统手册中的要求）

**Question:** 1.4 Is there satisfactory evidence that the auditee's workforce capacity is properly organised to meet the expectations of the delivery order and/or contracts?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
The factory partially respects this principle. According to document review, management and employee interview, the factory did not properly organize its workforce to meet the expectations of the delivery order and contracts, workers' overtime hours exceeded legal requirement. The management stated that they understood the production rate and date of delivery, but they had to arrange some overtime to finish production order on time. (It violated the requirement of amfori BSCI system manual)	工厂部分遵循该准则。根据文件审阅、管理层和员工访谈，工厂未有效组织其劳工来达成交付订单和合同的预期，员工加班时间超过法规要求。管理层表示他们清楚了解工厂生产效率和交货期，但是他们必须安排一些加班来按时完成订单。（违反了 amfori BSCI 系统手册中的要求）

### PA 2: Workers Involvement and Protection

Site: xxxxxxxxxxxxxxxxxxxxxx | Site amfori ID: 156-037729-001



**Question: 2.2** Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the amfori BSCI Code of Conduct?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>The factory partially respects this principle. According to document review, management and employee interview, the long-term goals established by the factory did not reflect a step-wise approach toward making sustainable improvements, such as how to reduce overtime hours, improvements of social insurance compliance and etc. within specified period, and it did not define a time frame for each goal, workers and workers' representatives were not genuinely involved in defining the long-term goals, workers were not aware of the long-term goals. The management stated that they did not know how to improve the long-term goals, because these goals required commensurate investment. (It violated the requirement of amfori BSCI system manual)</p>	<p>工厂部分遵循该准则。根据文件审阅、管理层和员工访谈，工厂制定的长期目标未反映出可持续改进的渐进式方法，比如在指定期限内怎样降低加班时间和提高社保参保等，也没有定义每个目标的完成时限，员工及员工代表未真正参与员工长期目标的制订，员工不清楚该长期目标。管理层表示不知道如何完善长期目标，因为这些目标都需要相应的资金投入。（违反了amfori BSCI系统手册中的要求）</p>

**Question: 2.5** Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>The factory partially respects this principle. According to document review, management and employee interview, the factory established grievance procedure, but the factory did not carry out regular satisfaction survey on grievance mechanism to ensure the grievance channels worked effectively, there was no any grievance or feedback in the past year according to the grievance record. The interviewed workers stated that they were aware of the current grievance channels and did not have any grievances or complaints. The management stated that they were unsure how to improve the grievance procedure, as no complaints or grievances had been raised by workers. (It violated the requirement of amfori BSCI system manual)</p>	<p>工厂部分遵循该准则。根据文件审阅、管理层和员工访谈，工厂建立了申诉程序，但工厂未对申诉机制进行定期的满意度调查，以确保申诉渠道畅通，根据申诉记录查看，工厂在过往一年都未收到任何投诉或反馈。访谈的员工表示他们了解目前的申诉渠道，他们没有任何申诉或抱怨。管理层表示他们不知道如何完善申诉程序，员工没有提出抱怨或申诉。（违反了amfori BSCI系统手册中的要求）</p>

## PA 5: Fair Remuneration

Site: xxxxxxxxxxxxxxxxxxxxxx | Site amfori ID: 156-037729-001

**Question: 5.4** Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?

**ENGLISH**

**LOCAL LANGUAGE**

**Finding**

The factory does not respect this principle. According to document review, management and employee interview, the factory had collected the local legal minimum wage document, but they did not collect local living costs data and have well-defined plan for achieving the decent standard of living within a specified and reasonable period of time. 8 out of 8 sampled workers' remuneration were less than the decent living wage standard (CNY5030 per month) on GLWC website, which ranged about CNY3200~3500 per month. The management said that they would gradually raise workers' remuneration. (It violated the requirement of amfori BSCI system manual)

工厂未遵循该准则。根据文件审阅、管理层和员工访谈，工厂收集了当地的法定最低工资文件，但工厂没有收集当地的生活成本数据并制定计划来确保一定合理期限后支付给工人的工资能满足工人的体面生活工资的需求。8名抽样员工中8名的报酬低于GLWC网站上体面的生活工资标准（5030元每月），大约3200~3500元每月。管理层表示他们会逐步提高员工的报酬。（违反了amfori BSCI系统手册中的要求）

**Question: 5.5** Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted?

**ENGLISH**

**LOCAL LANGUAGE**

**Finding**

The factory does not respect this principle. According to document review, management and employee interview, insufficient social insurance participated. There were total 38 employees, 13 employees were retirees hired to work again, no new employee was hired after the social insurance application of June 2024, so the factory should provide social insurance for 25 employees. The factory provided social insurance receipts from July 2023 to June 2024 for review, it was noted that 22 out of 25 employees were not provided with retirement insurance, unemployment insurance, medical insurance, child-bearing insurance and work-related injury insurance in June 2024. The management explained that the reason for insufficient social insurance coverage rate was the unwillingness of employees, the employees who did not have social insurance stated that they did not want to buy social insurance because they had participated in new-pattern rural insurance at home, the related new-pattern rural insurance records were not available for check during audit day. (Reference law: Social Insurance Law of the

工厂未遵循该准则。根据文件审阅、管理层和员工访谈，社会保险参保不足。工厂一共雇佣了38名员工，13名为退休返聘员工，2024年6月份社保申报后没有新入职员工，因此工厂应该为25名员工提供社会保险。工厂提供了2023年7月至2024年6月的社保凭证供审核，在2024年6月，工厂未给25名员工中的22名提供养老、失业、医疗、生育和工伤保险。管理层解释到社保不足的原因是员工不愿意购买社保，没有社保的员工表示他们不想参加社保，因为他们在老家参加了新农保，相关的新农保记录在审核天未提供查看。（参考法律法规：《中华人民共和国社会保险法》第10，23，33，44，53条）

Finding	
People's Republic of China, Article 10, 23, 33, 44, 53)	

### PA 6: Decent Working Hours

Site: xxxxxxxxxxxxxxxxxxxxxx | Site amfori ID: 156-037729-001

Question: 6.2 CRUCIAL: Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the amfori BSCI Code of Conduct?	
ENGLISH	LOCAL LANGUAGE
Finding	
<p>The factory does not respect this principle. According to document review, management and employee interview, overtime hours exceeded the legal requirement, the factory did not have effective overtime control system. The management stated that the overtime schedule was arranged by orders, orders needed shipment in time, so workers needed to work overtime. The interviewed workers stated that overtime work was voluntary and they could earn more money by working overtime. Based on the attendance records from 1 July 2023 to 29 July 2024, the maximum daily OT were 2 hours, workers' monthly overtime hours exceeded 36 hours in each month from July 2023 to July 2024, except for February 2024. Details of the sampled months as below:</p> <p>October 2023: 8 out of 8 sampled workers' monthly OT exceeded 36 hours and were 48 hours;</p> <p>March 2024: 8 out of 8 sampled workers' monthly OT exceeded 36 hours and were 52 hours;</p> <p>June 2024: 8 out of 8 sampled workers' monthly OT exceeded 36 hours and were 42 hours.</p> <p>(Reference Law: PRC Labour Law article 41).</p> <p>Remark: the maximum monthly overtime hours from 1 July 2024 to 28 July 2024 were 48 hours.</p>	<p>工厂未遵循该准则。根据文件审阅、管理层和员工访谈，加班时间超过法规要求，工厂没有有效的系统去控制加班。管理层表示加班根据订单安排，订单需要及时出货，因此需要加班工作。访谈的员工表示加班是自愿的，且加班可以增加收入。根据2023年7月1日至2024年7月29日的考勤记录发现，最大的日加班为2小时，从2023年7月至2024年7月除2024年2月外的每个月，员工的月加班都超过36小时。抽样月份的情况如下：</p> <p>2023年10月：8名抽样员工中的8名的月加班超36小时，为48小时；</p> <p>2024年3月：8名抽样员工中的8名的月加班超36小时，为52小时；</p> <p>2024年6月：8名抽样员工中的8名的月加班超36小时，为42小时。（参考法律法规：《中华人民共和国劳动法》第41条）</p> <p>备注：2024年7月1日至2024年7月28日的最大月加班时间是48小时。</p>

### PA 7: Occupational Health and Safety

Site: xxxxxxxxxxxxxxxxxxxxxx | Site amfori ID: 156-037729-001

Question: 7.1 Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?	
ENGLISH	LOCAL LANGUAGE

Finding	
<p>The factory partially respects this principle. According to document review, onsite observation, management and employee interview, the factory had established occupational diseases control procedure, the management knew the occupational hazards factors in the factory, occupational hazard notification cards were posted in workshops, but no occupational hazards factors testing was conducted, potential occupational hazards factors noted at the factory mainly included dust and noise from mixing /smashing area. In addition, no any occupational diseases examination was provided for the workers exposed to occupational hazardous factors, such as mixing workers and smashing workers. The management claimed that they did not conduct it as consideration of cost control. Workers stated that the working condition was acceptable. (Reference Law: Provisions on the Administration of Occupational Health at Work Sites, Article 20; Law of the People's Republic of China on Prevention and Control of Occupational Diseases, Article 35)</p>	<p>工厂部分遵循该准则。根据文件审阅、现场查看、管理层和员工访谈，工厂建立了职业病控制程序，管理层了解厂内的职业危害因素，职业危害告知卡也张贴在车间，但工厂未进行职业危害因素检测，工厂潜在的职业病危害因素包括来自拌料/碎料区域的粉尘和噪音。另外，工厂未给接触职业危害因素的员工提供任何职业病体检，例如拌料和碎料员工。管理层表示没有做是出于成本控制考虑。员工表示工作环境是可以接受的。（参考法律法规：《工作场所职业卫生管理规定》第20条；《中华人民共和国职业病防治法》第35条）</p>

**Question: 7.2** Is there satisfactory evidence that the auditee seeks to improve workers' protection in case of accident, including through compulsory insurance schemes?

ENGLISH	LOCAL LANGUAGE
Finding	
<p>The factory partially respects this principle. According to document review, management and employee interview, it was noted that 35 (including 13 retirees hired to work again) out of 38 employees were not provided with any kind of work-related injury insurance. The management stated that the risk of injury in the factory was low, so they did not buy. (Reference law: Social Insurance Law of the People's Republic of China, Article 33)</p>	<p>工厂部分遵循该准则。根据文件审阅、管理层和员工访谈，工厂没有给38名员工中的35名（包括13名退休返聘员工）提供任何形式的工伤保险。管理层表示没有厂内发生工伤的风险比较低，所以没有购买。（参考法律法规：《中华人民共和国社会保险法》第33条）</p>

**Question: 7.11** Is there satisfactory evidence that the auditee confirms that the equipment and buildings used for production are stable and safe?

ENGLISH	LOCAL LANGUAGE
Finding	
<p>The factory partially respects this principle.</p>	<p>工厂部分遵循该准则。根据文件审阅、现场查看和</p>

## Finding

According to document review, onsite observation and management interview, the factory did not provide the fire qualification certificate or report and building structure safety certificate or report for of one 4-storey office building (about 2300 square meters, built after 2010 year) and one 3-storey production building (about 3800 square meters, built after 2010 year). The building was maintained and sound in acceptable condition, enough fire facilities were installed in the building. The management stated that the landlord did not obtain these permits. The management stated that they did not find these permits, the local government including the fire safety bureau checked the fire safety routinely. (Reference law: Construction Law of the P.R.C, Article 61; Fire Prevention Law of the P.R.C, Article 13)

管理层访谈，工厂没有提供一幢4层办公建筑（大约2300平米，竣工于2010年后）和一幢3层生产厂房（大约3800平米，竣工于2010年后）的消防合格证明或者报告以及建筑结构安全证明或报告。建筑物被维护和保持在可接受的状态，建筑内安装了足够的消防设施。管理层表示没有找到这些许可文件，当地政府包括消防部门也会例行来检查消防安全。（参考法律法规：《中华人民共和国建筑法》第61条、《中华人民共和国消防法》第13条）

## PA 12: Protection of the Environment

Site: xxxxxxxxxxxxxxxxxxxxxx | Site amfori ID: 156-037729-001

**Question:** 12.1 Is there satisfactory evidence that the auditee continuously identifies the significant impacts and environmental implications associated to its activity?

### ENGLISH

### LOCAL LANGUAGE

## Finding

The factory partially respects this principle. According to document review and management interview, the factory had not obtained the environmental protection acceptance check report of their completed construction project. The management stated that they would apply it after the waste air treatment facilities are installed. (Reference law: Measures for Administration of Environmental Protection Acceptance Check upon Completion of Construction Project article 17)

工厂部分遵循该准则。根据文件审阅和管理层访谈，工厂没有取得建设项目竣工环境保护验收报告。管理层表示会在废气处理设施安装后去申请。（参考法律法规：《建设项目竣工环境保护验收管理办法》第17条）

**Question:** 12.4 Is there satisfactory evidence that waste is managed in a way that does not lead to the pollution of the environment?

### ENGLISH

### LOCAL LANGUAGE

## Finding

The factory partially respects this principle. According to document review, onsite observation,

工厂部分遵循该准则。根据文件审阅、现场查看、管理层和员工访谈，工厂建立了环保程序，但是未

## Finding

management and employee interview, the factory had established environmental procedures, but did not effectively improve environment sustainability:

(1) Waste air generated from the injection molding process, but no waste air treatment facility was installed according to EIA approval. The management stated that they had not found a suitable partner due to the high price. (Reference Law: People's Republic of China on the Prevention and Control of Atmospheric Pollution Article 20)

(2) The factory didn't conduct the boundary noise monitoring, boundary noise was generated from injection molding process. (Reference law: Self-monitoring technology guidelines for pollution units (HJ 819-2017), Article 5.4)

(3) The factory didn't conduct the waste air monitoring, waste air was generated from injection molding process. The management stated that they would conduct the environment monitoring after the waste air treatment facilities are installed. (Reference law: Self-monitoring technology guidelines for pollution units (HJ 819-2017), Article 5.2)

有效地改善环境绩效：

- (1) 注塑工序会产生废气，但工厂没有根据环评批复安装废气处理设施。管理层表示由于价格原因还没有找到合适的合作单位。（参考法律法规：《中华人民共和国大气污染防治法》第20条）
- (2) 工厂未进行厂界噪音监测，厂界噪音由注塑工序产生。（参考法律法规：《排污单位自行监测技术指南（HJ819-2017）》第5.4条）
- (3) 工厂未进行废气监测，注塑工序产生废气。管理层表示会在废气处理设施安装后进行环境监测。（参考法律法规：《排污单位自行监测技术指南（HJ819-2017）》第5.2条）